

This is a guidance document on the essentials of creating a NetDMR account, requesting access, entering data, and submitting electronic DMRs.

# ADEQ NetDMR User Guide

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## **Overview of NetDMR**

The U.S. Environmental Protection Agency (EPA) has finalized the NPDES Electronic Reporting Rule. Beginning Dec. 21, 2016, all National Pollutant Discharge Elimination System (NPDES) permittees will be required to submit discharge monitoring reports (DMRs) electronically. Permittees in Arkansas will use **NetDMR** to submit those Discharge Monitoring Reports (DMRs) electronically to ADEQ.

NetDMR is a free Web-based tool that allows NPDES permittees to electronically sign and submit their DMRs to ADEQ through a secure internet connection. Using NetDMR, permittees can complete DMRs that are specific to their permit limits and outfalls and that data is then directly transferred electronically to EPA through a secure internet application.

## **Who Can Report?**

Any NPDES permittees who are required to submit DMRs may use NetDMR. Permittees must receive the appropriate training before requesting and receiving permission to use NetDMR. Once approved, a facility may begin submitting their DMRs electronically to EPA Region 6, the permitting authority for the NPDES program in Arkansas.

## **Reasons For and Benefits of Using the NetDMR System**

- Saves facilities potential compliance costs/fees with a streamlined reporting method
- Improves data quality by automatically error-checking and validating data prior to submission
- Facility has greater flexibility for reporting data in a timely manner and accessibility of data
- Incorporates legal and security encryption measures to ensure the identity of the sender and the integrity of the information
- Allows facility personnel to easily obtain up-to-date reporting requirements
- Provides immediate feedback of compliance status for proper actions
- Allows for electronic submittal of attachments and supplemental documentation (e.g., reports of non-compliance or overflows)
- Provides instant confirmation of submission
- Allows for revised or corrected DMRs to be submitted electronically
- Serves as a secure electronic filing cabinet

## **Preparations for Electronic Reporting**

### **Minimum System Requirements for NetDMR**

NetDMR is a Web-based system and requires a Web browser for a facility to gain access.

- NetDMR requires the facility to have a high speed Internet connection (DSL, Cable-modem, or T1)
- Microsoft Internet Explorer 6.0 or higher with JavaScript
- Session cookies enabled
  - 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.

- Pop-up blockers disabled
  - Pop-up blocker is software that prevents pop-up windows from appearing on a website. On a webpage, locate Internet Options and under Privacy settings, the pop-up blocker can be turned off. It will need to be **OFF** to allow the NetDMR pop-up windows to run properly.
- A Pentium III/IV or an equivalent processor, 128 MB RAM (512 MB recommended)
- A computer monitor with a resolution of at least 800 x 600

### Types of User Accounts

The ability to view and modify data within the National Installation of NetDMR is controlled by the organization a user is affiliated with and the roles a user can be assigned to:

User Category	Role	Functions
Permittee or Facility	Signatory	<ul style="list-style-type: none"> <li>❖ Automatically are Permit Administrators</li> <li>❖ Sign and submit subscriber agreements</li> <li>❖ View and download Copy of Record (CORs)</li> <li>❖ Modify, sign, and submit DMRs</li> <li>❖ Delete DMRs</li> <li>❖ Download blank DMRs</li> <li>❖ Import DMRs</li> </ul>
Permittee or Facility	Permit Administrator	<ul style="list-style-type: none"> <li>❖ Approve all Edit and Read-Only requests for a permit</li> <li>❖ Manage read only access to partially completed DMRs</li> <li>❖ Request access to view, modify, sign or submit DMRs for a permit</li> <li>❖ Download blank DMRs</li> <li>❖ Import DMRs</li> </ul>
Permittee or Facility	Edit	<ul style="list-style-type: none"> <li>❖ View CORs</li> <li>❖ Import and modify DMRs for a permit</li> <li>❖ Delete DMRs</li> <li>❖ Request Permit Administrator and Signatory roles</li> <li>❖ View users</li> <li>❖ Download blank DMRs</li> <li>❖ Download CORs</li> </ul>
Data Provider (Contractor or Lab)	Edit	<ul style="list-style-type: none"> <li>❖ View CORs</li> <li>❖ Import and modify DMRs for a permit</li> <li>❖ View users</li> <li>❖ Download blank DMRs</li> <li>❖ Download CORs</li> </ul>
Permittee or Facility	Read Only	<ul style="list-style-type: none"> <li>❖ View a permit and its DMRs/CORs</li> <li>❖ View partially completed DMRs</li> <li>❖ Request Signatory, Permit Administrator, and Edit roles</li> <li>❖ Download blank DMRs</li> </ul>
Data Provider (Contractor or Lab)	Read Only	<ul style="list-style-type: none"> <li>❖ View a permit and its DMRs/CORs</li> <li>❖ View partially completed DMRs</li> <li>❖ Request an Edit role</li> <li>❖ Download blank DMRs</li> </ul>

