NetDMR
National Installation

Permittee and Data Provider User Guide

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Chapter 1. Introduction

1.1. Structure of this Guide

1.1.1. Organization

The intent of this guide is to provide step-by-step instruction, guidance, and pertinent information on how to use the National Installation of NetDMR.

This guide addresses the technical basics of entering and submitting DMR data into the National Installation of NetDMR. For the most part, it does not deal with policy regarding what data should be entered in particular circumstances. Descriptions and information are written for clarity for the average User, not for regulatory precision. Finally, this guide is not exhaustive. Data elements and other aspects of the system that are reasonably self-explanatory are not discussed.

1.1.2. User Guide Notation and Conventions

The bulk of this guide consists of step-by-step guides to performing various tasks. Within each task, steps are enumerated and screen shots are included to illustrate the steps.

1.1.2.1. Tips

Throughout the Guide you will find text boxes containing Tips. Tip boxes contain information that should make your job easier. They include ideas for streamlining data entry or information pertaining to particular situations.

> Tip
> *Tips include ideas for streamlining data entry or information pertaining to particular situations.*

1.2. Background – What is the National Installation of NetDMR?

The National Installation of 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 NetDMR application, or "installation", resides at CDX and allows each State Agency, Tribe or EPA Regional office to have their own separate working environment, or "Instance" that can be customized with their own logos, permits, DMRs, new alerts and contact information.

NetDMR includes the following key components:

- **Common Functionality**: Create an account, request access to a permit and associated DMRs/and copies of record (CORs), edit account information, retrieve a forgotten user name or reset a forgotten password, and unlock a locked account.

- **System Administrator**: Configure a NetDMR installation and customize settings for each Instance associated with an installation.
- **Regulatory Administrator**: Manage user accounts; set additional customization options for an Instance; approve signatories; and search, view, and download DMRs and CORs submitted for permits administered by the regulatory authority associated with the Instance.
- **Permit Administrator**: Manage user read and write access to DMRs for a specific permit.
- **Search Functionality**: Search and view permit details.
- **DMR Functionality**: Search, view, edit, sign and submit DMRs; import DMR data.
- **COR Functionality**: Search, view, and download copies of record for DMRs.
- Interaction with ICIS: NetDMR retrieves permit and expected DMR data from ICIS and submits reported DMR data to ICIS automatically.
- **Database**: Store information needed by NetDMR or generated by NetDMR users.
- **Help System**: Provide on-line instruction on how to use specific elements of NetDMR functionality.

Descriptions for all key components except the System Administrator are described in subsequent sections of this document. Details on NetDMR functionality available to System Administrator are provided in the NetDMR System Administrator User Guide

1.3. System Requirements

The following are the minimum PC requirements to access and use the National Installation of NetDMR:

- Pentium III/IV or equivalent processor
- 128 MB RAM (512 MB recommended)
- Monitor with resolution of at least 800 x 600
- Internet access
- Microsoft Internet Explorer 6.0 or above, with settings:
  - JavaScript enabled
  - Session cookies enabled
  - Pop-up blockers disabled

Tip

NetDMR was designed for use with Internet Explorer. Unexpected results may occur if any other Web browser is used.

1.3.1. Enabling Session Cookies

NetDMR requires that you enable session cookies to function properly. A cookie is a small text file containing information that a Web site copies to your computer. NetDMR will automatically detect whether you have cookies enabled after login and provide instructions on how to enable cookies if needed. All cookies generated by NetDMR are removed once you close your browser.

After you enable cookies, log into NetDMR again. The following cookies will be used by NetDMR:

- JSESSIONIID – A number generated by the NetDMR to identify your browser. This cookie is removed once you close your browser and contains no personal identifying information.
- COOKIETEST – A cookie that has the value of 1. This cookie is set only to test that your browser allows cookies. This cookie contains no personal identifying information.

To enable cookies using Internet Explorer 6.0 or 7.0:

1. Choose Tools, then Internet Options.
2. Click the Privacy tab.
3. Default setting is medium. Move the slider to determine which setting you prefer.
4. You can also click on Advanced for specialized cookie treatment.

1.4. Types of Users and Their Roles

The ability to view and modify data within the National Installation of NetDMR is controlled by the organization a User is affiliated with (a facility, a lab or contractor, a state, an EPA region, or EPA headquarters) and the roles a User can be assigned to. Permittees are assigned a Permit Administrator role, a Signatory role, an Edit role or a View role. Data Providers are assigned an Edit role or a View role. Figure 1-1 lists the different Roles and User Categories NetDMR offers.

Role	User Category	Functions
System Administrator	EPA Headquarters	➢ Create and manage an installation ➢ Create and manage downtimes and settings ➢ Create and manage Instances: o Create the first Regulatory Administrators for a new Instance o Manage General Information o Manage Regulatory Administrators requests o Manage Agency Maps
Regulatory Administrator	EPA Region or State (Internal)	➢ Customize an Instance: o Manage some General Information o View System Administrators o Manage Subscriber Agreements o View Agency Maps o Manage e-mail messages o Manage DMR submission and attachment notifications o Manage news and notices ➢ Manage Regulatory Administrators, Signatory and Regulatory View requests ➢ Create the first Permit Administrator for a new Instance

Role	User Category	Functions
		➢ Assist Permit Administrators with managing Permit Administrator, External Permitte and Data Provider Edit and View Requests ➢ View permits and users ➢ View, validate, download and repudiate CORs ➢ Manage user accounts ➢ View logs and network activity ➢ Request access to View Partially completed DMRs
Signatory	Permittee or Facility (External)	➢ Request access to view, modify, sign or submit DMRs/CORs for a permit ➢ Import DMRs ➢ Sign and submit Subscriber Agreements ➢ Download blank DMRs ➢ Download CORs
Permit Administrator	Permittee or Facility (External)	➢ Manage Permit Administrator, External Permittee and Data Provider Edit and View requests, and Regulatory View Partial DMR Requests to view or modify DMRs and CORs ➢ Manage Regulatory view access to partially completed DMRs ➢ Request access to view, modify, sign or submit DMRs/CORs for a permit ➢ Import DMRs ➢ Sign and submit Subscriber Agreements ➢ Download blank DMRs ➢ Download CORs
Edit	Permittee or Facility (External)	➢ Request access to view and modify a permit and its DMRs/CORs ➢ View users ➢ Download blank DMRs ➢ Download CORs
Edit	Data Provider - Contractor or Lab (External)	➢ Request access to view and modify a permit and its DMRs/CORs ➢ View users ➢ Download blank DMRs ➢ Download CORs
View	EPA Region or State (Internal)	➢ Request access to view a permit and its DMRs/CORs ➢ Request Regulatory Administrators access ➢ View users ➢ Download blank DMRs

Role	User Category	Functions
View	Permittee or Facility (External)	➢ Request access to view a permit and its DMRs/CORs ➢ View users ➢ Download blank DMRs
View	Data Provider - Contractor or Lab (External)	➢ Request access to view a permit and its DMRs/CORs ➢ View users ➢ Download blank DMRs

Figure 1-1: NetDMR User Categories and Their Roles

- System Administrator – EPA Headquarters staff responsible for configuring and performing routine maintenance on the National NetDMR Installation, establishing state Instances of NetDMR within the National Installation, and creating the first Regulatory Administrators.

- Regulatory Administrator – State and EPA Regional (Regulatory Authority) staff responsible for managing User accounts, customizing their own Instance within the National Installation, approving DMR signatories, and searching, viewing and downloading DMRs and their Copies of Record (CORs) submitted for permits administered by the regulatory authority associated with the Instance, and provide Technical Support of NetDMR for Permittees and Data Providers

- Permit Administrator – Facility or permittee staff responsible for approving all COR and DMR view requests, and DMR edit requests for the Permit. Permit Administrators may edit DMRs only if they have been granted Edit access to a permit.

- Signatory – Facility or permittee staff responsible for signing and submitting DMRs on behalf of an organization. A request for the signatory privilege requires submission of a Subscriber Agreement to the Regulatory Authority that administers a particular NPDES permit

> **Tip** *Until the first Signatory Privilege is granted for a permit, no accesses or privileges can be requested for that permit by other users.*

- Permitee User – Facility or permittee staff responsible for viewing, entering, editing or uploading Discharge Monitoring Reports (DMRs) into a state Instance.

- Data Provider – Contractor or laboratory staff responsible for viewing, entering, editing or uploading Discharge Monitoring Reports (DMRs) into a state Instance. Data Providers are not allowed to sign and submit DMRs or approve access to permits.

Figure 1-2 illustrates the functions available to each role within NetDMR.

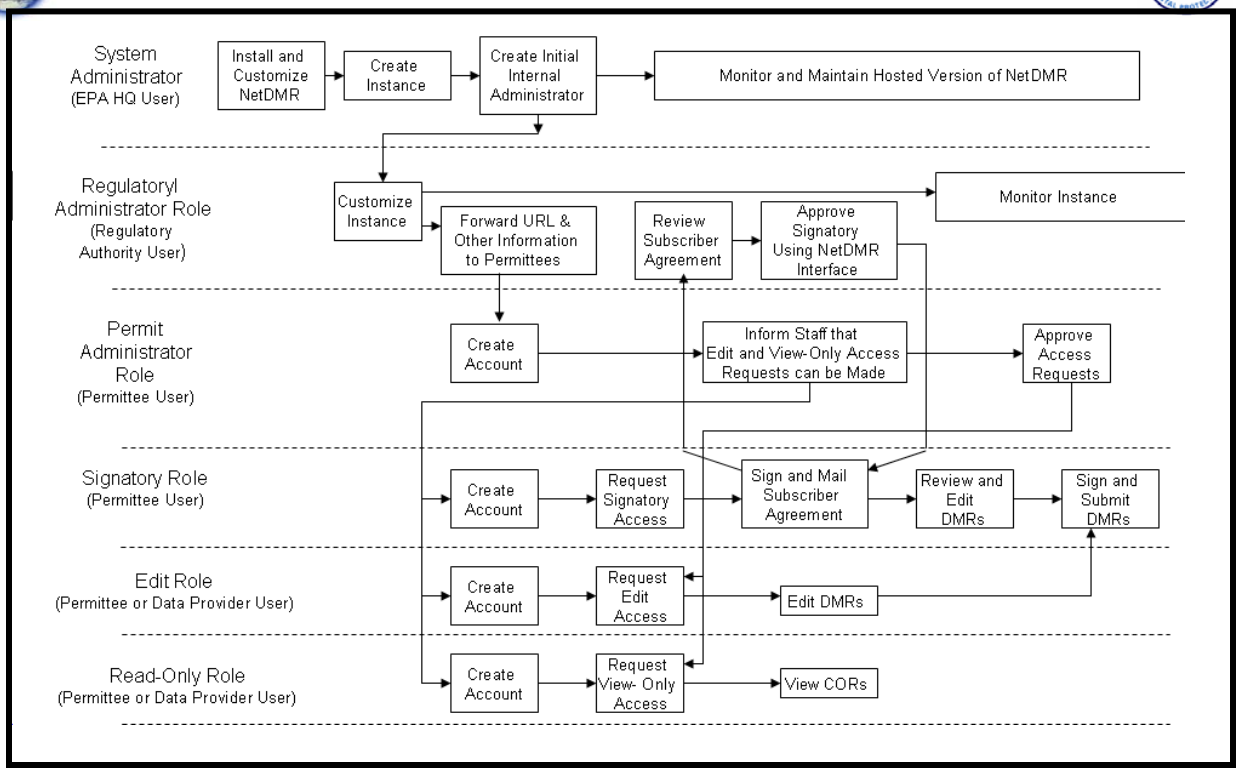


Figure 1-2: Functions of the Various NetDMR Roles

1.5. Security

1.5.1. System Access

The National Installation of NetDMR is accessed through a secure web site by navigating to http://www.epa.gov/netdmr. Initially, a map of the United States will be displayed. Click on a blue NetDMR state of interest and click on the **Log In** hyperlink to enter the NetDMR site. If your permit is with an EPA Region or Tribe click on any blue NetDMR state and click on the **Log In** hyperlink for that state to enter the NetDMR site. The ***NetDMR Welcome*** page will appear and prompt you for your Regulatory Authority (Figure 1-3).

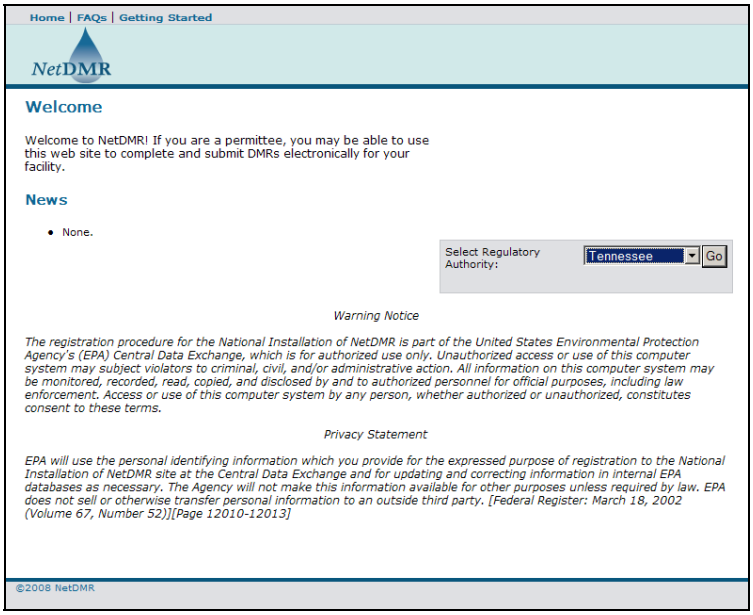
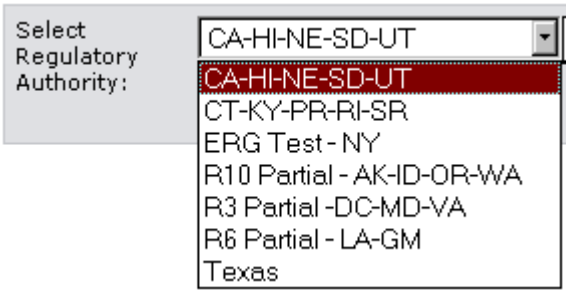


Figure 1-3: NetDMR Welcome Page

If your permit is administered by a State Environmental Agency or an EPA Region, click on the **Select Regulatory Authority** pick list and highlight appropriate agency's state name or EPA Region.



Click on Go to proceed to the ***NetDMR Login*** page for the NetDMR Instance of the Regulatory Authority you selected from the list box.

At the ***NetDMR Login*** page shown in Figure 1-3, existing NetDMR users enter their NetDMR **User Name** and **Password** as shown in Figure 1-4, then click on Submit. New users must click on register for a new account to gain access to NetDMR before being able to log into NetDMR.

Figure 1-4: NetDMR Login Page

You are only permitted one NetDMR login at a time (a single active session). If you attempt to log into NetDMR from the same or more than one computer simultaneously NetDMR will terminate the previous session and establish the most recent login attempt.

After a successful login, NetDMR will display the Permittee User, Signatory Administrator, Permit Administrator, Regulatory Administrators or System Administrator home page depending upon your Role and access level. Figure 1-5 is an example of the ***Permittee User Home*** page for a Regulatory Authority User with View access.

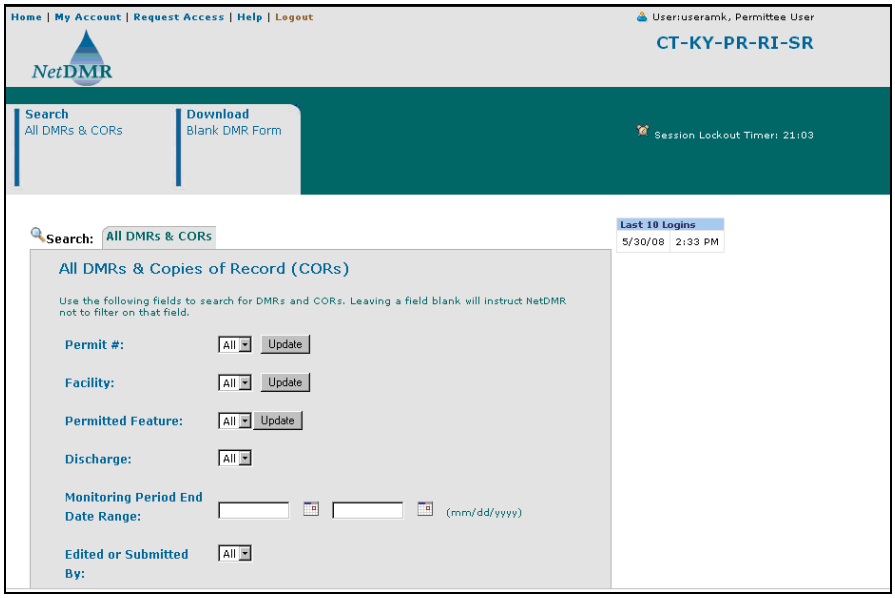
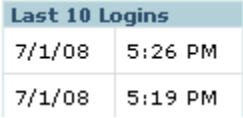


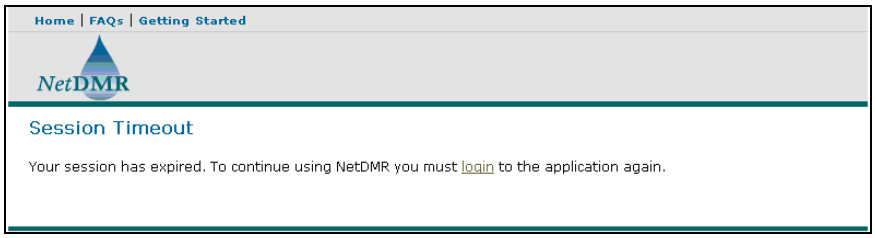
Figure 1-5: NetDMR Permittee User Home Page

A list of up to 10 previous logins are always displayed on the right side of each home page.



1.5.1.1. System Time-Out

NetDMR will automatically log you out and prompt you to log back in if the page is left idle for 30 minutes.



The Session Lockout Timer, which is a countdown from 30 minutes, is displayed at the top right corner of every page.

The timer resets to 30 minutes every time you perform an action that refreshes the page (e.g. save, submit, cancel, etc). Once you are logged out you may sign back in immediately. Any unsaved information will be lost.

1.5.1.2. Logging Out

Log out of NetDMR by clicking on | Logout at the top of any NetDMR page.

1.6. Look and Feel

1.6.1. General System Navigation

Hyperlinks take you to a particular page. By convention, hyperlinks are indicated by an arrow or hand icon when hovering your cursor over them. A standard set of hyperlinks are found at the top of all NetDMR pages and customized hyperlinks are sprinkled in the body of certain pages as necessary.

Buttons cause the system to perform some action, such as searching, saving, or deleting. Buttons are generally found near the bottom of the page or next to a block of data, and the actions they perform are dependent on information you have entered on the page.

1.6.2. NetDMR Pages

The ***NetDMR Welcome*** page has hyperlinks at the top that provide answers to Frequently Asked Questions (FAQs) and explain how to get started in NetDMR. The body of the page displays

news items and has a drop down list box for choosing a Regulatory Authority interface or NetDMR Instance.

The series of hyperlinks on the top of the ***NetDMR Login*** page provide answers to Frequently Asked Questions (FAQs), explain how to get started in NetDMR, and provide contact information. In the body of the ***NetDMR Login*** page are hyperlinks to register for a new NetDMR account, create a NetDMR account, retrieve a User Name, retrieve a forgotten password, and check if your permit is in NetDMR.

> Tip *You can set up separate accounts in NetDMR for each Regulatory Authority that you have permit(s) on file with.*

After you have logged in, the NetDMR pages have hyperlinks at the top that return to the main NetDMR home page, navigate to your account, allow you to request access, provide help and display the ***Logout*** page. A brief description of each hyperlink is given below.

Home
This option returns a User or Administrator to the appropriate NetDMR home page from any page within NetDMR.

FAQs
The FAQ page lists topics of interest to most Users of NetDMR. Click on to expand the list of questions, and click on to collapse the list.

Getting Started
The Getting Started page displays information Users and Administrations need to know when first starting to use NetDMR.

Contact the NetDMR Team
This page displays information on whom to contact with NetDMR questions and assistance.

Register for a New Account
New Users and Administrators must create an account before they can use NetDMR. Clicking on this link presents the page for creating new accounts.

> Tip *New Users should click on the "Checking your PERMITID" hyperlink to make sure NetDMR stores your permit before clicking on the registration hyperlink.*

Forgot Username?
This option presents a page that allows Users and Administrators to retrieve their forgotten NetDMR User Name.

Forgot Password?
This option presents a page that allows Users and Administrators to reset a forgotten NetDMR password.

Create a NetDMR Account

New Users and Administrators must create an account before they can use NetDMR. Clicking on this link presents the page for creating new accounts.

Checking Your Permit ID
This option allows Users to find out if any of their permits are available within NetDMR for reporting their DMRs.

Help
This option provides step-by-step instructions and guidance on how to use NetDMR.

Logout
This option logs a User or Administrator out of NetDMR.

To remind you of how you logged into NetDMR, all NetDMR pages display your User ID, your user type and the name and/or logo of the NetDMR Instance you are currently working with in the upper right corner.

1.6.3. Entry of Data

A variety of tools, including text boxes, radio buttons and pick lists designed for different types of data entry appear throughout NetDMR. These tools are similar to those found on many web pages. The purpose and use of these tools is described below.

1.6.3.1. Text Boxes

Text boxes appear as blank rectangles. Examples are shown in Figure 1-6. They allow free entry of letters and/or numbers. All text boxes have a set limit on the number of characters that can be entered. The size of the text box is generally related to the number of characters that may be entered. If you attempt to enter more characters than are allowed, the extra characters will not show up in the text box or be stored in NetDMR.

Figure 1-6: Example of Text Boxes

1.6.3.2. Checkboxes

Checkboxes appear as small squares. Clicking on a check box toggles the appearance of a check mark. Checkboxes often appear along with groupings of items, such as the months of the year, and allow you to select any number or all of the items. An example of a group of checkboxes is shown in Figure 1-7. Checkboxes are also used to indicate yes or no answers to questions.

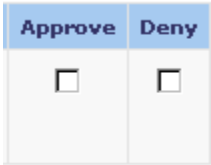


Figure 1-7: Example of Checkboxes

1.6.3.3. Radio Buttons

Radio buttons appear as small circles, typically next to lists of items. An example of a list with radio buttons is shown in Figure 1-8. From any group of items with radio buttons, only one item may be selected. Clicking on a radio button selects that item, and the selection is indicated by a dot in the circle. If a different item in the list had been selected, the dot and the selection are removed from that item. In many cases, once an item is selected, a button elsewhere on the page must then be clicked to execute a particular action (e.g. edit or delete the selected item in the list).

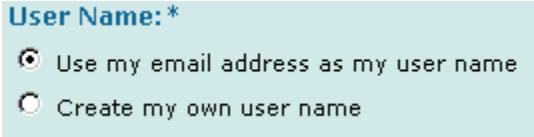


Figure 1-8: Example of Radio Buttons

1.6.3.4. Pick lists

Pick lists appear similar to text boxes, but with a button with a downward pointing arrow at the right side of the rectangle. Clicking on this button, or in the box, causes a list to appear, from which a single item may be selected. Figure 1-9 shows the **Select Regulatory Authority** pick list box and the options for the top box displayed after clicking on the arrow button or within the list. The desired text is selected by clicking on it.

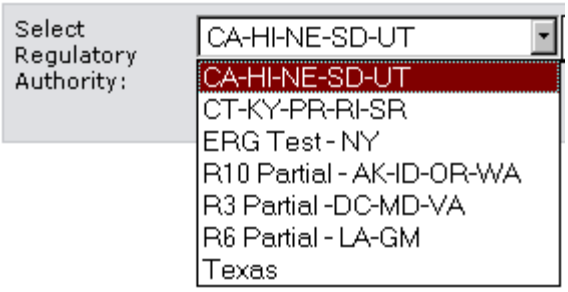
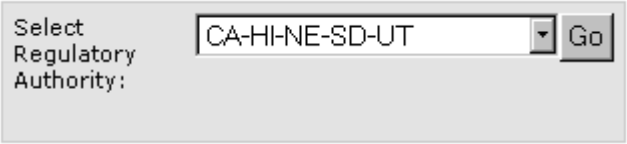


Figure 1-9: Example of a Pick list

The list then disappears and the selected item appears in the text box:



1.6.3.5. Multi-Select Lists

Multi-select lists appear as boxes containing a list of items. These lists allow you to select more than one item from the list by holding down the Ctrl key and clicking on the desired item(s). Selected items are marked with dark blue highlighting. An example of a multi-select list with two of the visible items selected is shown in Figure 1-10.

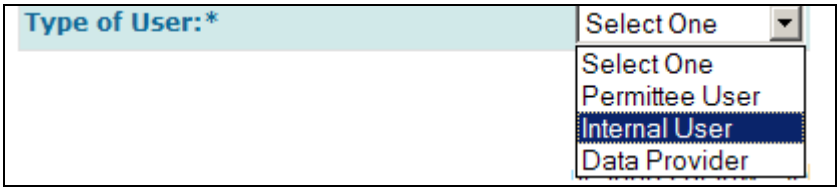


Figure 1-10: Example of Multi-Select List

> *Selection of multiple items is controlled through the use of the Ctrl and Shift keys. While holding the Ctrl key, clicking on items in the list toggles their selection. Holding the Shift key while clicking an item will select all items between that item and the previously clicked item (any other items will become unselected). Clicking on an item while holding neither the Ctrl nor Shift key will reset the selection, with only that item now selected. As with pick lists, you can move through the list by using the letter keys. Doing so also resets the selection.*

1.6.3.6. Calendar Icons

Calendar icons appear to the right of text boxes for date fields. Dates can be entered either by typing directly into the text box or by clicking and choosing a date from the calendar that is displayed. Figure 1-11 shows the calendar pop-up window that appears after clicking on the calendar icon.

Figure 1-11: Calendar Pop-up Window

The calendar will appear with the current month and day displayed. Above the calendar are a pick list for choosing a month and a set of right and left arrow buttons. Clicking on ≤ will move backward one month. Clicking on ≥ moves forward one month. The individual dates are shown as hyperlinks. Clicking on a date will return you to the data entry page with that date entered in the appropriate text box.

> *When typing dates directly into text boxes, they must be entered in the format: mm/dd/yyyy. For example, November 6, 2008 would be entered as 11/06/2008.*

1.6.4. Page Types

There are three major types of pages in NetDMR: search pages, list pages, and add/edit pages. There are various versions of these pages for the various business areas, but all pages of a given type share a number of features. These common features are described below.

1.6.4.1. Search Pages

Search pages are a common starting point for many tasks in NetDMR, allowing you to search for an activity you wish to edit or determine if a particular activity already exists in the system before adding it. Search pages also appear in the sequence of pages you are guided through while adding certain activities. A sample search page is shown in Figure 1-12.

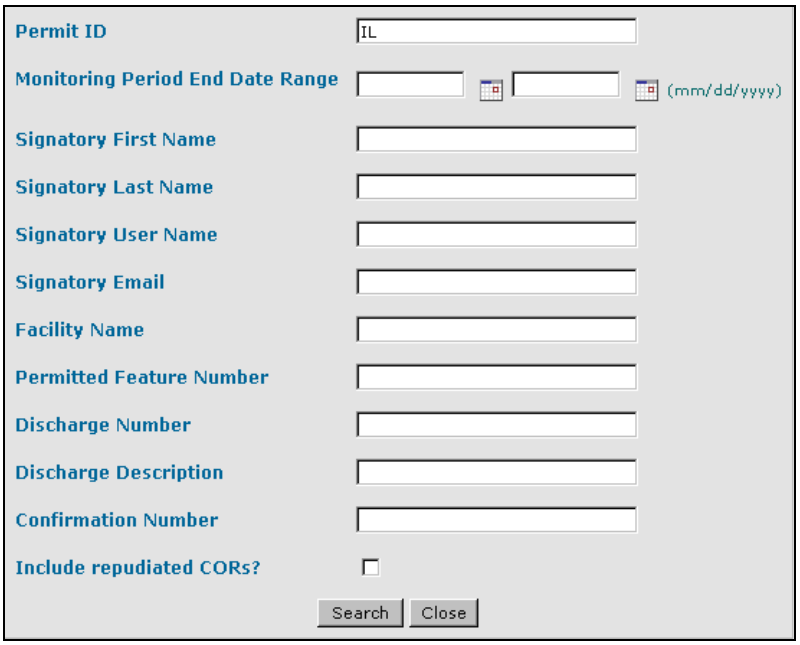


Figure 1-12: Sample Search Page

Note that fields are organized in groups or related data elements. You may enter information in as many fields across as many groups as you wish. If information is entered in more than one field, NetDMR combines the information with an 'AND' operation. In other words, it will find records that meet all of the criteria you entered. Therefore, the more information you enter, the fewer results you will receive.

> **Tip** *To search for text that may occur in the middle of the data element, use % at the beginning as a wildcard. For example, entering "%ers" in the owner's last name field on a search page will return all records where the owner's last name is Peters, Peterson, Anderson, etc.*

In most cases, you will want to enter as much information as you know about the record you are looking for in order to narrow your search results. In other cases you may want to enter fewer search criteria to cast a broader net. One Instance calling for a more general search is when you are searching to ensure that a record does not already exist before adding it.

Search text entered in text boxes can be either full or partial and is not case sensitive. NetDMR will return all records with text that starts with the text entered in the corresponding search field. For example, entering "peters" in the owner's last name field on a search page will return all records where the owner's last name is Peters, Peterson, Petersen, etc.

1.6.4.2. List Pages

List pages are used to display the results of a search. You can choose an item from the displayed list to perform an action on. A sample list page is shown in Figure 1-13.

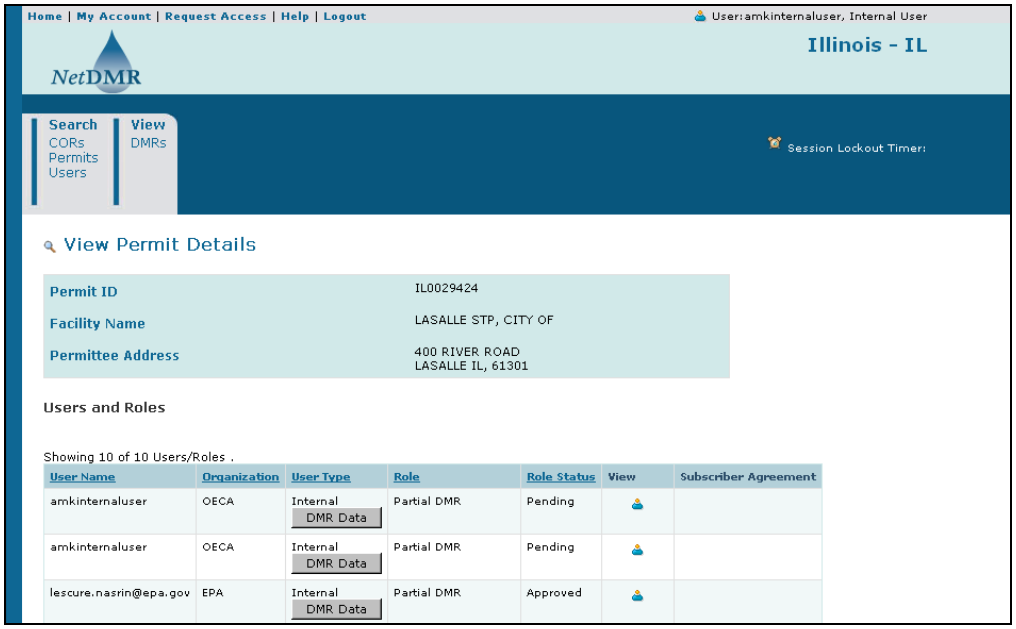


Figure 1-13: Sample List Page

Search results are normally presented in a table that lists up to ten records in most cases. If more than 10 records are returned, you can navigate through the list by:

- Clicking to display the next page of records.
- Clicking to view the previous page of records.
- Clicking to display the last 10 records.
- Clicking to display the first 10 records.
- Clicking the **View All** link to show all records in the table on the same page.
- Clicking on the **View Partial** link to return from the **View All** display back to viewing 10 records at a time.

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

1.7. Resources for More Information

For more information, contact ICIS User Support by telephone or e-mail at:

Phone: **202-564-7756**

e-mail: **netdmr@epa.gov**

Chapter 2. Managing Your Account

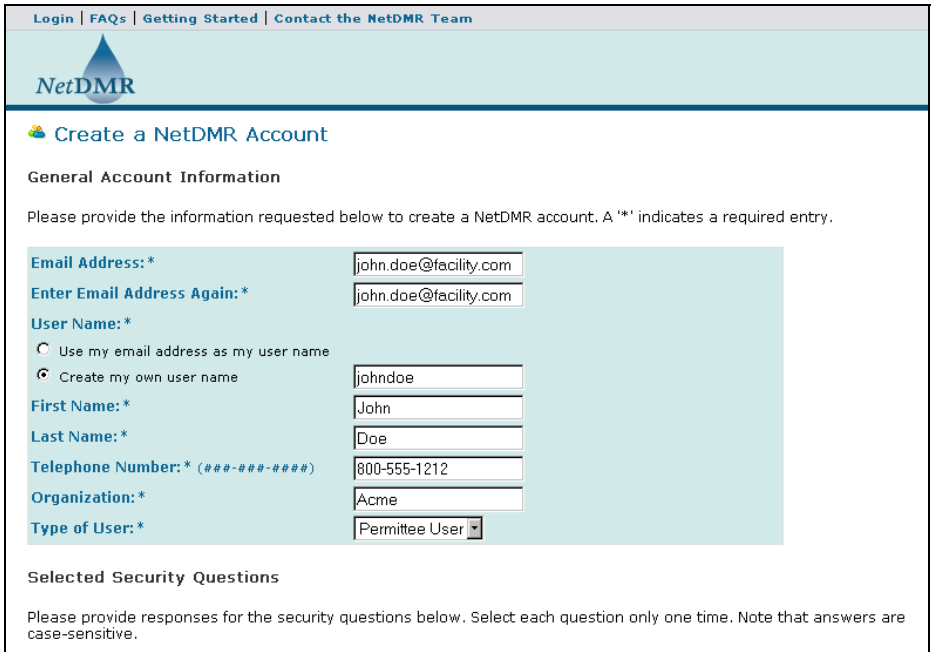
This section provides information on how to manage your NetDMR account. Topics include:

- Creating an account
- Searching for available permits
- Requesting view or edit access
- Viewing an account
- Editing an account
- Unlocking an account
- Resetting a password
- Retrieving a forgotten User name
- Retrieving a forgotten password

> Tip
> *A Permittee user is allowed to be a Permit Administrator, a Signatory, both a Permit Administrator and Signatory, have Edit access, and have View access to permits.*
> *Data providers can only have Edit and View access to permits.*

2.1. Creating an Account

Figure 2-1 shows the NetDMR page for creating a new account. Note that Regulatory Administrators accounts will be set up by the NetDMR System Administrator, and Permit Administrator accounts are established by Regulatory Administrators or other Permit Administrators.



