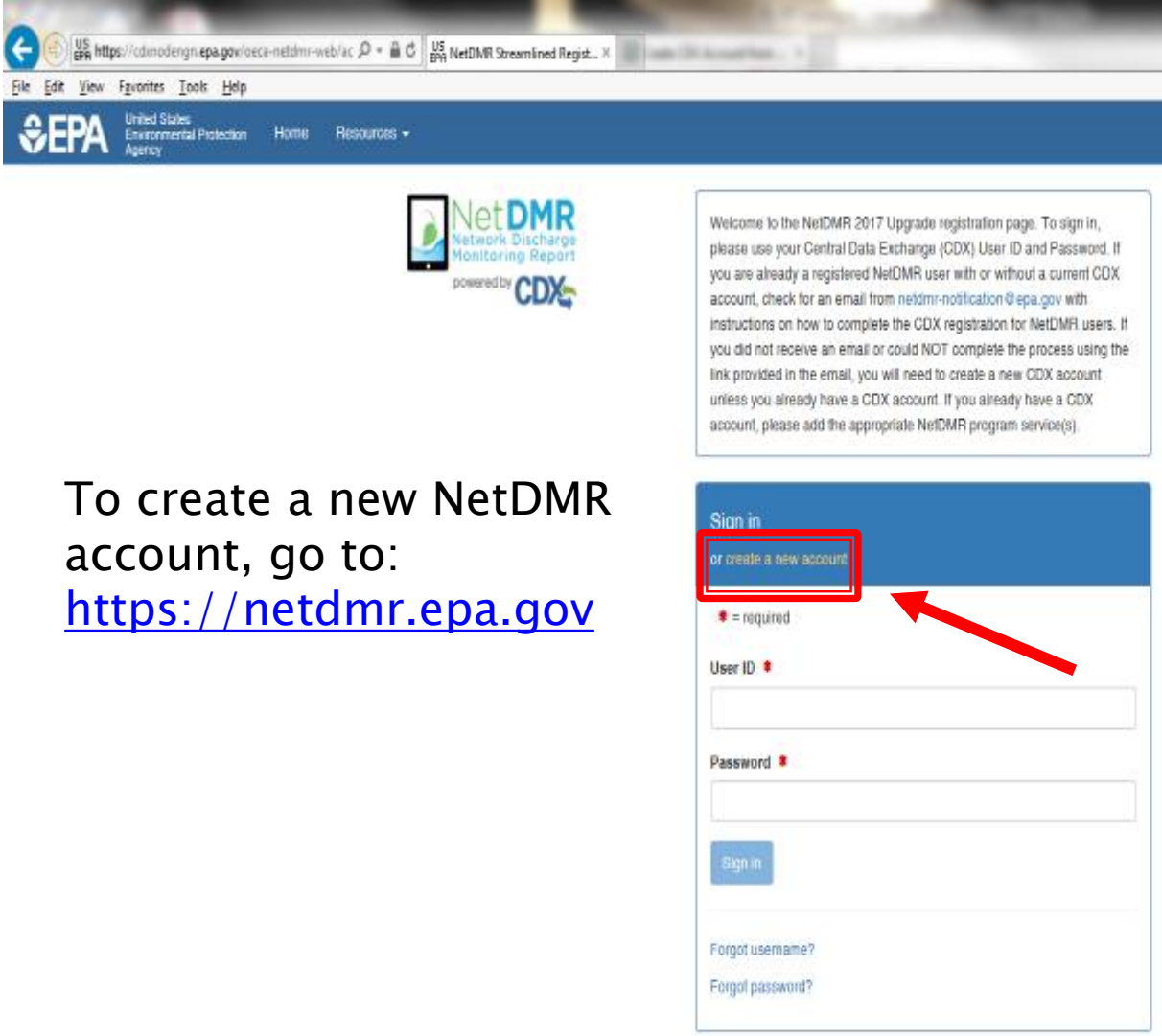
Creating a New NetDMR Account in Central Data Exchange (CDX)

(For Responsible Officials Only Who Sign DMRs)

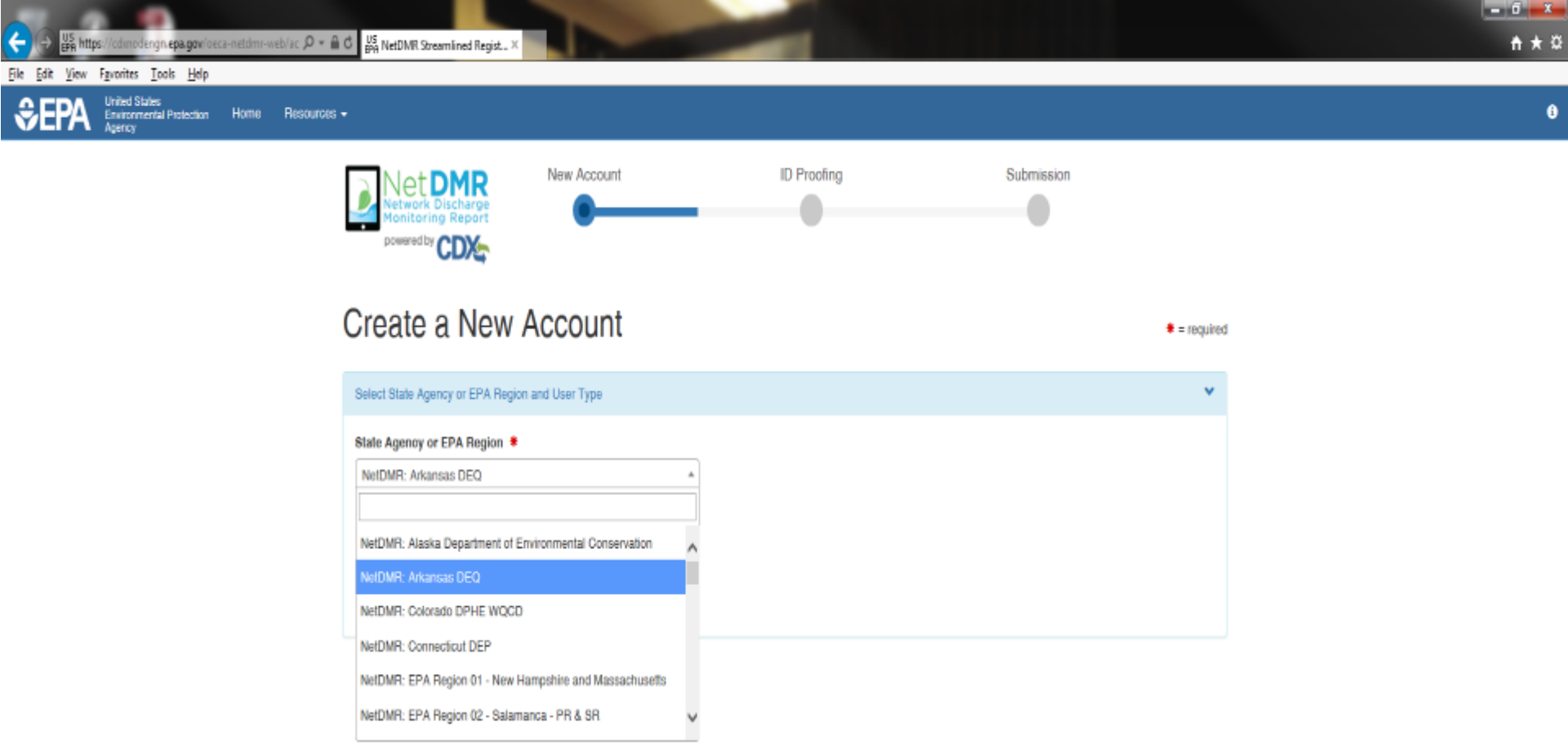
Tommi West, NetDMR Program Coordinator
Office of Water Quality – Enforcement Branch

ADEQ
ARKANSAS
Department of Environmental Quality

To create a new NetDMR account, go to: https://netdmr.epa.gov



- Click on “Create a new account”.
- Only create a new account if you did not receive a migration email from EPA.
- If you think you should have received an email, please call ADEQ at 501-682-0624.



- All fields with an asterisk are required

- Select Arkansas DEQ from the pull down menu

External or Internal Users

- Internal Users
  - State and Federal Agency Users
    - Read-only access to all signed and submitted reports
    - Partially completed DMRs only able to be viewed when specifically requested and authorized by facility

- **External Users**
  - **Permittees**
  - **Data providers**
    - **contractors and labs**

CDX User Types

Term	Who	Available NetDMR Roles	Definition
Data Provider	Lab, Contractor, or 3rd Party Affiliate	Edit, View	Allowed to view, enter and import DMRs into NetDMR and edit CORs but they **cannot** sign and submit forms.
Permittee (signature)	If you work for the company AND will Sign/Submit DMRs	Signatory, Permit Administrator, Edit, View	A person authorized to sign, view, edit and submit DMRs for a specific permit. Will also be able to approve roles for other users within NetDMR.
Permittee (no signature)	If you work for the company but will NOT Sign/Submit DMRs	Permit Administrator, Edit, View	Can view, enter and upload DMRs into NetDMR, edit CORs, and approve roles for other users within NetDMR.
Internal User	This is for State/EPA Agency personnel only	Internal Administrator	A Regulatory Authority staff member with a NetDMR account.

Signatory Role
(Permittee (signature) User)

- You will be able to:
  - Sign and submit the Subscriber Agreement
  - View, edit, import, sign and delete DMRs
  - Submit corrected DMRs – generate CORs
  - Initiate the refusal of unauthorized DMRs

Who is authorized to Sign DMRs?

- Signatory role
- Guidance
  - See Appendix L, NetDMR User Guide
  - 40 CFR 122.22

40 CFR 122.22 - Signatories to permit applications and reports (applicable to State programs, see 123.25).

Code of Federal Regulations - Title 40: Protection of Environment

Id. vLex: VLEX-19812669
http://vlex.com/vid/122-signatories-applicable-see-123-19812669

Text

TITLE 40 - PROTECTION OF ENVIRONMENT

CHAPTER I - ENVIRONMENTAL PROTECTION AGENCY

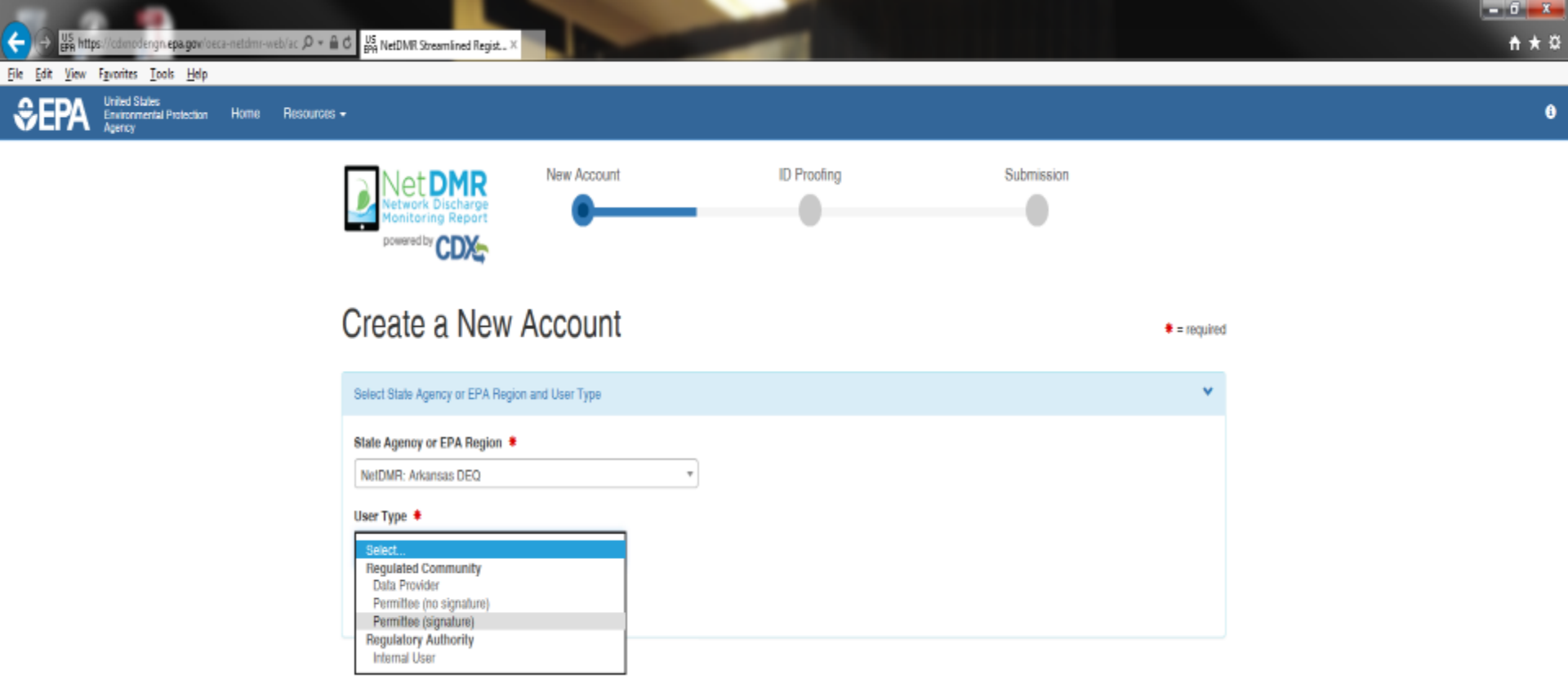
SUBCHAPTER D - WATER PROGRAMS

PART 122 - EPA ADMINISTERED PERMIT PROGRAMS: THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