## ADEQ NetDMR Contact Information

- Richard Healey, Enforcement Branch Manager: 501-682-0640
  - [healeyr@adeq.state.ar.us](mailto:healeyr@adeq.state.ar.us)
- Tommi West: NetDMR Registration: 501-682-0667
  - [westt@adeq.state.ar.us](mailto:westt@adeq.state.ar.us)
- David Ramsey: Password Reset/Locked Out of NetDMR: 501-682-0615
  - [netdmr@adeq.state.ar.us](mailto:netdmr@adeq.state.ar.us)
- General NetDMR Assistance: 501-682-0624
  - [netdmr@adeq.state.ar.us](mailto:netdmr@adeq.state.ar.us)

## Setting Up An Account

When setting up a NetDMR account, you will need a verifiable, individual email address. Group email addresses, where emails go to several recipients, cannot be verified by the NetDMR system. You may use your email as a User Name or create another User Name. **It is recommended to use your email address as a User Name.** When creating your case sensitive password it must contain at least 8 characters, with a minimum of one capital letter and one number.

After creating your User Name and Password, you will be asked to answer five (5) security questions. **User Name, Password, Security Questions and Answers are all case sensitive.** Before submitting a DMR, you will be required to answer one of your five (5) security questions and your NetDMR log-in password for every submission. Due to having to answer a security question and entering your password, be sure to store your answers in a safe, accessible location.

**Passwords will need to be changed every 90 days. NetDMR will not send a reminder email to change your password. After creating an account, set a reminder on your calendar to change your password every 90 days. Passwords and security question answers are case sensitive.**

**When changing passwords, each new password must be different than your last 10 passwords by at least 3 characters.**

NetDMR Web Links provided by the EPA:

Test Site: <https://netdmrtest.epacdx.net>

Production Site: <https://netdmr.epa.gov>

Additional training materials and access to production site: <https://netdmr.zendesk.com/home>

## How Do You Get Started?

- The first person to request access for a NetDMR account must be a signatory authority. (Cognizant Official or Responsible Official; whoever signs the DMRs).
- Open your Internet browser and go to <https://netdmr.epa.gov>. Select Regulatory Authority: **Arkansas DEQ**. **Click Go**.
- Click the “**Create a NetDMR Account**” link found under the login section.
- Enter your personal information as requested. Each NetDMR user needs to create and maintain an account.
- **User type:**
  - Choose Permittee User if you are directly employed with the company.
  - Choose Data Provider if you are a third-party lab or consultant.
- Select answers to your security questions. Please note answers are case sensitive. **Click Submit**.
- Verify the account information you provided. If everything is correct, **Click Verify**. If something needs to be changed, click Cancel and you will be directed back to the previous screen.
- Wait for a system-generated email from NetDMR. It will contain a link to set your password. When you receive the email, click the link and establish your password.
- Your NetDMR account is now active to request access to your permit(s). Please see the section **Requesting Signatories Access** to request permission from ADEQ to finalize your account.

## **Requesting Signatories Access**

1. In the upper left corner of the screen, **Click Request Access**.
2. Enter your permit number(s) one at a time. **Click Update**.
3. Click the dropdown box for Role and choose Signatory. **Click Add Request**.
4. If you have more than one permit number, repeat steps 2 and 3 until you have added signatory requests for all of your permit numbers.
5. **Click Submit** only when you have finished entering requests for all of your permit numbers.
6. Answer the required information on the next screen. **Click Submit** when you are done.
  - a. Question 1: What is your relationship to the facility?