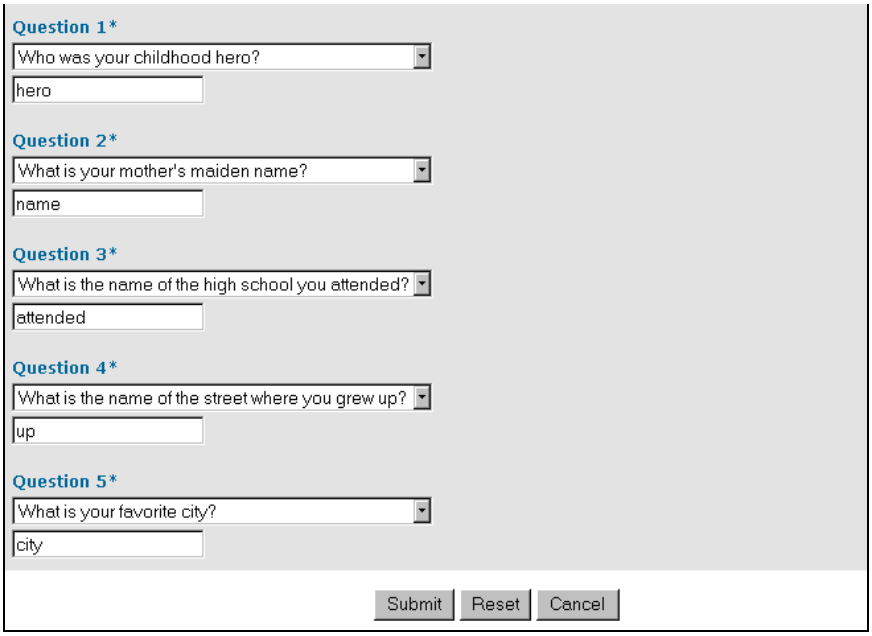
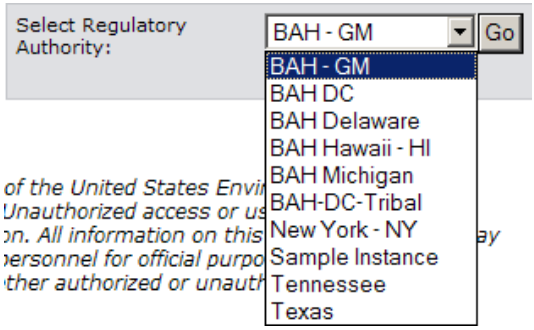


Figure 2-1: NetDMR Create Account Page

First time users can access the ***NetDMR Create Account*** page to create their own accounts by following these steps:

1. From the ***NetDMR Welcome*** page, click on the pick list to select the **Regulatory Authority** for your Permit:

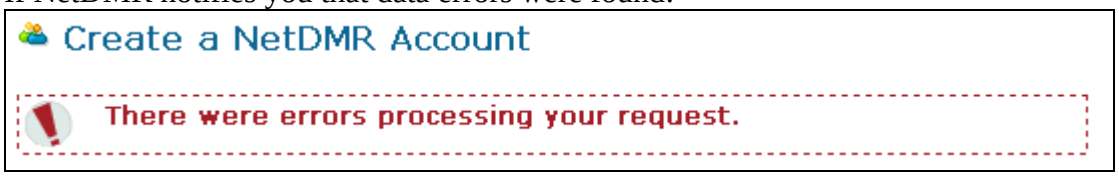


2. Click on Go.
3. At the ***NetDMR Login*** page, click on register for a new account or Create a NetDMR Account.
4. Fill out the required information on the ***Create a NetDMR Account*** page:
   - Enter your e-mail address, and re-enter the e-mail address to confirm
   - Choose whether to use your e-mail address as your User name (recommended) or create your own User name and enter that User name
   - Enter your first name
   - Enter your last name
   - Enter your 10 digit telephone number as xxx-xxx-xxxx
   - Enter the name of the organization you are affiliated with

> Tip
> *Refer to Section 1.4 for a description of NetDMR User Types and the functionality available to them.*

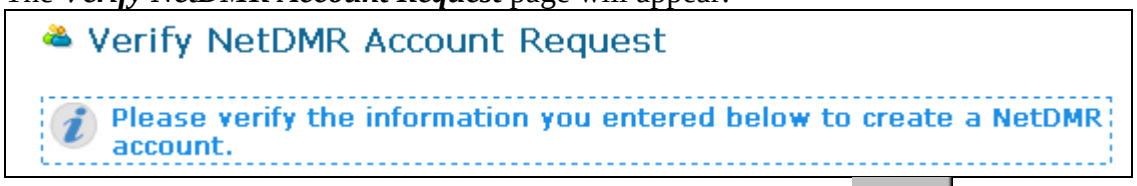
- Choose your User Type ("Permittee Users" are permitted facility staff; "Data Provider Users" are lab or contractor staff; and "Regulatory Users" are state, tribe, or EPA staff.)
- Select 5 or more security questions from the drop down list and enter an answer for each question selected.

5. Click on Submit to process your account request, click on Reset to blank out all fields on this page, or click on Cancel to return to the ***NetDMR Login*** page.
6. If NetDMR notifies you that data errors were found:



Fix the problem indicated in red text next to the field with problems.

7. The ***Verify NetDMR Account Request*** page will appear:



Confirm that the information is correct on this page, then click on Verify to establish the account or click on Cancel to return to the ***Create New Account*** page.

8. At the ***Confirm NetDMR Account Request*** page click on OK to finalize the request.
9. A confirmation page will appear. Read the message, then Click on OK.
10. You will receive an e-mail from NetDMR to the e-mail account you provided requesting you to complete your account which will activate it. Click on the hyperlink provided in this e-mail to open the ***Complete NetDMR Account Creation Process*** page shown in Figure 2-2.

> Tip
> *You have only 60 days from the day you request your account to activate your account.*

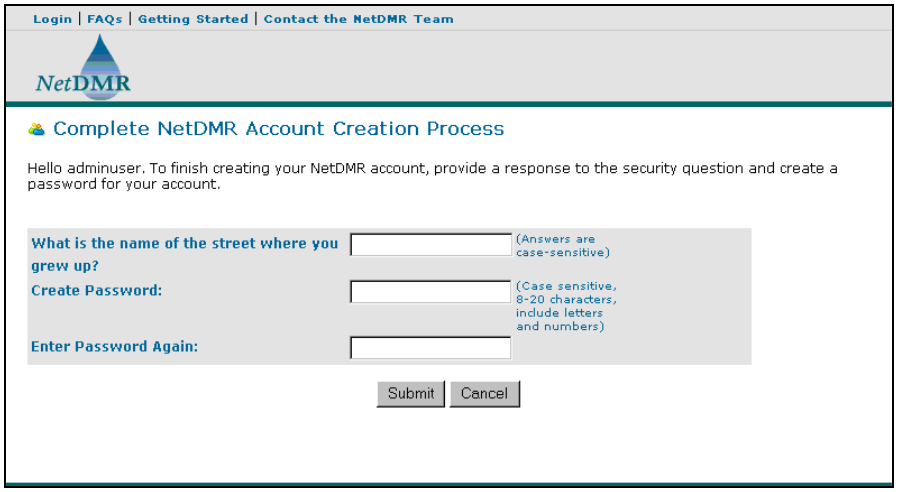
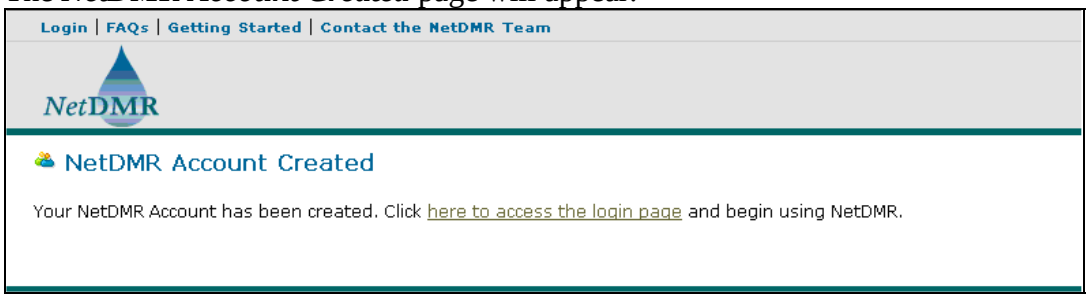


Figure 2-2: NetDMR Complete Account Creation Process Page

11. Answer the security question, create a password for your account, and enter the password a second time.
12. Click on Submit to complete the account creation process and activate your account, or click on Cancel to return to the ***NetDMR Welcome*** page.
13. If the answer to your secret question is wrong, the password does not meet the rules or the two passwords differ, NetDMR will display an error message indicating what the problem was.

14. Re-enter the correct information and click on Submit to complete the account creation process and activate your account, or click on Cancel to return to the ***NetDMR Welcome*** page.
15. The ***NetDMR Account Created*** page will appear.



16. Click on Login in the upper left corner or here to access the login page on this page to log into NetDMR.

2.1.1. General Information Rules

When entering account information, NetDMR applies data checking rules. A summary of these account rules is provided in Figure 2-3 below.

Account Information	Rules
E-mail address	Only letters, numbers, "@", ".", and "_" are allowed. Must contain the "@" symbol. Must be unique. You must have access to this e-mail account.
Username	Only letters, numbers, "@", ".", and "_" are allowed.
First Name	Only letters, numbers, "@", ".", and "_" are allowed.
Last Name	Only letters, numbers, "@", ".", and "_" are allowed.
Organization	Only letters, numbers, "@", ".", and "_" are allowed.
User Type	Permittee User = permitted facility or lab staff

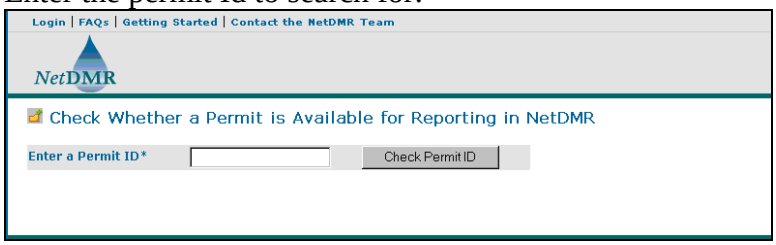
Account Information	Rules
	Data Provider = organization that provides DMR data to NetDMR Regulatory User = state, tribe, EPA Regional or EPA HQ staff
Telephone Number	Must be in xxx-xxx-xxxx format.
Security Questions and Answers	All security questions must be different. All security answers must be different. Security Answers are case sensitive. Choose security answers that are easy to remember as you will need to know them to create an account, edit your account, and retrieve forgotten passwords and User names, and sign DMRs.

Figure 2-3: New Account Data Checking Rules

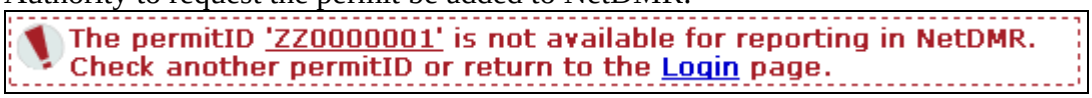
2.2. Searching for Available Permit Ids

In order to view or enter DMR data for a permit into the National Installation of NetDMR, the permit must be present within the system. You can check whether any of your permits are available for DMR reporting by following the instructions below. You do not have to create a NetDMR account before you can check on the status of your permits.

1. Click on Checking your PERMITID on the ***NetDMR Login*** 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. Reenter the permit ID if it was incorrectly entered or contact the NetDMR Regulatory Administrators for your Regulatory Authority to request the permit be added to NetDMR:



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

2.3. Requesting View or Edit Access

After your account has been created, you are able to request access to view or edit permit, DMR and

Tip: Until the first Signatory Privilege is granted for a permit, no read only/edit accesses or privileges can be requested for that permit.

COR information stored within NetDMR using the ***Request Access to Permits and Associated DMRs*** page shown in Figure 2-4. Only Permittee users with a Signatory role may submit DMRs for a permit within NetDMR.

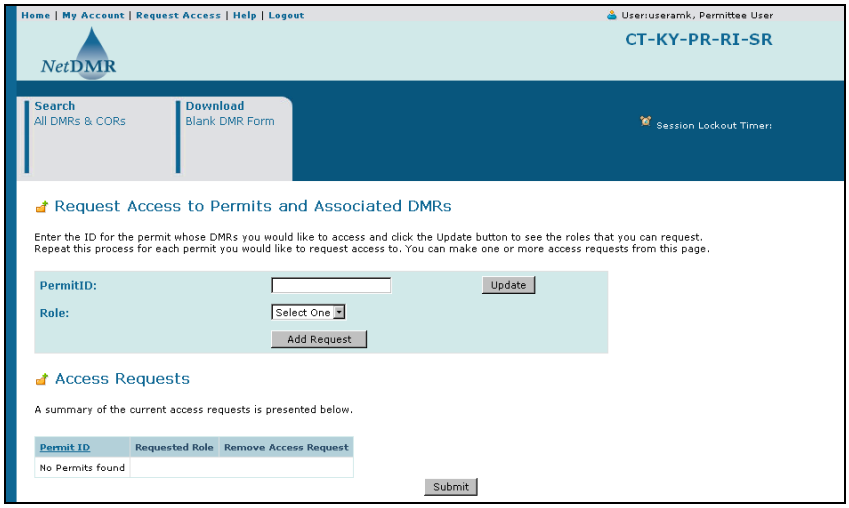
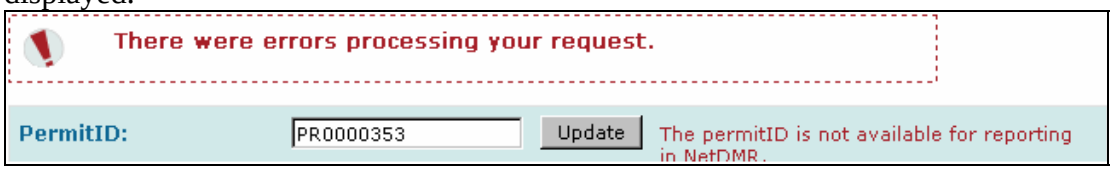


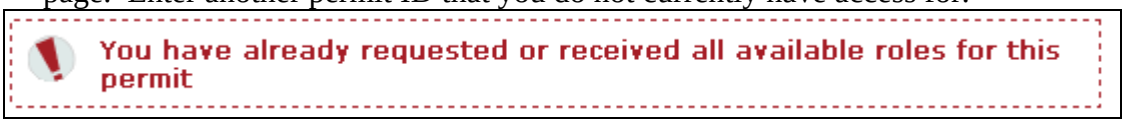
Figure 2-4: Request Access to Permits and Associated DMRs Page

The steps for requesting a View or Edit role using this page are:

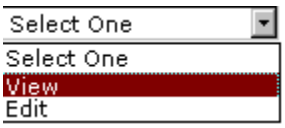
1. Log into NetDMR by selecting the NetDMR Instance, then entering your User ID and password for that Instance.
2. Click on Request Access at the top of any NetDMR Home page and the ***Request Access to Permits and Associated DMRs*** page will appear.
3. Enter the 9 character Permit Id that you would like to have access to.
4. Click on Update.
5. If the Permit Id is for a permit that is not stored in NetDMR Instance an error message is displayed.



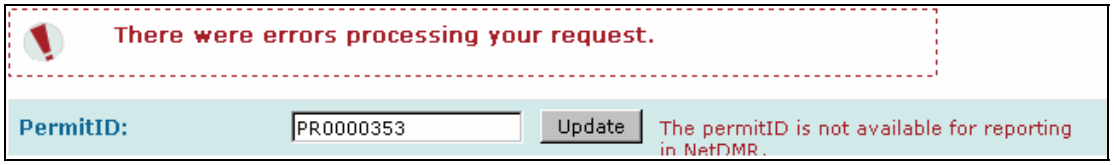
6. Check to make sure what you entered is a valid Permit ID and re-enter it. If it is a valid Permit ID this message indicates that the permit is not stored in NetDMR. Log out of NetDMR, contact your NetDMR Instance Administrator and have he or she add the permit into NetDMR, then perform the steps above after the NetDMR Instance Administrator notifies you the Permit ID is now in NetDMR.
7. If you have already requested access to this permit NetDMR will display this message on the page. Enter another permit ID that you do not currently have access for.



8. Click in the box next to **Roles**, then click on **View:**



9. Click on Add Request.
10. If you did not choose a Role an error message is displayed. Repeat steps 6 and 7 above.



11. Check to make sure the request has been added to the Access Requests table at the bottom of the page, then click on Submit.

12. If the wrong Permit ID or Role was selected on this table, click on ✖ next to the Permit ID to delete request from this table.
13. Repeat steps 3 – 11 above for each different Permit ID you need access for.
14. Review the information displayed on the page, then click on Submit.

Your view and edit access requests will be forwarded to the appropriate Administrator for approval. NetDMR will send a notification message to the e-mail address associated with your account after the Administrator approves or denies your request.

2.4. Requesting a Permit Administrator and Signatory Role

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 a Permit Administrator role. If you are a Permittee that is authorized by your Regulatory Authority to sign and submit DMRs you must have a Signatory role. These roles are requested by using the ***Request Access to Permits and Associated DMRs*** page shown in Figure 2-5.

> **Tip** *Until the first Signatory Privilege is granted for a permit, no read only/edit accesses or privileges can be requested for that permit.*

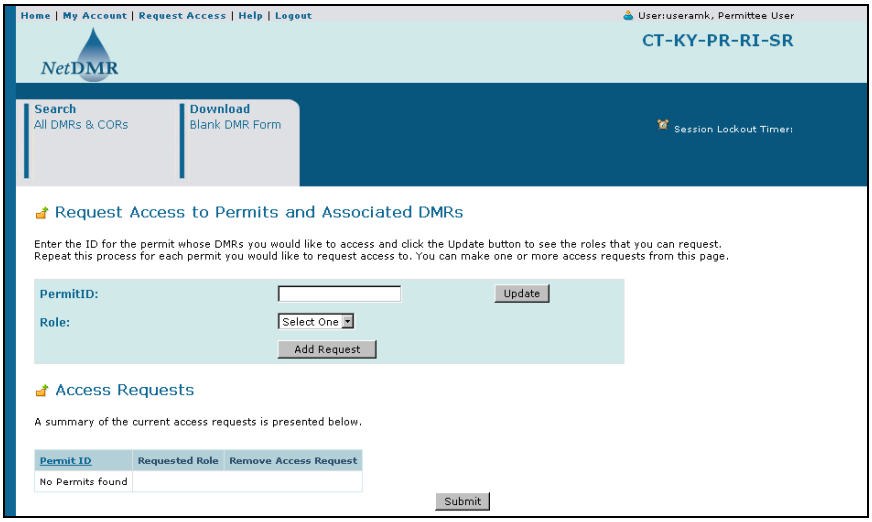
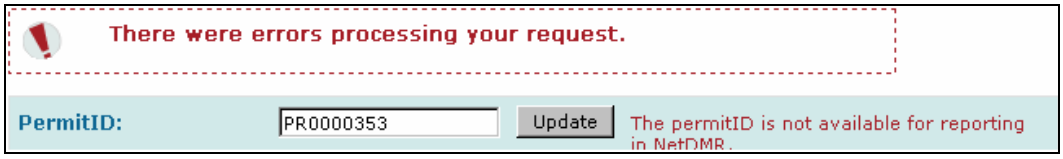


Figure 2-5: Request Access to Permits and Associated DMRs Page

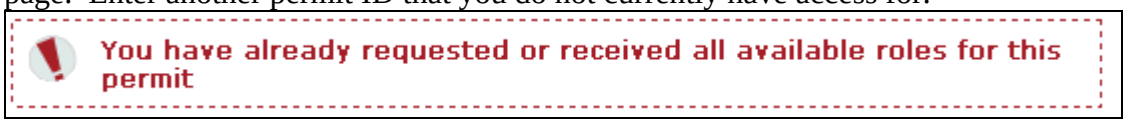
The steps for requesting a signatory role using this page are:

1. Log into NetDMR by selecting the NetDMR Instance, then entering your User ID and password for that instance.
2. Click on Request Access at the top of any NetDMR Home page and the ***Request Access to Permits and Associated DMRs*** page will appear.
3. Enter the 9 character Permit Id that you would like to have access to.
4. Click on Update.
5. If the Permit Id is for a permit that is not stored in NetDMR an error message is displayed:

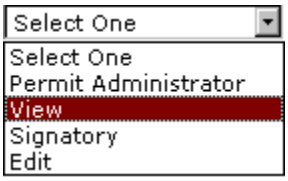


Check to make sure what you entered is a valid Permit ID and re-enter it. If it is a valid Permit ID this message indicates that the permit is not stored in NetDMR. Log out of NetDMR, contact your NetDMR Instance Administrator and have he or she add the permit into NetDMR, then perform the steps above after the NetDMR Instance Administrator notifies you the Permit ID is now in NetDMR.

6. If you have already requested access to this permit NetDMR will display this message on the page. Enter another permit ID that you do not currently have access for.

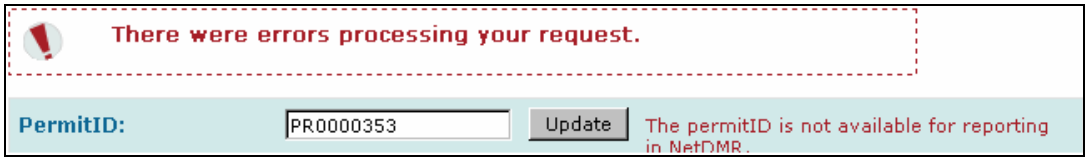


7. Click in the box next to **Roles**, then click on **Permit Administrator** or **Signatory**.



8. Click on Add Request.

9. If you did not choose a Role an error message is displayed. Repeat steps 6 and 7 above.



10. Check to make sure the request has been added to the Access Requests table at the bottom of the page, then click on Submit.

11. If the wrong Permit ID or Role was selected on this table, click on next to the Permit ID to delete request from this table.
12. Repeat steps 3 – 11 above for each different Permit ID you need access for.
13. Review the information displayed on the page, then click on Submit.
14. For Signatory requests, the ***Additional Information Required*** page (Figure 2-6) will appear.

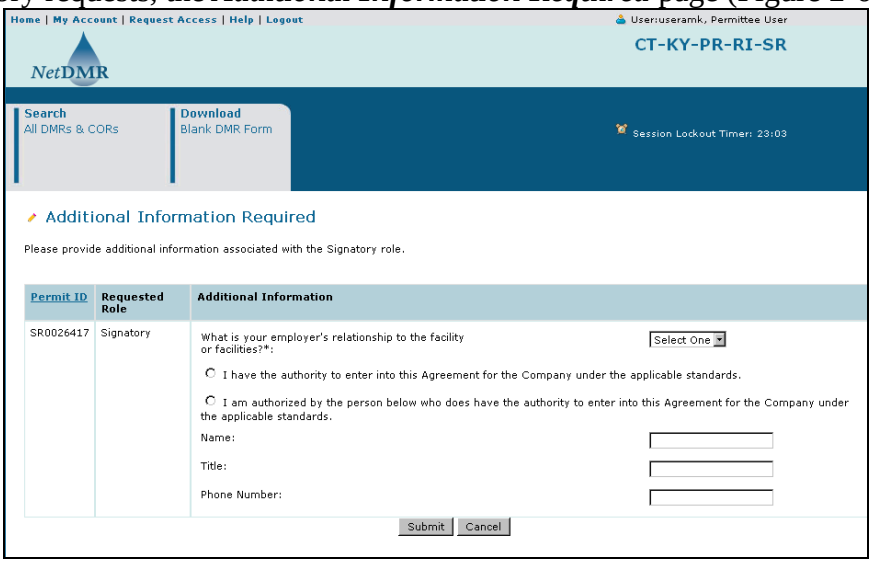
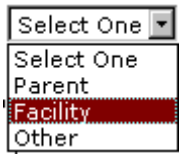


Figure 2-6: Additional Information Required Page

15. At this page, click on the **Employer's Relationship** box, then click on the desired relationship:



16. Click on the ⦿ radio button next to either:
    "I have the authority to enter into this Agreement for the Company under the applicable standards."
    OR
    "I am authorized by the person below who does have the authority to enter into this Agreement for the Company under the applicable standards.", then provide their **Name** and **Title**.

17. Click on [Submit] to proceed with the request, or click on [Cancel] to return to the ***Request Access to Permits and Associated DMRs*** page.
18. If an Employer Relationship is not selected or a radio button is not clicked on (there is no dot within the circle) an error message will appear with a message in red by the field causing the error. Repeat steps 14 – 16 above.

> **Tip** *Signatory requests will not be approved until your Regulatory Authority has received the Subscriber Agreement.*

19. The Confirm Access Requests page is displayed again. Review the information displayed on this page, then click on [Confirm] to continue with the request, or click on [Cancel] to return to the ***Request Access to Permits and Associated DMRs*** page.
20. A message will appear notifying you that your access request has been submitted for approval.

    Your access request(s) have been submitted for approval.

    Make sure your printer is ready, then click on [Print Subscriber Agreement].
21. The Subscriber Agreement shown in Appendix A will be printed.
22. Fill out any information requested on the printed Subscriber Agreement and sign it.
23. Mail the signed Subscriber Agreement to your Regulatory Authority at the address listed on the bottom of the document.

> **Tip** *The electronic version of a Subscriber Agreement is not a substitute for the original, signed Subscriber Agreement mailed in by a Signatory.*

2.5. Viewing an Account

You can access the data that you provided when you created your NetDMR account including your security questions and all permits you have access to by logging into NetDMR and clicking [My Account] in the upper left corner of the page. The ***My Account*** page is shown in Figure 2-7.

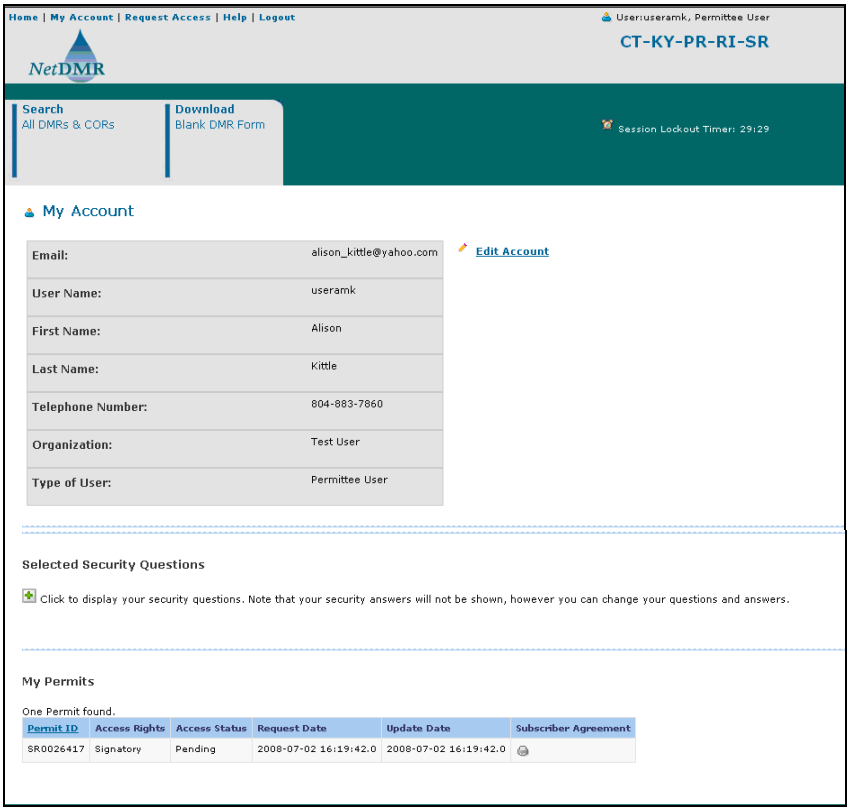


Figure 2-7: My Account Page

The five security questions you selected when you created your account can be displayed by clicking on in the **Selected Security Questions** section. The answers to these questions are not displayed but they can be changed when editing your account. You can hide the questions by clicking on .

At the bottom of the page is the **My Permits** section. **My Permits** includes a list of all permits that a user has requested access to, the access rights and status of the access requests, the date of the request for when an action was taken as well as the ability to print the Subscriber Agreements associated with the permit. Up to ten permits will be displayed by default. If more than 10 permits are associated with your account, you can navigate through the list by:

- Clicking to display the next page of permits.
- Clicking to view the previous page of permits.
- Clicking to display the last 10 permits.
- Clicking to display the first 10 permits.
- Clicking the **View All** link to show all permits in the table on the same page.
- Clicking on the **View Partial** link to return from the **View All** display back to viewing 10 permits at a time.

You can click on the Permit column title to sort the Permits in ascending or descending order. To view the Subscriber Agreement for a Signatory request listed in this table, click on within the Signatory's row to display the Subscriber Agreement in a separate window.

2.6. Editing an Account

All NetDMR Users are able to revise their e-mail address, NetDMR user name, first name, last name, telephone number and organization on the ***Edit Account*** page as shown in Figure 2-8. In addition, you can request changes to your permit access rights, modify your security questions and answers, and lock your accounts using the steps that follow. Any changes must be confirmed and saved.

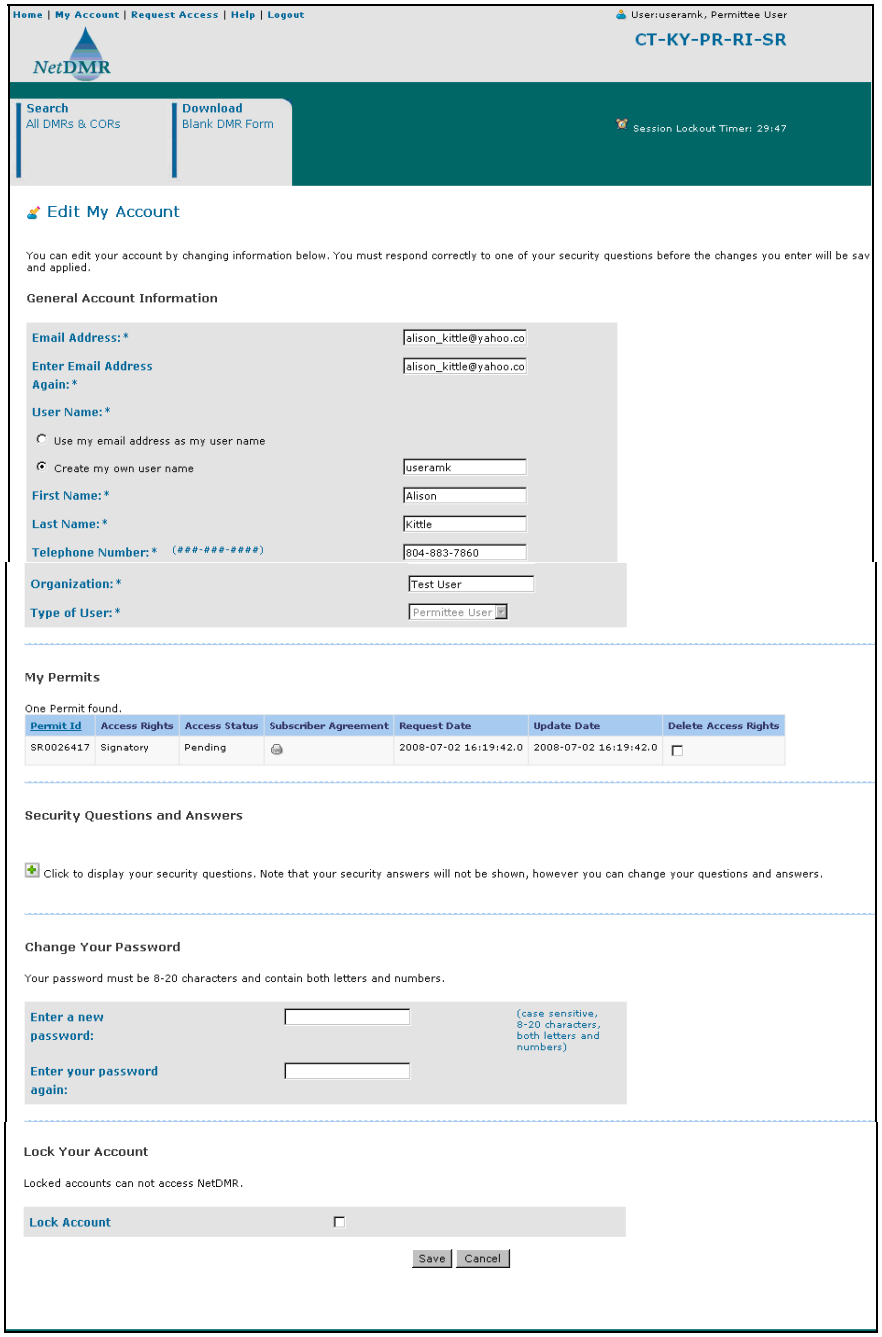


Figure 2-8: Edit Account Page

1. Log into NetDMR and click on | My Account | in the upper left corner of the page.

2. Click on Edit Account within the ***My Account*** page.
3. Make changes by entering data in any of the **General Account Information** fields except User Type and Delete Access Rights in the **My Permits** section, changing security questions and answers, changing your password, or locking your account in the **Lock Your Account** section (refer to subsections below for details). Although there is a Delete Access Rights column, only a Permit Administrator may delete access rights to their permit(s).
4. Review your changes to confirm they are correct.
5. Click on Save, or click on Cancel to cancel changes and return to the ***My Account*** page.
6. Answer the Security Question and provide your current password.

2.6.1. Request Access Rights Change

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.

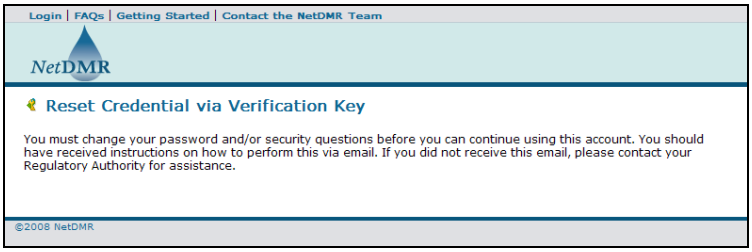
> Tip *Click any underlined column title to sort the permits in ascending or descending order by the information in that column.*

2.6.2. Security Questions and Answers

You can change your Security Questions and Answers by clicking on ➕ to display your security questions or ➖ to hide the list of security questions. To change a question, click on the drop down arrow and click on the question. To change an answer, simply type the answer in the box under the question.

2.6.2.1. Reset Security Questions

A Regulatory Authority Administrator may have you reset your security questions and answers if they discover your account has been compromised. If this is the case, your account will be suspended and you will receive an email notifying you of the change. If you try to log into NetDMR you will be prompted to reset your password or security questions:

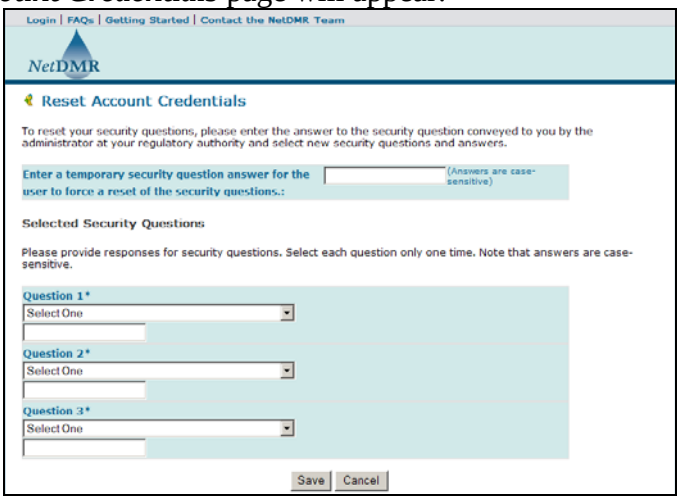


Contact your Administrator to get the secret answer to use for resetting your questions, then follow these steps to change your security questions and answers:

1. Click on the hyperlink within your security reset email notification:

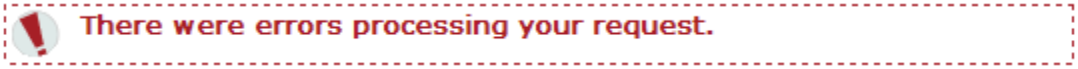
```
To Reset your security Questions, please click on the following link:

https://netdmrtest.epacdx.net/netdmr-web/public/verification.htm?
key=79bfe4877d90d5ff0d7c0ac1722b4109cd88219d4e539f430c62dc41af3bcf71&userId=162

The answer to the security question will be communicated to you via a phone call by the internal admin.
Thank you.
```

2. The ***Reset Account Credentials*** page will appear:



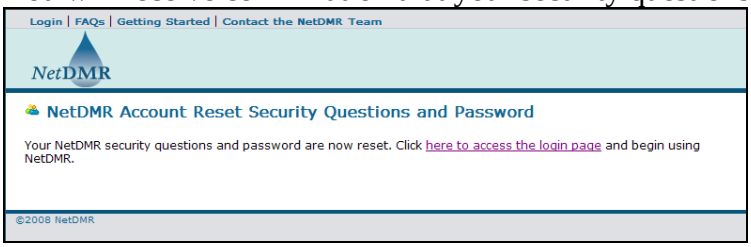
Type the secret answer provided to you by your Regulatory Administrator into the **Enter a temporary question answer** box.

3. Select the first question from the Question 1 drop down box and type in an answer for the question.
4. Repeat Step 3 for each of the remaining questions.
5. Click on Save to save your security questions and answers.
6. If you did not provide the correct answer, select security questions or provide answers an error message will appear:



Repeat steps 2 through 5.

7. You will receive confirmation that your security questions have been reset:



8. Click on the **here to access the login page** hyperlink to log into NetDMR.

You will receive an email notifying you that your account has been reset:

```
Your NetDMR account crediantials are reset. You may now log into NetDMR.
Thank you.
```

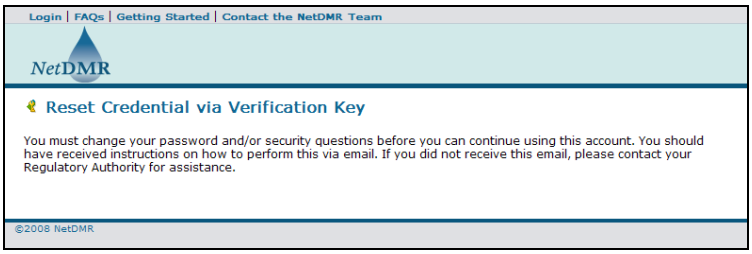
2.6.3. Change Password

You can change your password by entering a new password and then reentering it in the space provided.