subpart b - PERMIT APPLICATION AND SPECIAL NPDES PROGRAM REQUIREMENTS

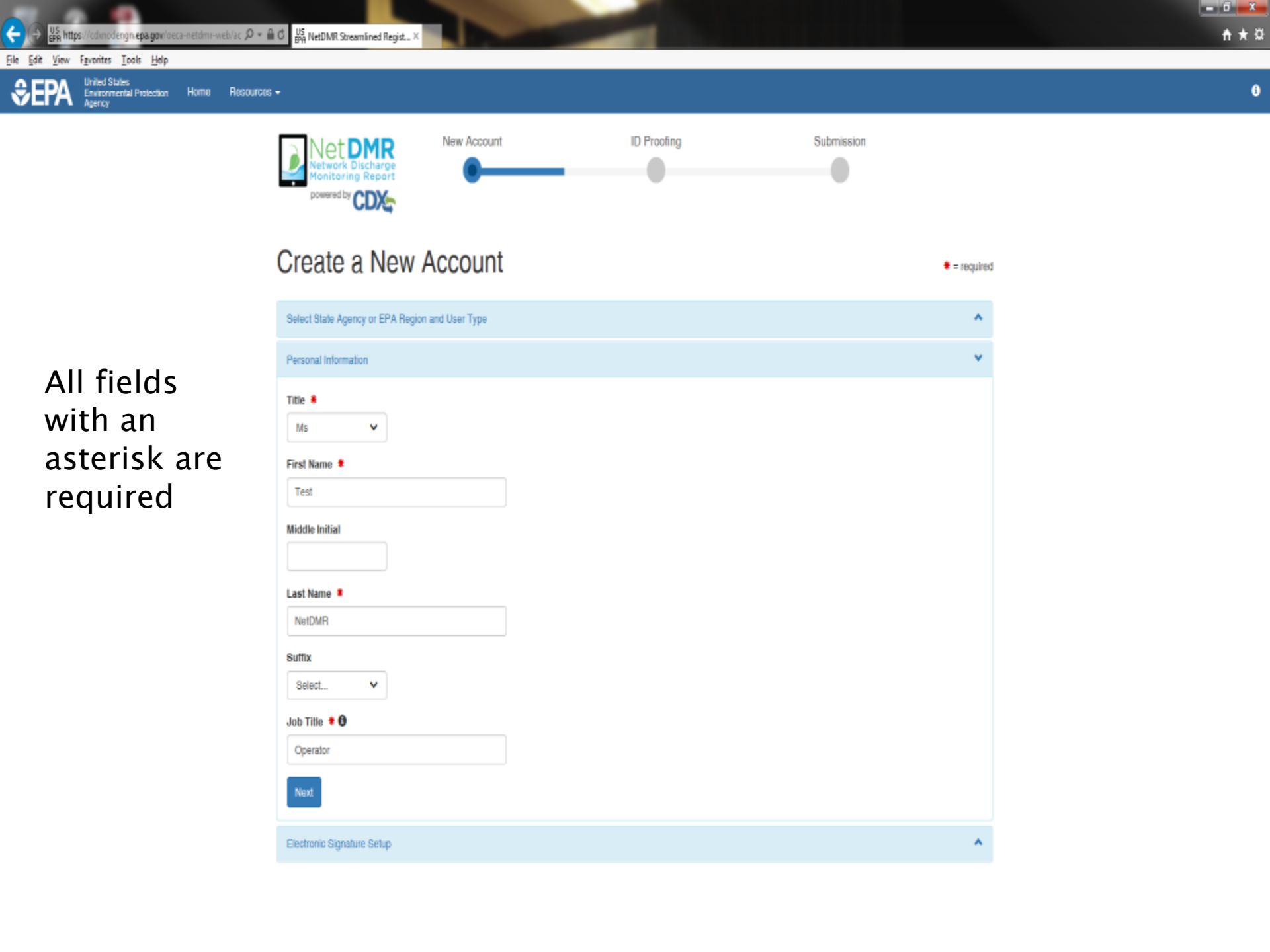
122.22 - Signatories to permit applications and reports (applicable to State programs, see 123.25).

(a) Applications. All permit applications shall be signed as follows: (1) For a corporation. By a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who perfoms similar policy- or decision-making functions for the corporation, or (ii) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been



- All fields with an asterisk are required

- Select User Type
  - Choose from the pull down menu under “Regulated Community”
    - Permittee (signature) – Signs DMRs (Responsible and Cognizant Officials)
    - Permittee (no signature) – Data Entry or Review
    - Data Provider – Labs, Consultants, Engineers only



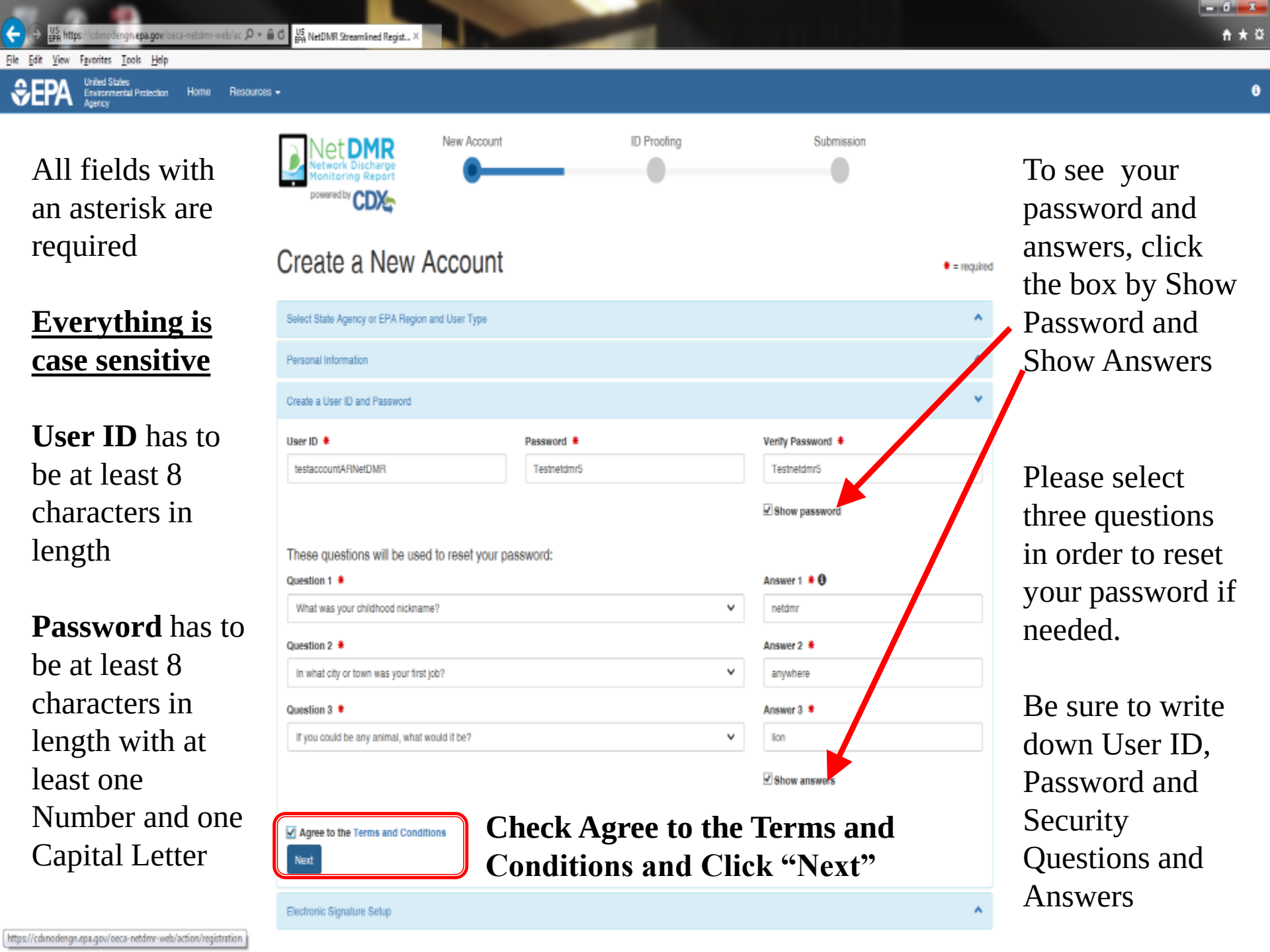
All fields with an asterisk are required

All fields with an asterisk are required

Everything is case sensitive

User ID has to be at least 8 characters in length

Password has to be at least 8 characters in length with at least one Number and one Capital Letter



Check Agree to the Terms and Conditions and Click "Next"

To see your password and answers, click the box by Show Password and Show Answers

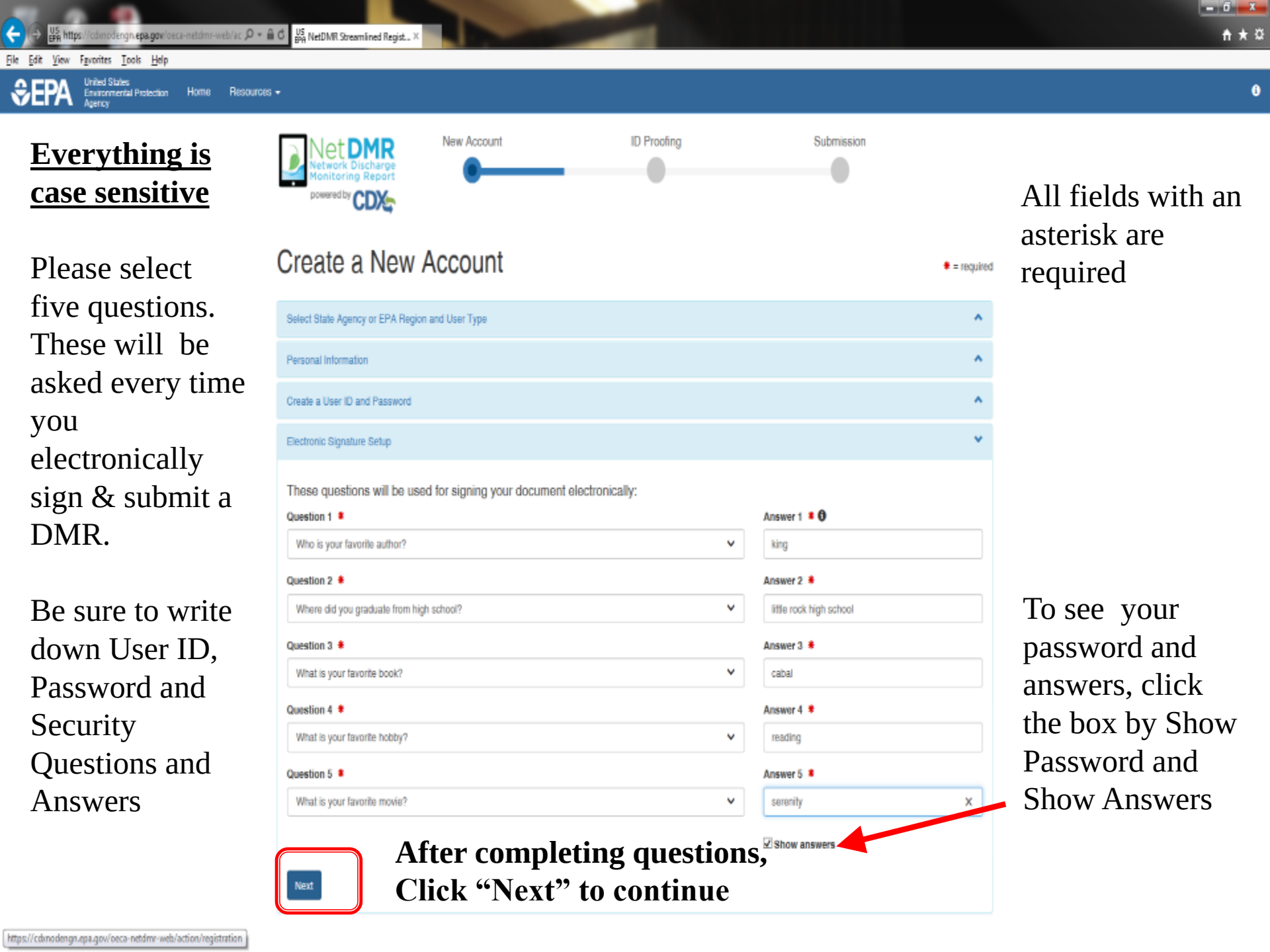
Please select three questions in order to reset your password if needed.