- i. Choose **Parent** if you work at a corporate headquarters or offsite office.
    - ii. Choose **Facility** if you work at or near to the location of the wastewater treatment facility.
    - iii. Choose **Other** if you are a third-party operator.
  - b. Question 2: Choose the appropriate radio button that states how you have the authority to sign DMRs.
    - i. Choose the **first** radio button if your position grants you authority to sign DMRs. (Cognizant and Responsible Officials will select the first radio button)
    - ii. Choose the **second** radio button if you must be delegated by someone higher in your company to sign DMRs.
7. Review the information you provided and **Click Confirm**. If something needs to be corrected, click Cancel and you will be directed back to the previous screen.
8. **Click the “Print Subscriber Agreement” button. Print it, Sign the document with an original, “wet-ink” signature, and have the delegating authority (Responsible Official) sign off if needed. Please Note: All signatures must be in blue ink.**
9. Make a copy of the subscriber agreement to keep in your records. **Mail the entire original, six (6) or more, depending on individual printers, pages to:**

Mailing address:           Arkansas Department of Environmental Quality  
                                  Attn: Enforcement Branch - NetDMR  
                                  5301 Northshore Drive  
                                  North Little Rock, AR 72118

Before using your NetDMR account for the first time, you must receive an approval email and/or letter from ADEQ. Following that, you may have your staff/lab/consultant create their accounts and request access to the permit(s). The Signatory Authority will approve each request before they can access NetDMR. (Note: See **Managing Access** section of this User Guide.)

**Request Access for Permit Administrators** (All Signatories are automatically designated as Permit Administrators. If you are not Signatory, and want to be able to approve those who enter data in the DMRs, you can request the Permit Administrator role. The Signatory approves these requests.)

1. In the upper left corner of the screen, **Click Request Access**.
2. Enter your permit number(s) one at a time. **Click Update**.
3. Click the dropdown box for Role and choose Permit Administrator. **Click Add Request**.
4. If you have more than one permit number, repeat steps 2 and 3 until you have added requests for all of your permit numbers.

5. **Click Submit** only when you have finished entering requests for all of your permit numbers.
6. Review the information you provided. If something needs to be corrected, click Cancel and you will be directed back to the previous screen. If everything is correct, **Click Confirm**.
7. Notify the Signatory/Permit Administrator that your access requests have been completed. The Signatory/Permit Administrator can approve your request(s). (Note: See **Managing Access** section on page 7 of this User Guide.)

#### **Request for Access for Edit or View Users (Operators/Administrative Assistants)**

1. In the upper left corner of the screen, **Click Request Access**.
2. Enter your permit number(s) one at a time. **Click Update**.
3. Click the dropdown box for Role and choose Edit (for data entry purposes) or View (for view only rights). **Click Add Request**.
4. If you have more than one permit number, repeat steps 2 and 3 until you have added requests for all of your permit numbers.
5. **Click Submit** only when you have finished entering requests for all of your permit numbers.
6. Review the information you provided. If something needs to be corrected, click Cancel and you will be directed back to the previous screen. If everything is correct, **Click Confirm**.
7. Notify the Signatory/Permit Administrator that your access requests have been completed. The Signatory/Permit Administrator can approve your request(s). (Note: See **Managing Access** section on page 7 of this User Guide.)

#### **Request Access for Third Party Data Provider Users (Labs/Consultants)**

1. In the upper left corner of the screen, **Click Request Access**.
2. Enter your permit number(s) one at a time. **Click Update**.
3. Click the dropdown box for Role and choose **Edit** (for data entry purposes). **Click Add Request**.
4. If you have more than one permit number, repeat steps 2 and 3 until you have added requests for all of your permit numbers.

5. **Click Submit** only when you have finished entering requests for all of your permit numbers.
6. Review the information you provided. If something needs to be corrected, click Cancel and you will be directed back to the previous screen. If everything is correct, **Click Confirm**.
7. Notify the Signatory/Permit Administrator that your access requests have been completed. The Signatory/Permit Administrator can approve your request(s). (Note: See **Managing Access** section on page 7 of this User Guide.)

### **Managing Access**

1. The Signatory Authority can approve or deny all roles except Signatory.
  - a. **Signatories must complete the subscriber agreement for approval by the regulatory authority (ADEQ).**
2. After logging in to your account, pending access requests can be found on the NetDMR Home page under **Manage Access** and **Click Access Requests**.
3. To approve an access request, **Click the Approve checkbox**, then **Click Submit**.
4. **Click Submit** again on the next page to confirm.
5. If someone requests the wrong role, you may deny their access request.
6. To deny an access request, **Click the Deny checkbox** and you must include a comment before you **Click Submit**.