> *Be sure to enter a new password that is not the same as the 10 most recent passwords you've used.*

2.6.3.1. Reset Password

A Regulatory Authority Administrator may have you reset your password if you are having problems logging in or if they discover your account has been compromised. If this is the case, your account will be suspended and you will receive an email notifying you of the change. If you try to log into NetDMR you will be prompted to reset your password or security questions:

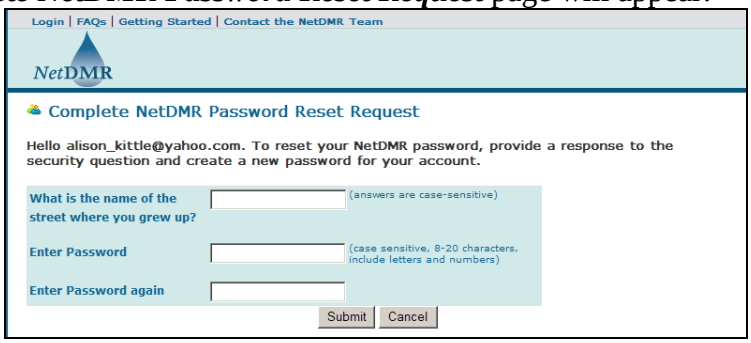


Follow these steps to change your password:

1. Click on the hyperlink within your security reset email notification:

```
To reset your password, please click on the following link:

https://netdmrtest.epacdx.net/netdmr-web/public/verification.htm?
key=865a78baadefe0122aedee4fb6e41b66641888e90cbebecdbd502e581bf5a557&userId=162
Thank you.
```

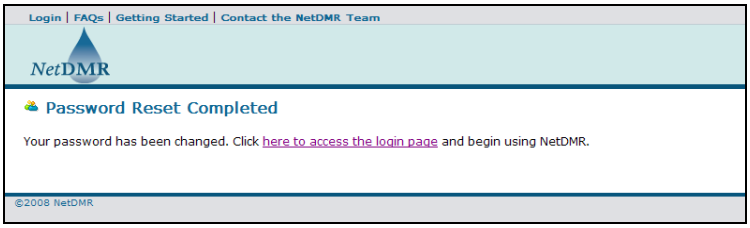
2. The ***Complete NetDMR Password Reset Request*** page will appear:



3. Type in the secret answer for the question displayed.
4. Enter a new password that is not the same as the previous password.
5. Re-enter the new password.
6. Click on Submit to save your new password.
7. If you did not provide the correct answer to the question or your password is invalid an error message will appear:

   There were errors processing your request.

   Repeat steps 3 through 6.
8. You will receive confirmation that your password has been reset:



9. Click on the **here to access the login page** hyperlink to log into NetDMR.

2.6.4. Lock Account

If you need to inactivate your account for a period of time you can lock your account by clicking on the ☐ empty checkbox in the **Lock Your Account** section. If you do not want to lock your account and the box is ☑ checked, click on the checked box to avoid locking your account.

If you lock your account, the next time you attempt to log into the National Instance of NetDMR the ***Locked Account*** page will display. Follow these steps to unlock a locked account:

1. Answer the security question that is displayed.
2. Click on Submit.

If you respond correctly to the security question you will be directed back to the ***NetDMR Login*** page to log into your account.

2.7. Unlocking Your Account

If you have locked your account in order to inactivate it for a period of time or a Regulatory Administrator locked your account due to security issues, you will receive an e-mail notifying you that your account is locked. The next time you attempt to log into the National Instance of NetDMR the ***Locked Account*** page will display as shown in Figure 2-9.

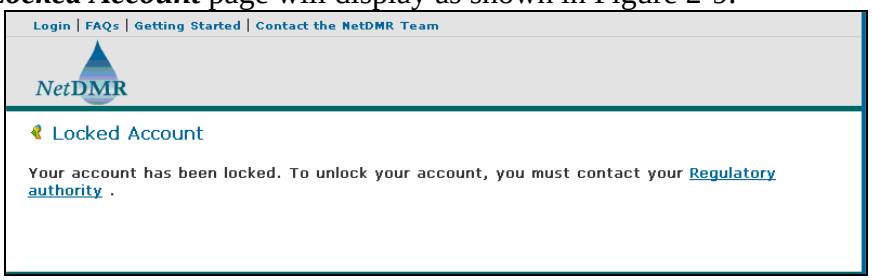


Figure 2-9: Locked Account Notification Page

Contact your Regulatory Authority by clicking on Regulatory authority and calling the telephone number or sending an e-mail to the address specified in the ***Regulatory Authority Contact*** page Figure 2-10.

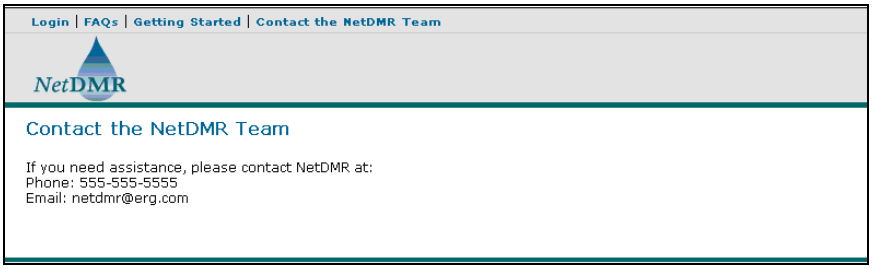


Figure 2-10: Regulatory Authority Contact Page

After the Regulatory Authority unlocks your account NetDMR will notify you with an email containing a link. Navigate to the link to display a page confirming your account has been unlocked and follow these steps:

1. Answer the security question that is displayed.
2. Click on Submit.

If you respond correctly to the security question you will be directed back to the ***NetDMR Login*** page to log into your account.

2.8. Resetting a Password

NetDMR passwords expire after 6 months and will display the ***Expired Password*** page after you log in with an expired password. Use this page to reset your expired password by:

1. Answering the security question.
2. Entering your current password.
3. Entering a new password twice.
4. Clicking on Submit .

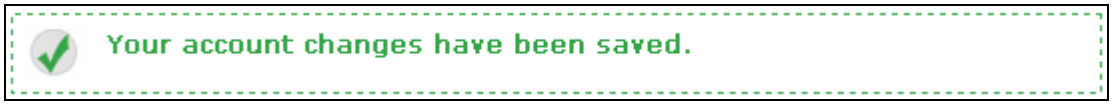
> Tip
> *Be sure to enter a new password that is not the same as the 10 most recent passwords you've used.*

You may also reset your password at any time by using the ***My Account*** page. To do this:

1. Log into NetDMR and click on | My Account | in the upper left corner of the page.
2. Click on Edit Account within the ***My Account*** page.
3. Enter a new password and then reenter it in the spaces provided within the **Change Your Password** section.
4. The ***Confirm Account Edits*** page will appear. Answer the Security Question and provide your old password.
5. Click on Save to proceed, or click on Cancel to cancel changes and return to the ***My Account*** page.
6. If the security question answer or old password is incorrect, NetDMR will display the error message shown below. Enter your answer and old password again.

   There were errors processing your request.

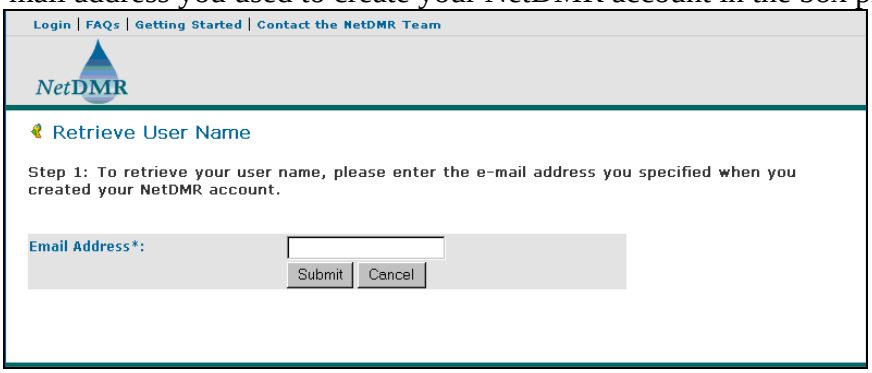
7. If the security answer and old password are correct, NetDMR will display this confirmation message:



2.9. Retrieving a Forgotten User Name

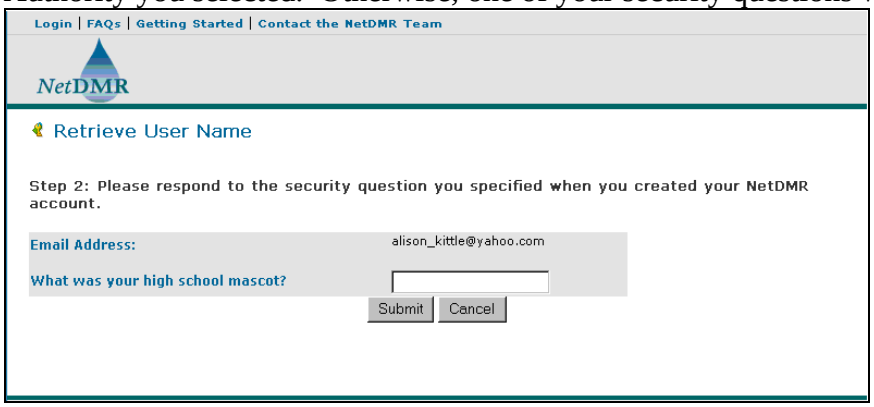
If you have forgotten your User Name, follow these steps to recover it:

1. Navigate to the ***NetDMR Welcome*** page, select your Regulatory Authority, and click on Go.
2. Click on Forgot User Name? on the ***NetDMR Login*** page.
3. Enter the e-mail address you used to create your NetDMR account in the box provided:



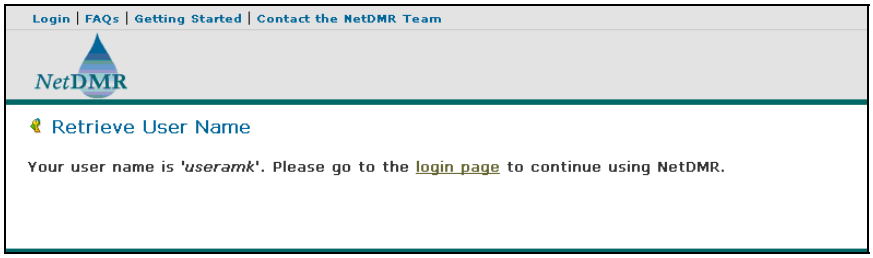
4. Click on Submit to continue, or click on Cancel to return to the ***NetDMR Login*** page.
5. If you provided an e-mail address that NetDMR does not recognize NetDMR will display a message that your User Name could not be found:

Perform steps 3 – 4 again making sure to use the correct e-mail address for the Regulatory Authority you selected. Otherwise, one of your security questions will be displayed:



6. Answer the security question that is displayed.
7. Click on Submit to continue, or click on Cancel to return to the ***NetDMR Login*** page.
8. If the answer to your secret question is incorrect, NetDMR will display an error message:

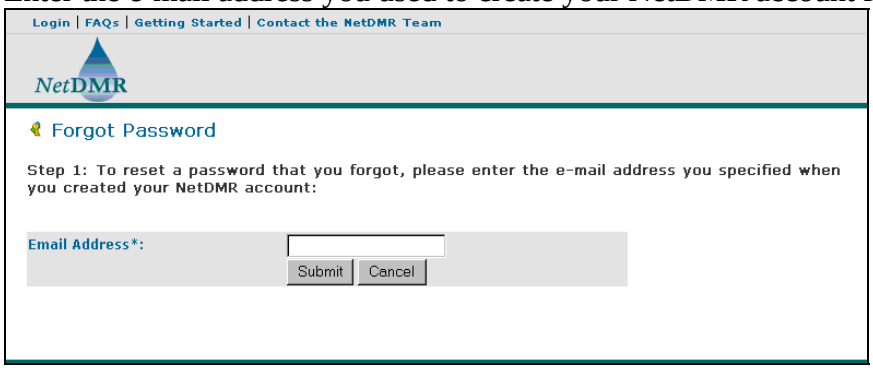
Otherwise, NetDMR will display your User Name:



2.10. Retrieving a Forgotten Password

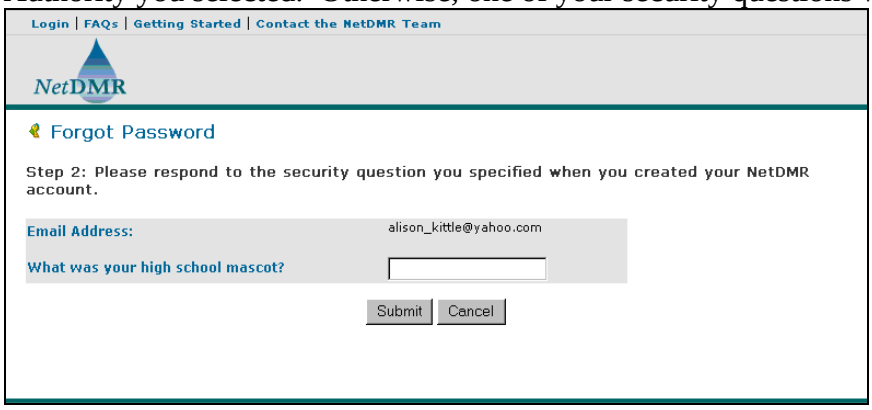
If you have forgotten your NetDMR password, follow these steps to recover it:

1. Navigate to the ***NetDMR Welcome*** page, select your Regulatory Authority, and click on Go.
2. Click on Forgot Password? on the ***NetDMR Login*** page
3. Enter the e-mail address you used to create your NetDMR account in the box provided:



4. Click on Submit to continue, or click on Cancel to return to the ***NetDMR Login*** page.
5. If you provided an e-mail address that NetDMR does not recognize NetDMR will display a message that your e-mail address could not be found:

Perform steps 3 – 4 again making sure to use the correct e-mail address for the Regulatory Authority you selected. Otherwise, one of your security questions will be displayed:



6. Answer the security question that is displayed.
7. Click on Submit to continue, or click on Cancel to return to the ***NetDMR Login*** page.

8. If the answer to your secret question is incorrect, NetDMR will display an error message:

   Otherwise, you will receive an e-mail from NetDMR to the e-mail account you provided. Click on the hyperlink provided in this e-mail to access the ***Complete the NetDMR Password Reset Request*** page.
9. Answer the security question.
10. Enter a new password that is different than the last 10 passwords you specified for your account.
11. Enter the new password again.
12. Click on Submit.

2.11. Disabled Accounts

A locked account is different than a disabled account. A user's account is disabled if he/she enters their password incorrectly three times or enters three incorrect responses to security questions.

If a user disables their account by entering their password incorrectly three times, the user can enable their account and request a password reset by responding correctly to a security question, then logging into NetDMR. If a user forgets the responses to his/her security question, he/she must contact the Regulatory Administrators directly and request a reset of the security questions.

Chapter 3. Permit Administrator Procedures

A Permit Administrator is a Permittee User 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. 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 and DMRs
- 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.

Note that the first Signatory approved for a permit is automatically assigned a Permit Administrator role – all future Permit Administrator requests will not be assigned a Signatory role unless the Regulatory Authority sets up their Instance to do this.

Figure 3-1 shows the Permit Administrator Home page that is displayed when a Permit Administrator logs into NetDMR.

> Tip *The first Signatory role that is approved for a new instance will automatically be assigned both the Signatory and Permit Administrator roles.*

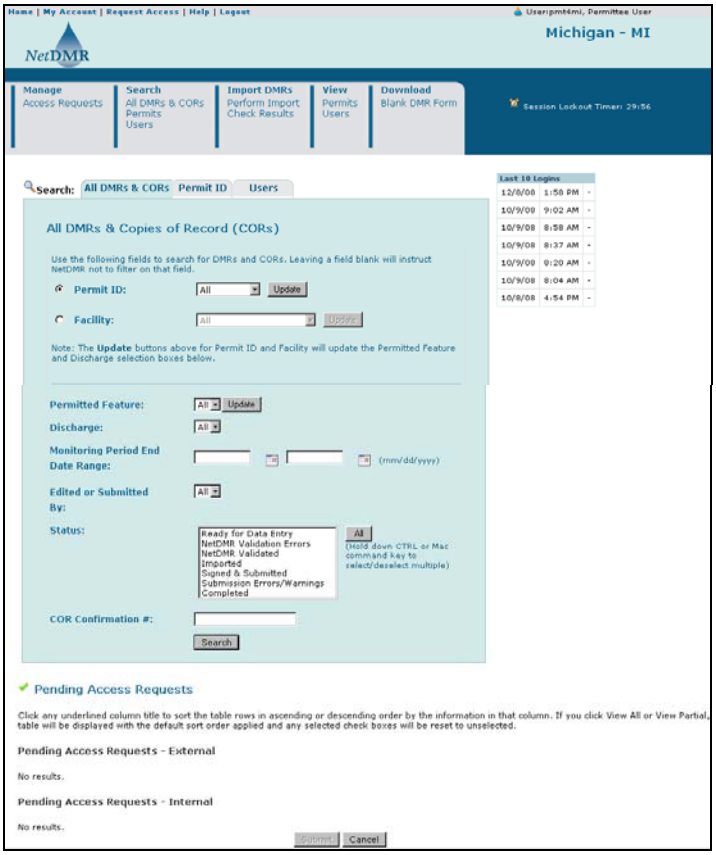


Figure 3-1: Permit Administrator Home Page

3.1. Managing Access Requests

You can approve or deny requests from state and region regulatory authorities, or Permittee and Data Provider Users for access to permit(s) within your instance if you also have Permit Administrator access for the permit. This is done by using the **Pending Access Requests – Internal** and **Pending Access Requests – External** tables on the ***Permit Administrator home*** page or the ***Manage Access Requests*** page (Figure 3-2). The specific types of access requests you can respond to include:

- 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.

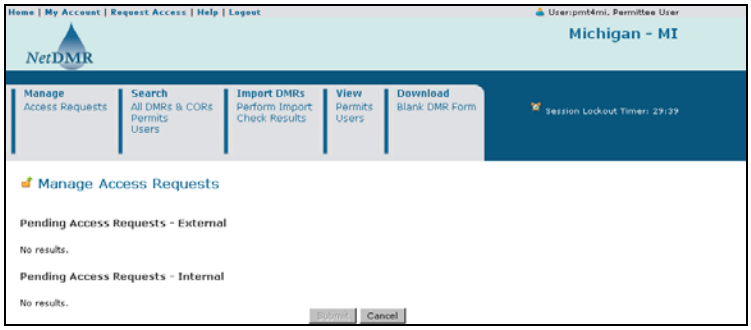


Figure 3-2: Manage Access Requests Page

Up to ten users 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 theUsers in ascending or descending order by the information in that column.

3.1.1. Managing Permittee and Data Provider User Access Requests

External users are Permittee or Data Provider (lab or contractor) staff that view, edit, or sign and submit DMRs for a facility's permit(s). Follow the directions below to approve or deny access requests from Permittee and Data Provider users:

1. Log into your NetDMR account as a Permit Administrator and 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 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 (see Section 3.6 for information about how to search for a permit) 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

> **Tip** *You may leave a comment for both approval and denial of access, but a comment is required for all denied access requests.*

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 select check one box:

   Click on [OK] and repeat Step 4.
6. Review your access changes when the confirmation message appears:
7.

   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.
8. If the box next to the Deny column was checked but nothing was entered into the Comments field, an error message will appear:

   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.

3.1.2. Deleting User Access Rights

You can delete the rights for a user who has access to your permits through the ***View Users*** page shown in Figure 3-3 by following these steps:

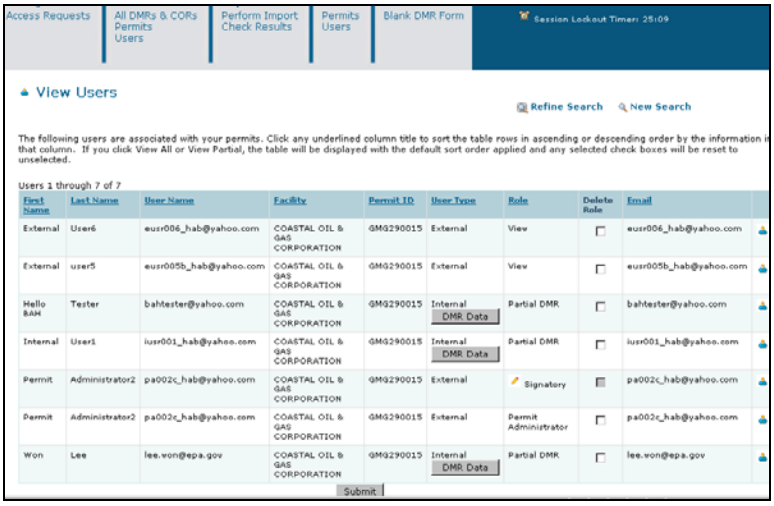


Figure 3-3: View Users Page

1. Log into your NetDMR account as a Permit Administrator.
2. Click on Users under the **Search** menu (see Section 3.7 for instructions on searching users). Locate the user of interest on the ***User Search Results*** page and click on ☐ to check the box in the Delete Role column of that row.
   OR
   Click on in the same row as the user and access right you would like to remove. On the ***View User Account Details*** page, locate the access that you would like to remove in the Permits and Roles table. Click on ☐ to check the box in the same row under the **Delete Role** column.
3. The ***Add Comments for Access Rights Removal*** page will appear:

4. Enter the reason for removing the access rights into the Comments field, then click on Confirm Removal to continue, or click on Cancel to return to the ***View Users*** page.
5. A confirmation page will be displayed:

Click on Ok to return to the ***View User Account Details*** page.

3.1.3. Managing Partially Completed Internal User Access Requests

As a Permit Administrator, you can provide staff at your regulating agency access to a DMR you are in the process of editing using the **Pending Access Requests – Internal** table on the ***Permit Administrator Home*** or the ***Manage Access Requests*** page (Figure 3-4). This may be useful if you need assistance with a DMR.

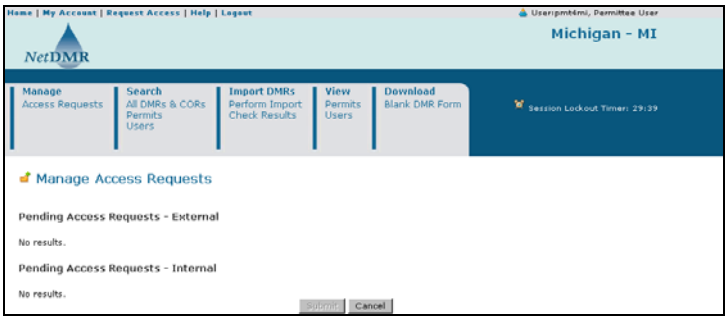


Figure 3-4: Manage Access Requests Page

The internal user will provide the following information to you when requesting partially completed access to your DMR:

- permit ID
- permitted feature
- limit set
- monitoring period end date

Follow these steps to approve or deny a request:

1. Log into your NetDMR account as a Permit Administrator and 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 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 (see Section 3.6 for information about how to search for a permit) 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.

> Tip
> *You may leave a comment for both approval and deny of access, but a comment is required for all denied access requests.*

5. If boxes were not checked for the Approve and Deny columns for any of the users, an error window will appear asking you select check one box:

   Click on OK and repeat Step 4.
6. Review your access changes when the confirmation message appears:
7. You have requested access rights update for the following users. Please confirm.
   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.
8. 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.

3.2. Sign and Submit DMRs

A Permit Administrator may only perform these tasks if they have been granted a Signatory Role for the permit. See Chapter 4 for details on how to sign and submit DMRs.

3.3. Edit, Import, Correct and Delete DMRs

A Permit Administrator may only perform these tasks if they have been granted an Edit or Signatory Role for the permit. See Chapter 5 for details on how to sign and submit DMRs.

3.4. Search and View DMRs and CORs

See Chapter 5 for details on how to search for and view DMRs and CORs.

3.5. Download Blank DMRs

See Chapter 5 for details on how to download blank DMRs.

3.6. Search Permits

You can retrieve and view information about a specific permit such as User Roles and Subscriber Agreements from the ***Permit Administrator or Signatory Home*** page, or from the ***Search Permit ID*** page shown in (Figure 3-5).

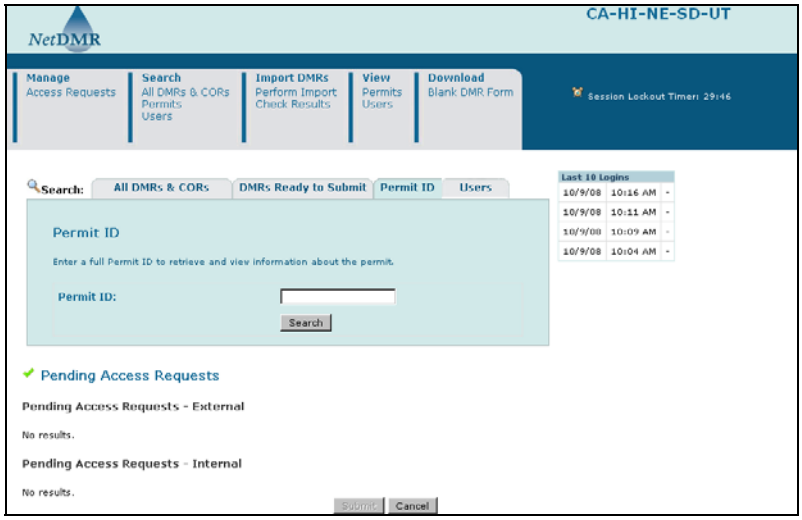
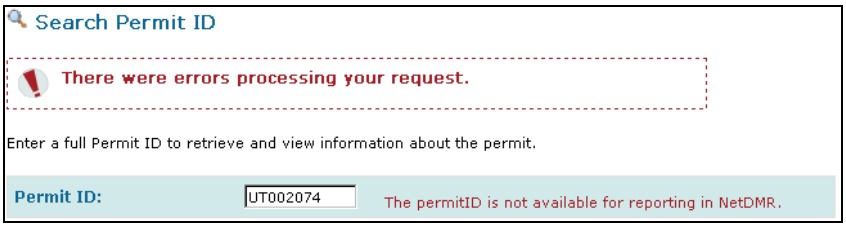


Figure 3-5: Search Permit ID Page

3.6.1. Permit Search from Home Page

Follow these directions to search for a permit from the Permit Administrator or Signatory Home Page.

1. Log into your NetDMR account as a Permit Administrator. The home page will be displayed. Click on Permits in the gray Search tab
   OR
   click on Permit ID in the *Search* page.
2. Type the nine-digit permit ID, and click on Search.
3. If the permit is available in NetDMR, the ***View Permit Details*** page is displayed. See the next section for instructions on how to use this page,
   OR
   If a permit ID other than 9 characters is entered or is not in NetDMR, the following message will be displayed:



Re-enter a valid Permit ID and click on Search until NetDMR is able to display the permit.

4. When finished viewing the permit, click on Cancel to return to the ***Search Permit ID*** page.

3.6.2. View Permit Details

After you search for and NetDMR locates the permit of interest, the ***View Permit Details*** page as shown in Figure 3-6.

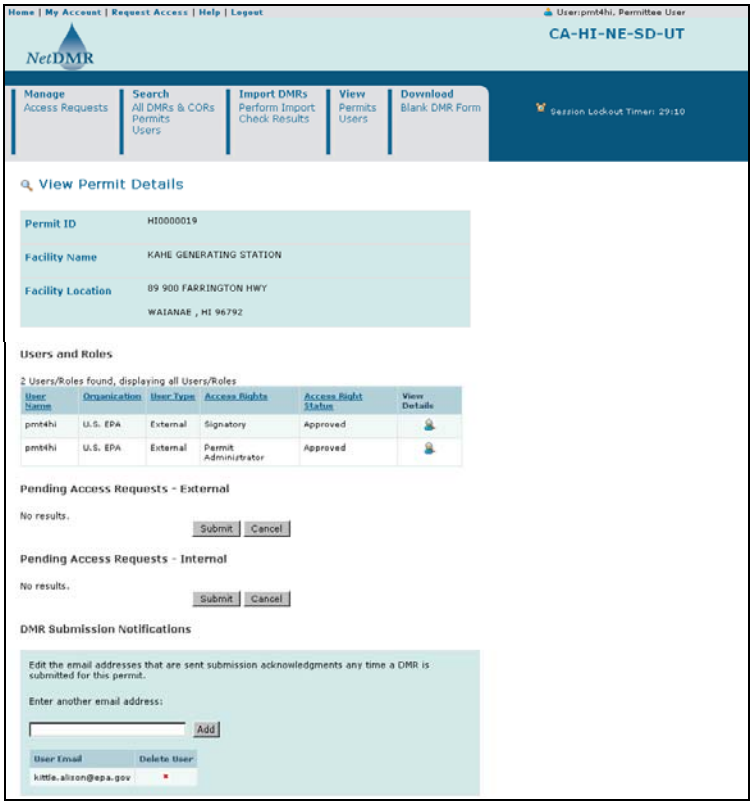


Figure 3-6: View Permit Details Page

The following information is shown on this page:

- Permit Details
  - ✓ Permit ID
  - ✓ Facility Name
  - ✓ Facility Location

- Users and Roles Table
  - ✓ User Name
  - ✓ Organization
  - ✓ User Type
  - ✓ Access Rights
  - ✓ Access Rights Status
  - ✓ Icon to view details about the user

- Pending Access Requests – External Table
  - ✓ Name
  - ✓ User Name
  - ✓ User Type
  - ✓ Requested Access Rights
  - ✓ Approve/Deny
  - ✓ Comment
  - ✓ Link to the ***User Details*** page
  - ✓ Checkbox to Approve or Deny Request. Note: See Section 3.1 for instructions on Approving/Denying Requests.

- Pending Access Requests – Internal Table
  - ✓ Name
  - ✓ User Name
  - ✓ User Type
  - ✓ Requested Access Rights
  - ✓ Approve/Deny Note: See Section 3.1 for instructions on Approving/Denying Requests.
  - ✓ Comment
  - ✓ Link to the ***User Details*** page

- DMR Submission Notifications (the list of email addresses to which NetDMR will send a submission acknowledgement when a DMR is submitted to ICIS for this permit)

Up to ten users requests will be displayed by default in each of the Pending Access 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.

To add a new email address to the DMR Submission Notifications table, type the email address into the **Enter another email address** field and click on Add. The address will appear in the User Email table.

To remove an email address from the list, click on ✖ in the Delete User column of the row for that email address. The address will be removed from the User Email table.

3.7. Search Users

You can search for users from the ***Search Users*** page shown in Figure 3-7 to view and edit their account information.

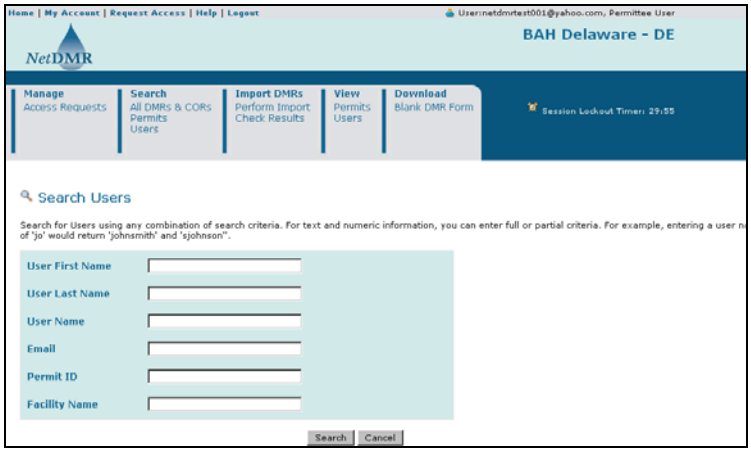


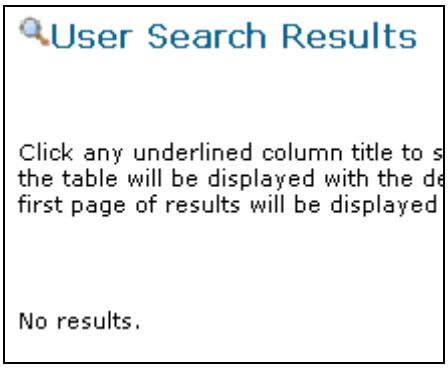
Figure 3-7: Search Users Page

3.7.1. User Search from Home Page

Follow these directions to search for a user from the home page:

1. Log into your NetDMR account as a Permit Administrator. The home page will be displayed. Click on Users in the gray Search tab
   OR
   click on Users in the ***Search*** page.
2. Enter criteria for the user and click search.
   You can search by:
   - ✓ User First Name
   - ✓ User Last Name
   - ✓ User Name
   - ✓ Email
   - ✓ Permit ID
   - ✓ Facility Name
3. Search
4. If the User is found the Search results will be displayed on the ***User Search Results*** page. See the next section for instructions on how to utilize the information on this page,
   OR
   If a User is not in NetDMR, the following message will be displayed:

> Tip
> *You can leave Search fields blank to return all users. You can also enter partial information for any criteria. For example, entering "a" in the User Name criteria would return both "AdamSmith" and "KatieJones@state.xx.us."*



Re-enter valid data in any of the User search fields and click on Search until NetDMR is able to display the User.

5. If the list is too large, click on Refine Search and re-enter the First Name, Last Name, User Name, Email Address, Permit ID or Facility Name, then click on Search to return less results or click on Close to return to the ***User Search Results*** page.
6. If another search is desired, click on New Search and re-enter the First Name, Last Name, User Name, Email Address, Permit ID or Facility Name, then click on Search to return less results or click on Close to return to the ***User Search Results*** page.
7. When finished viewing the user information, click on any tab to view that page.

3.7.2. User Search Results

The ***User Search Results*** page (Figure 3-8) displays a table with the list of roles for each user that match your search criteria. This table includes the following information:

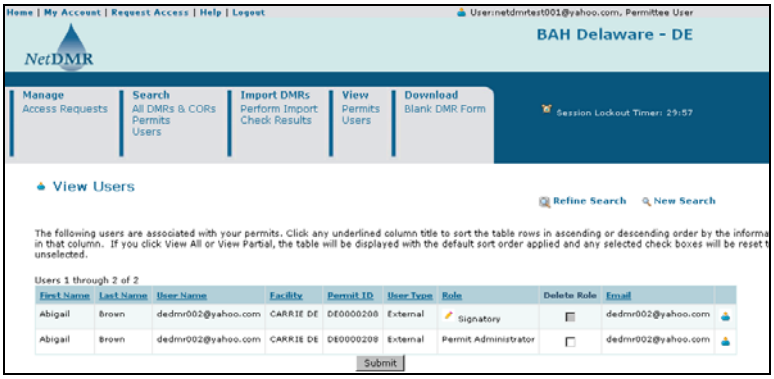


Figure 3-8: User Search Results Page

This table includes the following information:

- First Name
- Last Name
- User Name
- Facility
- Permit ID

- User Type (Internal = Regulatory Authority, External = Permittee or Data Provider)
- Role
- Delete Role (see Section 3.1.2 for instructions on deleting roles)
- Email
- Link to View User Details

> **Tip**
> *If the user you are searching for is not displayed in the User Search Results table, you can click on **Refine Search** or **New Search** on the upper right. Both links will take you back to the **User Search** popup box where you can refine your search by adding additional search criteria or startina a new search.*

Up to User roles will be displayed by default in the table. If more than 10 users 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.

If the user you are searching for is not displayed in the User Search Results table, you can click on Refine Search or New Search on the upper right. Both links will take you back to the ***Search Users*** page where you can refine your search by adding additional search criteria or starting a new search.

3.7.3. View User Account Details

After locating a user of interest on the ***User Search Results*** page, click on in the last column of their row to display the ***View User Account Details*** page:

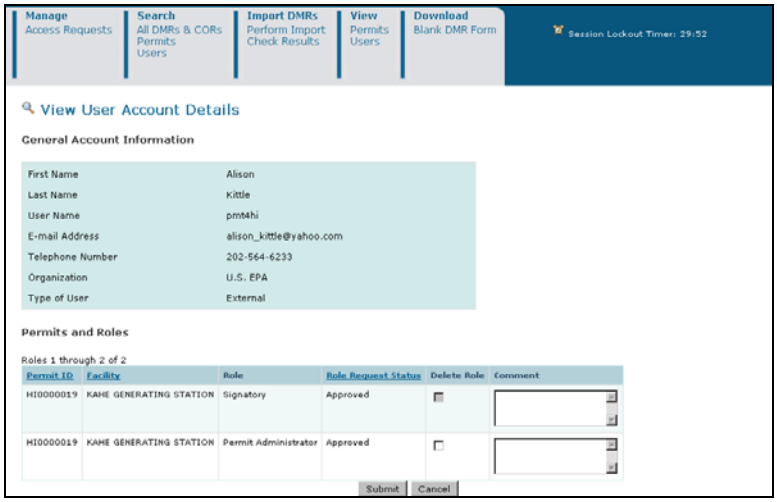


Figure 3-9: View User Account Details Page

This page displays the following information about the user:

- General Account Information
  - ✓ First Name
  - ✓ Last Name
  - ✓ User Name
  - ✓ Email Address
  - ✓ Telephone Number
  - ✓ Organization
  - ✓ User Type (Internal = Regulatory Authority, External = Permittee or Data Provider)

- Permit and Roles Table
  - ✓ Permit ID
  - ✓ Facility Name
  - ✓ Role
  - ✓ Role Request Status
  - ✓ Delete Role (see Section 3.1.2 for instructions on deleting roles)
  - ✓ Comment

Up to ten users requests will be displayed by default in the table. If more than 10 users 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 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.