Be sure to write down User ID, Password and Security Questions and Answers

Everything is case sensitive

Please select five questions. These will be asked every time you electronically sign & submit a DMR.

Be sure to write down User ID, Password and Security Questions and Answers



After completing questions, Click "Next" to continue

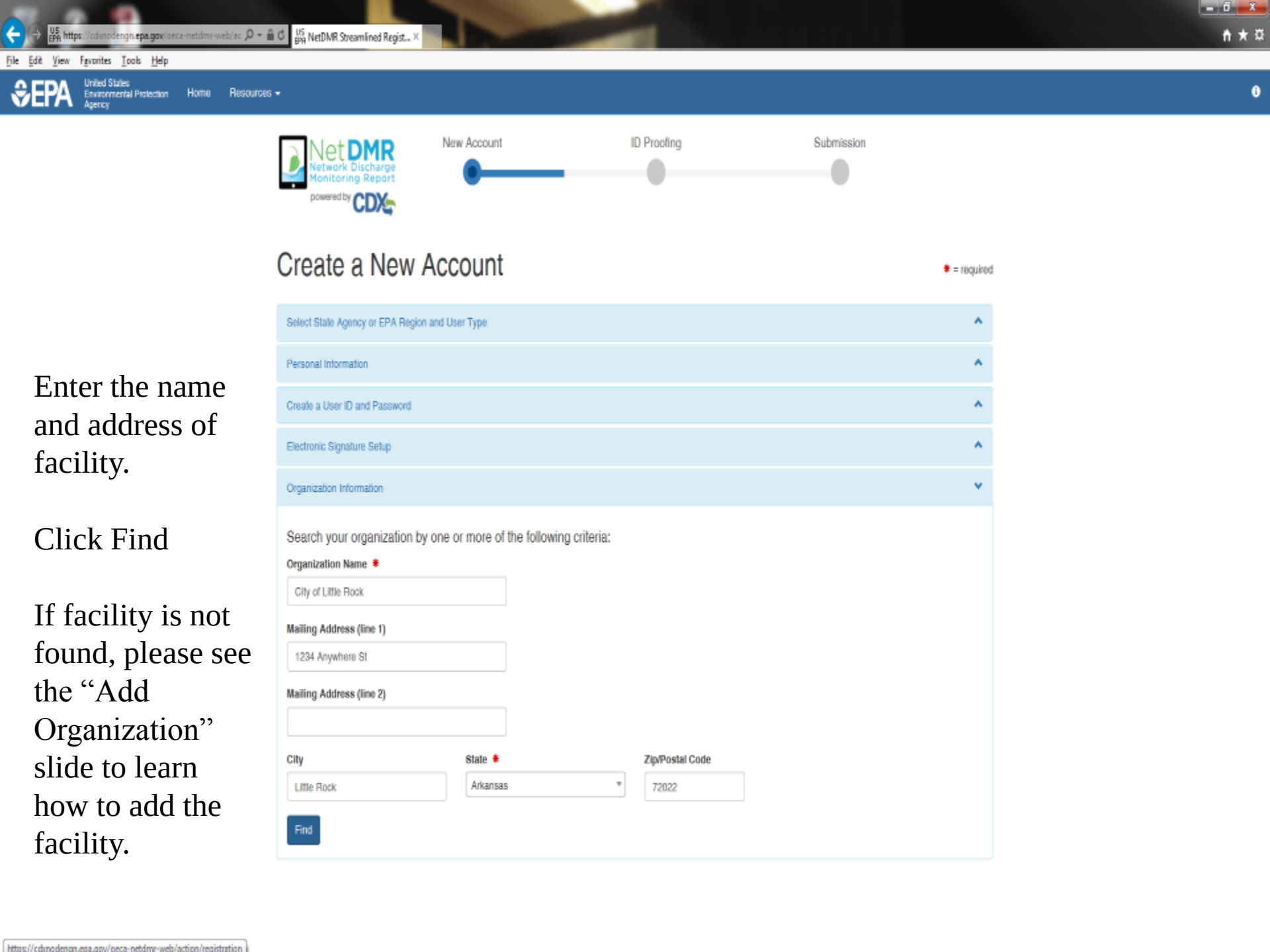
All fields with an asterisk are required

To see your password and answers, click the box by Show Password and Show Answers

Enter the name and address of facility.

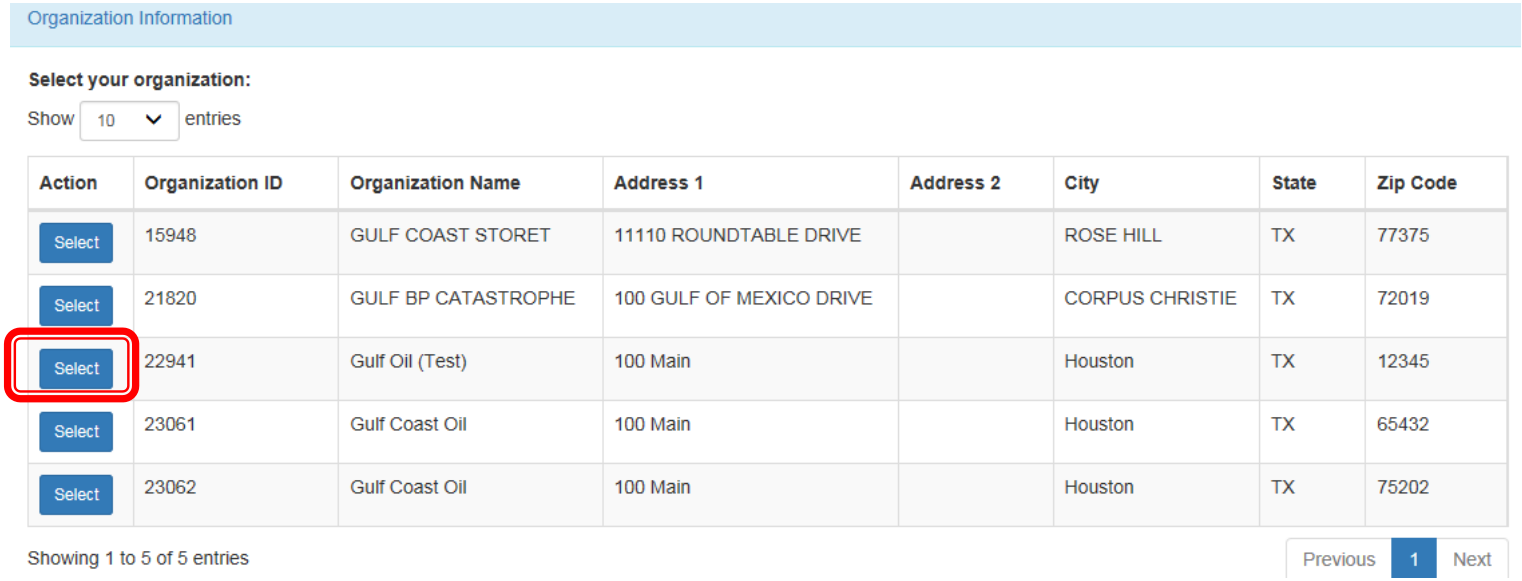
Click Find

If facility is not found, please see the “Add Organization” slide to learn how to add the facility.



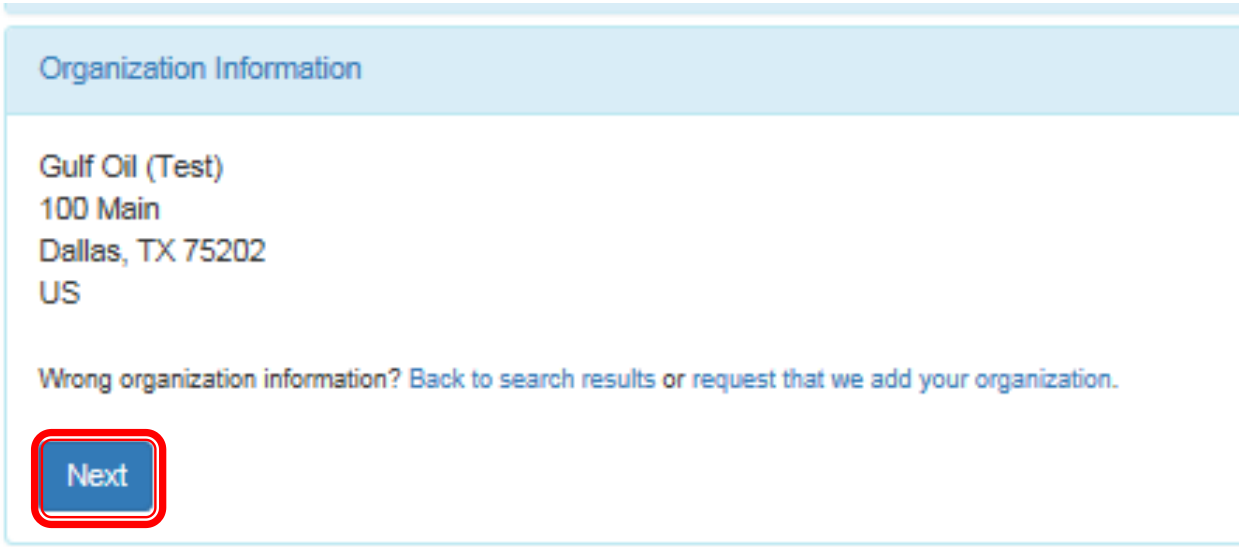
Select Organization

- Click on the Organization Id link to choose your facility



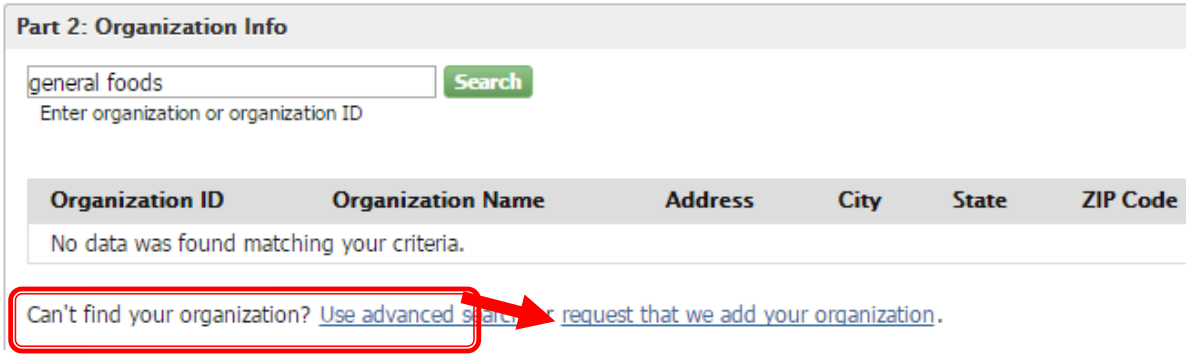
Organization

- Confirm your Organization



Add Organization

- Organization unavailable
- “Request that we add your organization”

