

Kristen Graham (adpce.ad)

From: Scott Marshall <s.marshall.mws@gmail.com>
Sent: Friday, August 18, 2023 11:14 AM
To: Kristen Graham (adpce.ad)
Subject: Re: NetDMR Access

Categories: NetDMR

I believe the Mayor sent that in with her name and Patricia Dixon on it. Ms Dixon is going to be our license holder and sign off on our DMRs. I will just be doing the input and the legwork under her supervision until I can get my license.

Sent from my iPhone

On Aug 18, 2023, at 10:45 AM, Kristen Graham (adpce.ad) <Kristen.Graham@adeq.state.ar.us> wrote:

Mr. Marshall,

I was able to speak with our NetDMR Coordinator, and we've figured out what's going on. Firstly, you are not listed as a Cognizant Official. This will have to be done first before we can proceed with anything else. I've attached the necessary form, which you may email to me once complete.

Once we received and approve the Change of Authorization request, the next thing you will need to do is delete your current NetDMR access request, as you have only signed up for an edit role. If you intend to sign and submit the NetDMRs yourself, then you will need to ask for the signatory role. Re-request access under the signatory role. Once that has been done, it will prompt you to select how you are going to be approved; this should be the NetDMR subscriber agreement document, and it should be submitted to us via mail at the below address. For your convenience, I have included a Powerpoint walking you through the steps; some of the screens may look a little different, as they've updated NetDMR since this document was created, but the step-by-step walkthrough should essentially be the same.

1. 5301 Northshore Dr., North Little Rock, 72118

Please note that we cannot accept emails, faxes, or photocopies of the Subscriber Agreement. It has to be the original form with an original signature. Nor can you be electronically approved, as that requires the Responsible Official to grant you access, and I don't believe the Mayor has a NetDMR account. If I am mistaken about this, then the Mayor can approve you through NetDMR and you would not need to submit a Subscriber Agreement to DEQ.

Once you've been added as a Cognizant Official, updated your access request to signatory, and mailed us the Subscriber Agreement, we may begin processing your access request. In the meantime, if your facility does not have anyone able to sign/submit DMRs in NetDMR, I can provide paper copies until you're approved. Just let me know if they'll be needed.

Reach out if you have further questions.

Thank you,

KRISTEN GRAHAM

Compliance Analyst | 501.682.0758

Enforcement Branch | Office of Water Quality

Arkansas Division of Environmental Quality

<image003.png>

<Change in Signatory Authorization Form.pdf>

<New NetDMR Account (CDX) - Cognizant Official (Authorized Representatives) -
Signatory.pptx>