While on this page, either click on Submit to save changes or delete roles, or click on Cancel to return to the ***User Search Results*** page.

3.8. Viewing All Signatories and Users for Permits

You can view of all the permits you administer and all the users that are associated with your permits using the **Permits** and **Users** hyperlinks on the **View** tab.

3.8.1. 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:

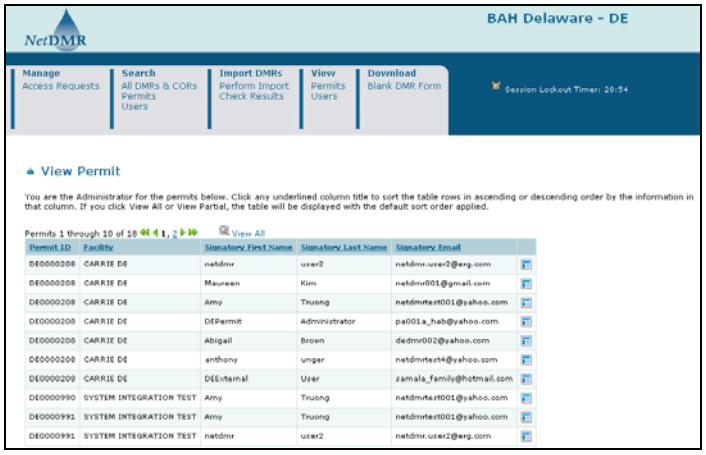


Figure 3-10: View Permit Page

To access this page:

1. Log into your NetDMR account as a Permit Administrator. The home page will be displayed.
2. Click on Permits within the gray **View** tab.
3. The ***View Permits*** page will display the following information about this permit 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.

You can navigate to the ***View Permit Details*** page by clicking on within the row of the desired signatory.

3.8.2. Viewing All Permit Users

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

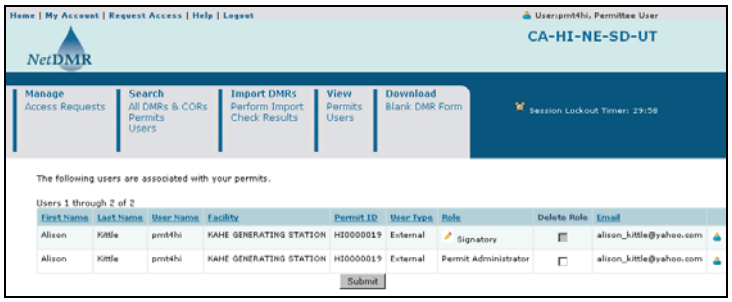


Figure 3-11: View Users Page

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

1. Log into 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 (see Section 3.1.2 for instructions on deleting roles)
   - ✓ 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 Details***.

3.8.2.1. View User Details

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

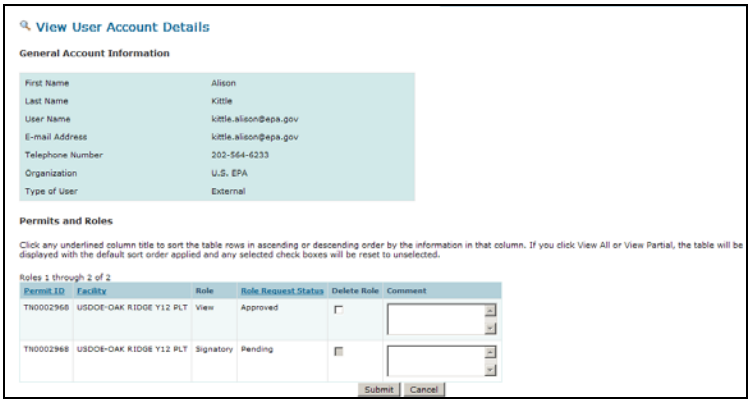


Figure 3-12: View Users Page

The ***View Users*** 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)
  - ✓ Link to the ***View User Account Details*** page.

- Permits and Roles Table
  - ✓ Permit ID
  - ✓ Facility

- ✓ Role
- ✓ Role Request Status
- ✓ Delete Role (see Section 3.1.2 for instructions on deleting roles)
- ✓ 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.

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

Chapter 4. Signatory Procedures

A Signatory is the only NetDMR User able to sign and submit DMRs for a facility's approved permit(s).
Signatories can also perform the following tasks:

- view, edit and delete DMRs
- import DMRs
- view CORs, permits and users
- download blank DMR forms
- approve and delete DMR View and Edit role requests from other Permittee Users only if they have been granted a Permit Administrator role
- approve and delete DMR View and Edit role requests from Data Providers only if they have been granted a Permit Administrator role
- approve and delete Partial DMR View role requests from Regulatory Authority only if they have been granted a Permit Administrator role Administrators and Users
- search and view permits only if they have been granted a Permit Administrator role
- search and view users only if they have been granted a Permit Administrator role

To become a Signatory, a Permit Administrator or Permittee User with an Edit or View Role must request the Signatory Role, print off the Subscriber Agreement form generated by NetDMR at the time they request the Role, sign the Subscriber Agreement in ink, and mail it to the Regulatory Authority mailing address provided at the bottom of the Agreement.

> Tip *The first Signatory role that is approved for a new instance will automatically be assigned both the Signatory and Permit Administrator roles.*

Note that the first Signatory approved for a permit is automatically assigned a Permit Administrator role – all future Signatory requests will not be assigned a Permit Administrator role unless the Regulatory Authority sets up their Instance to do this. If a permit has not been assigned a Permit Administrator when a Signatory request is approved, the Signatory requestor will also be granted the Permit Administrator role – all future Signatory requests will not be assigned a Permit Administrator role automatically. See Chapter 3 for details on Permit Administrator procedures.

When the Regulatory Authority receives your signed Subscriber Agreement in the mail, the Regulatory Administrator will log into NetDMR and either approve or deny your request. Once your request has been approved you may begin to sign and submit DMRs for the permit(s) you have been approved for.

> Tip *Potential Signatories will not be able to sign and submit DMRs until their request has been approved by a Regulatory Administrator.*

If you are a Signatory and need to change your name you will need to make the name changes to your NetDMR account and print off a new Subscriber Agreement with your new name displayed, sign it and mail it into your Agency.

Figure 4-1 shows the ***Signatory Home*** page that is displayed when a Signatory logs into NetDMR.

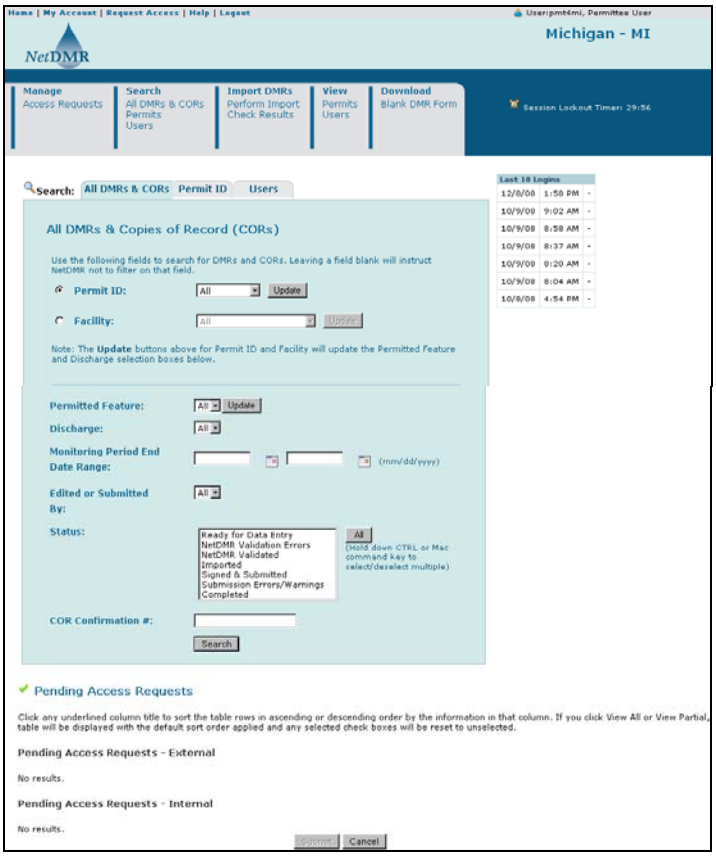


Figure 4-1: Signatory Home Page

4.1. Search and View DMRs Not Ready to Submit

See Section 5.1 for the steps to use for searching and viewing DMRs that are not ready to be submitted.

4.2. Edit, Import, Correct and Delete DMRs

See Section 5.2.1 for details on how to edit a DMR, Section 5.2.2 for instructions on how to import DMRs, Section 5.2.3 for steps to follow when correcting a DMR, and Section 5.2.4 for guidance on how to delete DMRs.

4.3. Search and View CORs

You can search for CORs using the All DMRs and CORs section of your 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.

Last 10 Logins		
12/11/08	12:06 PM	-
10/10/08	2:50 PM	-
8/28/08	12:51 PM	-
8/18/08	9:05 AM	16 DMRs submitted.

4.3.1.1. Search Using Last 10 Logins Table

The dates and times for the last ten logins are displayed on the Home page or on the Search page. If you signed and submitted

DMRs during the last ten sessions, a link to the resultant COR(s) is also provided next to the date the COR was submitted. Click on the hyperlink next to the desired date to view the COR(s) submitted during a particular session.

See Section 5.3.1 for details on how to search for CORs from your Home page and guidance on working with CORs.

4.4. Download Blank DMRs

See Section 5.4 for procedures on how to download blank DMRs.

4.5. Sign and Submit DMRs

A Signatory can search for a DMR to sign and submit by selecting to either search all DMRs or selecting only those DMRs that are ready to submit, then choosing up to 200 DMRs at a time to digitally sign and submit the data to ICIS.

The procedures to use for searching DMRs ready to be submitted and signing/submitting them are described in the next subsections.

4.5.1. Sign & Submit DMRs

You must have approved signatory access to a particular permit in order to sign and submit the DMRs for that permit. Signatories may only sign and submit DMRs that have a status of 'NetDMR validated' and for which all soft errors have been acknowledged.

NetDMR provides the options to search for and retrieve DMRs that are ready to sign and submit from the ***Signatory Home*** page by using the **All DMRs & Copies of Record** tab or the **DMRs Ready to Submit** tab.

4.5.1.1. Search for DMRs Using the DMRs Ready to Submit Tab

You can quickly retrieve DMRs ready to be submitted by clicking on

from the **Search** menu on your home page. The ***DMRs Ready to Submit*** page will be displayed (Figure 4-2).

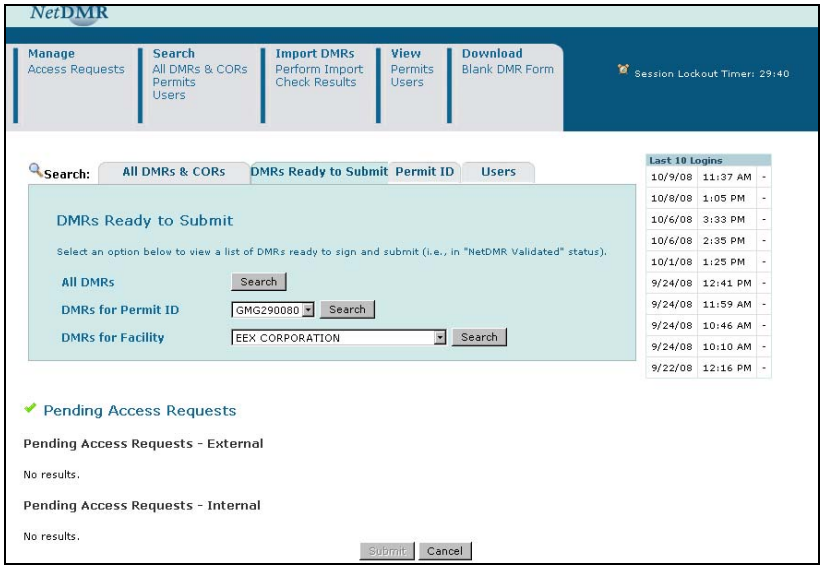


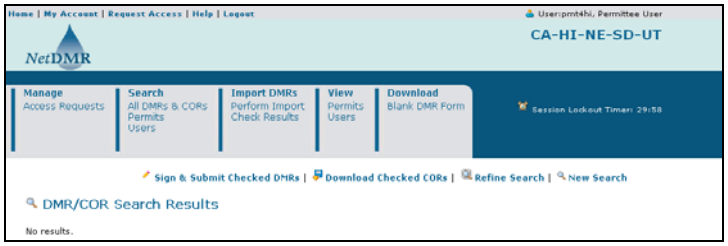
Figure 4-2: DMRs Ready to Submit Page

Search for DMRs ready to sign and submit using the search options described below.

- **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.

4.5.1.2. 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:

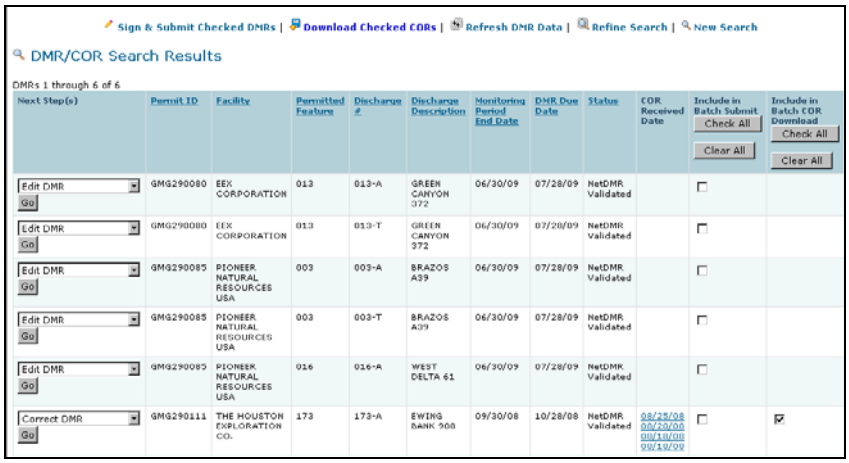


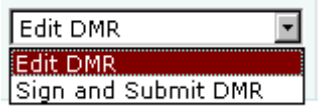
Figure 4-3: DMR/COR Search Results Page

Up to ten DMRs/CORs will be displayed by default in each of these tables. If more than 10 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 the last 10 DMRs/CORs.
- Clicking the double green back arrow icon to display the first 10 DMRs/CORs.
- 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 10 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. Be sure the DMR's status is set to "NetDMR Validated", then click on Sign & Submit.



- 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** title.

- 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:

4.5.1.3. Sign and Submit a DMR

After searching and selecting one or more DMRs to sign and submit, the ***Sign & Submit*** page is displayed:

Figure 4-4: Sign & Submit DMR Page

All selected DMRs are listed in a table at the section and a certification statement displayed in the lower part of the page. The table provides information on 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.
- **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 and verify your corrections. 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. Click on .
4. Provide the correct answer to the **Security Question** that is displayed.
5. Enter your **Password** in the text box.
6. Click on Submit to submit the DMR(s) to ICIS and view the submission confirmation, or click on Do Not Submit to cancel the submission and return to the previous page.
7. 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.

8. 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.

4.5.1.4. Submission Confirmation

After a DMR is signed and submitted to ICIS, NetDMR displays the ***Submission Confirmation*** page:

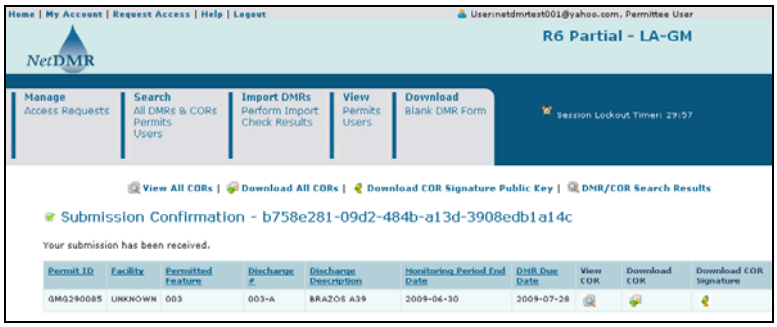


Figure 4-5: Submission Confirmation Page

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 COR** – Click on in this 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.

> Tip *ICIS processes DMRs at the end of the day. You will need to check NetDMR for your submission results the next morning.*

There are four hyperlinks that appear above the Confirmation Number:

- Click on View All CORs to view all of your CORs.
- Click on Download All CORs to download zipped files for all of your CORs.
- Click on Download COR Signature Public Key to view the COR signature file used for your DMR submissions.
- Click on DMR/COR Search Results to return to the ***DMR/COR Search Results*** page.

In addition, NetDMR creates a copy of record (COR). This copy of record 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 e-mail 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:

> *If you are not receiving DMR submission notifications and the email address for your account is accurate, check to see if your spam filter is rejecting them.*

- An initial e-mail notification that the DMR has been submitted to ICIS via CDX
- 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.

> *Only DMRs that have submission errors or warnings have a "Review Last Submission Errors/Warnings" option for Next Step(s).*

4.5.1.5. View Submission Errors/Warnings

If you received an e-mail notifying you that ICIS has processed the DMR information and errors or warnings were encountered, you may view these errors by:

1. Searching for the DMR that was submitted.
2. Clicking on the **Next Step(s)** drop down box for the DMR and clicking on the "Review Last Submission Errors/Warnings" option.
3. Clicking on Go.

The ***DMR/COR Search Results*** page will be displayed with a list of the errors and/or warnings:

Figure 4-6: DMR Submission Error and/or Warnings Page

The middle section of this page displays the:

- **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.
- **Status** – The status of this submission, shown as "Submission Errors/Warnings".
- **COR Received Date** - clicking on a date in this column opens the ***DMR Copy of Record*** page.

The bottom section of this page displays the:

- **Error Code** – the specific ICIS error code. See Appendix D for a list of ICIS processing error codes.
- **Error Type Code** – whether the row is an Error or a Warning message.
- **Description** – a detailed description of what caused the error or warning.
- **Parameter Code** – if the error involved a particular parameter, the parameter's code is listed here.
- **Parameter Name** – if the error involved a particular parameter, the parameter's name is listed here.
- **Monitoring Location** – the location where monitoring occurred.
- **Season Number** – the season number.

4.6. COR Functionality

When a DMR is signed and submitted to ICIS, NetDMR creates a unique COR for that DMR. Signatories are able to search, view and download CORs, view a COR's certification statement and digital signature public key, and download a COR's digital signature public key. See Section 5.3 for instructions on how to work with CORs.

> Tip
> *If a Signatory submitted an erroneous DMR and wants to revise it, they should use the Correct DMR functionality instead of the Repudiate functionality - Repudiating the COR removes it from ICIS.*

4.6.1. Repudiating the COR

If you discover that you have reason to believe your account has been compromised and erroneous and unauthorized DMRs have been submitted to ICIS using your account, you must notify a Regulatory Administrator of the DMRs in question. Be sure to ask them to lock your account and repudiate the CORs for the unauthorized DMRs that were submitted. The Regulatory Administrator will investigate the problem, repudiate your CORs, unlock your account and change your password. When you are able to log in again you will need to re-enter and re-submit valid DMRs for repudiated CORs as necessary.

4.7. Managing Access Requests

If you are a Signatory and you also have a Permit Administrator role you can approve or deny requests from state and Region regulatory authority, or Permittee and Data Provider Users for access to permit(s) within your instance. See Chapter 3.1 for details on managing access requests.

4.8. Search Permits

If you are a Signatory and you also have a Permit Administrator role you can retrieve and view information about a specific permit such as User Roles and Subscriber Agreements. See Section 3.6 for instructions on how to search and view permits.

4.9. Search Users

If you are a Signatory and you also have a Permit Administrator role you can search for users. See Section 3.7 for steps on how to search for users and view information about them.

4.10. Viewing All Signatories and Users for Permits

If you are a Signatory and you also have a Permit Administrator role you can view of all the permits you administer and all the users that are associated with your permits. See Section 3.8 for details on how to perform these tasks.

Chapter 5. View and Edit Roles

Permittee and Data Providers with the Edit role are allowed to modify, correct or delete a DMR but may not sign and submit a DMR. Instead, they must notify a Signatory when a DMR is ready to submit, and coordinate with a Signatory or Permit Administrator when a DMR is ready to be submitted.

Permittee Users can ask to be upgraded from a View role to an Edit, Permit Administrator, or Signatory role. Data Provider Users may only be assigned to either an Edit or View role.

When a Permittee or Data Provider logs into NetDMR with View access to permits, they will see the home page shown in Figure 5-1.

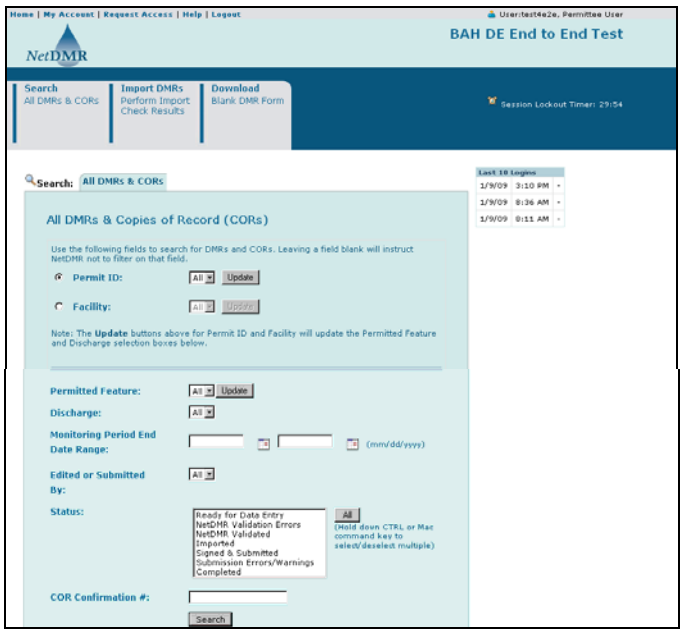


Figure 5-1: Permittee/Data Provider View Home Page

Although the Import DMRs tab is available on this page, this feature is not available to them.

When a Permittee or Data Provider logs into NetDMR with Edit access to one or more permits, they will see the home page shown in Figure 5-2.

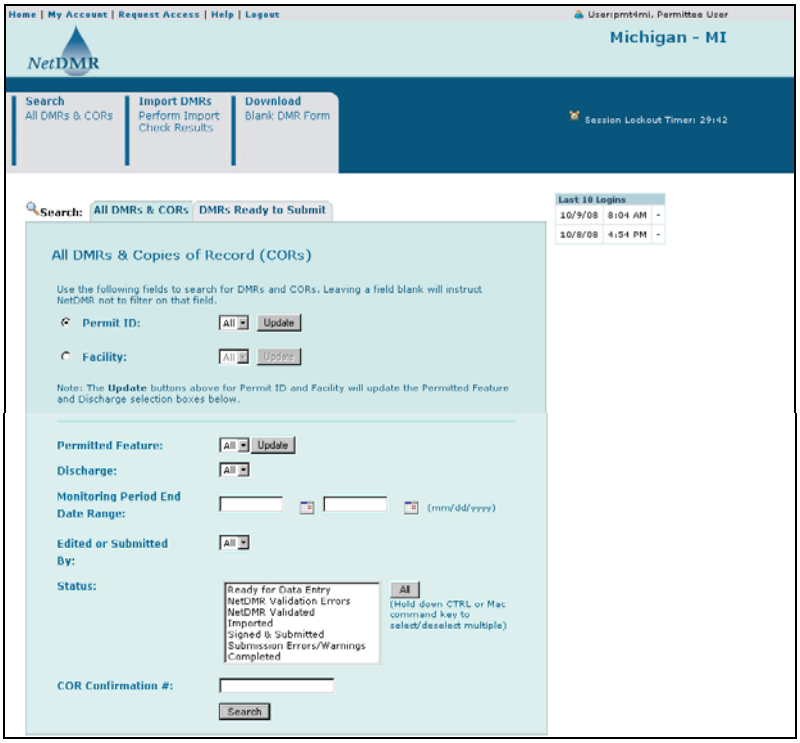


Figure 5-2: Permittee/Data Provider Edit Home Page

These users can search for DMRs by selecting to either search all DMRs and CORs or selecting DMRs that are ready to submit, then choose a DMR to edit from this list.

The rest of this section describes the tasks that Permittees and Data Providers are able to perform.

5.1. Searching for DMRs

Permittees and Data Providers with View access can search for DMRs and CORs using the **All DMRs & Copies of Record (CORs)** section on their home page.

Permittees and Data Providers with Edit access search for DMRs by selecting to either search all DMRs and CORs or selecting DMRs that are ready to submit. Permittee Users with Edit access can then choose a DMR to edit from this list.

> Tip *NetDMR stores up to 12 months of DMRs. To view DMRs due outside of the current month, be sure to search for DMRs using a Monitoring Period End Date range.*

NetDMR will not display all DMRs that exist for a permit. Instead, NetDMR will display only DMRs that have a Monitoring Period Start Date on or before the day of your search and a Monitoring Period End Date on or after the day of your search minus 14 months. For example, if you perform your search on April 15, 2009, NetDMR will display DMRs where monitoring started before April 16, 2009, and ended after February 14, 2008. To view DMRs due outside of the current month enter a Monitoring Period End Date range as part of your search.

5.1.1. Search All DMRs & Copies of Record

To search for DMRs using the **All DMRs & Copies of Record (CORs)** section of your home page:

1. Log into your NetDMR account as a Permittee User or Data Provider. The home page will be displayed.
   OR
   While logged into NetDMR, click on All DMRs & CORs in the gray Search tab.
2. You can search using any combination of the following criteria. Leaving a field blank or selecting "All" from a pick list will instruct NetDMR not to search on that criteria.
   - ✓ Permit ID – Select the permit ID of interest by clicking on ○ next to **Permit ID** to check it, then clicking on the Permit ID drop down list and clicking on "All" for all permits you have access to or clicking on one of the Permit IDs displayed. After selecting a Permit ID, click on Update. NetDMR will retrieve the facility name, permitted feature, and discharge options for that permit. Note that the Permit ID list will only include those permits that you have requested and been granted access to.
   - ✓ Facility – Select the facility whose DMRs you wish to view by clicking on ○ next to **Facility** to check it, then clicking on the Facility drop down list and clicking on "All" for all facilities you have access to or clicking on one of the Facility Names displayed. After selecting a Facility, click on Update. NetDMR will retrieve the permit ID, permitted feature, and discharge options for that Facility. Note that the Facility list will only include those facilities associated with the permits that you have requested and been granted access to.
   - ✓ Permitted Feature – Select the permitted feature whose DMRs you wish to view by clicking on the **Permitted Feature** drop down list and clicking on "All" for all permitted features for the permit or clicking on one of the Permitted Features displayed. After selecting a Permitted Feature, click on Update. NetDMR will retrieve the facility and discharge options associated with that permitted feature. Note that the Permitted Feature list will only include those features associated with the permits that you have requested and been granted access to.
   - ✓ Discharge ID – Select the Discharge ID whose DMRs you wish to view by clicking on the **Discharge ID** drop down list and clicking on "All" for all discharge IDs for the permit or clicking on one of the Discharge IDs displayed. Note that the Discharge list will only include those features associated with the permits that you have requested and been granted access to.
   - ✓ Monitoring Period End Date Range – Enter the start and end dates for the monitoring period end date range using the *mm/dd/yyyy* format or select the appropriate start and end dates from a calendar by clicking the calendar icon next to each text box.
   - ✓ Edited or Submitted by – Select the account who edited or submitted the DMRs and CORs you wish to view by clicking on the **Edited or Submitted by** drop down list and clicking on "All" for all accounts for the permit or clicking on one of the Accounts displayed. After selecting an account, click on Update.
   - ✓ Status – Select a DMR status. You can make multiple selections by holding down the CTRL key on your keyboard while clicking more that one selection from the

list. You can select all status options by clicking on All.. Available status options include:

- Ready for Data Entry (DMRs only)
- Partially Complete (DMRs only)
- NetDMR Validation Errors (DMRs only)
- NetDMR Validated (DMRs only)
- Signed & Submitted (CORs only)
- Submission Errors/Warnings (CORs only)
- Completed (CORs only)

✓ COR Confirmation # – Enter the submission confirmation number for the DMR/COR you wish to view.

3. After entering your search criteria, click on Search to display the search results.

5.1.2. Search DMRs Ready to Submit

If you have Edit access, you can quickly retrieve DMRs ready to be submitted using the ***DMRs Ready to Submit*** page.

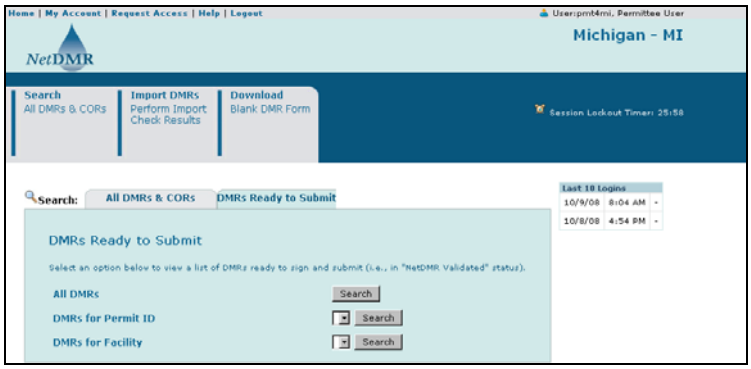


Figure 5-3: DMRs Ready to Submit Page

To search using the ***DMRs Ready to Submit*** page:

1. Log into your NetDMR account as a Permittee User or Data Provider with Edit access. The home page will be displayed.
   OR
   While logged into NetDMR, click on All DMRs & CORs in the gray Search tab.
2. Click on the gray DMRs Ready to Submit Search tab.
3. You can search using any combination of the following criteria.
   - ✓ **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 by clicking on the **DMRs for Permit ID** drop down list and clicking on the Permit ID. Once you have selected a specific permit ID, click on Search next to the drop down box. Available permit ID 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 by clicking on the

DMRs for Facility drop down list and clicking on the 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.

5.2. Viewing DMRs

Permittees and Data Providers with View roles may view basic DMR information in a list. Only users with an Edit, Signatory, Permit Administrator role or access to a partial DMR may view all fields on a DMR.

After entering search criteria and clicking the *Search* button, the DMRs and CORs that match your criteria are displayed on the ***DMR/COR Search Results*** page. If one or more of your DMRs do not appear, see Appendix I for possible reasons why and solutions for displaying them.

If you have View access, you will see the page in Figure 5-4 with nothing in the "Next Step(s)" column.

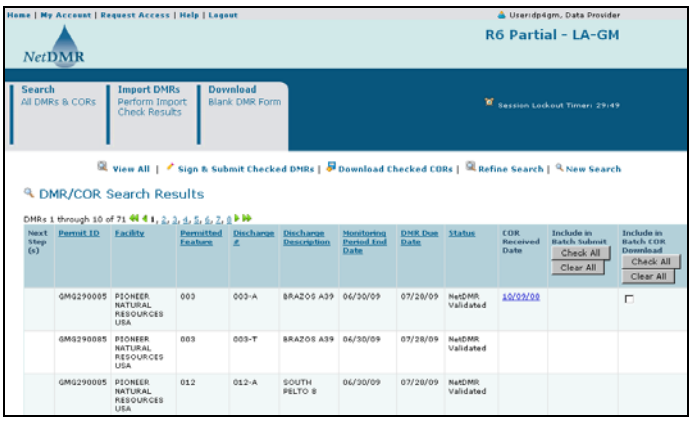


Figure 5-4: DMR/COR Search Results Page for View Access

If you have Edit access, you will see the page in Figure 5-5 with a drop down of activities you can perform in the "Next Steps" column.

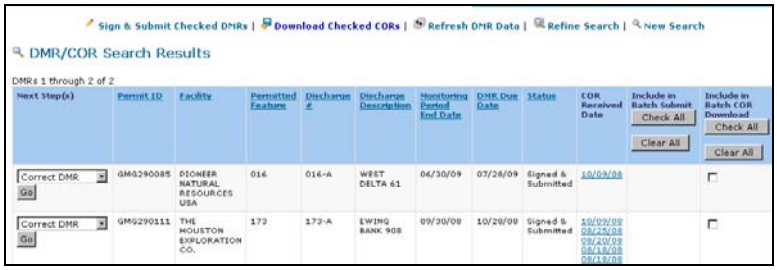


Figure 5-5: DMR/COR Search Results Page – Edit Access

Up to ten DMRs and CORs will be displayed by default in the table. If more than 10 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 the last 10 DMRs/CORs.
- Clicking the double green back arrow icon to display the first 10 DMRs/CORs.
- 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 10 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.

For each DMR or COR that is displayed in the Search Results table, the following information is provided:

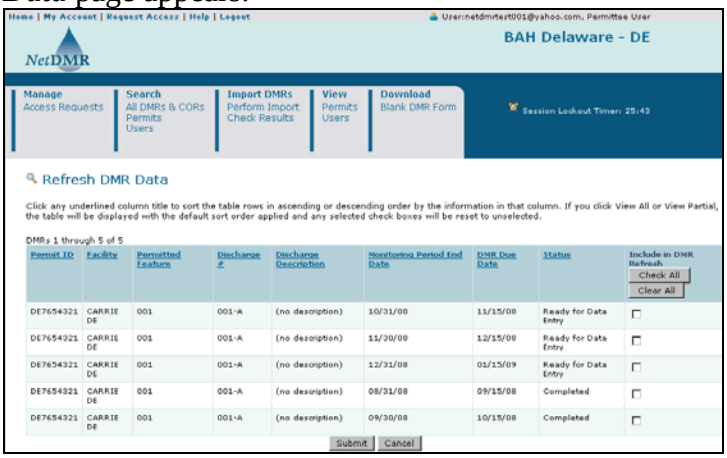
- **Next Step(s)** – The list of actions that you can perform for a specific DMR or COR if you have Edit access, otherwise it is empty for users with View access. Select the action of interest by clicking in the box on the column and clicking on Go. The possible options are listed below. The options displayed for a specific DMR depend on the type of access you have been granted for that DMR.
  - ✓ **Edit DMR** – You can enter or edit DMR data if the status of the DMR is "Ready for Data Entry", "NetDMR Validated", "Imported" or "NetDMR Validation Errors". This option is only available to users with Edit or Signatory roles.
  - ✓ **Correct DMR** – You can correct DMR data if the status is "Signed & Submitted". This option is only available to users with Edit or Signatory roles.
  - ✓ **Sign & Submit DMR** – Signatories can sign and submit DMRs with a status of "NetDMR Validated". When this option is available, a check box is displayed in the Batch Submit column, giving you the option to include this DMR in a batch submittal.
  - ✓ **View CORs** – CORs are available only for DMRs that have been signed and submitted.
  - ✓ **Download CORs** – You can download the COR file for DMRs that have been signed and submitted. When this option is available, a check box is displayed in the column, giving you the option to include this COR in a batch download.
  - ✓ **Review Last COR's Submittal Errors** – You can view data transfer or errors generated by ICIS-NPDES for a DMR submittal by selecting this option. This option is only available to users with Edit or Signatory roles.
- **Permit ID** – The permit ID associated with this DMR/COR.
- **Facility**– The facility name associated with the DMR/COR.
- **Permitted Feature –** The permitted feature associated with this DMR/COR.
- **Discharge #** – The limit set designator associated with this DMR/COR.
- **Discharge Description** – The limit set name associated with this DMR/COR.
- **Monitoring Period End Date** – The monitoring period end date associated with this DMR/COR.
- **DMR Due Date** – The due date for this DMR/COR.
- **Status** – If more than one COR was generated for this DMR (due to corrections), the Status shown is for the most recent DMR.
  - ✓ **Ready for Data Entry** – No data have been entered for the DMR.
  - ✓ **NetDMR Validated** – A DMR for which the entered data passes all NetDMR validation checks.

- ✓ **NetDMR Validation Errors** – A DMR for which the entered data fails certain NetDMR validation checks.
- ✓ **Signed & Submitted** – A DMR that has been signed and submitted and for which a COR has been generated.
- ✓ **Submission Errors/Warnings** – A DMR for which data exchange or ICIS-NPDES validation errors have been encountered. These errors are only applicable to DMRs that have been signed and submitted.
- ✓ **Completed** – A DMR that has been signed, submitted, and accepted by ICIS-NPDES.

- **COR Received Date –** The date the COR was generated by NetDMR. More than one COR date is displayed if the DMR was signed and submitted multiple times due to corrections. Click on the hyperlinked date to view the COR.
- **Include in Batch Submit** – If the DMR is "NetDMR Validated", you can check the box in this column to include it in a batch submittal. Although there are Check All and Clear All buttons in the column title, these options are not available to you.
- **Include in Batch COR Download** – You can download the CORs available for this DMR by checking the box in this column. You may also check all available boxes or clear all available boxes for batch submittal by clicking on Check All or Clear All, in the column header. Batch COR downloads are limited to ten (10) most recent CORs.