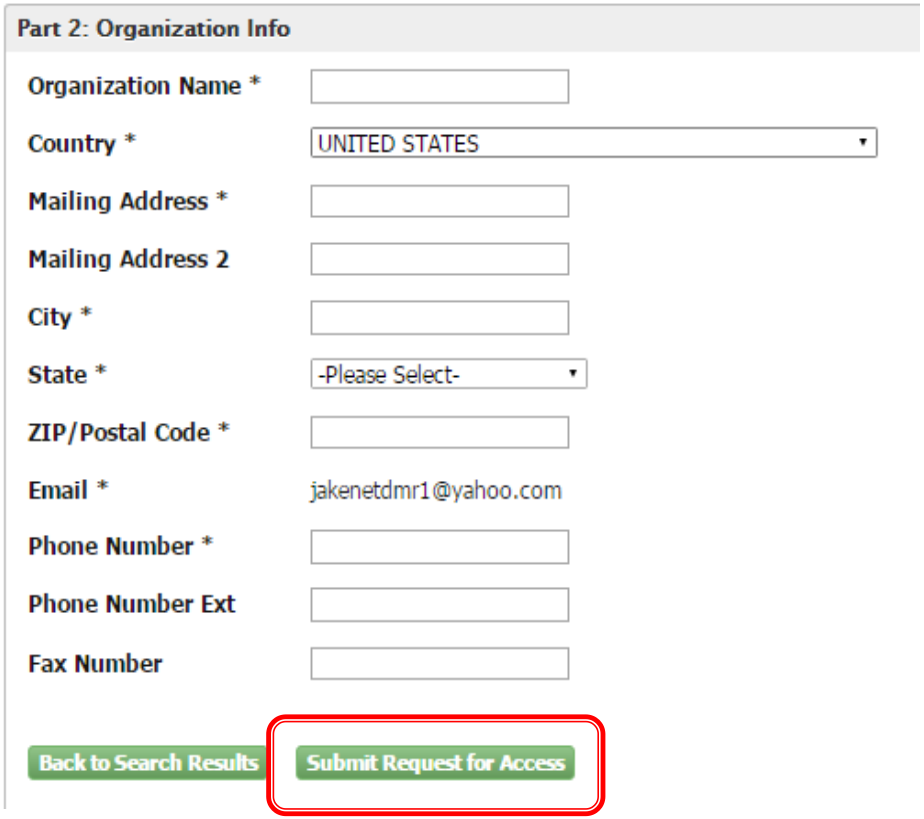


Add Organization – Continued

Fill out the required information for your facility

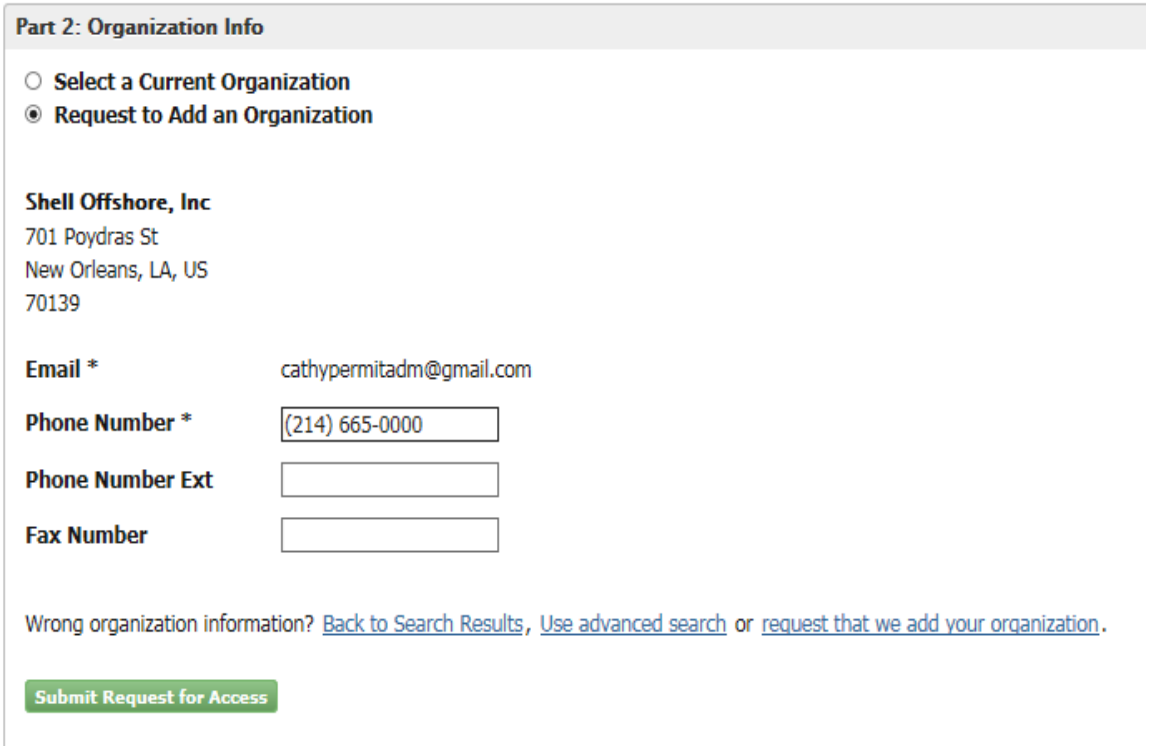
All fields with an asterisk are required

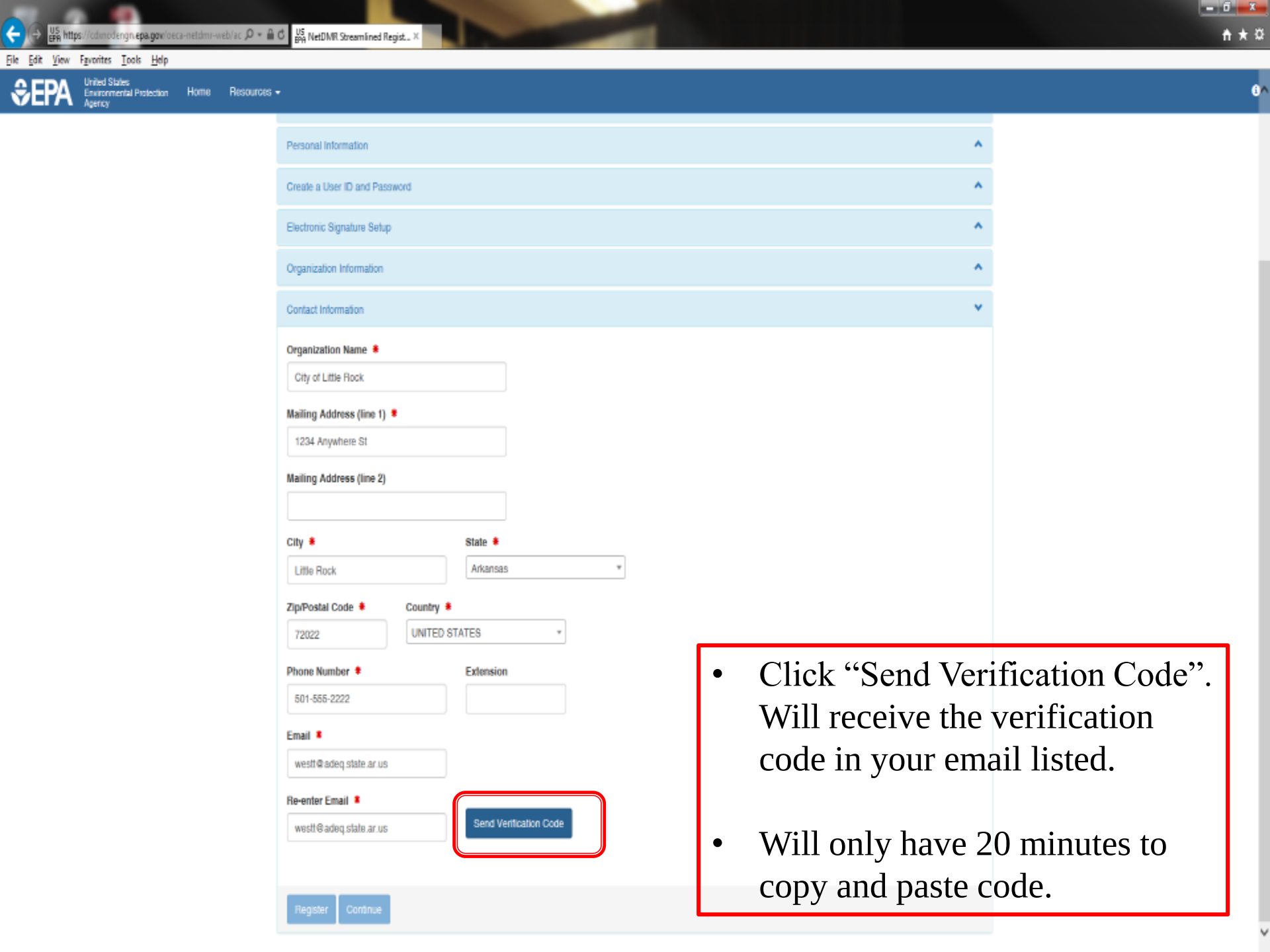
Click “Submit Request for Access”