### **Entering DMR Data**

1. On the Home screen, select your Permit ID within the Search all DMRs and CORs box. Click **Update**.
2. Scroll down to the field titled, “**Monitoring Period End Date.**” Enter the monitoring period end date of the DMR you are looking for in the start and end date range boxes. The date must be in mm/dd/yyyy format. Example: If you are looking for June 2015 DMRs, you would enter 06/30/2015 in both boxes.
3. **Click Search**. The Search results on the following page will list all available DMRs for the date specified.
4. Locate the DMR for which you would like to enter data. To ensure that you are selecting the right DMR, verify the Permit ID, Discharge No., and Monitoring Period End Date. **Select Edit DMR** on the drop down box, and then **Click Go**.
5. Use your lab results and enter your DMR data.

- a. If your company employs a third party lab, the lab may offer to enter your DMR data for you.
  - b. If your plant had no flow during the reporting period, click on the Form NODI (No Data Indicator) dropdown box and choose NODI C (No Discharge).
  - c. Other NODI codes and descriptions, Frequency of Analysis Codes, and Sample Type Codes are located in Appendix B of this user guide.
6. **While entering DMR data, be sure to Click Save & Continue often to save the data entered in case of computer crashes or systems failure.**
  7. **In the upper right hand corner of the screen, a timer counting down from 30 minutes is shown.** The timer resets to 30 minutes every time you perform an action that refreshes the page (e.g., save, submit, cancel, etc.). **Refresh the page before the timer reaches zero (0) or you will be logged out of the NetDMR system.**
  8. **Click Save & Continue.** Verify that the Status says **NetDMR Validated**.
  9. If the Status says NetDMR Validation Errors, scroll down to the bottom of the page to determine what the errors are. You must correct all hard errors. You may acknowledge soft errors (permit exceedances) by clicking the corresponding check boxes, and then **Click Save & Continue** again.
  10. If you need to include an attachment with your DMR, such as Non-Compliance Report or other document, **Click Add Attachment** at the bottom of the data entry portion of the electronic DMR. ADEQ requires attachments to be in PDF format. The file name of the attachment must be all one word with no spaces or special characters such as “\_”? “/”, etc. **Click Save & Continue** again.
  11. When you have finished entering your DMR data, review the following:
    - a. Verify the data entered and check for typographical errors.
    - b. Acknowledge permit exceedances, if any.
    - c. Include DMR comments and/or attachments.
    - d. If you have made *any* changes, **Click Save & Continue**.
    - e. Verify that the DMR Status is **NetDMR Validated**.
      - i. If the Status does not say NetDMR Validated, then this DMR cannot be electronically signed and submitted. (Refer to Step 9 Above)
  12. Notify your DMR signatory that the DMR is ready to be signed and submitted.

### **Signing and Submitting DMRs**

1. On the home screen, click on the “**DMRs Ready to Submit**” tab. Note: If you do not see this tab on your screen, it means you have no DMRs that are ready to be signed and

submitted. Contact your data provider or lab.

2. After clicking the DMRs Ready to Submit tab, you have three different ways to search. Click the first **“Search”** button. All of the DMRs associated with your permit(s) that are ready to be signed and submitted will be in the search results on the following page.
3. Scroll to the far right of the search results. You will see a column header that reads, **“Include in Batch Submit.”** Click **Check All**.
4. Above the listing of search results, Click **“Sign and Submit Checked DMRs.”**
5. The table on this screen is a list of DMRs you are about to electronically sign and submit. You must **select all checkboxes** located in the first column to the far left to include each DMR in your submittal. The second column of checkboxes will need to be checked to receive a PDF copy of the DMR in your submission confirmation email.
6. After you have checked all necessary checkboxes, scroll to the bottom of the page. You will see the certification statement in the **yellow** section. Below that, provide the answer to your security question and then provide your password. **Click Submit**.
  - a. If you receive an error message, it means you have not correctly answered your security question and/or password. Try again. If you continue having errors, please see Common Login Problems, Appendix A, of this user guide.
7. You will receive a confirmation number when your DMRs have been submitted, along with an email confirmation sent to the email address(es) on file.