A menu is displayed above the Search Results block containing various hyperlinks:

- **Sign & Submit Checked DMRs** – click on Sign & Submit Checked DMRs to sign and submit one or more checked DMRs. This hyperlink is displayed for users with a Signatory role.
- **Download Checked DMRs** – click on Download Checked CORs to download a zipped file containing one or more CORs.
- **Refresh DMR Data** – click on Refresh DMR Data to display the Refresh DMR Data page that will allow you to request the most recent DMR Empty Slot data from ICIS (see Appendix G for more information on DMR data refreshes). This hyperlink is displayed for users with an Edit or Signatory role. After clicking on this link the *Refresh DMR Data* page appears:



- Click on ☐ next to a DMR to check it for refreshing, then click on Submit to request new data and receive a confirmation message, or click on Cancel to return to the ***DMR/COR Search Results*** page.

Your requests to refresh DMR requirements for the selected rows have been submitted.

- **Refine Search** – click on Refine Search to narrow down the search results using the *Search All DMRs & Copies of Record (CORs)* page.
- **New Search** – click on New Search to search for other DMRs or CORs using the *Search All DMRs & Copies of Record (CORs)* page.

5.2.1. Edit a DMR

Exernal 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:

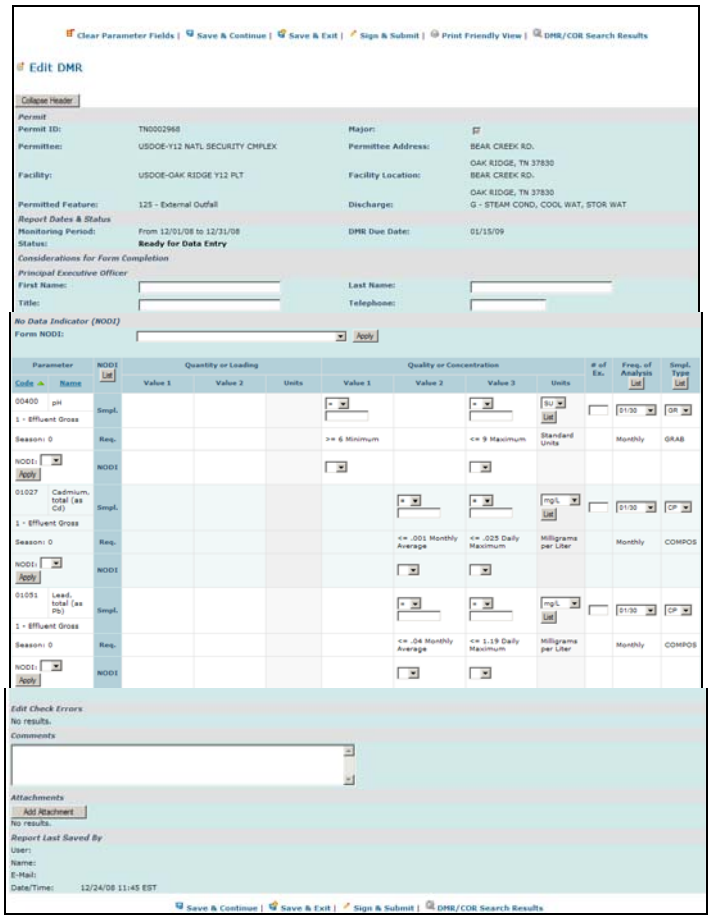


Figure 5-6: Edit DMR Page

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.

5.2.1.1. Header Section

The header displays general information for a DMR. You may collapse the header section by clicking on Collapse Header or expand a collapsed header by clicking on Expand Header. Collapsing the header hides the signatory information and allows the DMR parameter section to move closer to the top of the page. Expanding the header section will show all the details of the header including the signatory information, and moves the DMR parameter section further down the page.

Five types of information are presented in the header:

- **Permit**
  - ✓ **Permit ID -** This is the permit ID for this DMR. You can not edit this information.
  - ✓ **Major** – This indicates if the permit is a major permit. The permit is a major permit if this box is checked. Otherwise, it is a minor permit. You can not edit this information.
  - ✓ **Permitted Feature** – This is the permitted feature number and description for this DMR. You can not edit this information.
  - ✓ **Permittee** – This is the permit holder for this DMR. You can not edit this information.
  - ✓ **Permittee Address** – This is the address associated with the permit. You can not edit this information.
  - ✓ **Discharge** – The DMR limit set designator and limit set description. You can not edit this information.
  - ✓ **Facility** – This name of the facility associated with this DMR. You can not edit this information.
  - ✓ **Facility Location** – The full address of the facility associated with this DMR. You can not edit this information.
- **Report Dates & Status**
  - ✓ **Monitoring Period** – The monitoring period start and end dates for this DMR. You can not edit this information.
  - ✓ **DMR Due Date** – The data this DMR is required to be submitted. You can not edit this information.

- ✓ **Status** – This is the DMR's NetDMR status. The NetDMR status is defined on the ***Manage Reports*** page. You can not edit this information.
  - **Ready for Data Entry** – No data have been entered for the DMR.
  - **Imported** – The DMR has been imported but not yet validated, signed, or submitted.
  - **NetDMR Validated** – A DMR for which the entered data passes all NetDMR validation checks.
  - **NetDMR Validation Errors** – A DMR for which the entered data fails certain NetDMR validation checks.
  - **Signed & Submitted** – A DMR that has been signed and submitted and for which a COR has been generated.
  - **Submission Errors/Warnings** – A DMR for which data exchange or ICIS-NPDES validation errors have been encountered. These errors are only application to DMRs that have been signed and submitted.
  - **Completed** – A DMR that has been signed, submitted, and accepted by ICIS-NPDES.

- **Considerations for Form Completion** – This displays the pre-print comments from the Limit Set from ICIS-NPDES. You can not edit this information.
- **Principal Executive Officer**
  - **First Name** – Enter the principal executive officer's first name. The only special characters allowed in this field are periods (.), commas (,), double quotes ("), hyphens (-) and apostrophes (').
  - **Last Name –** Enter the principal executive officer's last name. The only special characters allowed in this field are periods (.), commas (,), double quotes ("), hyphens (-) and apostrophes (').
  - **Title –** Enter the principal executive officer's title. The only special characters allowed in this field are periods (.), commas (,), double quotes ("), hyphens (-) and apostrophes (').
  - **Telephone –** Enter the principal executive officer's telephone number in the format XXX-XXX-XXXX.
- **No Data Indicator (NODI) –** This section displays the form-level no data indicator selection options. Selecting an option from the Form NODI drop down box and clicking on Apply in this section will populate all of the DMR's editable quantity and concentration NODI fields with the selected NODI code to explain why all sample measurements are to remain blank.

5.2.1.2. Parameter Section

The Parameter Section contains one row for each DMR parameter. Scroll down the ***Edit DMR*** page to view all parameters for DMRs that contain more than one parameter.

Each parameter contains cells for entering up to 2 quantity measurement values and up to 3 concentration measurement values. When the ***Edit DMR*** page is first displayed, only the quantity and part of the concentration measurement cells are viewable. Scroll to the right to view all of the concentration measurement cells.

- **Parameter**

- ✓ **Code –** This is the parameter code, you can not edit this information. You can sort the parameters in ascending or descending order by code by clicking on the hyperlinked column title.
- ✓ **Name –** This is the parameter name, you can not edit this information. You can sort the parameters in ascending or descending order by name by clicking on the hyperlinked column title.
- ✓ **Monitoring Location –** The monitoring location code and name for the parameter, you can not edit this information.
- ✓ **Parameter NODI –** Selecting an option from the Parameter NODI drop down box and clicking on Apply in this section will populate all of the parameter's editable quantity and concentration NODI fields with the selected NODI code to explain why the parameter's sample measurements are to remain blank. You can view the NODI codes and a description of each by clicking on List in the Param. NODI column.
- ✓ **Quantity or Loading –** Click on the **Qualifier** drop down box and select a qualifier, then enter the value you would like to report for the parameter. These numerical entries may contain comma separators and decimals. Value fields may contain only numbers. The available qualifiers include:
  - Equals (=)
  - Less than (<)
  - Greater than (>)
  - Less than or equal to (<=)
  - Greater than or equal to (>=)
  - "T" (too numerous to count)
  - "E" (estimate)

  If no qualifier is selected a default of Equals (=) is assumed.

> Tip
> *Sample = measurement, Permit Requirement = limit Effluent Trading Sample = Effluent Trade measurement.*

- ✓ **Value 1 (Sample) –** Enter the quantity or loading value for the measured sample for this parameter. You can edit this entry if the corresponding permit requirement value is populated.
- ✓ **Value 1 (Permit Requirement) –** This is the permit limit for the parameter for Quantity or Loading Value 1, including the limit value, qualifier, statistical base, and whether monitoring is optional. You may not edit this information.
- ✓ **Value 1 (Effluent Trading Sample) –** Enter the quantity or loading value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated.
- ✓ **Value 1 (Value NODI) –** If applicable, click on the **Value NODI** drop down box and select the desired No Discharge Indicator Code. You can view a list of NODI code descriptions by clicking on List under the **Value NODI** label for this entry. You can edit this information only if the corresponding permit requirement value is populated.

> Tip
> *Effluent Trading Sample Values 1 through 5 and Unit will only appear on the DMR edit screen when an Effluent Trade Partner exists for the limit.*

- ✓ **Value 2 (Sample) –** Enter the quantity or loading value for the measured sample for this parameter. You can edit this entry only if the corresponding permit requirement value is populated.
- ✓ **Value 2 (Effluent Trading Sample) –** Enter the quantity or loading value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated.
- ✓ **Value 2 (Permit Requirement) –** This is the permit limit for the parameter for Quantity or Loading Value 2, including the limit value, qualifier, statistical base, and whether monitoring is optional. You may not edit this information.
- ✓ **Value 2 (Value NODI) –** If applicable, click on the **Value NODI** drop down box and select the desired No Discharge Indicator Code. You can view a list of NODI code descriptions by clicking on List under the **Value NODI** label for this entry. You can edit this information only if the corresponding permit requirement value is populated.
- ✓ **Units (Sample) –** Click on the **Units** drop down box and select the desired unit of measure for this quantity or loading value. You can view a list of Unit code descriptions by clicking on List under the **Unit** label for this entry. This information is editable only if the corresponding permit requirement unit is populated.
- ✓ **Units (Effluent Trading Sample) -** Click on the **Units** drop down box and select the desired unit of measure for this quantity or loading value. This information is editable only if the corresponding permit requirement unit is populated.
- ✓ **Units (Permit Requirement) –** This is the unit of measure code and description specified in the limit set for quantity or loading value. You can not edit this field.

➢ **Quality or Concentration –** Click on the **Qualifier** drop down box and select a qualifier, then enter the value you would like to report for the parameter. These numerical entries may contain comma separators and decimals. Value fields may contain only numbers. The available qualifiers include:

- Equals (=)
- Less than (<)
- Greater than (>)
- Less than or equal to (<=)
- Greater than or equal to (>=)
- "T" (too numerous to count)
- "E" (estimate)

If no qualifier is selected a default of Equals (=) is assumed.

- ✓ **Value 1 (Sample) –** Enter the quantity or loading value for the measured sample for this parameter. You can edit this entry if the corresponding permit requirement value is populated.
- ✓ **Value 1 (Permit Requirement) –** This is the permit limit for the parameter for Quantity or Loading Value 1, including the limit value, qualifier, statistical base, and whether monitoring is optional. You may not edit this information.
- ✓ **Value 1 (Effluent Trading Sample) –** Enter the quantity or loading value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated.
- ✓ **Value 1 (Value NODI) –**If applicable, click on the **Value NODI** drop down box and select the desired No Discharge Indicator Code. You can view a list of NODI code

descriptions by clicking on List under the **Value NODI** label for this entry. You can edit this information only if the corresponding permit requirement value is populated.

- ✓ **Value 2 (Sample) –** Enter the quantity or loading value for the measured sample for this parameter. You can edit this entry only if the corresponding permit requirement value is populated.
- ✓ **Value 2 (Effluent Trading Sample) –** Enter the quantity or loading value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated.
- ✓ **Value 2 (Permit Requirement) –** This is the permit limit for the parameter for Quantity or Loading Value 2, including the limit value, qualifier, statistical base, and whether monitoring is optional. You may not edit this information.
- ✓ **Value 2 (Value NODI) –** If applicable, click on the **Value NODI** drop down box and select the desired No Discharge Indicator Code. You can view a list of NODI code descriptions by clicking on List under the **Value NODI** label for this entry. You can edit this information only if the corresponding permit requirement value is populated.
- ✓ **Units (Sample) –** Click on the **Units** drop down box and select the desired unit of measure for this quantity or loading value. You can view a list of Unit code descriptions by clicking on List under the **Unit** label for this entry. This information is editable only if the corresponding permit requirement unit is populated.
- ✓ **Units (Effluent Trading Sample) -** Click on the **Units** drop down box and select the desired unit of measure for this quantity or loading value. This information is editable only if the corresponding permit requirement unit is populated.
- ✓ **Units (Permit Requirement) –** This is the unit of measure code and description specified in the limit set for quantity or loading value. You can not edit this field.
- ✓ **Number of Excursions** – Enter the number of excursions for this parameter. You may only enter whole numbers for this field.
- ✓ **Frequency of Analysis –** Click on the **Frequency of Analysis** drop down box and select the desired frequency of analysis for the sample from the drop-down list. The drop-down list contains all active ICIS-NPDES frequencies of analysis codes and descriptions. You can view a list of Frequency of Analysis code descriptions by clicking on List under the **Frequency of Analysis** label for this entry.
- ✓ **Permit Requirement –** This is the frequency of analysis for the permit requirement for this parameter. You can not edit this information.

➢ **Sample Type**

- ✓ **Sample** – Click on the **Sample Type** drop down box and select the desired sample type. You can view a list of Sample Type code descriptions by clicking on List under the **Sample Type** label for this entry.
- ✓ **Permit Requirement** – This is the sample type for the parameter specified in the limit set. It includes the sample type code and description. You can not edit this information.

The top and bottom of the ***Edit DMR*** page provide hyperlinks to certain activities that affect the page, specifically:

➢ **Clear Parameter Fields** – Click on Clear Parameter Fields to blank out or erase all editable fields in the Parameter Section and restores the defaults listed in the permit for qualifier, frequency of analysis, and sample type.

All parameters have been cleared in the entire DMR, including any parameters that appear on other pages.

- **Save & Continue** – Click on Save & Continue to save your edits on this page and remain on this page for further edits. Clicking this link also causes NetDMR to recheck the data for hard and soft errors, update the DMR's status, and reload this page for this DMR. If no hard errors are found, you will be notified that your changes have been saved and any soft errors will be displayed in the **Edit Check Errors** table:

  Your changes have been saved.

  Otherwise, if hard errors were found, you will be notified with a message and any hard errors will be displayed in the **Edit Check Errors** table:

  There were errors processing your request.

- **Save & Exit** – Click on Save & Exit to save your edits on this page. Clicking this link also causes NetDMR to perform On Save edit checks, update the DMR's status, and returns you to the ***DMR/COR Search Results*** page. If the DMR has any outstanding "Soft" or "Hard" errors, NetDMR will set the status to "NetDMR Validation Errors". If the DMR does not contain any outstanding "Soft" or "Hard" errors, NetDMR will set the status to "NetDMR Validated". If no hard errors are found, you will be notified that your changes have been saved and any soft errors will be displayed in the **Edit Check Errors** table:

  Your changes have been saved.

  Otherwise, if hard errors were found, you will be notified with a message and any hard errors will be displayed in the **Edit Check Errors** table:

  There were errors processing your request.

- **Sign & Submit** – If the DMR's status is "NetDMR Validated," only a Permittee with a Signatory role may click on Sign & Submit to sign and submit this DMR.

- **Print Friendly View** – Click on Print Friendly View to view the DMR in a print friendly format.

- **DMR/COR Search Results** – Click on DMR/COR Search to return to the ***DMR/COR Search Results*** page. You will be returned to the results with any sorting or paging selections still applied. Note that if the DMR you were working on is no longer part of the search results, you will be returned to the previous or next page of results. Note that the DMR you were working on may no longer be a part of the search results.

5.2.1.3. Edit Check Errors Table

After entering data then clicking on Save & Continue **or** Save & Exit, NetDMR will search for errors and display them in the **Edit Check Errors** table:

Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
51120	Discharge drill cuttings, base fluids retained	See Comments	Quality or Concentration Sample Value 2	**Hard**	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.	
51120	Discharge drill cuttings, base fluids retained	See Comments	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	☐

The errors summary shows the "On Import", "On Load", "Real Time", and "On Save" errors and classifies them as **Soft** errors or **Hard** errors. Both Soft and Hard errors will, when they occur, cause the DMR's status to change to "NetDMR Validation Errors". A DMR in this status can not be signed and submitted. In order to prepare the DMR for signature and submission, Hard errors must be resolved and Soft errors must be acknowledged.

> **Tip** *Rows with errors will be shaded in pink to make them easier to find on the DMR.*

- **Parameter**
  - ✓ **Code** – The parameter code associated with the submission errors.
  - ✓ **Name** – The parameter name associated with the submission errors.

- **Monitoring Location** – The monitoring location code and description associated with the submission errors.
- **Field** – The field in the DMR associated with the submission errors.
- **Type** – The type of error, Hard or Soft, that was encountered
- **Hard Errors** – Hard errors must be resolved by editing the DMR. Possible hard error messages are:
  - ✓ A quantity or quality value can not be entered when the Too Numerous to Count (T) qualifier is selected.
  - ✓ A quantity or quality value NODI code can not be entered when the T qualifier is selected.
  - ✓ If a quantity or quality value is negative, the less than (<) qualifier can not be selected.
  - ✓ You can not select both a quantity or quality value and a value NODI code.
  - ✓ Value fields may contain numbers and the special characters "." , "-" and "," only.
  - ✓ If an effluent trading sample value is entered, a sample value must be entered.
  - ✓ The number of excursions should be greater than zero. This error is displayed if a value less than zero is entered, a decimal number is entered, or characters other than a number is entered as an excursion.

> **Tip** *Before a DMR can be submitted Hard errors must be and Soft errors must be either fixed or acknowledged.*

- **Soft Errors** – Soft errors may be resolved by editing the DMR or by acknowledging the errors in the errors summary. Possible soft error messages are:
  - ✓ The selected units do not match the permit requirement units for this parameter. The provided quality or quantity value(s) may be outside the permit limit.
  - ✓ The provided quantity or quality value is outside the permit limit. This soft error is displayed if any of the following apply:
  - ✓ The value entered is outside the permit limit and the units of measure are the same as those listed in the permit. For example, the permit requirement is 2 mg/L and the

entered value is 3 mg/L. Note: NetDMR does not perform unit conversions and will not display this soft error if it can only be determined after a conversion is completed.

- ✓ The user selects a qualifier opposite of the qualifier specified in the permit. A few examples include:
  - The permit requirement is >= 20% and the user enters < 20%.
  - The permit requirement is >= 20% and the user enters 19%.
  - The permit requirement is < 10 mg/L and the user enters 10 mg/L.
  - The permit requirement is < 10 mg/L and the user enters 11 mg/L.
- ✓ The number of excursions should be greater than zero. This soft error is displayed if all of the following apply: (1) the selected units match the permit units, AND (2) one or more of the entered values are outside the permit limit AND (3) excursions are null or zero. Note: NetDMR does not perform unit conversions and will not display this error if it can only be determined after a conversion is completed.

- **Description** – A plain English description of the error that was encountered.
- **Acknowledge** – Click on ☐ to place a checkmark inside the box. This will acknowledge soft errors and allow you to move forward with your DMR submission.
  - ✓ Note that NetDMR does not generate hard or soft errors for the following:
    - If a Form-level NODI is applied, NetDMR ignores any selections that you make for qualifiers, units, frequency of analysis, and sample type
    - If a parameter NODI is applied, NetDMR ignores any selections that you make for qualifiers, units, frequency of analysis, and sample type
    - If you select qualifiers, units, frequency of analysis, or sample type for a parameter but do not provide a value, NetDMR ignores your selections.
- **Comments** – The comments section provides space for users with Signatory or Edit roles for a permit to enter additional comments related to your DMR submission, if any. A maximum of 4,000 characters can be entered as a comment.
- **Attachments** – The attachment section lists the following information for all attachments associated with the DMR:
  - ✓ File Name – The name of the attached file, presented as a hyperlink. You can download the file by clicking the file name hyperlink.
  - ✓ Type – The MIME content type of the attached file.
  - ✓ Size – The size of the attached file in megabytes.
  - ✓ Remove – Click the ✖ in this column to delete an attachment from a DMR submission.
- **Report Last Saved By**
  - ✓ User – The name of the user who last saved the DMR.
  - ✓ Name – The full name of the user who last saved the DMR.
  - ✓ Email – The email of the user who last saved the DMR.
  - ✓ Date/Time – The date and time the DMR was last saved.

5.2.1.4. Add an Attachment

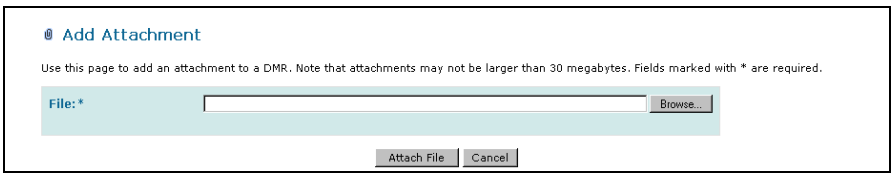
NetDMR can store attachments that are associated with a DMR but NetDMR does not submit the attachments to ICIS.

You can attach one or more files to a DMR from the Attachments section of the ***Edit DMR*** page by following

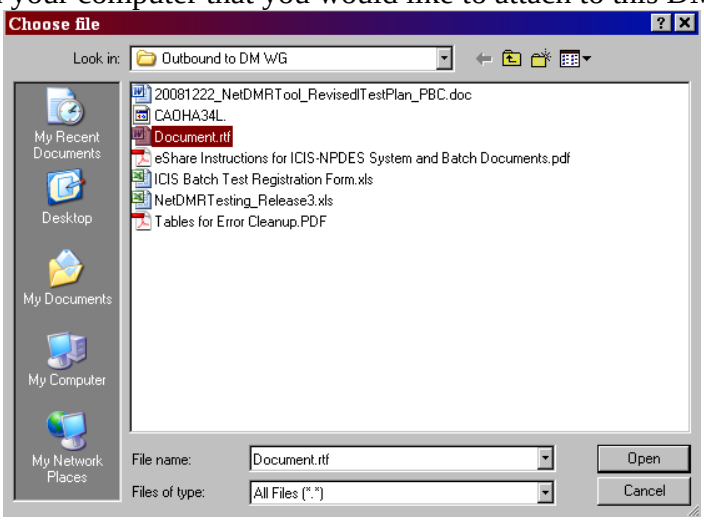
> Tip *NetDMR will not allow upload of files greater than 20 megabytes or files with the following file types: com, dll, exe, and vbs*

these steps:

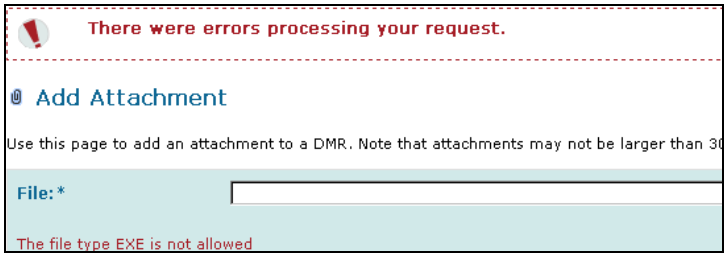
1. Click on Add Attachment and the ***Add Attachment*** page is displayed:



2. Click on Browse... and use the "Choose file" popup window to navigate to the file on your computer that you would like to attach to this DMR:



3. Double-click on the name of the file to attach,
OR
Click on the name of the file to highlight it, then click on Open to select the file or click on Cancel to return to the ***Add Attachment*** page.
4. Click on Attach File to attach the file, or click on Cancel to return to the ***Edit DMR*** page without attaching a file.
5. If you attempt to upload a .com, .dll, .exe. or .vbs file, NetDMR will display an error message indicating that the file type is not allowed:



5.2.2. Import DMRs

Instead of entering one DMR at a time using the NetDMR web pages, Permittees and Data Providers with Edit Access can import one or more of a permit's DMR into NetDMR using the import functionality. This is done by uploading a file that conforms to the file specifications described in the next section. The import file can contain data for new DMRs, DMRs that have been partially entered or are in progress, and correcting previously submitted DMRs.

> *After importing DMRs, you must use the NetDMR web pages to acknowledge soft errors, provide optional information such as the Principal Executive Officer, and sign/submit your DMRs.*

NetDMR will populate the DMR using the data contained in the file by adding new data or overwriting existing data. During the import process, NetDMR will validate the import file and flag any errors.

The DMR import file must be in comma delimited or comma separated value format (csv) and be saved with an extension of '.txt', or a '.txt' file that is zipped according the PKWare zip format and saved with an extension of. '.zip'.

> *Comma delimited files can be easily created using a spreadsheet or database program such as MS Excel or MS Access.*

The import format will allow you to specify all of the parameter data that you would otherwise enter using the NetDMR Edit DMR functionality. You will still need to use the NetDMR Edit DMR functionality to acknowledge soft errors and enter DMR level information such as the Principal Executive Officer. Appendix B provides the file format specifications for comma delimited files and Appendix C lists the fields that can be submitted within the comma delimited file in the order in which they must appear for each row in the import file.

5.2.2.1. Import Procedure

Files can be imported by using the ***Import DMRs*** page shown in Figure 5-7.

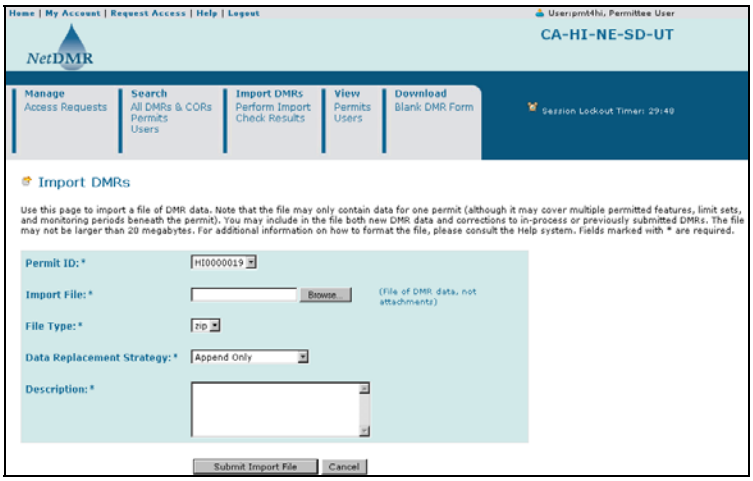


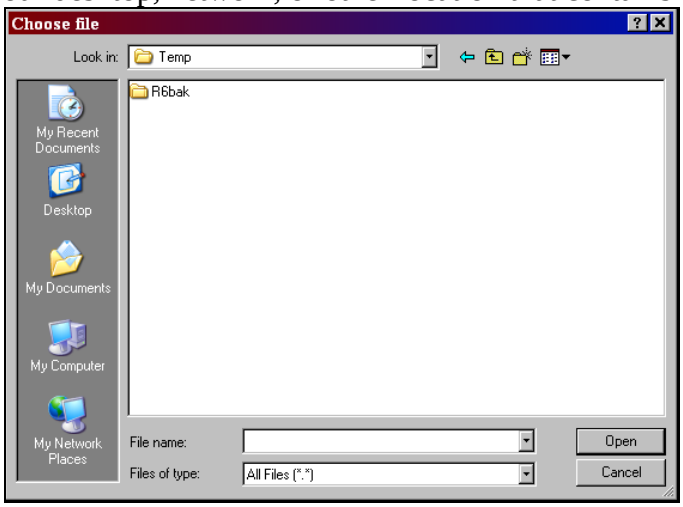
Figure 5-7: Import DMRs Page

To import a file containing DMRs, follow these steps:

1. Prepare a properly formatted import file according to the specifications provided in Appendix B. The file must only contain DMR data for one permit ID as NetDMR can only process DMRs for one permit per import file.
2. Log into your NetDMR account as a Permitee User or Data Provider with Edit Access.
3. Click on Perform Import under the **Import DMRs** tab. If you do not have the rights to perform imports an error message will appear:

   User does not have an edit role on any permit.

4. Click in the **Permit ID** drop down box then click on a Permit ID to select the permit with which the DMR is associated. This box is pre-populated with the list of permits you have access to. This field is mandatory.
5. Click on Browse... to open the "Choose file" popup window and navigate to folder on your desktop, network, or other location that contains the import file:



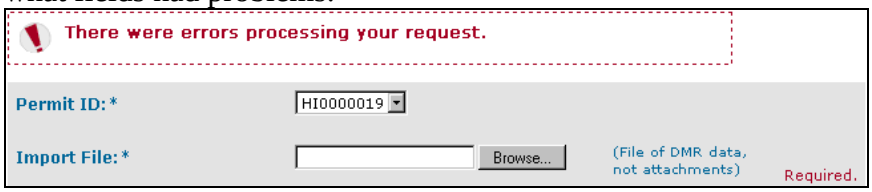
6. Double-click on the name of the file to import,
   OR
7. Click on the name of the file to highlight it. This field is mandatory
8. Click on Open to select the file, or click on Cancel to return to the ***Import DMRs*** page.
9. Click on the drop down box for **File Type** and select the type of file being imported. Valid file types are ".txt", ".csv" and ".zip" files. This field is mandatory.
10. Click on the drop down box for Data Replacement Strategy and select one of the options below. The strategy tells NetDMR how to handle the data in the import file. This field is mandatory
    - **Append Only** – The import can add data to an in-process DMR

> Tip
> *You must choose a Permit ID from the drop down list, enter the name of the file to import, select a file type and choose whether to append or overwrite.*

but can not overwrite the DMR's existing data.

- **Append and Overwrite** – The import can replace data in an in-process DMR.

11. Enter a description of the import file. This field is mandatory.
12. Click on [Submit Import File] to initiate the import process, or click on [Cancel] to return to the ***Signatory Home*** page.
13. If data is missing or entered incorrectly, an error message will appear indicating what fields had problems:



Correct the errors, then repeat steps 4 – 12.

14. After you submit a file, NetDMR adds it to the import queue. You can monitor the status of the import request on the *Check* ***DMR Import Results*** page. After the DMR has been processed, NetDMR will notify you by email and make any errors available via the ***Check DMR Import Results*** page.

> **Tip** *The Import File queue starts up every half hour. Your file may take up to 45 minutes to import if it is large or there are other files in the queue.*

15. Edit the DMR using the procedures in Section 5.2.1, then notify a Signatory that the DMR is ready to sign and submit.

5.2.2.2. Import Validation

NetDMR automatically processes and validates each row in the import file. NetDMR performs the following validations:

1. Each import file must contain data for only one permit ID. You specify the permit ID on the ***Import DMRs*** page.
2. Each row must be of the exact format specified in Import DMR Format (Appendix B) and DMR Import File Contents (Appendix C).
3. Each row must contain data for the following fields to uniquely identify a parameter row in a DMR:
   - Permitted Feature ID
   - Limit Set Designator
   - Monitoring Period End Date (yyyy-mm-dd)
   - Parameter Code
   - Monitoring Location Code
4. Each row must relate to a parameter row of a DMR that exists in NetDMR
5. If you provide a NODI code for a row, the associated sample value and effluent values must be blank. For example, if a Concentration 1 NODI Code is provided in a row, data cannot be provided for the Concentration 1 Sample Value or the Concentration 1 Effluent Value for that same record.

6. All included codes for fields such as Parameter code, Monitoring Location code. No Discharge Indicator (NODI) code, Unit of Measure code, Frequency of Analysis code, and Sample Type code must match the codes in an applicable reference table in the NetDMR database. NetDMR uses the same codes as ICIS-NPDES.
7. The Monitoring Period End Date must be specified in the format YYYY-MM-DD.
8. If provided, the Number of Excursions must be an integer >= 0.
9. If provided, the Unit of Measure Code must be appropriate for the specified parameter. The reference tables retrieved from ICIS-NPDES specify which unit codes are appropriate for each parameter code.

If an error is encountered in a row, no data from the row will be processed. Errors in one row do not affect the processing of previous or subsequent rows.

> Tip *If an error is found in one row within the import file, only that row and all of its data will be rejected.*

5.2.2.3. DMR Import Results

The ***DMR Import Results*** page (Figure 5-8) summarizes the status of your DMR import requests. You can view these results by clicking on Check Results under the **Import DMRs** tab.

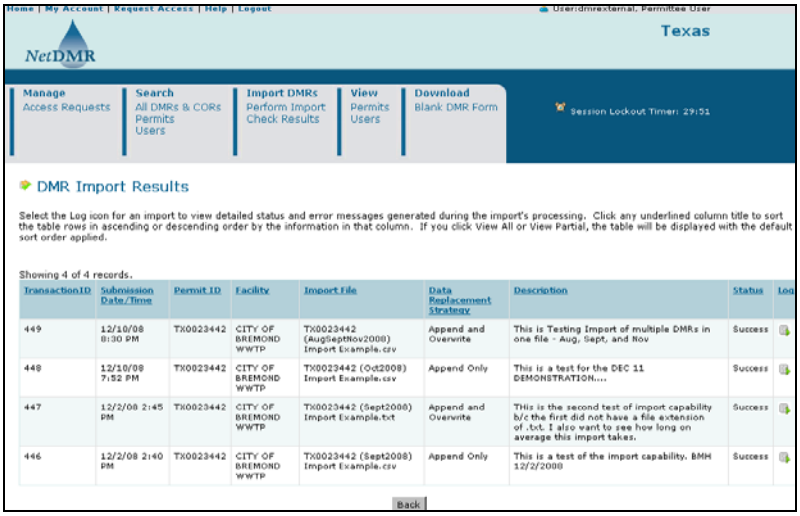


Figure 5-8: DMR Import Results Page

Up to ten import requests will be displayed by default in the table. If more than 10 import requests 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 import requests.
- Clicking the green back arrow to view the previous page of import requests.
- Clicking the double green forward arrow icon to display the last 10 import requests.
- Clicking the double green back arrow icon to display the first 10 import requests.
- Clicking the View All link to show all import requests in the table on the same page.
- Clicking on the View Partial link to return from the View All display back to viewing 10 import requests at a time.

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

The following information is provided on this page:

- **Transaction ID** – A NetDMR-generated identifier for the request.
- **Submission Date/Time** – The date/time you made the request to import the DMR on the ***Import DMRs*** page.
- **Permit ID** – The permit ID to which the DMR data are being added.
- **Facility**– The name of the facility associated with the permit.
- **Import File** – The name of the import file.
- **Data Replacement Strategy** – Indicates if the data replacement strategy is "Append Only" or "Append and Overwrite".
- **Description** – The description you provided for this import on the ***Import DMRs*** page.
- **Status** – The status of the DMR Import:
  - ✓ **Pending** – The import request is waiting in NetDMR's import queue.
  - ✓ **In Process** – NetDMR is processing the import request.
  - ✓ **Failed** – NetDMR attempted to process the request but encountered fatal errors. No data were imported. Failed import requests are removed from the table after three months.
  - ✓ **Completed With Errors** – NetDMR processed the request and encountered non-fatal errors; some data were imported. Completed with errors import requests are removed after all of the DMRs created by this request are signed and submitted or deleted.
  - ✓ **Signed & Submitted** – NetDMR has been signed and submitted the DMR and generated a COR.
  - ✓ **Success**– NetDMR processed the request without errors; all data were imported. Completed import requests are removed from the table after all of the DMRs created by this request are signed and submitted or deleted.
- **Log** – You can view the import log for each request by clicking on . The import log contains detailed status and error messages generated during import processing.

Click on Back to return to the previous page.

5.2.2.4. DMR Import Log

The ***DMR Import Log*** page (Figure 5-9) displays status and error messages generated during the processing of a DMR import request. You can view the DMR Import Log by clicking on within the Log column of the desired row while on the ***DMR Import Results*** page.

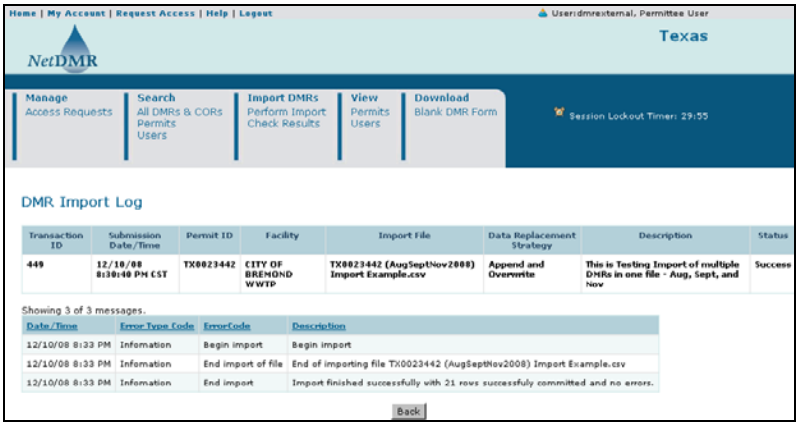


Figure 5-9: DMR Import Log Page

The DMR import request information is summarized in the table at the top of the page and the log entries are presented in the table at the bottom of the page. Up to ten log messages will be displayed by default in the table. If more than 10 log messages 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 log messages.
- Clicking the green back arrow to view the previous page of log messages.
- Clicking the double green forward arrow icon to display the last 10 log messages.
- Clicking the double green back arrow icon to display the first 10 log messages.
- Clicking the View All link to show all log messages in the table on the same page.
- Clicking on the View Partial link to return from the View All display back to viewing 10 log messages at a time.