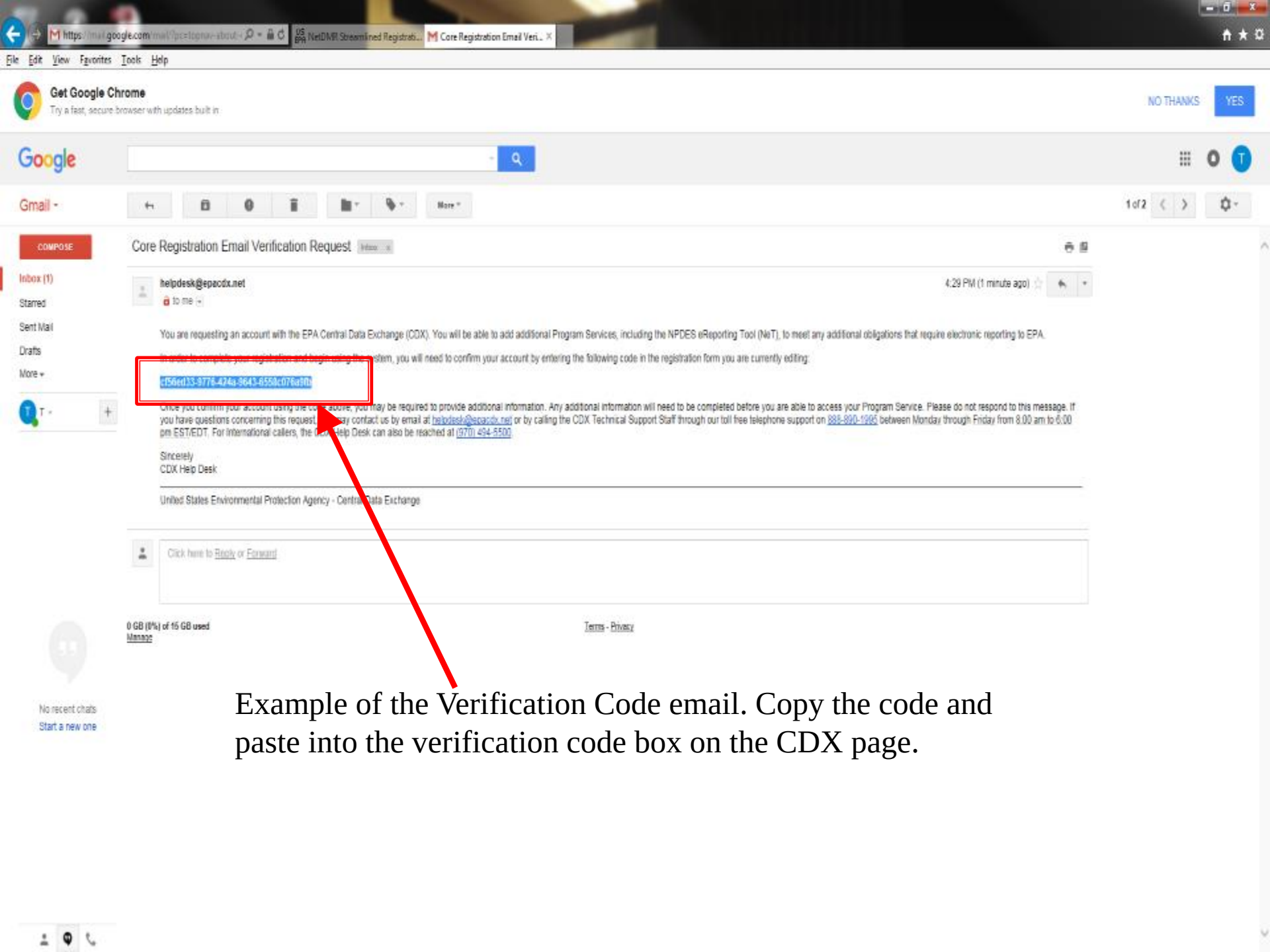
Add Organization - Continued

- Select your Organization
- Enter your phone number

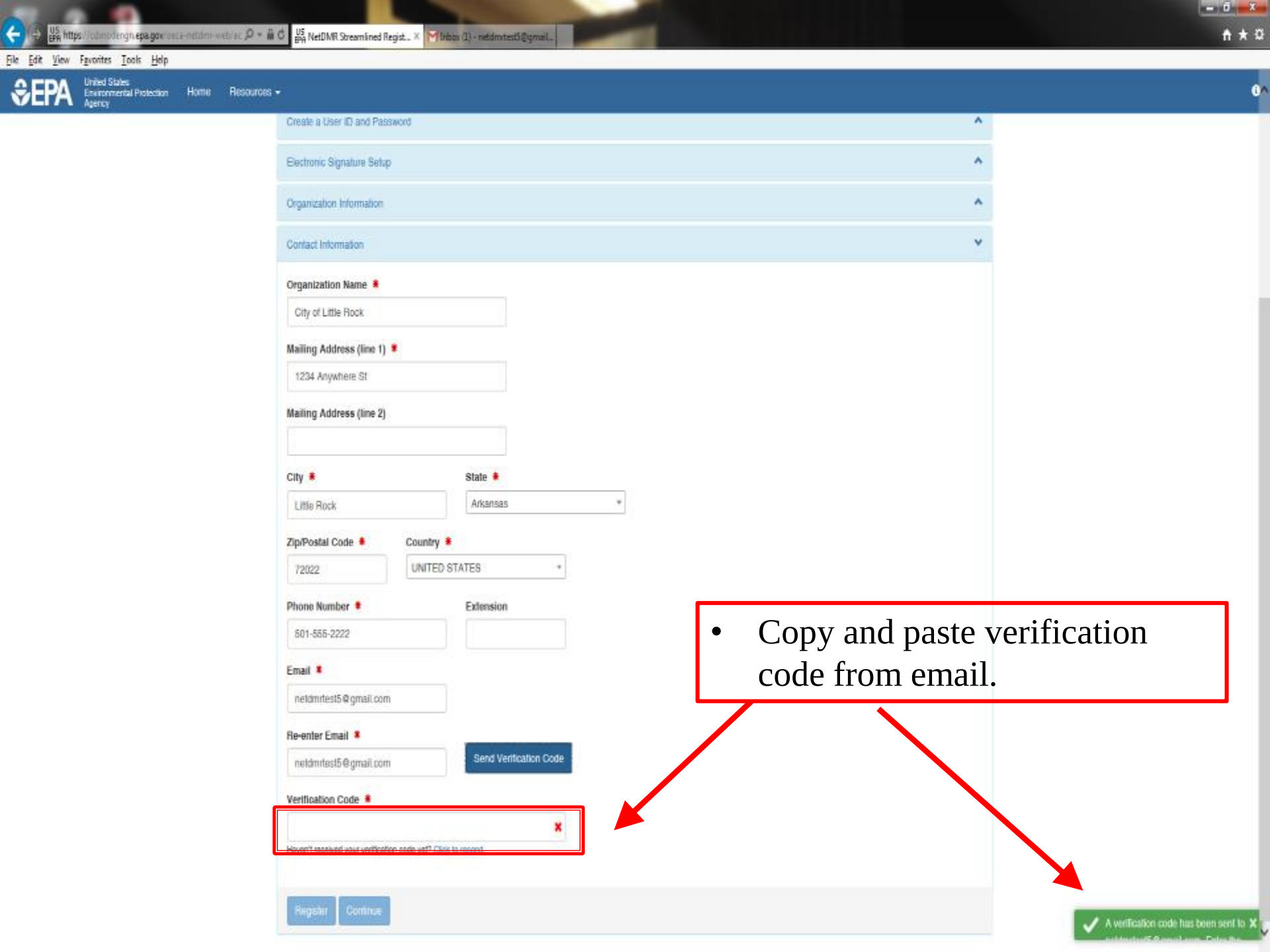




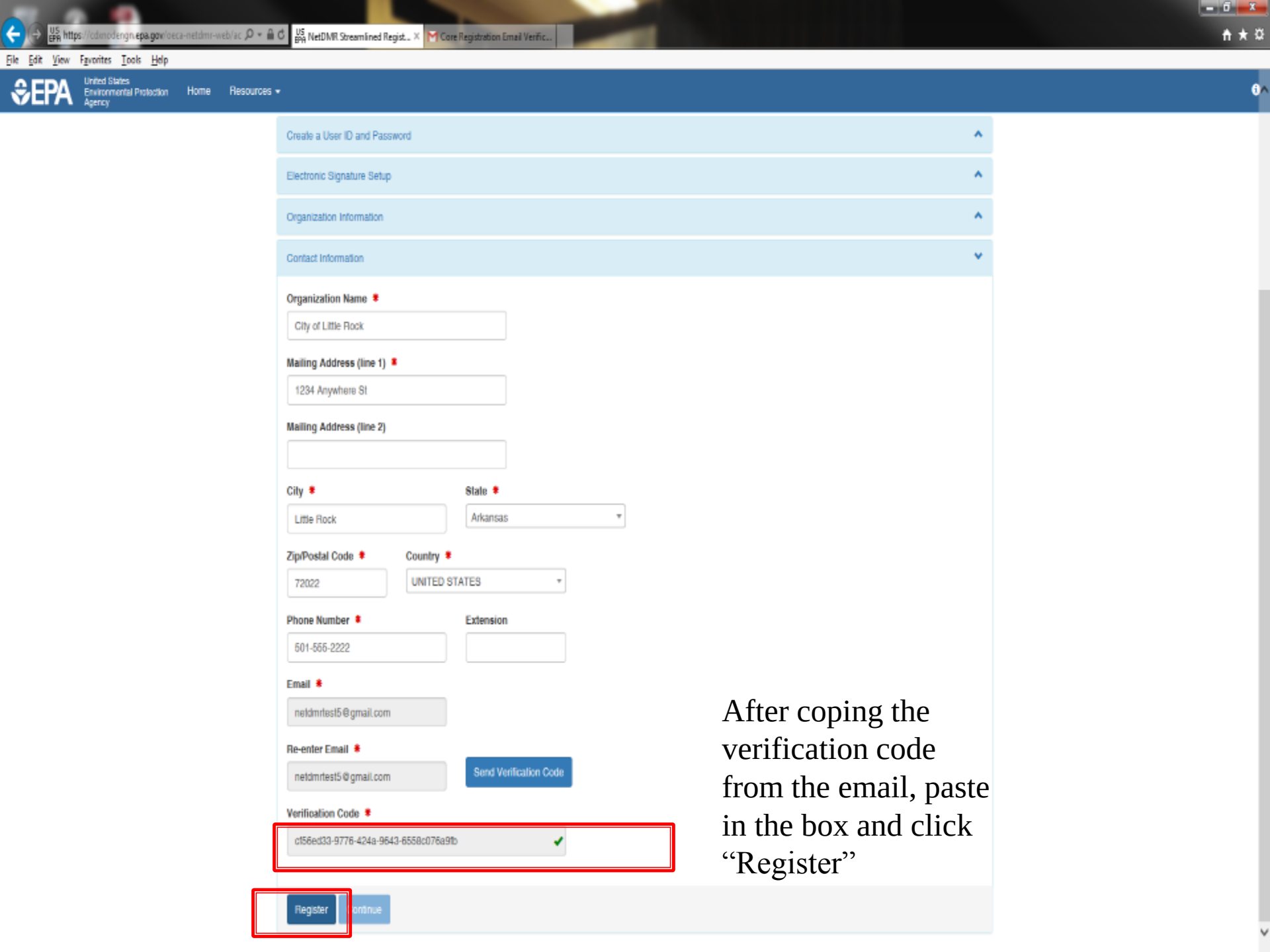
- Click “Send Verification Code”. Will receive the verification code in your email listed.
- Will only have 20 minutes to copy and paste code.



Example of the Verification Code email. Copy the code and paste into the verification code box on the CDX page.

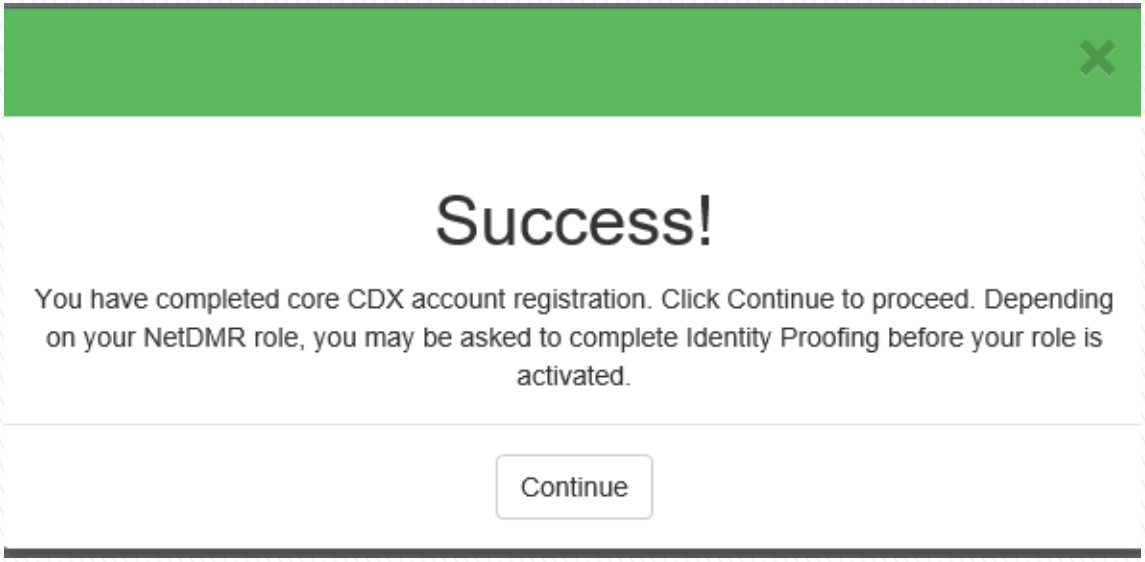


- Copy and paste verification code from email.



After coping the verification code from the email, paste in the box and click "Register"

Organization Registration Completed



- After clicking on REGISTER, this pop-up will appear confirming completion.
- Click CONTINUE

Registration Process

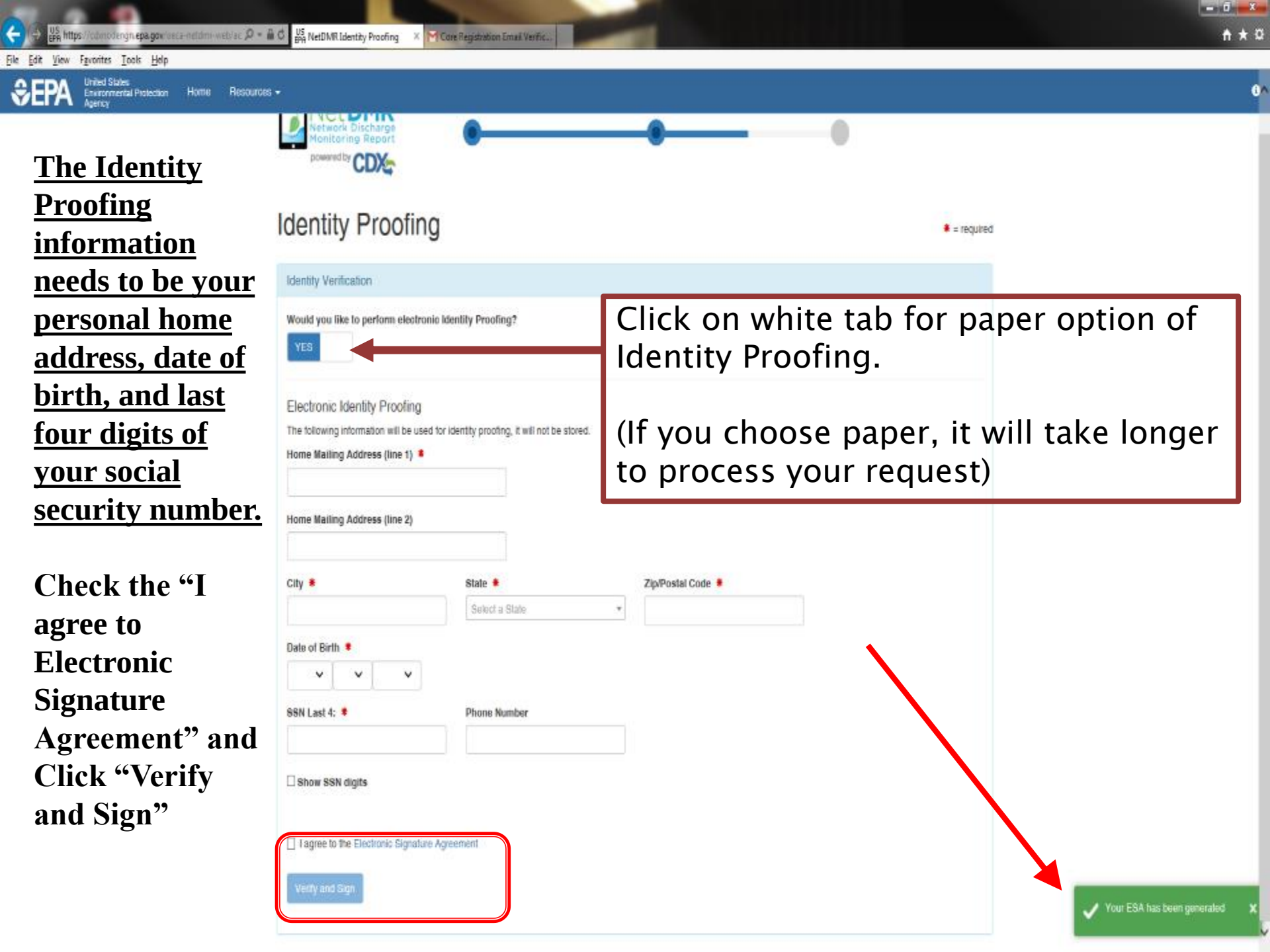
- At this stage, Permittee (no signature) and Data Providers are finished and now have access to NetDMR
- Permittee (signature) must continue with Identity Proofing