## Appendix A

### **Common Login Problems**

If you cannot log in to your account, below are steps to resolve common login issues. These directions are applicable only after you have created a NetDMR account.

#### **Retrieve Forgotten User Name**

1. **Click Forgot User Name?** on the NetDMR Login page.
2. Enter the email address you used to create your NetDMR account.
3. **Click Submit.**
4. Answer the security question that is displayed.
5. **Click Submit.**
6. If you provided an email address that is in the NetDMR database and answered the security question correctly, your user name will be displayed.

#### **Reset a Forgotten Password**

1. **Click Forgot Password?** on the NetDMR Login page.
2. Enter the email address you used to create your NetDMR account.
3. **Click Submit.**
4. Answer the security question.
5. **Click Submit.**
6. If you provided an email address that is in the NetDMR database and answered the security question correctly, a message with information on how to reset your password will be forwarded to your email account.
7. Click on the link provided in the email to access the **Complete the NetDMR Password Reset Request**
8. Answer the security question.
9. Enter a new password. (Note: Your new password must be different than the last **10** passwords you specified for your account.)
10. Enter the new password again.
11. **Click Submit.**

### **Expired Password**

After a certain time period, your password will expire and you will need to create a new one. If your password has expired, after logging in to NetDMR the **Expired Password** page will display. Follow these directions to reset an expired password.

1. Answer the security question.
2. Enter your current password.
3. Enter a new password. Your new password must be different than the last **10** passwords you used for your account.
4. Enter the new password again.
5. **Click Submit.**

### **Disabled Account**

If your account is disabled due to too many invalid authentication attempts, the **Disabled Account** page will display after you attempt to login. Follow these directions to enable a disabled account.

1. Answer the security question.
2. **Click Submit.**

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

### **Locked Account**

If your account is locked, the **Locked Account** page will display after you attempt to login. Contact David Ramsey at (501) 682-0615 and request to have your account unlocked.

## Appendix B

**No Data Indicator (NODI) Codes** – No data indicator selection options in NetDMR can be applied to all required report parameters. Selecting an option from the box in this section will apply the selected item in the list to all of the DMR’s parameter NODI fields and all of the DMR’s editable quantity NODI fields that correspond to a blank sample measurement. For DMRs with more than one page of parameters, after selecting a Form NODI and clicking *Apply*, NetDMR will apply the NODI code to all parameters or all pages of the DMR. **Note that if you choose to apply a NODI code to the page, NetDMR will ignore any selections that you make for qualifiers, units, frequency of analysis, and sample type.** A list of possible NODI codes and their descriptions include the following:

<b>No Data Indicator (NODI) Codes</b>	
<b>Code Description</b>	
1	Wrong Flow
2	Operation Shutdown
3	Special Report Attached
4	Discharge to Lagoon/Groundwater
5	Frozen Conditions
7	No Influent
8	Other (See Attachment)
9	Conditional Monitoring - Not Required This Period
A	General Permit Exemption
B	Below Detection Limit/No Detection
C	No Discharge
D	Lost Sample/Data Not Available
E	Analysis Not Conducted/No Sample
F	Insufficient Flow for Sampling
G	Sampling Equipment Failure
H	Invalid Test – If Flow is Not Measured for Inst. Loading
I	Land Applied
J	Recycled – Water-Closed System
K	Flood Disaster
L	DMR Received But Not Entered
Q	Not Quantifiable
R	Administratively Resolved
S	Fire Conditions
V	Weather Related
W	Dry Lysimeter/Well
X	Parameter/Value Not Reported

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Code	Description
AL/EV	All Events
AL/RN	Alternating Run
01/YR	Annual
AT1DS	At First Discharge
BI/WK	Biweekly
CL/OC	Chlorination/ Occurrences
88/88	Cleaning
77/77	Contingent
99/99	Continuous
01/01	Daily
DL/DS	Daily when Discharging
08/BA	Eight per Batch
08/01	Eight per Day
08/30	Eight per Month
ED/WL	End Of Well
ESTMT	Estimate
48/01	Every 1/2 Hour
EV/2H	Every 2 Hours
05/DW	Five Days per Week
05/08	Five per 8 Days
05/BA	Five per Batch
05/01	Five per Day
05/DS	Five per Discharge
05/30	Five per Month
05/90	Five per Quarter
05/WK	Five per Week
04/BA	Four per Batch
04/01	Four per Day
04/HR	Four per Hour
04/30	Four per Month
04/90	Four per Quarter
04/RP	Four per Report Period
04/SN	Four per Season
04/07	Four per Week
04/YR	Four per Year
XX/XX	Frequency as Reported