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

Information on this page includes:

- **DMR Import Request Information**
  - ✓ **Transaction ID** – A NetDMR-generated identifier for the request.
  - ✓ **Submission Date/Time** – The date/time you made the request to import the DMR on the ***Import DMRs*** page.
  - ✓ **Permit ID** – Permit ID to which the DMR is being added.
  - ✓ **Facility** – Name of the facility associated with the permit.
  - ✓ **Import File** – The name of the import file.
  - ✓ **Data Replacement Strategy** – Indicates if the data replacement strategy is "Append Only" or "Append and Overwrite".
  - ✓ **Description** –The description you provided for this import on the ***Import DMRs*** page.
  - ✓ **Status** – The status of the DMR Import.
    - **Pending** – The import request is waiting in NetDMR's import queue.
    - **In Process** – NetDMR is processing the import request.

- **Failed** – NetDMR attempted to process the request but encountered fatal errors; no data were imported. Failed import requests are removed after three months.
- **Completed With Errors** – NetDMR processed the request and encountered non-fatal errors; some data were imported. Completed with errors import requests are removed after all of the DMRs created by this request are signed and submitted or deleted.
- **Success** – NetDMR processed the request without errors; all data were successfully imported. Completed import requests are removed after all of the DMRs created by this request are signed and submitted or deleted.

➢ **DMR Import Log Entries**

- ✓ **Date/Time** – The date and time the message was logged.
- ✓ **Error Type Code** – A category for each log message, Information or Error.
- ✓ **Error Code** – A NetDMR code useful for troubleshooting and technical support; this code is displayed for error messages only.
- ✓ **Description** – A plain English description of the status event or error.

Click on Back to return to the previous page.

5.2.3. Correct a DMR

If a DMR submission returns ICIS errors, you can correct a DMR previously submitted and resubmit it using NetDMR using the "Correct DMR" option of the **Next Step(s)** column in the ***DMR/COR Search Results*** page as described below.

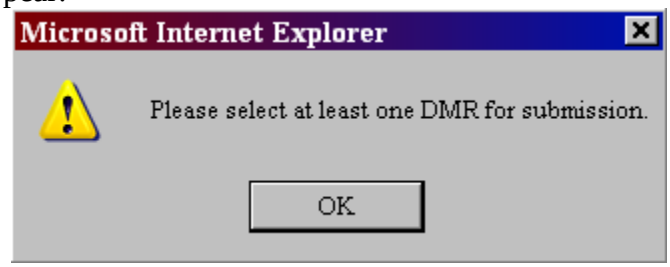
5.2.3.1. Correct a DMR

1. Log into your NetDMR account as a Permittee User or Data Provider with Edit access.
2. On the ***Permit Administrator Home*** page, search for all DMRs with a Status of "Completed" or "Submission Errors/Warnings".
3. Click on Search.
4. The ***DMR/COR Search Results*** page is displayed with a table listing DMRs that can be corrected. Select the "Correct DMR" option in the **Next Step(s)** column,for the desired DMR and click on Go.
5. NetDMR retrieves the parameter values, other editable fields, and list of attachments and displays the ***Edit DMR*** page with the corresponding information in the DMR's most recent copy of record. Make changes to the DMR as needed, acknowledge any soft errors, then click on Save & Continue to save the DMR. To view more details about how to edit the DMR, see Section 5.2.1.
6. Inform the signatory that the DMR is ready for signature and submission.

A Signatory must perform these steps to complete the DMR correction process:

7. Click on Sign & Submit at the top or bottom of the page.

8. On the ***Sign & Submit DMR*** page, click on ☐ to check the box in the **Include in Submission** column to confirm your intention to sign and submit the corrected DMR.
9. Click on in the View Completed DMR column to display a view of the DMR in a separate window and verify your corrections. 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.
10. Provide the correct answer to the **Security Question** that is displayed.
11. Enter your **Password** in the text box.
12. Click on Submit to submit the DMR(s) to ICIS and view the submission confirmation, or click on Do Not Submit to cancel the submission and return to the previous page.
13. 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.

14. 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.

When the corrected DMR is signed and submitted, NetDMR generates a new Copy of Record.

5.2.4. Delete a DMR

You can delete a previously submitted DMR by following these steps:

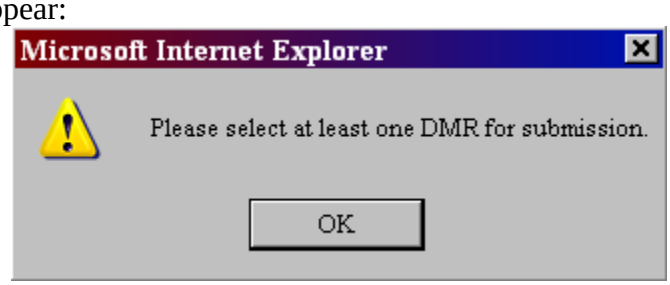
1. Log into your NetDMR account as a Permittee User or Data Provider with Edit access.
2. Search for the DMR you would like to delete (see Section 5.1 on how to search for DMRs).
3. On the ***DMR/COR Search Results*** page, locate the row for the DMR that you would like to delete, click on the **Next Step(s)** drop down box and click on the "Correct DMR" option, then click on Go.
4. On the ***Edit DMR*** page, click on Clear Parameter Fields . All entered sample values and NODI codes will be deleted and the qualifier, units, sample type, and frequency of analysis fields will be set to the defaults listed in your permit.

Alternatively, you can delete each value entry manually then click on Save & Continue to clear reported values.

5. Delete the data out of the Principal Executive Officer information and comments fields and remove any attachments.
6. Click on Save & Continue
7. Inform the signatory that the DMR is ready for signature and submission.

A Signatory must perform these steps to complete the DMR deletion process:

8. Click on Sign & Submit at the top or bottom of the page..
9. On the ***Sign & Submit DMR*** page, click on ☐ to check the box in the **Include in Submission** column to confirm your intention to sign and submit the corrected DMR.
10. Click on in the View Completed DMR column to view the DMR in a separate window and verify your corrections. 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.
11. Provide the correct answer to the **Security Question** that is displayed.
12. Enter your **Password** in the text box.
13. Click on Submit to submit the DMR(s) to ICIS and view the submission confirmation, or click on Do Not Submit to cancel the submission and return to the previous page.
14. 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.

15. 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

16. The ***Submission Confirmation*** page will indicate whether the DMR has been forwarded for submission.

When the deleted DMR is signed and submitted, NetDMR sends a file to ICIS that will result in the DMR being deleted out of ICIS.

5.3. COR Functionality

When a Signatory signs and submits a DMR, NetDMR creates a unique COR for that DMR. The COR is defined in the Cross-Media Electronic Reporting Rule as follows (70 FR 59880 October 13, 2005, specifically Subpart A, Section 3.3):

> *"Copy of record means a true and correct copy of an electronic document received by an electronic document receiving system, which copy can be viewed in a human-readable format that clearly and accurately associates all the information provided in the electronic document with descriptions or labeling of the information. A copy of record includes:*
>
> *(1) All electronic signatures contained in or logically associated with that document;*
> *(2) The date and time of receipt; and*
> *(3) Any other information used to record the meaning of the document or the circumstances of its receipt."*

Signatories and Permittees or Data Providers with the Edit Role can search, view, and download CORs. Only Regulatory Administrators can repudiate, validate, and verify the signature for CORs.

Each NetDMR installation has an RSA 1024 bit asymmetric key that is used for digital signatures. NetDMR will use its private key to digitally sign the CORs. The signature will be executed against a message digest created from the COR using the FIPS 140-2 hashing algorithm. For details on this process go to these web sites:

- Federal Information Processing Standards (FIPS)-approved algorithms for generating Message Digest: http://www.csrc.nist.gov/CryptoToolkit/tkhash.html

- FIPS-approved algorithms for generating/verifying digital signatures: http://www.csrc.nist.gov/CryptoToolkit/tkdigsigs.html

5.3.1. Searching for CORs

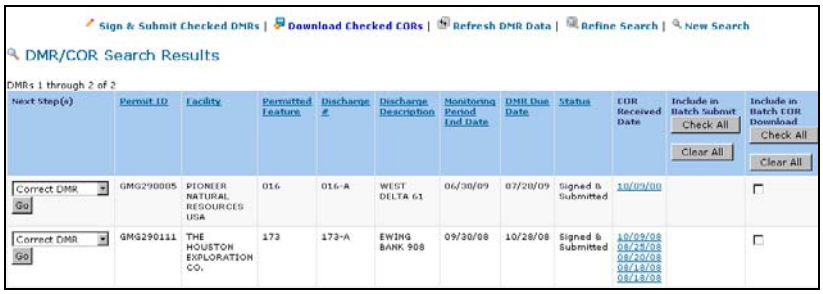
You can search for CORs using the All DMRs and CORs section of your *Home* page:

1. Log into NetDMR using your Permit Administrator account.
2. Click on the All DMRs & CORs tab,
   OR
   Click on All DMRs & CORs under the **Search** menu.
3. Search using any combination of the following criteria. Leaving a field blank or selecting "All" from a pick list will instruct NetDMR not to search on that criterion. All search fields are optional. After entering your search criteria, click the *Search* button to display the search results.
   - Specify **Permit ID** or **Facility** search criteria. You can choose to search for CORs for a specific permit ID or facility name, but not both. Click on ○ to the left of **Permit ID** or **Facility** to mark the desired option, then click on Update next to that option to populate the list of available Permit IDs or Facilities. The option not

selected will be disabled. You can change options at any time by clicking on next to the desired option and clicking on Update next to that option.

- **Permit # –** Select the permit number of interest by clicking in the box next to **Permit #.** After selecting a permit, click on Update. NetDMR will retrieve the facility name, permitted feature, and discharge options for that permit. Note that the Permit # list will only include those permits that you have requested and been granted access to.
- **Facility** – Select the facility name whose DMRs you wish to view by clicking in the box next to **Facility**. After selecting a Facility, click on Update. NetDMR will retrieve the permit number, permitted feature, and discharge options for that Facility. Note that the Facility list will only include those facilities associated with the permits that you have requested and been granted access to.
- **Permitted Feature –** Select the permitted feature of interest from the box next to **Permitted Feature**. After selecting a Permitted Feature, click on Update. NetDMR will retrieve the permit number, facility, and discharge options associated with that permitted feature. Note that the Permitted Feature list will only include those features associated with the permits that you have requested and been granted access to.
- **Discharge –** Click on the drop down box next to the **Discharge** field and click on the desired discharge from the available limit sets.
- **Monitoring Period End Date Range –** Enter the start and end dates for the monitoring period end date range using the *mm/dd/yyyy* format, or select the appropriate start and end dates from a calendar by clicking on next to each text box.
- **Edited or Submitted by –** Click on the drop down box next to the **Edited or Submitted By** field on click on the name of users who have modified the DMRs for permits that you can access.
- **Status –** To search for CORs you must select a status of "Signed & Submitted", "Completed" or "Submission Errors/Warnings".
- **COR Confirmation # –** Enter the submission confirmation number for the DMR/COR you wish to view.

4. After entering your search criteria, click on Search to display the DMR/COR Search Results Page:



Up to ten DMRs/CORs will be displayed by default on this page. If more than 10 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 the last 10 DMRs/CORs.
- Clicking the double green back arrow icon to display the first 10 DMRs/CORs.
- 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 10 DMRs/CORs at a time.

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

5. Click on the hyperlinked date within the **COR Received Date** column for the row that contains the COR of interest to view that COR,
   OR
   Click on then click on within the **Include in Batch COR Download** column for the row that contains the COR of interest to checkmark that COR, then click on **Download Checked CORs** to download that COR.

5.3.2. Viewing a COR

After searching for a COR using the instructions in Section 5.1.3, the ***DMR Copy of Record*** page will be displayed (Figure 5-10).

Figure 5-10: DMR Copy of Record Page

Displayed on this page are sections containing the following information that you will not be able to edit:

- **Header** – provides permit information, reporting dates, and principal executive officer information.
- **Parameter** – provides permit limits, reported quantity/loading, reported quality/concentration values, and reported excursions.
- **Error** - listing of soft errors within the DMR that were acknowledged by the Signatory who signed and submitted the DMR.
- **Comment** - any comments provided by the Signatory.
- **Attachment** - lists attachments and provides a link to download the attachment.
- **Report Last Saved By** - details on the user who last saved the DMR.

There are four hyperlinks available for you to use near the top of this page:

- Click on View Certification to open the ***View COR Certification*** page and view the certification statement used when signing the COR.
- Click on Download COR to retrieve a zipped file of the COR and all documents associated with it.
- Click on View COR Signature to open the ***COR Signature*** page and view the digital signature generated by NetDMR for signing the DMR.
- Click on Download COR Sig. Public Key to view or download the public key used to decrypt the DMR's private key.

When you are finished viewing the data on this page, close it and return to the ***DMR/COR Search Results*** page by selecting File/Close from the Windows menu, or by clicking on ☒ in the upper right corner of the window.

5.3.3. Downloading a COR

You can download one or more CORs as a zipped file. The actual COR zip file name begins with the Permit ID, followed by permitted feature, and monitoring period end date, followed by other dates.

The downloaded zipped file can be opened with standard zipping software, such as WinZip. If you are using Internet Explorer 6, the individual COR zip file may be combined into a larger zip. When you open the zipped file(s), you will find the following inside the contents:

- All of the user-provided data for the DMR.
- The legal certification statement displayed to the user during signing process.
- Hashes of any files that were attached to the DMR. NetDMR uses FIPS 140-2 to generate all hash values. This is the current approved FIPS certified standard.
- Metadata about any attached files such as name and type
- A submission receipt, which includes the following:
  - ✓ The DMR submission confirmation number
  - ✓ The hash of the data document
  - ✓ The date and time of the DMR submission

- ✓ Identifying information from the signing account, including: the user's full name, account login, email address, and hashed password (at time of signing), and IP address of the submitting computer.

The first step in viewing downloaded CORs is to open the master COR file that you downloaded extract all zipped file contents into a directory of your choosing. Each of these extracted zipped files is a COR. Open one of these files and extract the three main files along with any attachments that were included with the DMR. The three main files are as follows:

- dmrSubmission.xml – this file contains all of the user entered data for the DMR submission.
- DischargeMonitoringReport.xsl – this is a stylesheet that will format the dmrSubmission.xml file to look like the NetDMR DMR View page for easy viewing when viewed in a web browser.
- submissionReceipt.xml – this file documents when the DMR was submitted, by whom, and with what electronic hashing algorithm.

It is easy to view the DMR data is to view the dmrSubmission.xml file using a web browser such as Microsoft Internet Explorer or Mozilla Firefox. When opened in this way, the web browser will automatically format the data based on the stylesheet file dischargeMonitroingReport.xsl. Note that the web browser will NOT be able to locate the stylesheet if the user does not first unzip all of the contents of the zip file into the same directory. The user may choose to also view the XML data directly in any text editor of their choice.

> Tip *Be sure to extract dmrSubmission.xml and dischargeMonitoringReport.xsl from a COR zipped file into the same directory.*

Any attachments that were uploaded for the DMR prior to signing will also be included in the COR files. These files have the names supplied by the person who uploaded them and can be in almost any format. NetDMR will not convert these files so it is up to the user to figure out how best to work with these files.

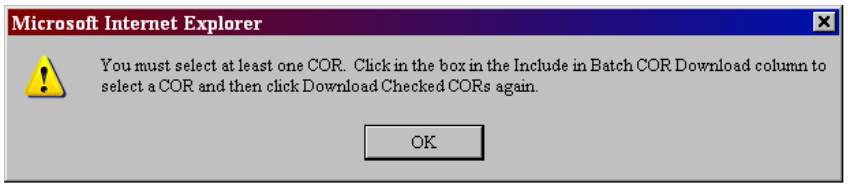
Here are the instructions for downloading CORs:

1. Log into your NetDMR account as a Permittee User or Data Provider.
2. Search for a COR and download it using the ***DMR Copy of Record*** page (see Section 5.3.2 for instructions on search and viewing a COR) and click on Download COR,
   OR
   Search for a COR and download it by selecting the "Download COR" option from the Next Steps drop down
   OR
   Search for CORs and download one or more using the ***DMR/COR Search Results*** page (see Section 5.3 for instructions on search and viewing a COR), then:
   a. Click on ☐ to check the box in this column for each DMR desired
      OR

Click on Check All within the **Include in Batch COR Download** column header to select all DMRs listed

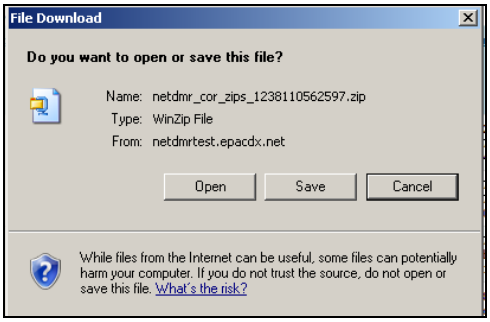
b. Click on Download Checked CORs.

c. If you did not check any boxes an error message will appear:



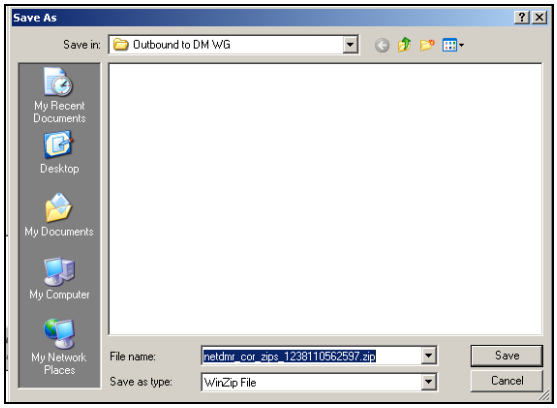
If this occurs, repeat Steps a and b.

3. The File Download popup window will appear:

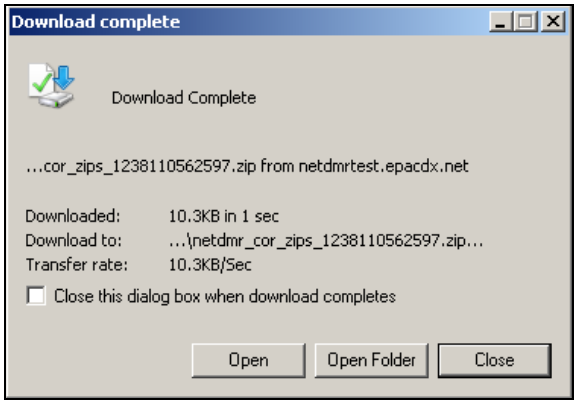


4. Click on Save to continue, or click on Cancel to return to the previous page.

5. The Windows *Save As* dialog will appear. Click on the **Save In** drop down box and select a location to save the file into, then click on Save to save the file to a location you designate, or click on Cancel to return to the ***Search COR Results*** page.



6. The Download complete window will appear:



7. When the "Download Complete" message appears, click on Close to return to the previous page.

5.3.4. Viewing a COR's Certification

You can view the Signatory's certification statement used to sign the COR using the ***COR Certification Statement*** page.

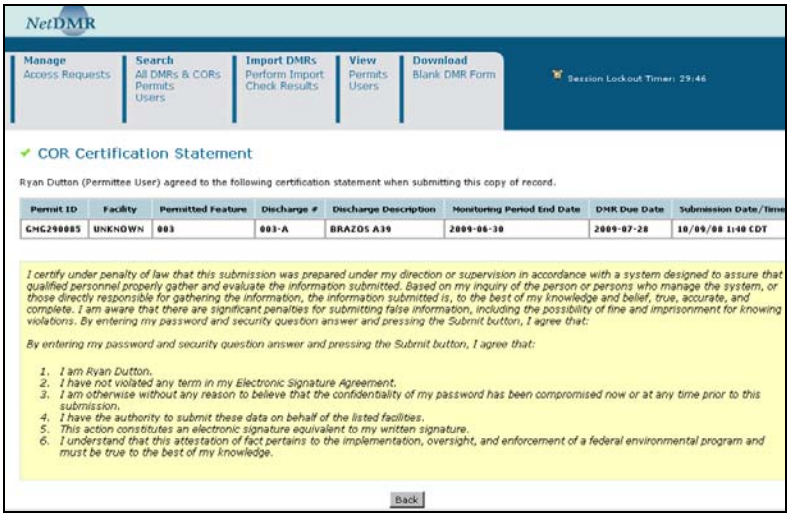


Figure 5-11:COR Certification Statement Page

This page displays the following information for a COR:

- The name of the user that signed and submitted the DMR
- Identifying information for the DMR, including:
  - ✓ Permit ID
  - ✓ Facility
  - ✓ Permitted Feature
  - ✓ Discharge #
  - ✓ Discharge Description
  - ✓ Monitoring Period End Date
  - ✓ DMR Due Date
  - ✓ Submission Date/Time

- The certification statement that the users attested to at the time of signature

To access the ***COR Certification Statement*** page:

1. Log into your NetDMR account as a Permittee User or Data Provider.
2. Search for a COR and view it using the ***DMR Copy of Record*** page (see Section 5.3 for instructions on search and viewing a COR).
3. Click on View Certification.
4. The ***COR Certification Statement*** page will be displayed.
5. When you are finished viewing this page, click on Back to return to the ***DMR Copy of Record*** page.

5.3.5. Viewing a COR Signature

You can view the digital signature that was generated by NetDMR and used for signing the COR by accessing the ***COR Signature*** page from the ***DMR Copy of Record*** page:

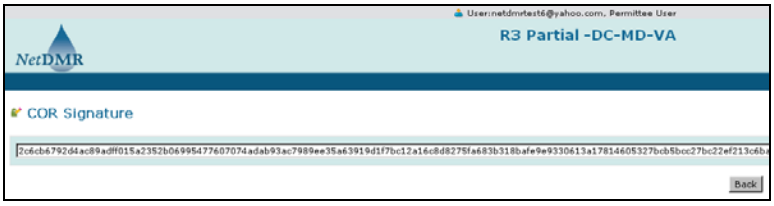


Figure 5-12:COR Signature Page

To access the ***COR Signature*** page:

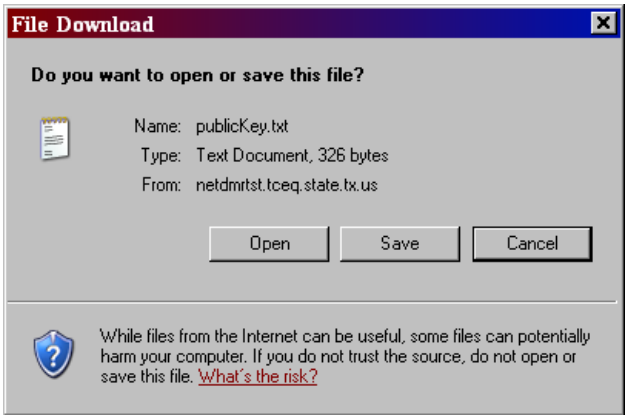
1. Log into your NetDMR account as a Permittee User or Data Provider.
2. Search for a COR and view it using the ***DMR Copy of Record*** page (see Section 5.3 for instructions on search and viewing a COR).
3. Click on View COR Signature.
4. The COR Signature page will be displayed. The entire signature may be viewed by scrolling to the right.
5. When finished, click on Back to return to the ***DMR Copy of Record*** page.

5.3.6. Downloading a COR's Signature Public Key

NetDMR uses asymmetric key cryptography for the digital signatures applied to CORs, This type of cryptography includes both a public key and a private key. NetDMR digitally encrypts and signs the COR with the private key, and decrypts the COR with the public key. You can download the public key used for decrypting the digital signature for a COR from the ***DMR Copy of Record*** page.

To do this:

1. Log into your NetDMR account as a Permittee User or Data Provider.
2. Search for a COR and view it using the ***DMR Copy of Record*** page (see Section 5.3 for instructions on search and viewing a COR).
3. Click on Download COR Sig. Public Key.
4. The File Download popup window will appear:



Click on Open to view the Signature Key in a text editor window,

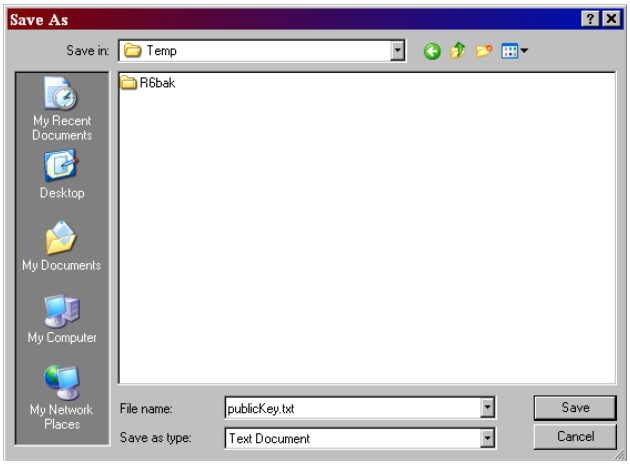
OR

Click on Cancel to return to the ***DMR Copy of Record*** page,

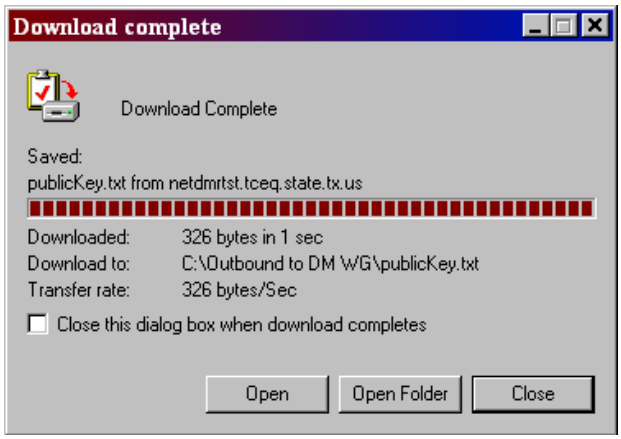
OR

Click on Save to save the public key as an ASCII text file.

5. The Save As popup window will appear:



6. Click on the Save In drop down box and select a drive/directory to save the file into.
7. Click on Save to save the file, or click on Cancel to return to the ***DMR Copy of Record*** page.
8. The Download complete popup window will appear:



9. When the popup displays the message "Download Complete", click on Close.

A blank window will be displayed when using this feature. Close it before returning to the ***DMR/COR Search Results*** page by selecting File/Close from the Windows menu on the blank window, or by clicking on ☒ in the upper right corner of the blank window.

5.4. Download a Blank DMR

You can view and download a blank DMR form to print off, fill out and return to the proper regulatory authority by following these steps:

1. Log into your NetDMR account as a Permittee User or Data Provider. The home page will be displayed.
2. Click on Blank DMR Form within the gray **Download** tab.
3. A portable document format (PDF) version of the blank DMR form is displayed as two pages.
4. Click on ⇩ to view the next page of the DMR, then click on ⇧ to view all pages of the DMR.
5. Click on 🖶 to print the form.
6. Click on 💾 to save the form on your computer.
   - ✓ When the Windows "Save a Copy as" dialog window opens, enter a file name
   - ✓ Click on Save to save the PDF, or click on Cancel to return to the PDF.
7. Click on ☒ in the upper right corner of the PDF window to close the form and return to the home page.

Appendix A. Subscriber Agreement

In order to submit DMRs to ICIS using NetDMR, a Signatory must print off the Subscriber Agreement form generated by NetDMR at the time they request a Signatory role for one or more permits, sign the Subscriber Agreement in ink, and mail it to the Regulatory Authority using the mailing address listed at the bottom of the Agreement form. Regulatory Authority will not approve a Signatory request before having received the requestor's signed Subscriber Agreement in the mail.

> Tip *Signatories should not be approved until your Agency has received the Subscriber Agreement.*

There may be times when a Signatory changes their name. They will need to change their name in NetDMR and print off a new Subscriber Agreement with their new name displayed, then sign and mail it into the Regulatory Authority using the mailing address listed at the bottom of the Agreement form.

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: <<insert name of Agency>>

Purpose

The NetDMR Subscriber Agreement should be used by Clean Water Act National Pollutant Discharge Elimination System (NPDES) permit holders that would like to apply to submit Discharge Monitoring Reports (DMRs) electronically, or change/update your reporting status information from a previously-submitted application. Submission of DMRs electronically is an alternative to using paper forms to fulfill the reporting requirements of the CWA NPDES program pursuant to 40 CFR 122.41(l)(4).

Basic Information on Who Should Fill Out the Subscriber Agreement

- To request use of electronic reporting for DMR information, the person that is authorized to sign discharge monitoring reports (DMRs) as described in 40CFR 122.22 (a) must sign this document as the Signatory Authority in Section E of this document.
- If the Signatory Authority (named in Section E) plans to electronically sign DMRs submitted through NetDMR, then this person will also sign as the Subscriber (named in Section F).
- If the Signatory Authority plans to have someone else sign and submit the electronic DMRs, then this individual must be a duly authorized represented as described in 40CFR 122.22(b) and the duly authorized representative must sign as the Subscriber (see Section F).
- If a Signatory Authority has more than one NPDES permit for which they are responsible, and the regulatory authority allows multiple permits on a single Subscriber Agreement, then this document allows the signatory authority to list multiple permits on a single Subscriber Agreement as long as the Subscriber is the same person for all the multiple permits listed.
- If the authority to electronically sign for a permit is to be delegated to multiple Subscribers, then each Subscriber needs to submit and sign a separate Subscriber Agreement.
- This Subscriber Agreement cannot be used to register multiple permits that are issued by different regulatory authorities.

Where to Submit

Print and mail the completed subscriber agreement below to your Clean Water Act permitting authority for their review at the address below. You should retain a hard copy.
<<insert regulatory authority mailing address>>

Questions?

For help or questions please contact the <<Regulatory Name>> at <<phone>> or <<email>>. You will receive a confirmation email from <<insert email address of NetDMR>> when your application has been processed and approved. Thank you for helping us reduce paper use by choosing to electronically submit your DMRs.

Key to Color Coding in this Document (this is not part of the subscriber agreement, but is to help permitting authorities understand how the form is populated):

- *Green: Entered by the user during the account creation process*
- *Red: Selected or entered by the user during the signatory request process*
- *Pink: Entered by a System Administrator as part of the instance creation and customization process.*
- *Gray: Data retrieved from the basic permit data flow*
- *Black text: Static text included in the subscriber agreement.*
- *Purple: To be completed manually after subscriber agreement is printed*

Agency: <<*insert name of Agency*>>
Subscriber Agreement Number: << ***Auto Generated 36 digit Hexadecimal number*** >>
Generated On: <<***Auto generated date***>>
Account Reference: << ***user account number***>>

A. Subscriber Information

The Subscriber is the individual that intends to sign DMRs and signs this subscriber agreement in Section F.

User Name:	
Subscriber Name:	
Organization:	
Email Address:	
Phone Number:	

B. Permit Information

Signing privileges are requested for the following permit(s):

Permit ID	Facility Name	Facility Address	Relationship	Authorized By
TX0002440	ABC Steel	123 County Road Steelville, TX 34000	The Facility	Self
TX0000014	AAA Waste	123 North Road Steelville TX 34500	Parent Company	Jane Doe

This request is (check one):

☐ NEW: the first request by this facility to use NetDMR reporting.

☐ REQUEST FOR REACTIVATION: a re-activation of NetDMR reporting for a facility that had discontinued using NetDMR

☐ CONTINUATION WITH NEW AUTHORIZATION: an updated subscriber agreement submitted because the signatory authority and/or subscriber at the facility has changed

☐ RENEWAL: an updated form submitted when a permit application is submitted
Permit ID(s): _____

☐ INACTIVATION: Explain reason for inactivation in the box below and identify whether the inactivation is temporary or permanent
Permit ID(s): _____

Notes to Permitting Authority (Optional unless Inactivating):

C. Terms and Conditions

- PURPOSE: The intent of this agreement is to create legally binding obligations upon the parties using the specified data transmission protocols and the NetDMR Reporting System, to ensure that the Certifier (in this document, "Certifier" refers to signers of this document -- both the Signatory Authority, and the Subscriber) agrees to: (i) Maintain the confidentiality and protect the electronic signature from unauthorized use or compromise, and follow any procedures specified by the Regulatory Authority for this purpose; (ii) Be held as legally bound, obligated, or responsible by use of the assigned electronic signature as by hand-written signature.
- VALIDITY AND ENFORCEABILITY: This Agreement has been executed by the parties to evidence their mutual intent to follow Regulatory Authority procedures to create binding regulatory reporting documents using electronic transmission and receipt of such records, consistent with the provisions of 40 C.F.R. Part 3. Acceptance and execution of this agreement by the Regulatory Authority shall be evidenced by the issuance of a personal identification number (PIN) to the Certifier. Consistent with 40 C.F.R. Part 3 electronic signatures under this agreement shall have the same force and effect as a written signature. Pen and ink signatures will remain on file with the Regulatory Authority.
- RECEIPT: A Document shall be deemed to have been received by the Regulatory Authority when it is accessible by the Regulatory Authority, can be fully processed and is syntactically correct to the specified electronic transfer protocol that may be modified from time to time by the Regulatory Authority. No Document shall satisfy any reporting requirement or be of any legal effect until it is received.

  3.1 COMPLIANCE TRACKING: The Certifier understands that upon activation of the NetDMR account, EPA's database will be expecting to receive electronic transmission of DMR data at the interval specified in the permit. If the database does not receive the DMR from the Certifier at the expected time, the database will flag the DMR as being in non-receipt. If the Certifier chooses to discontinue using NetDMR and return to using paper forms, the Certifier must complete, sign, and submit to the regulatory authority a new subscriber agreement with the "Inactivation" check box selected. If the regulatory authority does not receive this form, it is likely that the system will continue to produce "non-receipt" flags (indicating reporting violations).
- VERIFICATION: Upon receipt of a Document, NetDMR shall process the Document to make it accessible to the Regulatory Authority and the Certifier. The Certifier is responsible for the content of each transmission, in accordance with the associated certification statement, and for reviewing the accuracy of the processed document in accordance with the associated certification statement, and for reviewing the accuracy of the processed document information and as made available by the NetDMR system.
- SIGNATURE: The Certifier shall adopt as its electronic signature any Personal Identification Number (PIN) assigned by the Regulatory Authority following acceptance of this Agreement. The Certifier agrees that any such Signature affixed to or associated with any transmitted Document shall be sufficient to verify such party originated and possessed the requisite authority both to originate the transaction and to verify the accuracy of the content, in the format of the specified NetDMR transmission protocol or otherwise, at the time of transmittal. The Certifier also expressly agrees that each report it submits by using its PIN constitutes their agreement with the associated certification statement.
- SECURITY: The parties shall take reasonable actions to implement and maintain security procedures necessary to ensure the protection of transmissions against the risk of unauthorized access, alteration, loss or destruction including, but not limited to: protecting the secrecy of passwords and electronic signatures and transmitting only files in an acceptable protocol.
- USE OF PIN: Each Certifier shall be either the permittee or a person identified by the permittee as a representative authorized for signatory purposes by the permittee for each facility, person, or

other entity for which information is being reported. If a PIN has been compromised or where there is evidence of potential compromise, it will be automatically or manually suspended. In addition, the Regulatory Authority will inactivate or revoke a PIN where the Certifier is no longer an authorized representative. Each Certifier expressly agrees that the Regulatory Authority may act immediately and unilaterally in any decision to suspend, inactivate, revoke, or otherwise disallow use of a PIN by any Certifier, where the Regulatory Authority believes that such action is necessary to ensure the authenticity, integrity or general security of transmissions or records, or where there are any actual or apparent violations of this agreement.