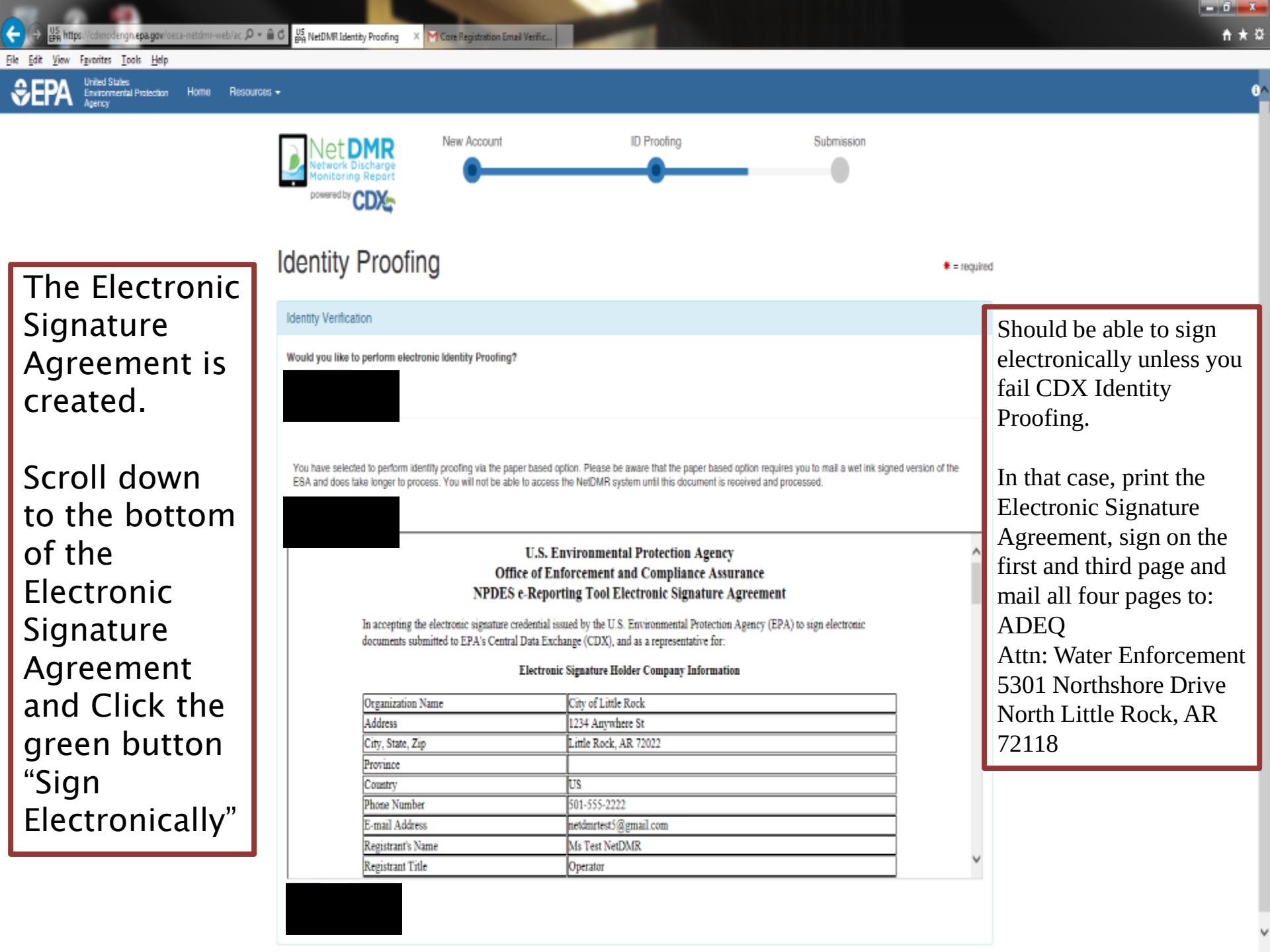
“Permittee (signature)” Additional Requirements

- Permittee (signature) will need to continue as additional information is required
  - Identify Proofing
    - Electronic Signature Agreement (ESA)
    - Paper ESA option
- Log into CDX

The Identity Proofing information needs to be your personal home address, date of birth, and last four digits of your social security number.

Check the "I agree to Electronic Signature Agreement" and Click "Verify and Sign"





The Electronic Signature Agreement is created.

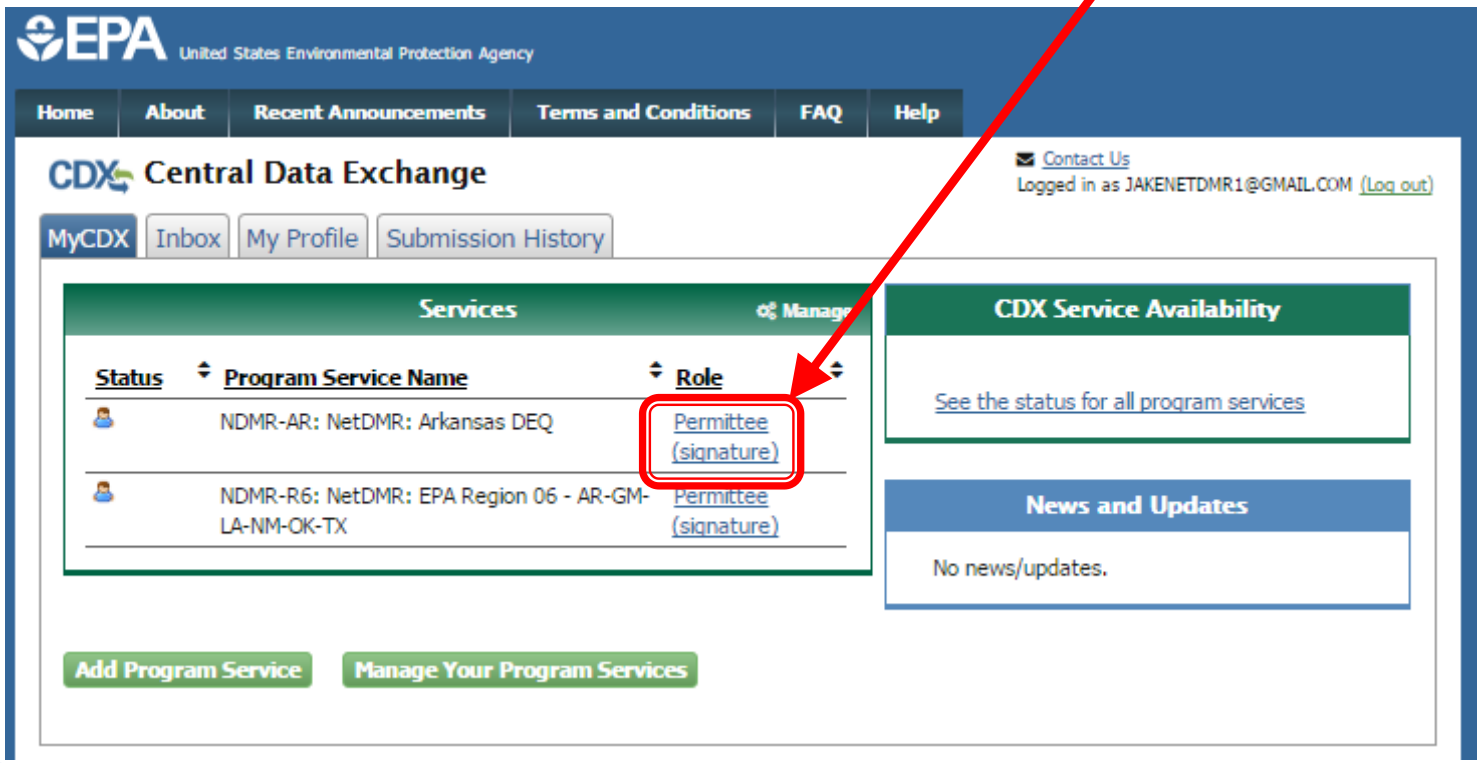
Scroll down to the bottom of the Electronic Signature Agreement and Click the green button "Sign Electronically"

Should be able to sign electronically unless you fail CDX Identity Proofing.

In that case, print the Electronic Signature Agreement, sign on the first and third page and mail all four pages to:
ADEQ
Attn: Water Enforcement
5301 Northshore Drive
North Little Rock, AR 72118