## Frequency of Analysis Codes

Code	Description
24/01	Hourly
HR/DS	Hourly when Discharging
01/99	Instantaneous
LF/PT	Life of The Permit
MEASD	Measured
WH/MN	Measured when Monitoring
01/30	Monthly
MM/WD	Monthly when Discharging
09/01	Nine per Day
09/30	Nine per Month
N/R	Not Reported
01/BD	Once before Discharge
01/10	Once per 10 Days
1/10M	Once per 10 Months
01/11	Once per 11 Days
01/12	Once per 12 Days
01/13	Once per 13 Days
1/15M	Once per 15 Months
01/02	Once per 2 Days
01/60	Once per 2 Months
01/14	Once per 2 Weeks
01/2Y	Once per 2 Years
01/03	Once per 3 Days
01/3H	Once per 3 Hours
01/21	Once per 3 Weeks
01/3Y	Once per 3 Years
01/04	Once per 4 Days
01/4M	Once per 4 Months
01/28	Once per 4 Weeks
01/4Y	Once per 4 Years
01/05	Once per 5 Days
01/5M	Once per 5 Months
01/5Y	Once per 5 Years
01/06	Once per 6 Days
01/6M	Once per 6 Months

Code	Description
01/7M	Once per 7 Months
01/08	Once per 8 Days
01/8H	Once per 8 Hours
01/09	Once per 9 Days
01/9M	Once per 9 Months
01/BA	Once per Batch
01/DD	Once per Daily Discharge
01/DS	Once per Discharge
01/DQ	Once per Discharge Quarter
01/EV	Once per Event
01/FA	Once per Facility
01/FY	Once per First Year of Permit
01/HV	Once per Harvest
01/HR	Once per Hour
01/DM	Once per Monthly Discharge
01/OC	Once per Occurrence
01/EP	Once per Permit Cycle
01/PT	Once per Permit Term
01/RN	Once per Rain Event
01/RP	Once per Report Period
01/SN	Once per Season
01/SH	Once per Shift
01/US	Once per Use
01/WD	Once per Weekday
01/DW	Once per Weekly Discharge
01/WL	Once per Well
01/90	Quarterly
REPRT	Report
999	See Comments
09/99	See Permit
07/14	Seven per 2 Weeks
07/30	Seven per Month
07/WK	Seven per Week
06/01	Six per Day
06/30	Six per Month

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Code	Description
06/SH	Six per Operating Shift
06/90	Six per Quarter
06/07	Six per Week
06/YR	Six per Year
03/DW	Three Days per Week
03/12	Three per 12 Hours
03/05	Three per 5 Days
03/5Y	Three per 5 Years
03/6M	Three per 6 Months
03/08	Three per 8 Days
03/BA	Three per Batch
03/01	Three per Day
03/DS	Three per Discharge
03/30	Three per Month
03/PT	Three per Permit Term
03/90	Three per Quarter
03/RP	Three per Report Period
03/SN	Three per Season
03/07	Three per Week
03/YR	Three per Year
02/12	Twice per 12 Days
02/5Y	Twice per 5 Years
02/6M	Twice per 6 Months
02/BA	Twice per Batch
02/01	Twice per Day
02/DS	Twice per Discharge
02/DW	Twice per Discharge Week
02/DD	Twice per Drawdown
02/HR	Twice per Hour
02/30	Twice per Month
02/DM	Twice per Month
02/PT	Twice per Permit Term
02/90	Twice per Quarter
02/RP	Twice per Report Period
02/SN	Twice per Season
02/SH	Twice per Shift

**Frequency of Analysis Codes**

Code	Description
02/07	Twice per Week
02/YR	Twice per Year
02/DA	Two Days per Week
UPREQ	Upon Request
05/07	Weekdays
01/07	Weekly
07/WD	Weekly When Discharging
WH/DS	When Discharging
66/66	WPC Plan
10/30	10 per Month
11/30	11 per Month
12/01	12 per Day
12/30	12 per Month
13/30	13 per Month
14/30	14 per Month
15/30	15 per Month
16/01	16 per Day
16/30	16 per Month
17/30	17 per Month
18/01	18 per Day
18/30	18 per Month
19/30	19 per Month
20/30	20 per Month
21/30	21 per Month
22/30	22 per Month
23/30	23 per Month
24/HR	24 per Hour
24/30	24 per Month
25/30	25 per Month
26/30	26 per Month
27/30	27 per Month
28/30	28 per Month
29/30	29 per Month
60/HR	60 per Hour