- INABILITY TO TRANSMIT OR FILE REPORTS ELECTRONICALLY: No party shall be liable for any failure to perform its obligations in connection with any Electronic Transaction or any Electronic Document, where such failure results from any act or cause beyond such party's control which prevents such party from electronically transmitting or receiving any Documents, except that the Certifier is nonetheless required to submit records or information required by law via other means, as provided by applicable law and with the time period provided by such law.
- CONTINUATION OF OPERATIONS: In the event that electronic submission of DMR data is not possible, it is the responsibility of the certifier to submit paper copies in accordance with the requirements of the authorizing permit. Failure to submit DMR data by the date required by the permit is a violation and will be recorded as such.
- SEVERABILITY: Any provision of the Agreement which is determined to be invalid or unenforceable will be ineffective to the extent of such determination without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such remaining provisions.
- TERMINATION AND RENEWAL: The agreement may be terminated by either party. Upon termination of this agreement, the associated ability to submit electronic information through NetDMR will also terminate. This subscriber agreement becomes effective upon notification of approval by the Regulatory Authority to the Certifier (which may be either/or an automated message from the NetDMR software, or separate notification). The regulatory authority will normally provide notification of the effective date, but if no date is provided, the effective date is the next reporting cycle following the notification. The subscriber agreement will continue until modified by mutual consent or unless terminated with 60 days written notice by any party. The permittee must resubmit this form at the time that a new permit application is submitted or when permit responsibility transfers from one entity to another. This subscriber agreement should be periodically reviewed and amended or revised when required. The requirements of this subscriber agreement may, eventually, be incorporated into the NPDES permit so that they would be renewed at the time of each discharge permit reissuance. The regulatory authority reserves the right to approve or disapprove this subscriber agreement.
- GOVERNING LAW: This Agreement shall be governed by and interpreted in accordance with 40 CFR 122, 40 CFR 3, and other applicable state provisions.
- AGREEMENT:

  5.5. I agree:

  - To protect my account and password from compromise, not allow anyone else to use my account, and not share my password with any other person;
  - To change my password if I believe it becomes known to any other person;
  - To promptly report to Regulatory Authority any evidence of the loss, theft, or other compromise of my account or password not later than one business day;
  - To notify Regulatory Authority, in writing, if I terminate my employment, am reassigned or any other change in my status that causes me to cease to be a certifier represent any of the requested sites for the organization's electronic reports to NetDMR. Notification should occur as soon as this change occurs.
  - To review, in a timely manner, the email and onscreen acknowledgements and copies of documents submitted through my account to NetDMR;

- To report any evidence of discrepancy between the document submitted, and what NetDMR received;
- That in no event will Regulatory Authority be liable to me or my employer for any special, consequential, indirect or similar damages, including any lost profits or lost data arising out of the use or inability to use the software or of any data supplied therewith even if Regulatory Authority or anyone else has been advised of the possibility of such damages, or for any claim by any other party. Regulatory Authority disclaims all warranties, express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, with respect to the software and the accompanying written materials

<<add state conditions here>>

I understand that I will be held as legally bound, obligated, and responsible by the electronic signature created as by a handwritten signature.

D. Inactivation/Removal

Permittee must indicate reason for inactivation in Section B of the form. This is done to inform the regulatory authority whether the permittee is switching back to paper DMRs, is no longer in business, or has a temporary reason for inactivation.

E. Signatory Authorization

The signatory authority is the appropriate individual identified under 40 CFR 122.22 with the authority to sign permit applications, reports, and other permit-required submittals (e.g., DMRs).

Permit ID(s): TX0000014
I, Jane Doe, have the authority to enter into this Agreement for AAA Waste and Permit ID TX0000014 under the applicable standards. I request Regulatory Authority grant John Smith the ability to submit DMRs for Permit ID TX0000014.

_____	President	_____
Signatory Authority Signature	Title	Date

F. Subscriber Signature

The subscriber is the NetDMR user that submits this agreement to request to electronically sign DMRs. The subscriber is given signatory authority to sign reports and other information (e.g. DMRs) either under 40 CFR 122.22(a) or is delegated signatory authority by the individual(s) identified as the signatory authority in Section E of this agreement [See 40 CFR 122.22(b)].

Permit ID: TX0002440
I, John Smith, have the authority to enter into this Agreement for ABC Steel and Permit ID TX0002440 under the applicable standards.

Permit ID: TX0000014
I, John Smith, am authorized by the signatory authority named in Part E of this document, who does have the authority under the applicable standards, to enter into this agreement for AAA Waste and Permit ID TX0000014.

By submitting this application to Regulatory Authority I, John Smith, have read, understand, and accept the terms and conditions of this subscriber agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attachments and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the application, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

_____ _____

Subscriber Signature Date

Print this form, save a copy for your records, and mail to: <<insert regulatory authority mailing address>>

Checklist - Permitting Authority Use Only:

Check		Name	Date
	Form Received by		
	Verified ICIS-NPDES Permit Limits		
	Regulatory Authority Approves NetDMR Authorization		
	ICIS-NPDES NetDMR Flag Populated		
	User Approved in NetDMR Application		
	Notification to User		
	Inactivated?		

Appendix B. Import DMR File Format

Files to be imported into NetDMR can not be larger than twenty (20) megabytes (MB) in size and must be based on the CSV specification outlined by the Internet Engineering Task Force (IETF) at http://tools.ietf.org/html/rfc4180.

1. Any line in the file beginning with the pound sign (#) is treated as a comment and will be ignored by the import.

2. The data for each parameter is located on a separate line, delimited by a line break (CRLF). For example:

   aaa,bbb,ccc CRLF
   zzz,yyy,xxx CRLF

3. The last record in the file may or may not have an ending line break. For example:

   aaa,bbb,ccc CRLF
   zzz,yyy,xxx

4. A header line must appear as the first line of the file with the same format as normal record lines. This header contains names corresponding to the fields in the file and contains the same number of fields as the records in the rest of the file. For example:

   field_name,field_name,field_name CRLF
   aaa,bbb,ccc CRLF
   zzz,yyy,xxx CRLF

5. Within the header and each record, there can be one or more fields, separated by commas. Each line should contain the same number of fields throughout the file. Spaces are considered part of a field and should not be ignored. The last field in the record must not be followed by a comma. For example:

   aaa,bbb,ccc

6. Each field may or may not be enclosed in double quotes. If fields are not enclosed with double quotes, then double quotes can not appear inside the fields. If surrounding double quotes are used, the initial double quote must immediately follow the comma delimiter separating the field from the previous field and the final double quote must immediately precede the comma separating the field from the next field. For example:

   "aaa","bbb","ccc" CRLF
   zzz,yyy,xxx

"aaa","b,bb","ccc" CRLF
zzz,yyy,xxx

7. If double-quotes are used to enclose fields, then a double-quote appearing inside a field must be escaped by preceding it with another double quote. For example:

   "aaa","b""quoted""b","ccc"

8. Fields that do not contain any data can either be surrounded in double quotes or be empty. For example,
   "a","b","c" CRLF
   a,,c CRLF
   a,"",c

Appendix C. Import DMR File Specifications

The Import DMR File Specifications Table lists information on the fields that can be submitted within the comma delimited file. These fields are listed in the order in which they must appear for each row within the import file.

Import DMR File Specifications							
#	Grouping	Header	Short Description	Full Description	Example	Type	Required
1	DMR	permitted_feature_id	Permitted Feature ID	The alphanumeric identifier or name assigned by a permit issuing organization to identify a permitted unit, feature, or process	LVW	alphanumeric string 100 characters or less	y
2		limit_set_txt	Limit Set Designator	The unique identifier for a particular grouping of limits for a given outfall or discharge point for reporting purposes	A	alphanumeric string 50 characters or less	y
3		mped_txt	Monitoring Period End Date (yyyy-mm-dd)	The Monitoring Period End Date (MPED) for a given DMR.	2008-03-31	Date in YYYY-MM-DD Format	y
4	Parameter	parameter_cd	Parameter Code	The unique code identifying the parameter within the pollutant	TRB6J	string 5 characters or less	y
5		monitor_location_cd	Monitoring Location Code	The code that the monitoring location at which the monitoring requirement (and effluent limit if limited) applies.	RW	string 3 characters or less	y
6		season_num	Season Number	Unique number between 0 and 12 inclusive that identifies a particular seasonal limit for the same parameter within a single limit start and end date.	1	Integer between 1 and 12 inclusive	y
7	Quant 1	quant_1_nodi_cd	Quantity 1 Nodi Code	The unique code for no discharge indicator values of DMR	W	string 3 characters or less	
8		quant_1_qualifier_txt	Quantity 1 Qualifier Text	The qualifier of the numeric condition. It specifies whether the condition is greater than, less than, and/or equal to the NumericConditionValue. This field may also indicate if the value is estimated (E) or too numerous to count (T) when applicable.	=	one of: =,<=,=>,<,>,T,E	
9		quant_ 1_sample_num	Quantity 1 Sample Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	

Import DMR File Specifications							
#	Grouping	Header	Short Description	Full Description	Example	Type	Required
10		quant_1_effluent_num	Quantity 1 Effluent Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
11	Quant 2	quant_2_nodi_cd	Quantity 2 Nodi Code	The unique code for no discharge indicator values of DMR	W	String 3 characters or less	
12		quant_2_qualifier_txt	Quantity 2 Qualifier Text	The qualifier of the numeric condition. It specifies whether the condition is greater than, less than, and/or equal to the NumericConditionValue. This field may also indicate if the value is estimated (E) or too numerous to count (T) when applicable.	=	One of: =,<=,=>,<,>,T,E	
13		quant_2_sample_num	Quantity 2 Sample Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
14		quant_2_effluent_num	Quantity 2 Effluent Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
15	Quant UOM	quant_uom_cd	Quantity Unit Of Measure Code	Unit of measure abbreviation	MBTU/hr	String 15 characters or less	
16	Conc 1	conc_1_nodi_cd	Concentration 1 Nodi Code	The unique code for no discharge indicator values of DMR	W	String 3 characters or less	
17		conc_1_qualifier_txt	Concentration 1 Qualifier Text	The qualifier of the numeric condition. It specifies whether the condition is greater than, less than, and/or equal to the NumericConditionValue. This field may also indicate if the value is estimated (E) or too numerous to count (T) when applicable.	=	One of: =,<=,=>,<,>,T,E	

Import DMR File Specifications							
#	Grouping	Header	Short Description	Full Description	Example	Type	Required
18		conc_1_sample_num	Concentration 1 Sample Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
19		conc_1_effluent_num	Concentration 1 Effluent Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
20	Conc 2	conc_2_nodi_cd	Concentration 2 Nodi Code	The unique code for no discharge indicator values of DMR	W	String 3 characters or less	
21		conc_2_qualifier_txt	Concentration 2 Qualifier Text	The qualifier of the numeric condition. It specifies whether the condition is greater than, less than, and/or equal to the NumericConditionValue. This field may also indicate if the value is estimated (E) or too numerous to count (T) when applicable.	=	One of: =,<=,=>,<,>,T,E	
22		conc_2_sample_num	Concentration 2 Sample Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
23		conc_2_effluent_num	Concentration 2 Effluent Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
24	Conc 3	conc_3_nodi_cd	Concentration 3 Nodi Code	The unique code for no discharge indicator values of DMR	W	String 3 characters or less	

Import DMR File Specifications							
#	Grouping	Header	Short Description	Full Description	Example	Type	Required
25		conc_3_qualifier_txt	Concentration 3 Qualifier Text	The qualifier of the numeric condition. It specifies whether the condition is greater than, less than, and/or equal to the NumericConditionValue. This field may also indicate if the value is estimated (E) or too numerous to count (T) when applicable.	=	One of: =,<=,=>,<,>,T,E	
26		conc_3_sample_num	Concentration 3 Sample Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
27		conc_3_effluent_num	Concentration 3 Effluent Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
28	Conc UOM	conc_uom_cd	Concentration Unit Of Measure Code	Unit of measure abbreviation	MBTU/hr	String 15 characters or less	
29	Additional	excursions_num	Number of reported excursions	Number of reported excursions	2	Integer 0 or above	
30		freq_analysis_cd	Frequency of Analysis Code	The code that indicates the frequency with which the permittee must analyze the sampled data. The general format is XX/YY where XX= number of times sampled and YY = period of time sampled	01/8H	String 15 characters or less	y
31		sample_type_cd	Sample Type Code	The code that is the sampling method required by the permit to be used to provide measurement values on the DMR	CT	String 3 characters or less	y

Appendix D. ICIS DMR Processing Error Messages

This appendix provides error and warning messages that may occur when a DMR is processed by ICIS-NPDES with an explanation of what caused them and hints on how to fix them.

Error/Warning Code	Error/Warning Message	Cause of the Error	Resolution
DMR020	User <user id> does not have privileges to perform a <transaction type> DMR transaction.	NetDMR is using an ICIS ID that does not have privileges to accept DMRs.	Contact your NetDMR Internal Administrator.
DMR030	A DMR Form does not exist and cannot be created for the key data entered.	If Limit Set Type for the submitted DMR equals Scheduled, a DMR Form with values matching Permit Identifier, PF ID, LSD, and MPED must already exist in ICIS.	Contact your NetDMR Internal Administrator and have them check to make sure the limit is in ICIS.
DMR045	The DMR only contains key data and no other data for processing.	If the DMR contains only key data and no other data, ICIS rejects the DMR.	Contact your NetDMR Internal Administrator.
DMR047	All parameters cannot be blanked out because the DMR Form is linked to a Program Report or has Auxiliary Data.	All parameters for a DMR Form cannot be blanked out if the DMR Form is linked to a Program Report or has Auxiliary Data.	Remove data from all principal executive officer and comment fields, then resubmit the DMR.
DMR050	Form NODI cannot be entered because at least one DMR Value exists for the DMR Form.	If Form NODI data (DMR No Discharge Indicator, DMR No Discharge Received Date) are submitted, no received DMR Values may exist for the Form.	Make sure each quantity or concentration has either a value or a NODI – not both at the same time, then resubmit the DMR.
DMR060	DMR No Discharge Indicator <value> does not exist in the ICIS reference table.	Form NODI Code must be a valid (i.e., Active) code in the REF_NODI table.	Contact your NetDMR Internal Administrator.
DMR070	DMR No Discharge Received Date <date> entered must be less than or equal to the current date.	Form NODI Received Date must be less than or equal to the current date.	Contact your NetDMR Internal Administrator.
DMR073	An asterisk (*) cannot be entered for DMR No Discharge Received Date because at least one DMR Value exists for the DMR Form.	All Received Dates on a DMR Form cannot be blanked out if any received values exist for the DMR Form.	Contact your NetDMR Internal Administrator.
DMR076	1) DMR No Discharge Received Date must be entered because DMR No Discharge Indicator has been entered. 2) DMR No Discharge Indicator must be entered because DMR No Discharge Received Date has been entered.	If Form NODI Code is entered, Form NODI Received Date must also be entered, and vice versa.	Contact your NetDMR Internal Administrator.

Error/Warning Code	Error/Warning Message	Cause of the Error	Resolution
DMR080	A Parameter does not exist that matches the data entered.	For each Parameter, the DMR Parameter Key (Parameter Code, Monitoring Location Code, Season ID) must exist in ICIS.	Contact your NetDMR Internal Administrator and have them check to make sure the limit is in ICIS.
DMR090	(Report Sample Type Text: <value>) or (Reporting Frequency Code: <value>) or Report Number of Excursions: <value>) cannot be entered unless valid data has been entered for at least one Numeric Condition Quantity or T has been entered for at least one Numeric Condition Qualifier for this parameter. In the message above, all XML tags that may have this error are listed in parentheses. Only the tags for which this error occurs will be included in the actual error message.	If any of the following are entered for a parameter: • Sample Type • Frequency of Analysis • Report Number of Excursions Then at least one DMR Value or T Qualifier must exist.	Enter at least one quantity or concentration value, or select a Qualifier of T for at least one quantity or concentration value.
DMR100	Reporting Frequency Code <value> entered does not exist in the ICIS reference table.	Frequency of Analysis code entered must be a valid (i.e., Active) code in the REF_FREQUENCY_OF_ANALYSIS table.	Contact your NetDMR Internal Administrator.
DMR110	Report Sample Type Text <value> entered does not exist in the ICIS reference table.	Sample Type code entered must be a valid (i.e., Active) code in the REF_SAMPLE_TYPE table.	Contact your NetDMR Internal Administrator.
DMR120	Numeric Report Code <value> has been entered more than one time for this parameter, and only one of each type of Numeric Report Code can be entered per unique parameter.	For each unique Parameter entered, only one of each Value Type can be entered (i.e., only one Q1, one Q2, one C1, one C2, and one C3)	Contact your NetDMR Internal Administrator.
DMR130	Numeric Report Code <value> entered for this parameter is not defined in the permit as expected data so cannot be entered in this DMR.	For each unique Parameter Code entered, any Value Type (Q1-C3) entered must exist in the DMR Form (i.e., users cannot enter data for a parameter column that is not expected (defined in the permit with a corresponding limit that has a value or is req mon or opt mon))	Contact your NetDMR Internal Administrator.

Error/Warning Code	Error/Warning Message	Cause of the Error	Resolution
DMR140	The following Numeric Report Received Date(s) must be less than or equal to the current date: value (column). For this error message, value and column will be listed for each column that has this error.	DMR Value Received Date must be less than or equal to the current date.	Contact your NetDMR Internal Administrator.
DMR150	The following Numeric Report Received Date(s) was entered but no Numeric Condition Quantity or Numeric Report No Discharge Indicator exists: value (column) For this error message, value and column will be listed for each column that has this error.	For every DMR Value Received Date, there must be a corresponding Value/Adjusted Value or NODI unless the Qualifier for the column equals T.	Contact your NetDMR Internal Administrator.
DMR160	The following was entered but a Numeric Condition Quantity does not exist: <column>: (Numeric Condition Adjusted Quantity: <value>, Numeric Condition Qualifier: <value>). For this error message, "<column>" will be replaced by the column that is causing the problem (e.g., Q1). In the message above, all XML tags that may have this error are listed in parentheses. Only the tags for which this error occurs will be included in the actual error message.	If any of the following are entered for a Value Type: • Adjusted Value • Unit Code • Value Qualifier (except T or =) Then a DMR Value must exist for that Value Type.	Contact your NetDMR Internal Administrator.

Error/Warning Code	Error/Warning Message	Cause of the Error	Resolution
DMR105 DMR106 DMR107	DMR105: Quantity Numeric Report Unit Measure Code <value> exists, but no Quantity Numeric Report Quantity exists for the parameter. DMR106: Concentration Numeric Report Unit Measure Code <value> exists, but no Concentration Numeric Report Quantity exists for the parameter. DMR107: Quantity Numeric Report Unit Measure Code <value> exists, but no Quantity Numeric Report Quantity exists for the parameter. Concentration Numeric Report Unit Measure Code <value> exists, but no Concentration Numeric Report Quantity exists for the parameter.	A. If any Quantity Unit Code exists (i.e., Q1 Unit Code, Q2 Unit Code), at least one DMR Value must exist for Q1 or Q2. B. If any Concentration Unit Code exists (i.e., C1 Unit Code, C2 Unit Code, C3 Unit Code), at least one DMR Value must exist for C1, C2, or C3.	Contact your NetDMR Internal Administrator.
DMR170	The following Numeric Condition Adjusted Quantity(ies) was entered but a Trade Partner does not exist for the Limit and so the data cannot be entered for this DMR parameter: value (column). For this error message, value and column will be listed for each column that has this error.	Adjusted DMR Value can only be entered if a Trade Partner has been defined for the associated Limit (Parameter) on the Permit.	Contact your NetDMR Internal Administrator.
DMR180	The following Numeric Condition Quantity(ies) is negative, so the Numeric Condition Qualifier cannot be Less than (<): value (column). For this error message, value and column will be listed for each column that has this error.	If DMR Value is negative the associated Value Qualifier cannot be Less Than (<).	Enter a value greater than zero, or change the qualifier, then resubmit the DMR.

Error/Warning Code	Error/Warning Message	Cause of the Error	Resolution
DMR190	When a Numeric Condition Qualifier T is entered the following cannot be entered: <column> (Numeric Condition Quantity: <value>, Numeric Condition Adjusted Quantity: <value>, Numeric Report No Discharge Indicator: <value>) For this error message, "<column>" will be replaced by the column that is causing the problem (e.g., 1). In the message above, all XML tags that may have this error are listed in parentheses. Only the tags for which this error occurs will be included in the actual error message.	If Value Qualifier = T, the following fields must be blank for that Value Type: DMR Value Adjusted DMR Value NODI	Either select a Qualifier other than T, or blank out the value and/or NODI fields, then resubmit the DMR.
DMR200	For Numeric Report Code(s) <value>, Numeric Condition Qualifier of T has been entered. The associated Limit's Unit Code does not have T listed as a valid qualifier. For this error message, value and column will be listed for each column that has this error.	If T is entered as the Value Qualifier then the Unit Code for the associated Limit for that Value Type must have T listed as a valid qualifier for the Unit Code in the REF_UNIT table.	Either select a Qualifier other than T, or select the proper Unit Code, then resubmit the DMR.
DMR210	1) When T is entered as the Numeric Condition Qualifier, Numeric Report Code must be entered. 2) When T is entered as the Numeric Condition Qualifier, Numeric Report Received Date must be entered.	If Value Qualifier = T the following fields are required: Value Type Value Received Date.	Contact your NetDMR Internal Administrator.
DMR220	Numeric Condition Quantity was entered but no Numeric Report Received Date exists for the following: value (column). For this error message, value and column will be listed for each column that has this error.	If a DMR Value is entered, DMR Value Received Date must exist for the specified Value Type.	Contact your NetDMR Internal Administrator.

Error/Warning Code	Error/Warning Message	Cause of the Error	Resolution
DMR240	Numeric Report No Discharge Indicator cannot be entered because no Numeric Report Received Date exists: value (columns). For this error message, value and column will be listed for each column that has this error.	If a Value NODI is entered, DMR Value Received Date must exist for the specified Value Type.	Contact your NetDMR Internal Administrator.
DMR250	When a Numeric Report No Discharge Indicator is entered the following cannot be entered: <column> (Numeric Condition Quantity: <value>, Numeric Condition Adjusted Quantity: <value>, Numeric Report No Discharge Indicator: <value>) For this error message, "<column>" will be replaced by the column that is causing the problem. In the message above, all XML tags that may have this error are listed in parentheses. Only the tags for which this error occurs will be included in the actual error message.	If Value NODI is entered, the following cannot exist for the specified Value Type: DMR Value Adjusted DMR Value Value Qualifier (except =)	Make sure each quantity or concentration has either a value or a NODI – not both at the same time, then resubmit the DMR.
DMR260	Numeric Report No Discharge Indicator does not exist in the ICIS reference table for the following: value (column). For this error message, value and column will be listed for each column that has this error.	Value NODI must be a valid (i.e., Active) code in the REF_NODI table.	Contact your NetDMR Internal Administrator.
DMR270	The following Numeric Report Unit Measure(s) must be included in the Unit Group for the parameter: value (column). For this error message, value and column will be listed for each column that has this error.	Unit Code must be included in the Unit Group defined for the Parameter.	Contact your NetDMR Internal Administrator.

Error/Warning Code	Error/Warning Message	Cause of the Error	Resolution
DMR300	Warning: The following Numeric Condition Quantity(ies) has a Percent Exceedence greater than 500%: column. For this error message, value and column will be listed for each column that has this error.	If Percent Exceedence is greater than 500%, present a warning message to the user but save the data.	Check to make sure the value was entered correctly, then resubmit if changes were made.
DMR310	Data cannot exist for the following unless a valid Numeric Report Received Date exists for this DMR: (list all data elements, by section).	Data cannot be entered for General DMR Info, Land Application, Surface Disposal, Co-Disposal, and Incinerator unless one valid DMR Received Date exists.	Contact your NetDMR Internal Administrator.
DMR320	Signature Date <date> entered must be less than or equal to the current date.	DMR Authorized Signatory Date must be less than or equal to the current date.	Contact your NetDMR Internal Administrator.
DMR400	A DMR Form matching the key data provided does not exist in ICIS.	In a delete DMR transaction, the specified DMR form must already exist in ICIS.	Contact your NetDMR Internal Administrator.
DMR410	The DMR Form cannot be deleted because it is linked to a Program Report.	A DMR Form cannot be deleted if it is linked to a Program Report.	Contact your NetDMR Internal Administrator.
DMR450	An error has occurred while processing the data for this DMR Form. No data were saved for this form, and the XML transaction must be resubmitted.	If Background Processing does not complete successfully, roll back all changes for the XML transaction.	Contact your NetDMR Internal Administrator.

Appendix E. NetDMR Error Messages

This appendix lists error messages that may occur when entering or importing DMR data into NetDMR.

DMR Data Entry Error Messages

- **Hard Errors** – Hard errors must be resolved by editing the DMR. Possible hard error messages are:
  - ✓ A quantity or quality value can not be entered when the Too Numerous to Count (T) qualifier is selected.
  - ✓ A quantity or quality value NODI code can not be entered when the T qualifier is selected.
  - ✓ If a quantity or quality value is negative, the less than (<) qualifier can not be selected.
  - ✓ You can not select both a quantity or quality value and a value NODI code.
  - ✓ Value fields may contain numbers and the special characters "." , "-" and "," only.
  - ✓ If an effluent trading sample value is entered, a sample value must be entered.
  - ✓ The number of excursions should be greater than zero. This error is displayed if a value less than zero is entered, a decimal number is entered, or characters other than a number is entered as an excursion.

> **Tip** *Hard errors must be fixed before a DMR can be saved or submitted. Soft errors must be either fixed or acknowledged before a DMR can be saved or submitted.*

- **Soft Errors** – Soft errors may be resolved by editing the DMR or by acknowledging the errors in the errors summary. Possible soft error messages are:
  - ✓ The selected units do not match the permit requirement units for this parameter. The provided quality or quantity value(s) may be outside the permit limit.
  - ✓ The provided quantity or quality value is outside the permit limit. This soft error is displayed if any of the following apply:
  - ✓ The value entered is outside the permit limit and the units of measure are the same as those listed in the permit. For example, the permit requirement is 2 mg/L and the entered value is 3 mg/L. Note: NetDMR does not perform unit conversions and will not display this soft error if it can only be determined after a conversion is completed.
  - ✓ The user selects a qualifier opposite of the qualifier specified in the permit. A few examples include:
    - The permit requirement is >= 20% and the user enters < 20%.
    - The permit requirement is >= 20% and the user enters 19%.
    - The permit requirement is < 10 mg/L and the user enters 10 mg/L.
    - The permit requirement is < 10 mg/L and the user enters 11 mg/L.
  - ✓ The number of excursions should be greater than zero. This soft error is displayed if all of the following apply: (1) the selected units match the permit units, AND (2) one or more of the entered values are outside the permit limit AND (3) excursions are null or zero. Note: NetDMR does not perform unit conversions and will not display this error if it can only be determined after a conversion is completed.

DMR Import Error Messages

The table in this appendix lists error messages that may occur when importing DMRs into NetDMR.

If the import process detects a major issue with any of the data on a row (for example characters in a number field, values in fields without permit requirements, too many fields on a row), then it is designed to log the issue and not save any of that data on the row in order to preserve the integrity of the data that is saved to the database. Either all of the data in a row is saved or none of the data in a row is saved.

Error Type	Error Message
Concentration UOM	The Concentration Unit Of Measure “XYZ” is not in the valid UOM listing for this parameter.
Concentration UOM	The Concentration Unit Of Measure is present but no Permit limit exists for either Concentration.
DMR Not Found	No matching DMR record was found.
Error on Line	Error reading the line “X”
Excursion Number	The Excursion Number “X” is not greater then 0.
Excursion Number	The Excursion Number “X” is not a valid integer.
File Access Failed	Failed to access the uploaded file.
Freq of Analysis	The Frequency of Analysis Record “X” is not a valid code in NetDMR.
Insufficient Columns	Incorrect number of fields. There should be 31 fields
Limit Set ID	The Limit Set ID is a required field but was blank.
Limit Set ID	The Limit Set ID “X” is not valid for Permit “XYZ”
Limit Set ID	The Limit Set ID is "X” long and can only be 50 characters long.
Monitoring Location	The Monitoring Location is “X” long and can only be 3 characters long.
Monitoring Location	The Monitoring Location is a required field but was blank.
Monitoring Location	The Monitoring Location “XYZ” is not a valid Monitoring Location in the NetDMR system.
MP End Date	The Monitoring Period End Date “XYZ” is not valid for Permit “ABC”
MP End Date	The Monitoring Period End Date must be in YYYY-MM-DD format.
Overwrite Error	The Quantity 2 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Concentration Unit of Measure field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Concentration 3 NODI field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Concentration 2 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite	The Quantity 2 NODI field would overwrite an existing value, but the import has

Error Type	Error Message
Error	been marked as append only (no overwrites).
Overwrite Error	The Effluent Quantity 1 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Quantity 1 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Effluent Quantity 2 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Effluent Concentration 1 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Concentration 1 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Quantity 1 NODI field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Excursion Number field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Sample Type field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Concentration 2 NODI field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Concentration 3 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Quantity Unit of Measure field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Effluent Concentration 2 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Concentration 1 NODI field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Frequency of Analysis field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Effluent Concentration 3 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Parameter Code	The Parameter Code is a required field but was blank.
Parameter Code	The Parameter Code is "X" long and can only be 5 characters long.
Parameter Code	The Parameter Code “XYZ” is not a valid parameter in the NetDMR system.
Parameter Value	No matching parameter value was found.
Permitted Feature ID	The permitted feature id is “X” long and can only be 100 characters long.
Permitted Feature ID	The permitted feature “XYZ” is not valid for Permit “ABC”
Permitted Feature ID	The permitted feature is a required field but was blank.
Quantity UOM	The Quantity Unit Of Measure “XYZ” is not in the valid UOM listing for this parameter.
Quantity UOM	The Quantity Unit Of Measure is present but no Permit limit exists for either Quantity.
Sample Type	The Sample Type Record “XYZ” is not a valid code in NetDMR.

Error Type	Error Message
Season Number	The Season Number “X” is not a valid number between 0 and 12 inclusive.
Season Number	The Season Number is a required field but was blank.
Too Many Errors	More then 90% of the lines in the file contained errors so the processing of this file has stopped.
Wrong Privileges	The user does not have edit rights to the specified permit.
“XYZ” Effluent	The “XYZ” Effluent value “X” is not a number.
“XYZ” Effluent	The “XYZ” Effluent Number is present even though no permit limit is set for “XYZ”
“XYZ” Effluent	The “XYZ” Effluent Number is present even though a NODI code is provided for “XYZ”
“XYZ” NODI	The “XYZ” NODI code provided of “ABC” is not a valid NODI code in the NetDMR system
“XYZ” NODI	The “XYZ” NODI code is present even though no permit limit is set for “ABC”
“XYZ” Qualifier	The “XYZ” Qualifier text “ABC” is not valid. It must be one of “D”
“XYZ” Qualifier	The “XYZ” Qualifier code “ABC” is present even though no permit limit is set for “XYZ”
“XYZ” Qualifier	The “XYZ” Qualifier code is present even though a NODI code is provided for “XYZ”
“XYZ” Sample	The “XYZ” Sample Number is present even though no permit limit is set for “XYZ”
“XYZ” Sample	The “XYZ” Sample value “ABC” is not a number.
“XYZ” Sample	The “XYZ” Sample Number is present even though a NODI code is provided for “XYZ”

Appendix F. Agency Maps

When a new NetDMR Instance is created a list of all permits that are administered by the regulating agency need to be retrieved from ICIS and stored within the Instance. To do this, one or more "Agency Mappings" must be provided by the State, Tribe or EPA Region to the NetDMR System Administrator.

An Agency Map is a combination of a two character NPDES permit prefix that matches a State or Tribal code in ICIS and a NetDMR Agency Type Code that corresponds to an Issuing Organization Type assigned to permits within ICIS.

For example:

- A new Instance needs to be created for the State of Alabama to contain permits administered by the state. There is only one Agency Map of "AL-ST6"
- A new Instance needs to be created for the Commonwealth of Massachusetts to contain permits administered by the state and its contractor. There are two Agency Maps of "MA-ST6" and "MA-SC6.
- A new Instance needs to be created for the St. Regis tribe to contain permits administered by the tribe. There is only one Agency Map of "SR-TR6"
- A new Instance needs to be created for EPA Region 6 to contain permits administered by the Region. There are four Agency Maps of "AR-EP6", "LA-EP6", "NM-EP6", and "TX-EP6".

NetDMR Agency Type Codes with Corresponding ICIS Issuing Organizations

NetDMR Agency Type Code	ICIS Issuing Organization
CT6	County
EC6	EPA Contractor
EO6	Other EPA
EP6	U.S. EPA
IN6	Interstate
LC6	Local
MN6	Municipal
OF6	Other Federal
RG6	Regional
SC6	State Contractor
SO6	Other - State
ST6	State
TR6	Tribal

An Agency Map can only be assigned to one Instance at a time. States, Tribes and EPA Regions must work together to select their own Issuing Organization types and change the permits they administer in ICIS to the Issuing Organization Types they selected. Otherwise, they run the risk of having their permits in the wrong Instance or unavailable in NetDMR.

The moment an instance is created, NetDMR requests basic permit information from ICIS-NPDES using the Agency Maps as the selection criteria. After the initial request for Basic Permit occurs, NetDMR will request the data from ICIS-NPDES again every weekend for each Instance based upon their agency maps. For example, the Alaska Instance is created with an agency map of "AK-ST6". NetDMR will request all permits that have a NPDES Permit ID starting with "AK" and an Issuing Organization Type of "State".

There are times when permits within an EPA Region may need to be reassigned to a State or Tribal Instance. You will need to work with the State or Tribe to change the Issuing Organization Type in ICIS for all affected permits to an Issuing Organization Type used by the State or Tribe, then refresh your permit and DMR data (see Appendix G for information on refreshing permit and DMR data). You will be able to view the CORS for these permits in your Instance only up until the time that you refreshed this data.

> **Tip**
> *Any time you change a permit's Issuing Organization Type in ICIS to either add the permit to your Instance or remove it, you should refresh the permit and DMR data in your Instance.*

If an agency map is added to or deleted from an existing instance NetDMR will request basic permit information from ICIS-NPDES using only the Agency Maps that exist after the changes are saved. An example of this scenario is where Region 9's instance was originally created with agency maps for "NN-EP6", "AZ-EP6", "CA-EP6", "NV-EP6", "HI-EP6". After a year they delegate all of the Navajo Nation permits to that tribe and want DMRs for American Samoa to start being entered into NetDMR. The NetDMR System Administrator will add an agency map of "AS-EP6" and remove the agency map of "NN-EP6". Upon saving these changes, NetDMR will request all permits from ICIS-NPDES that have a NPDES Permit ID starting with "AZ", "CA", "NV", "HI" and "AS" and an Issuing Organization Type of "EPA".

Rather than wait one week, Regulatory Administrators are able to refresh basic permit data in NetDMR with ICIS-NPDES data at any time using the View Network Activity page. See Section 3.10.2 for details on how to do this.

Appendix G. Basic Permit and DMR Refresh

Basic Permit Refresh

When an instance is created, NetDMR requests basic permit information from ICIS-NPDES using Agency Maps as the selection criteria. After the initial request for Basic Permit occurs, NetDMR will request the data from ICIS-NPDES again every week for each Instance based upon their agency maps. For example, the Alaska Instance is created with an agency map of "AK-ST6". NetDMR will request all permits that have a NPDES Permit ID starting with "AK" and an Issuing Organization Type of "State".

If an agency map is added to or deleted from an existing instance NetDMR will request basic permit information from ICIS-NPDES using only the Agency Maps that exist after the changes are saved. An example of this scenario is where Region 9's instance was originally created with agency maps for "NN-EP6", "AZ-EP6", "CA-EP6", "NV-EP6", "HI-EP6". After a year they delegate all of the Navajo Nation permits to that tribe and want DMRs for American Samoa to start being entered into NetDMR. The NetDMR System Administrator will add an agency map of "AS-EP6" and remove the agency map of "NN-EP6". Upon saving these changes, NetDMR will request all permits from ICIS-NPDES that have a NPDES Permit ID starting with "AZ", "CA", "NV", "HI" and "AS" and an Issuing Organization Type of "EPA".

Rather than wait one week, Regulatory Administrators are able to refresh basic permit data in NetDMR with ICIS-NPDES data at any time using the View Network Activity page.

> Tip
> *ICIS will process NetDMR requests for permits on a nightly basis. Check NetDMR the next morning for your newly refreshed permits if you requested a refresh of your permits.*

NetDMR retrieves the list of permits that are available for reporting for a regulatory authority through the Basic Permit Data Flow (BPDF). The BPDF retrieves the following information from ICIS for each permit:

- Permit Identifier
- Permit Status Code
- Facility Name
- Facility Address
- Permit Dates: original issue date, most recent issue date, effective date, expiration date, termination date

If the BPDF request was for a complete replacement of the permit data (e.g., the Agency Map was provided in the request), the permit reconciliation process will be used for all permits that are either returned in the result file or in the NetDMR database. If the BPDF request was for a specific set of permits (e.g., Permit IDs were provided), only the permits that were included in the BPDF request are reconciled. For example, if the request only specified permit TX12345 and TX98765, the permit reconciliation process would only occur for permits TX12345 and TX98765.

The permit reconciliation process is as follows:

1. If the permit exists in the result file, but not in the NetDMR database, add the permit information to the NetDMR database. The permit will be matched by comparing the PermitIdentifier tag in the result file (or provided in the original Solicit Request) to the permit_id column in the NetDMR Permit table.
2. If the permit exists in the result file and the NetDMR database, update the information in the NetDMR database with the information in the result file.
3. If the permit exists in the NetDMR database but not in the result file, the permit is no longer valid for electronic reporting in NetDMR. NetDMR users will still be able to view previously submitted CORs, and request the view role on these permits. Net DMR will not send a notification that the permit is no longer valid for electronic reporting to users that can access the permit as CORs will still be available for viewing.

DMR Refresh

When the first Signatory for a permit is approved by a Regulatory Administrator, NetDMR requests one year's worth of anticipated DMRs or "empty slot records" from ICIS-NPDES using the following criteria:

- Monitoring Period Start Date (MPSD) from 12 months before to 1 month after the date the first Signatory request is approved
- Monitoring Period End Date (MPED) from the date the first Signatory role was approved to 12 months afterward.