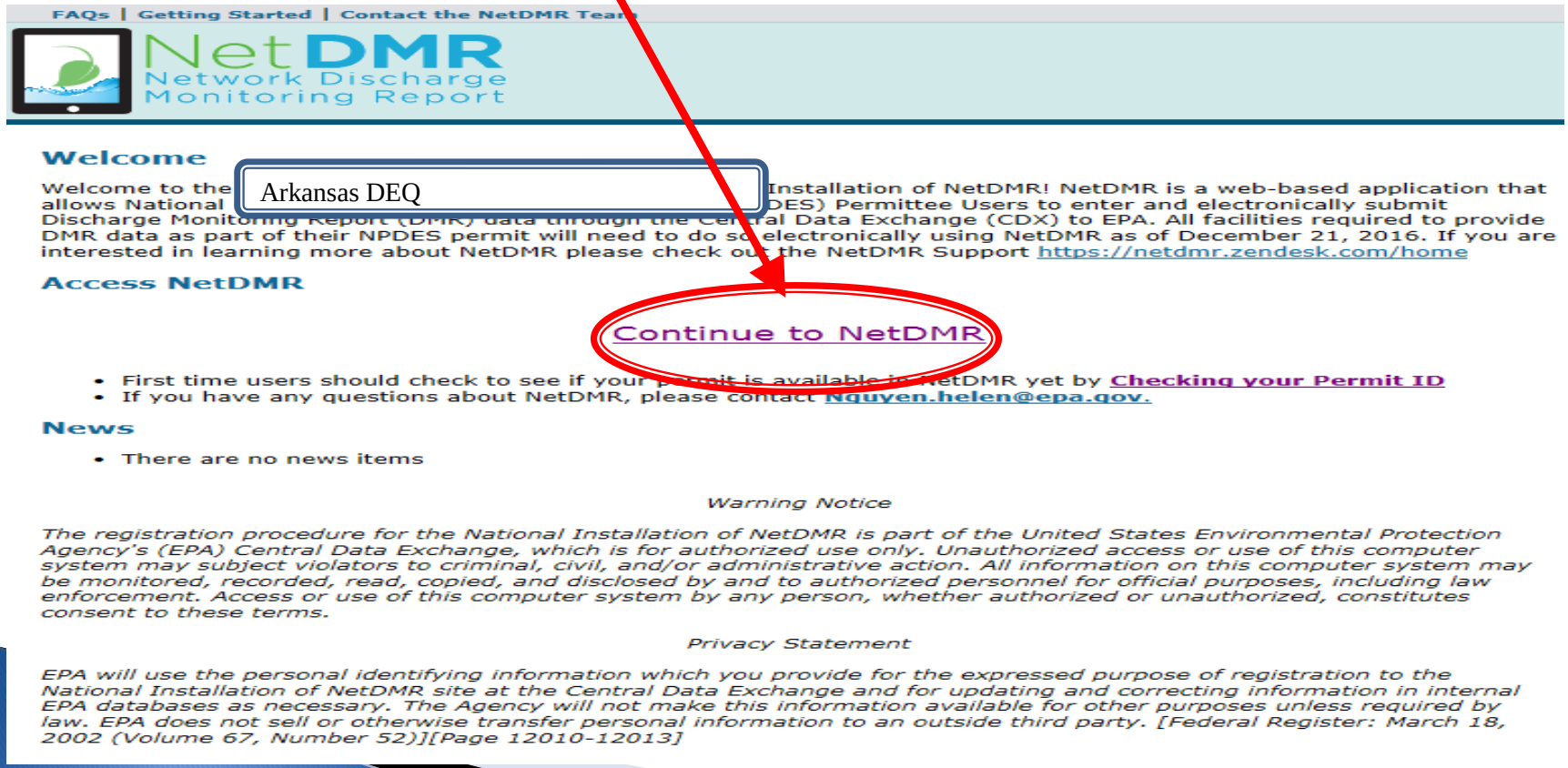
CDX Home Page

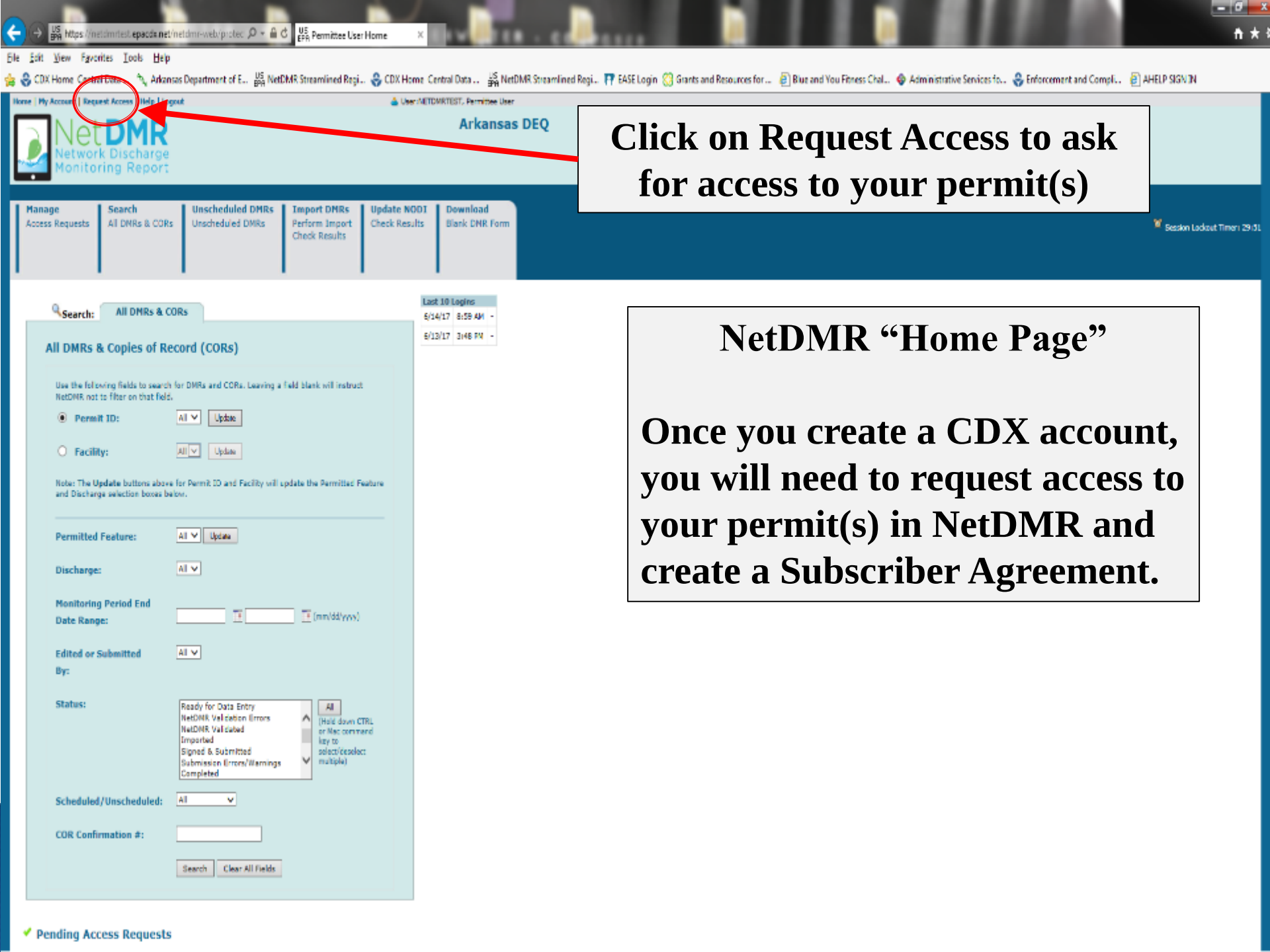
- After creating a CDX account, you will log into CDX, click on the link under Role.
- You will be taken to the new NetDMR Landing Page.



New NetDMR Landing Page

- After you click on your Role on the CDX home page, you will be taken to the new Welcome page of NetDMR.
- Click on “Continue to NetDMR” and your NetDMR Home Page will appear.

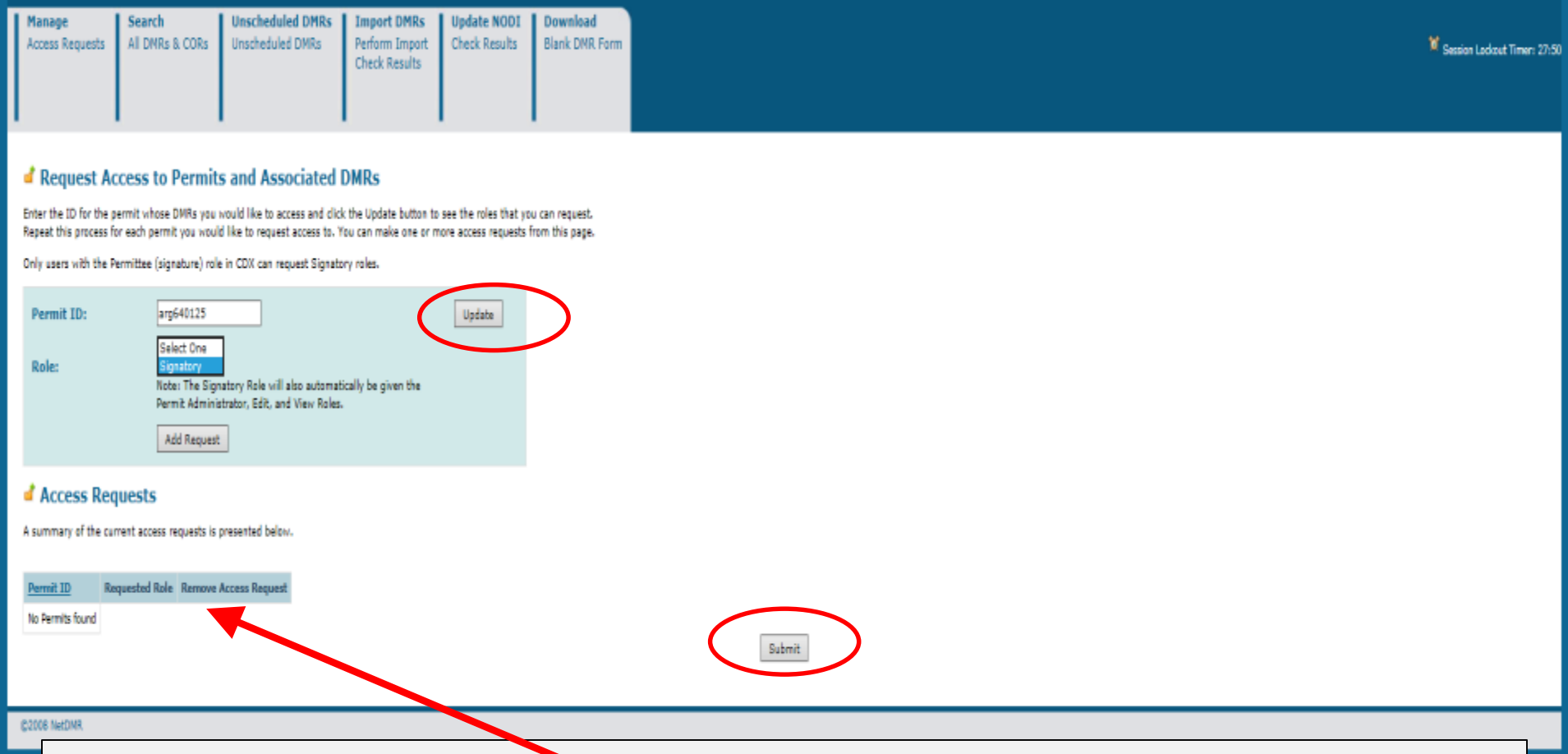




Click on Request Access to ask for access to your permit(s)

NetDMR "Home Page"

Once you create a CDX account, you will need to request access to your permit(s) in NetDMR and create a Subscriber Agreement.



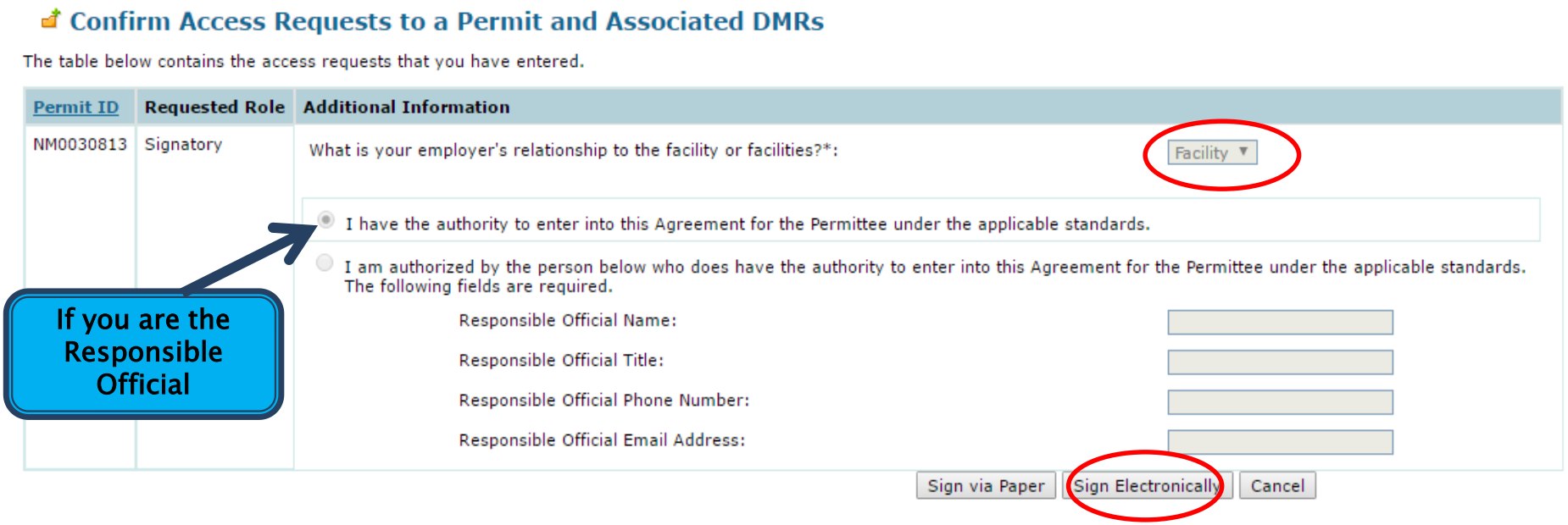
Type the permit number in the Permit ID box, click Update, and select Signatory role (if you are going to be signing the DMRs).

After selecting role, click Add Request. The request will appear below Access Requests.