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## Sample Type Codes

Sample Type Code	Description
01	COMP-1
02	COMP-2
03	COMP-3
04	COMP-4
05	COMP-5
06	COMP-6
08	COMP-8
10	COMP10
12	COMP12
16	COMP16
1H	AVG-1H
20	COMP20
22	BATCH
24	COMP24
28	COMP28
2H	AVG-2H
2Y	2YRAVG
3G	3GR/HR
3R	3GR24H
4C	4DA24C
4G	4GR24H
4H	AVG-4H
4R	4 Grabs/8 Hours
5G	5GR45M
72	COMP72
8R	8 Grabs/24 Hours
96	COMP96
99	COMPWK
999	See Comments
AH	HRDALL
BA	BAILED
C3	CS0-3
C6	CS0-60
C9	CS0-90
CA	CALCTD

Sample Type Code	Description
CG	CMPGRB
CN	CONTIN
CP	COMPOS
CR	CK REQ
CS	CORSAM
CT	CERTIF
CU	CURVE
DA	DAILAV
DS	DISCRT
ES	ESTIMA
FI	FLOIND
G2	GRAB-2
G3	GRAB-3
G4	GRAB-4
G5	GRAB-5
G6	GRAB-6
G7	GRAB-7
G8	GRAB-8
G9	GRAB-9
GA	GRAB AVG
GC	CNTGRB
GH	5GR24H
GM	GRAB10
GR	GRAB
IG	Integrative
IM	Immersion
IN	INSTAN
IS	INSITU
IT	Immersion Stabilization
MC	MATHCL
MF	MAGFLO
MP	MATHCP
MS	MEASRD
MT	METER
NA	NOT AP

Sample Type Code	Description
NR	NOTRPT
OC	OCCURS
PC	PMPCRV
PF	PARFLU
PL	PMPLOG
R4	RNG-4A
RA	RAGUAGE
RC	Recorder (auto)
RD	RNG-DA
RE	Record (manual)
RF	RCDFLO
RG	RANG-C
RM	Real Time Monitoring (RTM)
RP	REPRES
RT	RCOTOT
S1	SQBTH1
S2	SQBTH2
S3	SQBTH3
SB	Sequencing Batch Reactor
SC	SC0-15
SD	SURFSP
SE	SNGLES
SG	Stream Gauge
SM	SUMATN
SR	SGLRDG
SS	STAT-SH
ST	STATIC
TI	TIMEMT
TM	TOTALZ
UN	UNKNOWN
VI	VISUAL
WE	WEIR

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**Sample Type Codes**

Code	Sample Type Description
2Y	2YRAVG
3R	3GR24H
3G	3GR/HR
4C	4DA24C
4G	4GR24H
4R	4 Grabs/8 Hours
GH	5GR24H
5G	5GR45M
8R	8 Grabs/24 Hours
1H	AVG-1H
2H	AVG-2H
4H	AVG-4H
BA	BAILED
22	BATCH
CA	CALCTD
CT	CERTIF
CR	CK REQ
CG	CMPGRB
GC	CNTGRB
01	COMP-1
10	COMP10
12	COMP12
16	COMP16
02	COMP-2
20	COMP20
24	COMP24
28	COMP28
03	COMP-3
04	COMP-4
05	COMP-5
06	COMP-6
72	COMP72
08	COMP-8
96	COMP96
CP	COMPOS
99	COMPWK