Each month after this, NetDMR requests another month's worth of data using the day of the month the Signatory was approved to ensure that NetDMR always has at least one year's worth of empty slot records. NetDMR will automatically retrieve empty slots for all permits for which there is at least one NetDMR user with the signatory or edit role. DMRs will continue to be retrieved as long as at least one user has the signatory or edit role for the permit.

To illustrate this concept, the following table lists 10 DMRs for a permit with their reporting frequencies and monitoring period dates in ICIS.

Sample DMR list for Permit RI1234567

DMR ID	Reporting Frequency	Monitoring Period Start Date	Monitoring Period End Date
DMR1	Annual	01/01/2007	12/31/2007
DMR2	Quarter	01/01/2007	03/31/2007
DMR3	Month	01/01/2007	01/31/2007
DMR4	Month	02/01/2007	02/28/2007
DMR5	Month	03/01/2007	03/31/2007
DMR6	Month	04/01/2007	04/30/2007
DMR7	Quarter	04/01/2007	06/30/2007
DMR8	Month	05/01/2007	05/31/2007
DMR9	Month	06/01/2007	06/30/2007

DMR ID	Reporting Frequency	Monitoring Period Start Date	Monitoring Period End Date
DMR10	Month	07/01/2007	07/31/2007

If the first Signatory is granted access to the permit on March 1, 2007 the next table shows a list of requests that NetDMR would make to ICIS and the DMRs that would be returned for each request. The Current Date column represents the date NetDMR makes the request.

Call #	Date of Call	Monitoring Period Start Date Range - Start	Monitoring Period Start Date Range - End	Monitoring Period End Date Range - Start	Monitoring Period End Date Range - End	DMRs Retreived from ICIS
1	03/01/2007	03/01/2006	04/30/2007	03/01/2007	03/01/2008	DMR1,DMR2,DMR5,DMR6,DMR7
2	04/23/2007	05/01/2007	06/30/2007	N/A	N/A	DMR8,DMR9
3	06/23/2007	07/01/2007	09/30/2007	N/A	N/A	DMR10

For Call #1, NetDMR will use both MPSD and MPED date ranges to specify the DMRs that should be returned because this is the first time DMRs are retrieved for the permit. The request returns reports that have a MPSD of exactly one year before the first Signatory role was granted up and 1 month after the first Signatory role was granted. The use of the MPED range for this initial retrieval restricts the result set to only those DMRs with a MPED that has not passed. This eliminates the DMRs with monitoring periods that have already passed (e.g., DMR3, DMR4).

After the initial call, NetDMR will periodically call the service to retrieve the next block of DMRs. The MPSD range is chosen so as to not overlap with the range of the previous request for the permit. The call is initiated 7 days prior to the MPSD range end date from the previous request. This is to ensure that NetDMR has received the next set of DMRs before a user would be able to enter data for them.

Call #2 demonstrates this relationship with the previous request. The call is made 7 days before the MPSD Range End of Call #1. The MPSD Range Start is one day after the MPSD Range End of Call #1. The MPSD Range End is set to the amount of time specified in the configuration file, two months in this case. This call returns the next two monthly DMRs, DMR8 and DMR9. A similar process is performed for Call #3, which returns DMR10.

Rather than wait one month at a time, Regulatory Administrators, Signatories and users with the Edit role are able to refresh DMR empty slot records in NetDMR with ICIS-NPDES data at any time. Regulatory Administrators can use the View Network Activity page (see Section 3.10.2 of the Regulatory Authority User Guide for details on how to do this). Signatories and users with the Edit role can use the Refresh DMRs hyperlink on the DMR Search Results page (see the

> Tip
> *ICIS will process NetDMR requests for DMRs on a nightly basis. Check NetDMR the next morning for your newly refreshed DMRs if you are the first Signatory for a permit or if you requested a refresh of the DMR you were working on.*

Section 5.2 of this guide for details on how to do this).

The reconciliation process used depends upon which type of request generated the result file. In addition, the list of DMRs that are reconciled is determined using the parameters that were provided in the ESDF service request. DMRs are reconciled individually. For example, if the result file includes information for ten DMRs and the information for one of the DMRs is invalid for NetDMR (e.g., Monitoring Period End Date is missing), NetDMR will reject the invalid DMR but accept the nine valid ones.

If the request was for DMRs using a date range NetDMR will reconcile the DMRs returned in the result file and the set of DMRs in the NetDMR database that meet the original request criteria. For example, if DMRs were requested for a Permit ID of RI12345 and an MPED range of 01/01/07 – 01/31/07, NetDMR would also search the NetDMR database for the set of DMRs that meet this criteria. The union of the DMRs in the result file and the set returned from searching the database would be reconciled.

If the request was for a specific DMR NetDMR will reconcile all the DMRs specified in the request. For example, if the request included information for two DMRs but the result file only included one of the DMRs, the DMR reconciliation process would occur for both DMRs that were originally requested.

The DMR reconciliation process includes the following steps:

1. If the DMR exists in the result file, but not in the NetDMR database, add the DMR information to the NetDMR database. The DMR will be in the state ‘Ready for Data Entry’.
2. If the DMR exists in the in the NetDMR database but does not match a DMR in the result file, deactivate the DMR in the NetDMR database. The CORs of deactivated DMRs can still be viewed, but the DMR can not be edited or signed (because ICIS no longer requires reporting for the DMR). Deactivated DMRs that do not have an associated COR will not be displayed in search results. If a subsequent result file includes a DMR that corresponds to a deactivated DMR, NetDMR will remove the flag (i.e., reactivating the DMR) and replace the DMR as described in item 3.
3. If the DMR exists in the result file and the NetDMR database, replace the information in the NetDMR database with the information in the result file. The complete set of possible changes is as follows:
    a. Add new permitted feature(s) to the DMR.
    b. Remove permitted feature(s) from the DMR.
    c. Update permitted feature information on the DMR (e.g., the permitted feature description code).
    d. Add new parameter(s).
    e. Remove parameter(s).
    f. Update parameter(s). (Includes updating the monitoring location code and effluent trading status flag.)
    g. Add new numeric condition(s).
    h. Remove numeric condition(s).

i. Update numeric condition(s). (Includes updating the unit code.)

Any data that may have been entered by a user for a DMR (e.g. a partially completed DMR) affected by the reconciliation process will not be modified, provided that the corresponding measurements still exist in the revised DMR. Previously entered data associated with measurements that do not exist in the revised DMR will be deleted. NetDMR will perform validation again for all DMRs that are updated in this manner.

Submitted DMRs and CORs generated prior to any updates resulting from reconciliation will not be affected by this process. However, corrections for a reconciled DMR will start from the replaced DMR, not the DMR as originally submitted. For example, if a parameter existed when the DMR was originally submitted but no longer exists, the corrected DMR will not display this parameter on the DMR entry screen.

If one or more DMRs are missing for your permit after a refresh follow the steps in Appendix K for troubleshooting missing DMRs.

Appendix H. Job Processing Schedule

NetDMR runs jobs such as DMR import, requesting Permit and empty slot DMR data from ICIS, and submitting CORs to ICIS at scheduled intervals as described in the table below.

Job Processing Schedule for NetDMR in Production

Job Process	NetDMR Interval	ICIS Processing Frequency
DMR Import	Every 5 minutes	N/A
Basic Permit Data from ICIS - for new Instance	Every 2 hours between 10:15 a.m. – 6:15 p.m.	TBD
Basic Permit Data from ICIS – maintenance of existing Instance	Every 2 hours between 10:15 a.m. – 6:15 p.m.	TBD
DMR Data from ICIS - for First Signatory Approved	Every 2 hours between 10:15 a.m. – 6:15 p.m.	TBD
DMR Data from ICIS – maintenance of existing Instance	Every 2 hours between 10:15 a.m. – 6:15 p.m.	TBD
Basic Permit and DMR Data from ICIS – Manual Refreshes	Every 2 hours between 10:15 a.m. – 6:15 p.m.	TBD
DMR/COR Submission to ICIS	7:00 p.m.	Every 15 minutes between 6:00 p.m. – 6:00 a.m.

Job Processing Schedule for NetDMR in the Test Environment

Job Process	NetDMR Interval	ICIS Processing Frequency
DMR Import	25 and 55 minutes after the hour every hour	N/A
Basic Permit Data from ICIS - for new Instance	1 minute after the hour between 9:00 a.m. - 5:00 p.m.	15 minutes after received
Basic Permit Data from ICIS – maintenance of existing Instance	1 minute after the hour between 9:00 a.m. and 5:00 p.m.	15 minutes after received
DMR Data from ICIS - for First Signatory Approved	1 minute after the hour between 9:00 a.m. and 5:00 p.m.	15 minutes after received
DMR Data from ICIS – maintenance of existing Instance	1 minute after the hour between 9:00 a.m. and 5:00 p.m.	15 minutes after received
Basic Permit and DMR Data from ICIS – Manual Refreshes	1 minute after the hour between 9:00 a.m. and 5:00 p.m.	15 minutes after received
DMR/COR Submission to ICIS	20 and 50 minutes after the hour every hour	15 minutes after received

Appendix I. Troubleshooting Missing DMRs

There are various reasons why a DMR may be missing from NetDMR. The reasons and their solutions are described below.

Reason #1

NetDMR will not display all DMRs that exist for a permit. Instead, NetDMR will display only DMRs that have a Monitoring Period Start Date on or before the day of your search and a Monitoring Period End Date on or after the day of your search minus 14 months. For example, if you perform your search on April 15, 2009, NetDMR will display DMRs where monitoring started before April 16, 2009, and ended after February 14, 2008.

Solution

If the DMR's monitoring period end date is after the date the first Signatory for your permit was approved and its Monitoring Period Start Date is on or before the day of your search, perform the search by entering a Monitoring Period End Date range that will cover the Monitoring Period End Date(s) of the desired DMR(s).

Reason #2

When the first Signatory for a permit is approved, NetDMR retrieves requests one year's worth of anticipated DMRs or "empty slot records" from ICIS-NPDES using the following criteria:

- Monitoring Period Start Date (MPSD) from 12 months before to 1 month after the date the first Signatory request is approved.
- Monitoring Period End Date (MPED) from the date the first Signatory role was approved to 12 months afterward.

Solution

If the DMR's monitoring period end date is before the date the first Signatory for your permit was approved, have your Regulatory Administrator request the desired DMR(s) from ICIS. After ICIS returns the DMR(s), perform the search by entering a Monitoring Period End Date range that will cover the Monitoring Period End Date(s) of the desired DMR(s).

Reason #3

NetDMR only requests DMRs from ICIS that are anticipated or "scheduled" on a regular basis such as monthly, quarterly, semi-annually and annually. If a DMR is anticipated on an irregular or "unscheduled" basis such as sometime during a quarter or year, ICIS does not store it and cannot provide it to NetDMR.

Solution

Either submit the DMR to the Regulatory Authority on paper, or have your Regulatory Authority look at the limit set in ICIS to see if it is unscheduled. If it is unscheduled, you should see if your Regulatory Authority is willing to change the limit set for the limits in ICIS from "unscheduled" to "scheduled" and set the limits to "optional". They will need

to refresh the DMR data for your permit if they agree to change the limit set. (Note that violations will not be calculated in ICIS for optional limits).

Reason #4

ICIS only provides DMRs for active limits to NetDMR and your limit(s) have been inactivated.

Solution

Ask your Regulatory Authority to look at the limit set in ICIS to see if it is inactive. If it is inactive but should be active, have your Regulatory Authority change the limit set to be active and refresh the DMR data for your permit.

Reason #5

NetDMR automatically pulls a particular DMR data once and your limits changed or your permit was reissued in ICIS since the DMR was pulled.

Solution

Have your Regulatory Administrator, Signatory or any user with the Edit role refresh DMR empty slot records in NetDMR with ICIS-NPDES data. Regulatory Administrators can use the View Network Activity page (see Section 3.10.2 of the Regulatory Authority User Guide for details on how to do this). Signatories and users with the Edit role can use the Refresh DMRs hyperlink on the DMR Search Results page (see the Section 5.2 of this guide for details on how to do this).

Reason #6

Your permit was administered by one Regulatory Authority but has been changed to another recently. For example, an EPA Region was authorized to administer your permit but now a state or tribe is authorized to administer your permit. All CORs submitted using the old Regulatory Authority's instance can be viewed, but all DMRs have been moved to the new Regulatory Authority's instance including any that were in progress.

Solution

You will need to create an account for the new Regulatory Authority's instance and search for your DMRs on their site. NetDMR will allow you to create the new account using the same user account name and password as your old instance.

Reason #7

The Issuing Organization Type for your permit in ICIS was changed to one that is not recognized by your Regulatory Authority's Instance.

Solution

Ask your Regulatory Authority Administrator to compare the Issuing Organization Type for your permit in ICIS against their Agency Mappings for their NetDMR Instance and either change the Issuing Organization Type in ICIS to match one of their existing Agency Mappings or add a new Agency Map to their Instance that matches your permit's Issuing Organization Type (see Appendix F for more information on Agency Maps).

Reason #8

You or your Regulatory Authority Administrator refreshed your DMR(s) but ICIS has not processed your request yet.

Solution

ICIS processes DMR requests on a nightly basis. Wait until morning after your refresh was requested to search for your DMR(s).

Reason #9

The request for data from ICIS failed.

Solution

Have your Regulatory Administrator check the View Exchange Network Activity page for the status of your request. If your request failed the Regulatory Authority Administrator will need to contact NetDMR User Support for assistance.

If your DMR is still missing after checking through all of the troubleshooting steps above ask your Regulatory Authority Administrator to report your problem to NetDMR User Support.

Appendix J. Frequently Asked Questions

User Type and Role Questions

What is an Internal User?

An Internal User is a Regulatory Authority staff member with a NetDMR account.

What is an External User?

An External User is a Permittee or Data Provider staff member with a NetDMR account.

What is a Regulatory Authority?

A Regulatory Authority is a state agency or EPA Regional office that administers NPDES permits. Regulatory Authority staff can view partial DMRs and CORs, approve requests from Data Provider staff, Permittee staff and other Regulatory Authority staff for access to the Regulatory Authority's Instance on NetDMR.

What is a Regulatory Administrator?

A Regulatory Administrator is a Regulatory Authority staff member that approves or denies requests from Permittee users wanting to become a Signatory for a permit.

What is a Permittee?

A Permittee is a staff member at a permitted facility. Permittees can view, enter and upload DMRs into NetDMR, edit CORs, sign and submit DMRs, and approve requests from Data Provider staff and other Permittees for access to the facility's permit(s).

What is a Permit Administrator?

A Permit Administrator is a Permittee staff member that approves or denies requests from Data Providers and other Permittees to view and edit DMRs for their NPDES permit. They also approve or deny requests from Regulatory Authorities to view DMRs that have not been signed and submitted ("partial DMRs").

What is a Signatory?

A Signatory is a Permittee staff member that is authorized to sign and submit DMRs for a specific permit. Because NetDMR uses digital signatures, new Signatories must print off a Subscriber Agreement form generated by NetDMR, sign it and mail it to the Regulatory Authority listed within the Subscriber Agreement before he/she can sign and submit DMRs.

What is a Data Provider?

A Data Provider is a lab, consulting firm or other business that has been hired by a permitted facility to enter or view Discharge Monitoring Reports (DMRs) on behalf of that facility. Data Provider staff are allowed to view, enter and import DMRs into NetDMR and edit CORs but they cannot sign and submit DMRs to ICIS. Only a permittee with the Signatory role can do this.

Access Questions

How do I navigate to NetDMR?

Navigate to www.epa.gov/netdmr and click on a blue state within the Electronic Reporting map. The NetDMR Welcome screen will appear. Select the name of the State or Regional Authority Instance that administers your NPDES permit(s) from the Regulatory Authority drop down box and click on the "Go" button.

What is an Instance?

NetDMR is designed to allow a State, Tribe or EPA Region to have its own Login page that separates their own set of permits and DMRs from the other Regulatory Authorities.

How do I know what Instance to choose from the NetDMR Login page?

If you submit your DMRs to a State agency, select the name of that agency from the dropdown list (example: "Tennessee" or "Oklahoma - DEQ"). If you submit your DMRs to an EPA region, select the name of that region from the dropdown list (example: "EPA R7 IA-KS-MO-NB").

How can I be sure that my permit is stored in the Instance I selected?

After you select your Instance on the NetDMR Welcome page, the NetDMR Login page will be displayed. Click on the "Checking your Permit Id" link and enter your permit's NPDES ID. NetDMR will tell you whether your permit is available or not.

My permit is not available in the NetDMR Instance for the State agency or EPA region that administers it. What should I do?

If you are a Permittee or Data Provider User, contact your Regulatory Authority's NetDMR Administrator using the email link on the NetDMR login page provided under the "New to NetDMR?" section. If you are a state or EPA Region staff member, refer to the Regulatory Authority Questions section.

After I register for a new account, set up my password and receive my confirmation email that my account is ready to use, the hyperlink to NetDMR does not work. What should I do?

Close your browser, then open it back up again and navigate to NetDMR through the map at www.epa.gov/netdmr.

I'm getting a "Page Not Found" or "cannot display the webpage" message from my web browser. What should I do?

Call or email NetDMR User Support at 202-564-7756 or netdmr@epa.gov with details on the steps you were performing just before the message appeared.

I am able to log into my NetDMR Instance, but as soon as I try to do anything I get kicked out and returned to the NetDMR Welcome page. What is wrong?

NetDMR requires that you enable session cookies to function properly. All cookies generated by NetDMR are removed when you close your browser. Instructions for enabling cookies in Internet Explorer are provided below. To identify what version of a web browser you are operating, click on the Help menu in Internet Explorer or Netscape and click on "About".

If you are using Internet Explorer 6.0 or 7.0:

1. Choose Tools, then Internet Options.
2. Click the Privacy tab.
3. Default setting is medium. Move the slider to determine which setting you prefer.
4. You can also click on Advanced for specialized cookie treatment.

After you enable cookies, log into NetDMR again.

When I try to log into NetDMR my web browser tells me I must allow cookies. How can I do this?

If you are using Internet Explorer 6.0 or 7.0:

1. Choose Tools, then Internet Options.

2. Click the Privacy tab.
3. Default setting is medium. Move the slider to determine which setting you prefer.
4. You can also click on Advanced for specialized cookie treatment.

After you enable cookies, log into NetDMR again.

I forgot my NetDMR User ID. What should I do?

Navigate to NetDMR, select your Instance then click on the "Forgot User Name" hyperlink. NetDMR will ask you for your email address and an answer for one of your secret questions, then display your User Name if it finds your email address on file and you answered the question correctly. If you do not answer your secret question correctly three times in a row your account will be locked.

I forgot my NetDMR Password. What should I do?

Navigate to NetDMR, select your Instance then click on the "Forgot Password" hyperlink. NetDMR will ask you for your email address and an answer for one of your secret questions, then ask you to reset your password if it finds your email address on file and you answered the question correctly. If you do not answer your secret question correctly three times in a row your account will be locked.

I cannot log into NetDMR. What should I do?

If you forgot your User ID or password, refer to "I forgot my NetDMR User ID" or "I forgot my NetDMR Password". If you know your NetDMR User ID and password but cannot log in, contact the Regulatory Authority Administrator for your Instance and ask them to reset your password.

I tried to log in but my account is locked. What should I do?

If the account became locked because you logged in with the wrong password three times or answered a secret question with the wrong answer three times, contact the Regulatory Authority's Administrator for your Instance. The Regulatory Administrator's email address is provided under the "New to NetDMR?" section of the NetDMR login page for your Instance.

If you have no idea why your account was locked this may indicate an unauthorized individual may tried to log into your account. See "What should I do if my NetDMR account becomes compromised?" for instructions on what to do about this.

What should I do if my NetDMR account becomes compromised?

If you are a Signatory for one or more permits you must contact your Regulatory Authority's Administrator and request that person lock your account and repudiate all CORs that have been submitted while your account was compromised. All others should notify the Regulatory Authority's Administrator. The Regulatory Administrator's email address is provided under the "New to NetDMR?" section of the NetDMR login page for your Instance.

I'm getting a "There is a problem with the site's certificate" message from my web browser. What should I do?

The certificate has expired and will be updated soon but you will still be able to use NetDMR. Just click on the "Continue to this website" link and you will be taken to the NetDMR Welcome page.

I was working in NetDMR but am now getting a "Session Expired" message. What happened?

NetDMR tracks how long it has been since the last keystroke or mouse click was entered. If 30 minutes have passed without a keystroke or mouse click NetDMR will automatically log you out without saving your changes. You must log back in and re-enter any data that was lost.

Account Questions

What should I do if my name changes?

If you are a Signatory for one or more permits you must notify the Regulatory Administrator of your Instance before changing your name in NetDMR and re-generate your Subscriber Agreement(s), print them, sign them and send them to your Regulatory Authority. To re-generate your Subscriber Agreements, navigate to the "My Account" page and click on each Subscriber Agreement icon that appears in your "My Permits" table.

To change your name in NetDMR, log into NetDMR, click on the "My Account" hyperlink at the top of the page and change your name. Be sure to save your changes.

What should I do if my email address changes?

Log into NetDMR, click on the "My Account" hyperlink at the top of the page and change your email address. Be sure to save your changes. If you set up your account to use your email address as your account ID you must start using your newly changed email address to log into NetDMR.

Data Refresh Questions

How often is permit data refreshed from EPA's ICIS system?

When an instance is created, NetDMR requests basic permit information from ICIS. After the initial request for Basic Permit occurs, NetDMR will request the data from ICIS every weekend. Regulatory Administrators are able to refresh basic permit data in NetDMR with ICIS-NPDES data at any time using the View Network Activity page. ICIS will respond to all requests for permits from NetDMR once a night.

How often is DMR data refreshed from EPA's ICIS system?

When the first Signatory for a permit is approved by a Regulatory Administrator, NetDMR requests one year's worth of anticipated DMRs or "empty slot records" from ICIS-NPDES using the following criteria:

- Monitoring Period Start Date (MPSD) from 12 months before to 1 month after the date the first Signatory request is approved
- Monitoring Period End Date (MPED) from the date the first Signatory role was approved to 12 months afterward.

Each month after this, NetDMR requests another month's worth of data using the day of the month the Signatory was approved to ensure that NetDMR always has at least one year's worth of empty slot records. NetDMR will automatically retrieve empty slots for all permits for which there is at least one NetDMR user with the signatory or edit role. DMRs will continue to be retrieved as long as at least one user has the signatory or edit role for the permit.

Rather than wait one month, Regulatory Administrators and Permit Administrators are able to DMR empty slot records in NetDMR with ICIS-NPDES data at any time. Regulatory Adminstrators can use the View Network Activity page and Permit Administrators can use the Refresh DMRs hyperlink on the DMR Search Results page.

Data Entry Questions

I entered data into a NetDMR page but it was not saved. Why?

You navigated to another page or out of NetDMR without clicking on the "Save", "Submit" or "Confirm" button. After entering data, always be sure to save AND confirm your changes.

After entering data and clicking on the Save or Submit button, I get a "There were errors processing your request" message. What do I do?

Any field that has erroneous or missing data will have red text to the right of that field explaining what caused the problem. Search through all fields on the page for red text messages and correct them.

Permit Access Questions

Can I have more than one access type for permit(s)?

NetDMR will allow you to have a View or Edit role, and if you are a Permittee User, Permit Administrator/Edit role, Permit Administrator/View role, or Signatory role for as many different permits as you need. NetDMR will also allow a Permittee User to be a Permit Administrator and Signatory for the same permit(s).

How do I become a Permit Administrator?

Permittee Users can request a Permit Administrator role for their NetDMR account from their "Request Access" page. Regulatory Authorities and Data Providers are not allowed to become Permit Administrators.

Can I be a Permit Administrator for more than one permit?

Yes. NetDMR does not limit the amount of permits that a user can be a Permit Administrator for. However, an existing Permit Administrator will only approve new Permit Administrator requests for authorized individuals and will deny requests from any Permittee User who should not have this level of access to their permits.

When I try to Deny a role request NetDMR I get a "there were errors processing your request" message. What is wrong?

When you deny a role request you must also provide a reason for why the request was denied into the comment field for that request.

When I try to Delete a role for my permit in NetDMR I get a "there were errors processing your request" message. What is wrong?

When you delete a role you must also provide a reason for why the role was deleted into the comment field for that request.

One of the NetDMR users working at my facility or for my data provider has left the organization or is no longer working with DMRs. What should I do?

Contact the Permit Administrator(s) for the permits that person has access to and let them know. A Permit Administrator should click on the "Users" tab of the home page, search for the NetDMR account and delete all roles for that user. This will not delete the user from NetDMR and will leave all CORs intact belonging to a Signatory that is deleted.

Signatory Access Questions

Why can I not approve a Signatory for my Permit?

Because a printed and signed Subscriber Agreement must be on file with the state, tribe or EPA Region Regulatory Authority administering your permit before DMRs may be signed and submitted, the Regulatory Authority's Administrator is the only person who can approve Signatory requests.

Can I be a Signatory for more than one permit?

Yes. NetDMR does not limit the amount of permits that a user can be a Signatory for. However, a Regulatory Administrator will only approve Signatory requests for authorized individuals and will deny requests from any Permittee User who should not be allowed to sign and submit DMRs.

How do I find out who is a Signatory for my Permit?

If you are a Permit Administrator, click on the "Users" tab of your home page and click on the Search button to display a list of all NetDMR accounts and the roles they have been assigned until you find a Signatory listed. Otherwise, ask your Permit Adminstrator to look up this information for you.

What is a Subscriber Agreement?

A Subscriber Agreement is "an electronic signature agreement signed by an individual with a handwritten signature". Any NetDMR Permittee who wishes to sign and submit DMRs to EPA must request a Signatory role for their DMR account for their permit(s), print off the Subscriber Agreement generated by NetDMR, complete portions of the form, then sign and mail the Subscriber Agreement to the appropriate State or Regional Regulatory Authority. Until your Signatory role request is approved in NetDMR by the Regulatory Administrator, you will not be allowed to sign and submit DMRs.

Where do I mail my Subscriber Agreement to?

The mailing address of the State, Tribe or EPA Region Regulatory Authority can be found near the bottom of the first page within the Subscriber Agreement.

DMR Data Entry Questions

I can see DMRs but cannot edit them. How can I edit them?

Permittee Users must request an Edit role or Signatory role, and Data Provider Users must request an Edit role in order to work with DMRs for a particular permit. Use the "Request Access" page to request the Edit of Signatory role for your NetDMR account. The Permit Administrators approve/deny Edit role requests and Regulatory Administrators approve/deny Signatory requests.

I entered data into my DMR but it was not saved or submitted. Why?

Typically, one of three situations cause this: You navigated to another page or out of NetDMR without clicking on the "Save", "Submit" or "Confirm" button; your DMR had "hard errors"; or more than one person was editing the DMR at the same time.

Failure to Save or Submit:
After entering data, always be sure to click on "Save and Continue", "Save and Submit", "Confirm" and "Submit" buttons as necessary.

Hard Errors:
NetDMR will not save changes to a DMR that has hard errors so you must look for them, fix the fields with hard errors and save the DMR before NetDMR will store your DMR.

More than One Person Editing a DMR:
If two users edit the same DMR at the same time and both save their edits, the last one to save their DMR will override the first person's edits. If the first person reviews the DMR the next day, it would appear to them that their edits were lost, when in fact they were saved but overridden a little later.

When I save or try to submit my DMR NetDMR tells me I have soft errors. What should I do?

Soft errors are warnings that data may be missing or entered incorrectly. The bottom of the DMR screen displays a table with soft errors and the rows with these errors are highlighted in pink. While soft errors will not keep the DMR from being signed and submitted, you should look at each soft warning and check the affected fields on DMR form to make sure the data is accurate. When you are finished, click on the checkboxes next to each soft error and save your DMR. Be sure to confirm your changes.

When I try to save or submit my DMR NetDMR tells me I have hard errors. What should I do?

Hard errors are problems with the data keeping a DMR from being saved, signed or submitted. The bottom of the DMR screen displays a table with hard errors and the rows with these errors are highlighted in pink. You must look at each hard error and fix the affected fields, then save the DMR. Be sure to confirm your changes. See the NetDMR Error Messages appendix of the Permittee and Data Provider User Guide for a listing of errors and what caused them.

I have a lot of DMRs to submit to NetDMR. Is there an easier way to submit them rather than enter each one into the NetDMR web pages?

Yes. NetDMR allows users with an Edit or Signatory role to import all DMRs for one permit out of a comma delimited ASCII text file that is generated out of a spreadsheet or database package. See the NetDMR Permittee and Data Provider User Guide for instructions on how to do this.

I imported my DMRs. Will NetDMR automatically submit them for me?

No. Any time you import a comma delimited file you should check the Import Log for errors using the Check Results page and view each DMR individually within NetDMR to ensure the data was imported correctly and fix any problems keeping the Signatory from signing and submitting your DMRs. When you have fixed any problems and saved the DMRs, your Signatory will need to sign and submit your DMRs. The Signatory may sign and submit up to 200 DMRs at a time.

I imported my DMRs but it is taking a while. What is wrong?

Imported files are placed into a queue. Every half hour, NetDMR retrieves imported files and processes them. If your file takes longer than one hour to import you should notify your Regulatory Authority.

I imported my DMRs but they have errors. What do they mean?

See the NetDMR Error Messages appendix of the Permittee and Data Provider User Guide for a listing of errors and what caused them.

I need help from my Regulatory Authority filling out my DMR. What should I do?

Contact your Regulatory Authority and have one of the Regulatory Users or Administrators request partial access to your DMR so that person can view your DMR. Notify your Permit Administrator to approve the partial access request for the DMR from the Regulatory User or Administrator when it comes in. Once the Regulatory User or Administrator has access they will be able to view your DMR but cannot edit it. If you make changes to your DMR while they are viewing it you must save your changes, then they will have to close the DMR and pull it back up again in order to see your changes.

I requested a refresh of DMR Data but the NetDMR keeps displaying the old data. What do I do?

When NetDMR requests a new DMR from ICIS, ICIS will process the request at night and return the results by the next morning. If your DMR has not been refreshed after this time, refer to the Permittee and Data Provider User Guide's "Troubleshooting Missing DMRs" appendix for various causes of DMR data not being returned from ICIS.

My permit's limits changed for one or more of my DMRs recently. NetDMR is pulling up my DMRs with old information. How do I update my DMRs in NetDMR?

If you have an Edit or Signatory role you can search and view the DMR, then click on the "Refresh DMR Data" link at the top of the page to update the DMR with new data. Otherwise, ask your Permit Administrator to refresh your DMR data.

My permit was administered by an EPA Region but a State Agency or Tribe now administers it. I need to enter DMRs. What should I do?

After the State or Tribe sets up their Instance in NetDMR you must create a new NetDMR account for that Instance and have one Permit Administrator and one Signatory established for the permit in the new State or Tribal Instance before you can begin to submit new DMRs. You will be able to view your old DMRs and CORs in the old Instance but cannot make changes to them. If you were working on a DMR when the permit was switched to the new Instance or need to submit a corrected COR you will need to contact the Regulatory Administrator for the State or Tribal Instance and ask them to request the Permit and DMR information from ICIS.

My permit was administered by an EPA Region but a State Agency or Tribe now administers it. I need to correct a DMR that was signed and submitted in the old Regulatory Authority's Instance. What should I do?

Ask the Regulatory Administrator for the current State or Tribal Instance to request the DMR from ICIS. Once the DMR has been returned you will be able to edit, sign and submit it.

My permit was in NetDMR but now I cannot enter DMRs for it. What should I do?

If your permit was administered by an EPA Region but a State Agency or Tribe now administers it, see "My permit was administered by an EPA Region but a State Agency or Tribe now administers it. What should I do?" for the answer. refer to the Permittee and Data Provider User Guide's "Troubleshooting Missing DMRs" appendix for various causes of DMR data not being returned from ICIS.

I entered a DMR but need to delete it. What should I do?

You can log into NetDMR and edit the DMR by using the "Clear Parameters" hyperlink and removing data out of the header of the DMR. When you are finished have your Signatory sign and submit the DMR in order to officially delete the DMR.

You cannot delete a COR from NetDMR. If you have one or more CORs that were entered incorrectly you will need to have a Signatory search for the COR and select the

"Correct DMR" option instead. If one or more of your CORs were submitted under suspicious circumstances you will need to contact the Regulatory Administrator for your Instance and have the COR(s) repudiated.

DMR Submission Questions

Why can I not sign and submit a DMR?

Only a Signatory is allowed to sign and submit DMRs. Permittee Users of NetDMR can request a Signatory role for their NetDMR account using the "Request Access" page. Data Provider and Regulatory Authority Users of NetDMR are not allowed to become Signatories.

How do I know when my DMR has been submitted to ICIS?

If you are the Signatory for the DMR, NetDMR will send an email to your email address notifying you when your DMR(s) have been submitted to ICIS. Otherwise, check with your Signatory.

How do I know my DMR has been processed by ICIS?

If you are the Signatory for the DMR, NetDMR will send an email to your email address notifying you when your DMR(s) have been processed by ICIS. Otherwise, check with your Signatory.

How do I know if ICIS had problems processing my DMR?

If you are the Signatory for the DMR, NetDMR will send an email to your email address notifying you your DMRs were processed but had errors and will list the errors. If you are not a Signatory you may search for the COR and click on the Next Steps drop down for the COR and select "Review Submission Errors/Warnings". See the ICIS Error Messages appendix of the Permittee and Data Provider User Guide for a listing of errors and what caused them.

How does NetDMR provide ICIS with the DMR Received Date from my DMR?

When a DMR is submitted to ICIS for the first time, NetDMR uses the date the DMR was signed and submitted for all reported values as the DMR Received Date. If a corrected DMR is signed and submitted, NetDMR uses the date the corrected DMR was signed and submitted for only the values that differ from the previous COR.

COR Questions

What is a COR?

A COR or "Copy of Record" means a true and correct copy of an electronic document received by an electronic document receiving system, which copy can be viewed in a human-readable format that clearly and accurately associates all the information provided in the electronic document with descriptions or labeling of the information. A copy of record includes:

(1) All electronic signatures contained in or logically associated with that document;
(2) The date and time of receipt; and
(3) Any other information used to record the meaning of the document or the circumstances of its receipt."

All DMRs signed and submitted to ICIS from NetDMR become the "Copy of Record".

I downloaded one or more CORs. When I open them they are hard to read or contain a lot of strange characters. How can I look display the COR like the NetDMR does?

The first step in viewing downloaded CORs is to open the master COR file that you downloaded extract all zipped file contents into a directory of your choosing. Each of these extracted zipped files is a COR. Open one of these files and extract the three main files along with any attachments that were included with the DMR when it was signed and submitted. The three main files are as follows:

- dmrSubmission.xml = This file contains all of the user entered data for the COR when its DMR was signated and submitted.
- DischargeMonitoringReport.xsl = This is a stylesheet that will format the dmrSubmission.xml file to look like the NetDMR COR View page for easy viewing when viewed in a web browser.
- submissionReceipt.xml = This file documents when the COR was submitted, by whom, and with what electronic hashing algorithm.

The easiest way to view the DMR data is to view the dmrSubmission.xml file in a web browser such as Microsoft Internet Explorer. When opened in this way, the web browser will automatically format the data based on the stylesheet file dischargeMonitoringReport.xsl. Note that the web browser will NOT be able to locate the stylesheet if the user does not first unzip all of the contents of the zip file into the same directory. The user may choose to also view the XML data directly in any text editor of their choice.

Any attachments that were uploaded for the DMR prior to signing will also be included in the COR files. These files have the names supplied by the person who uploaded them and can be in almost any format. NetDMR will not convert these files so it is up to the user to figure out how best to work with these files.

I downloaded a COR and am trying to open it with my web browser but get a "The XML page cannot be displayed" error message from my web browser. How can I fix this?

Be sure to extract the DischargeMonitoringReport.xsl file into the same directory where the dmrSubmission.xml file you are trying to view is located.

Assistance Questions

Who should I contact for assistance with NetDMR?

For questions regarding access to your permit(s) contact the Permit Administrator for your permit(s). For questions regarding deleting a DMR or correcting a COR contact the Signatory for your permit(s). For all other questions or problems, contact your Regulatory Authority using the email address provided under the "New to NetDMR?" section of the NetDMR login page for your Instance.

Appendix K. Requesting Assistance

Contact your Regulatory Authority using the email address displayed under the "New to NetDMR?" section of the login page of your Instance. Use this form as a guideline when contacting your Regulatory Authority.

Requestor Contact Information

Name: _____
Facility/Organization: _____
Email Address: _____
Phone Number: _____

NetDMR Identifying Information

NetDMR Account Name: _____
NPDES Permit ID: _____

User Type: Permittee/Facility Staff ____ Data Provider/Lab/Contractor ____
Role: View ____ Edit ____ Signatory ____ Permit Administrator ____

Area of NetDMR Requiring Assistance

NetDMR Page: _____

Question or Problem:	
Steps followed when question or problem arose:	

DMR or COR Identifying Information

Permitted Feature ID: _____
Discharge ID: _____
Monitoring Period End Date: _____
Parameter: _____