Code	Sample Type Description
CN	CONTIN
CS	CORSAM
C3	CS0-3
C6	CS0-60
C9	CS0-90
CU	CURVE
DA	DAILAV
DS	DISCRT
ES	ESTIMA
FI	FLOIND
GR	GRAB
GM	GRAB10
G2	GRAB-2
G3	GRAB-3
G4	GRAB-4
G5	GRAB-5
G6	GRAB-6
G7	GRAB-7
G8	GRAB-8
G9	GRAB-9
GA	GRAB AVG
AH	HRDALL
IM	Immersion
IT	Immersion Stabilization
IS	INSITU
IN	INSTAN
IG	Integrative
MF	MAGFLO
MC	MATHCL
MP	MATHCP
MS	MEASRD
MT	METER
NA	NOT AP
NR	NOTRPT
OC	OCCURS
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Code	Sample Type Description
PC	PMPCRV
PL	PMPLOG
RA	RAGUAGE
RG	RANG-C
RF	RCDFLO
RT	RCOTOT
RM	Real Time Monitoring (RTM)
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RP	REPRES
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RD	RNG-DA
SC	SC0-15
999	See Comments
SB	Sequencing Batch Reactor
SR	SGLRDG
SE	SNGLES
S1	SQBTH1
S2	SQBTH2
S3	SQBTH3
ST	STATIC
SS	STAT-SH
SG	Stream Gauge
SM	SUMATN
SD	SURFSP
TI	TIMEMT
TM	TOTALZ
UN	UNKNOWN
VI	VISUAL
WE	WEIR

## Appendix C

### Common NetDMR Terms

<b>Acronym/Term Definition</b>	
CDX	Central Data Exchange ( <a href="http://epa.gov/cdx">epa.gov/cdx</a> )
COR	Copy of Record, a legally enforceable copy of a DMR submission.
CROMERR	Cross-Media Electronic Reporting Regulation ( <a href="http://epa.gov/cromerr">epa.gov/cromerr</a> )
DMR	Discharge Monitoring Report, generated by permittees regulated under the National Pollutant Discharge Elimination System and containing information pertaining to the self-monitoring of discharges into waters regulated under the Clean Water Act.
ECOS	Environmental Council of States ( <a href="http://ecos.org">ecos.org</a> )
eDMR	Electronic Discharge Monitoring Report
EPA	U.S. Environmental Protection Agency
ICIS-NPDES	Integrated Compliance Information System–National Pollutant Discharge
Elimination System	a Web-based system that enables individuals from states and EPA to access integrated enforcement and compliance and NPDES data from any desktop connected to the Internet ( <a href="http://epa.gov/compliance/data/systems/modernization">epa.gov/compliance/data/systems/modernization</a> ).
IIS	Internet Information Server, a set of Internet-based services for servers created by Microsoft for use with Microsoft Windows.
Installation	The NetDMR application as deployed in a hosting environment. A NetDMR installation may be comprised of multiple instances. This guidance document pertains to the Arkansas NetDMR installation.
Instance	A customized version of NetDMR, specific to a Regulatory Authority, such as a state regulating agency or EPA Region. A NetDMR instance is contained within a NetDMR installation.
IPT	Integrated Project Team, a group of individuals comprised of state and EPA staff, support contractors, and technology vendors organized to design and implement a specific data exchange.
J2EE	Java 2 Platform, Enterprise Edition
NAAS	Network Authentication and Authorization Services
NEIEN	National Environmental Information Exchange Network, an Internet-based system used to securely exchange environmental and health data among EPA, states, tribes and territories, and other partners ( <a href="http://www.exhangenetwork.net">www.exhangenetwork.net</a> ).
NPDES	National Pollutant Discharge Elimination System ( <a href="http://epa.gov/npdes">epa.gov/npdes</a> )
OECA	U.S. EPA’s Office of Enforcement and Compliance Assurance
OEI	( <a href="http://epa.gov/compliance">epa.gov/compliance</a> )
PCS	Permit Compliance System, has been undergoing a modernization effort to address outdated technology and new program requirements and is being replaced by ICIS-NPDES.
Regulatory Authority/ Regulating Agency	A governing body that issues NPDES permits such as States, EPA Regions, or tribes.
TRC	Technical Review Committee, established by EPA to review applications submitted under CROMERR.
URL	Uniform Resource Locator
XML	Extensible Markup Language

**Appendix D**

**User Name, Password, and Security Questions and Answer Cheat Sheet**

**To sign and submit NetDMRs, your password and a security question answer will need to be provided every time. Be sure to store your User Name, Password, Security Questions, and Answers in secure place for quick reference.**

User Name	Password

**Passwords will need to be changed every 90 days. NetDMR will not send a reminder email to change your password. Passwords and security question answers are case sensitive.**

**When changing passwords, each new password must be different than your last 10 passwords by at least 3 characters.**

Security Question	Answer