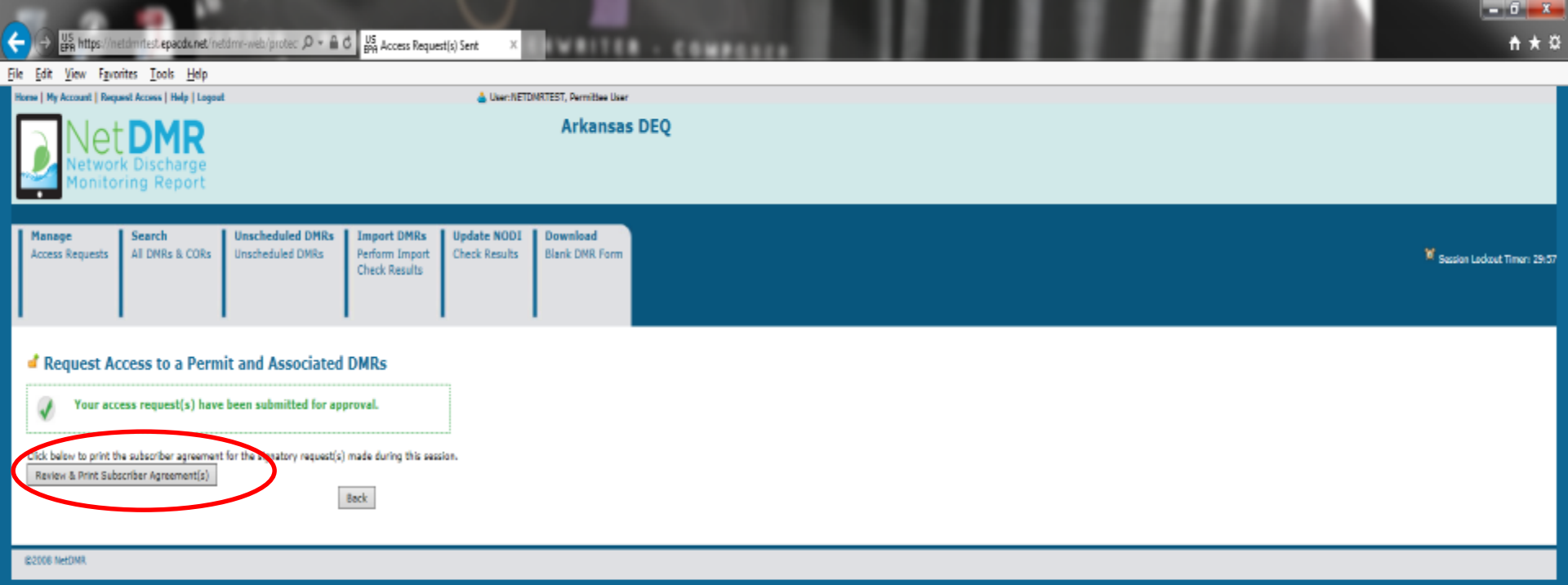
If you have multiple permits to access, repeat this process until all permits have been added.

After adding all access requests, click Submit.

Responsible Official (RO)

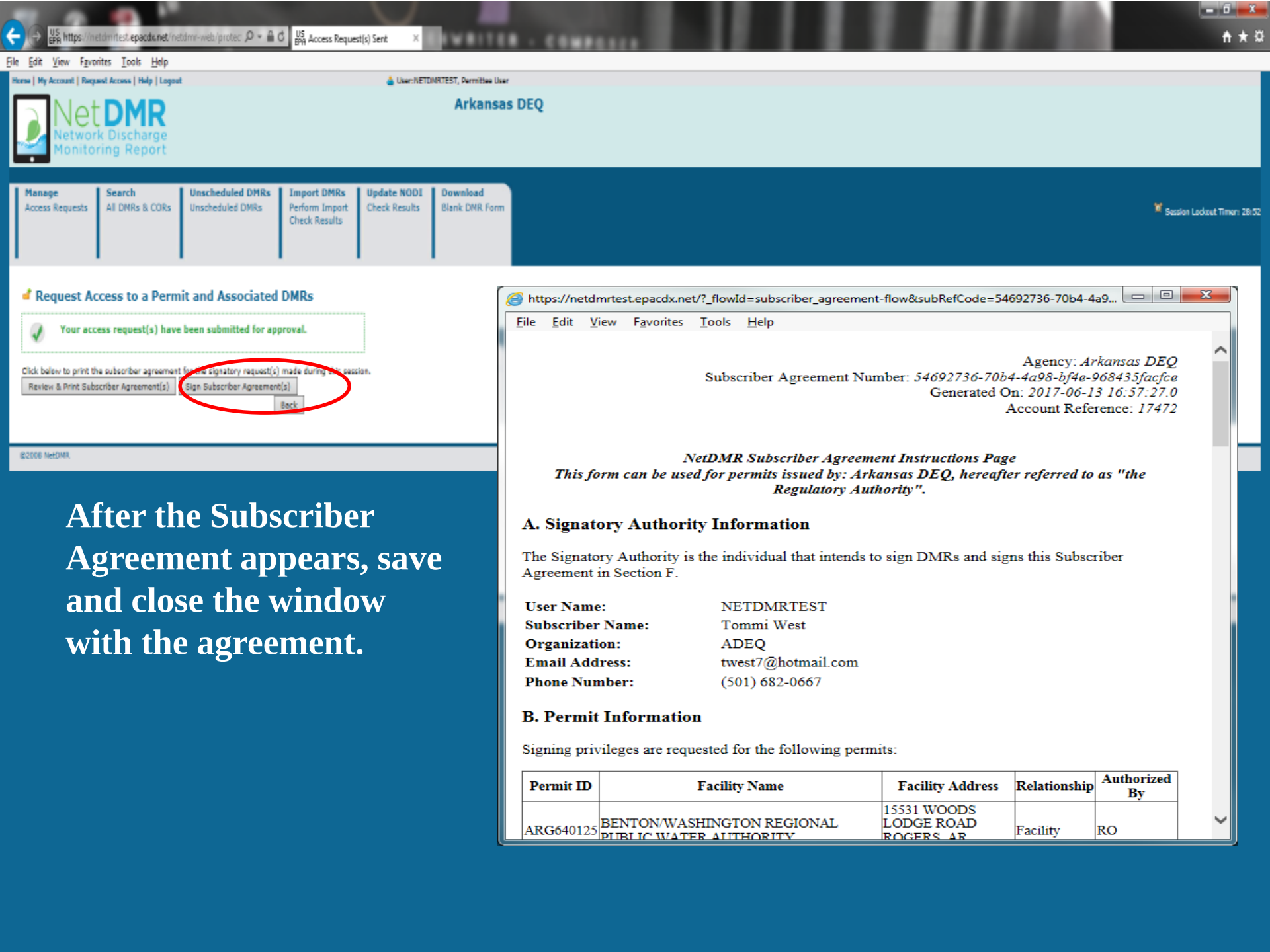


As Responsible Official, you will choose Facility in the drop down menu, then select the first radio button, and click Sign Electronically.

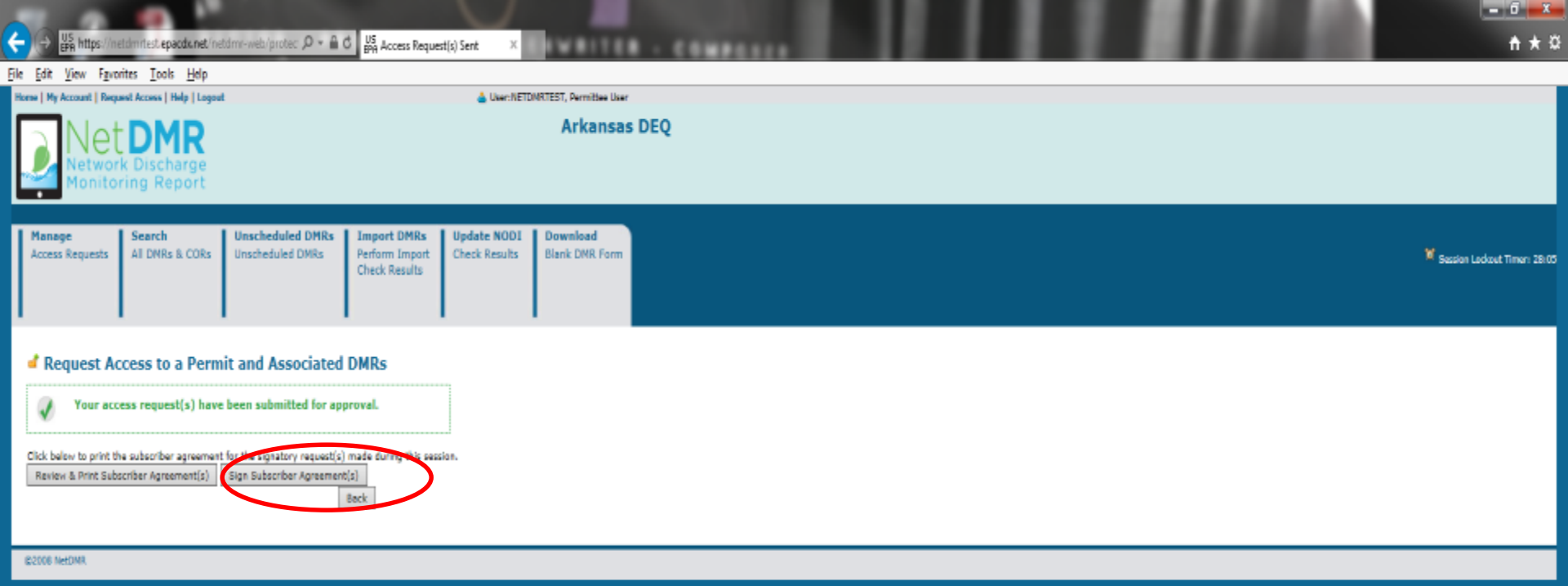


Click on Review & Print Subscriber Agreement

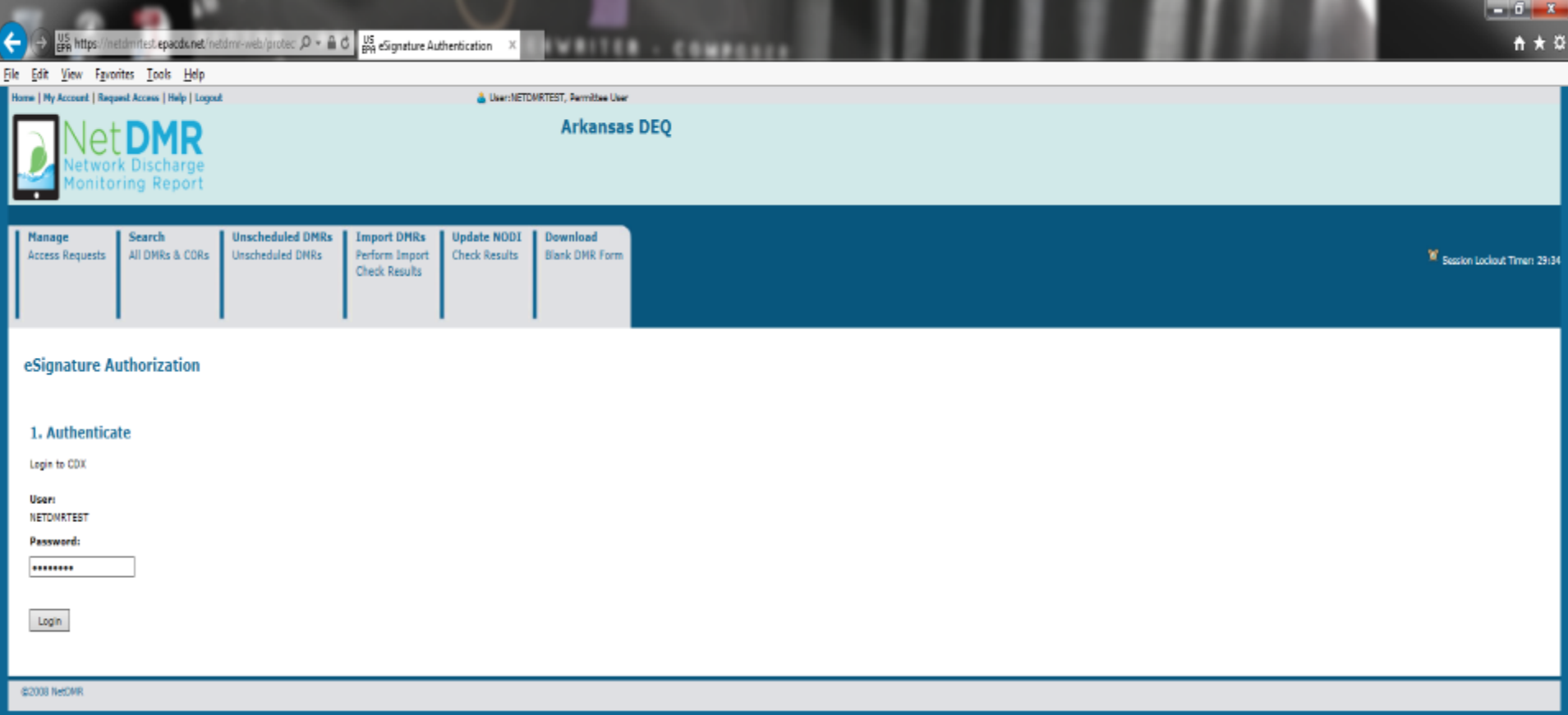
The Subscriber Agreement will pop up in a separate window and you may print or save for your files.



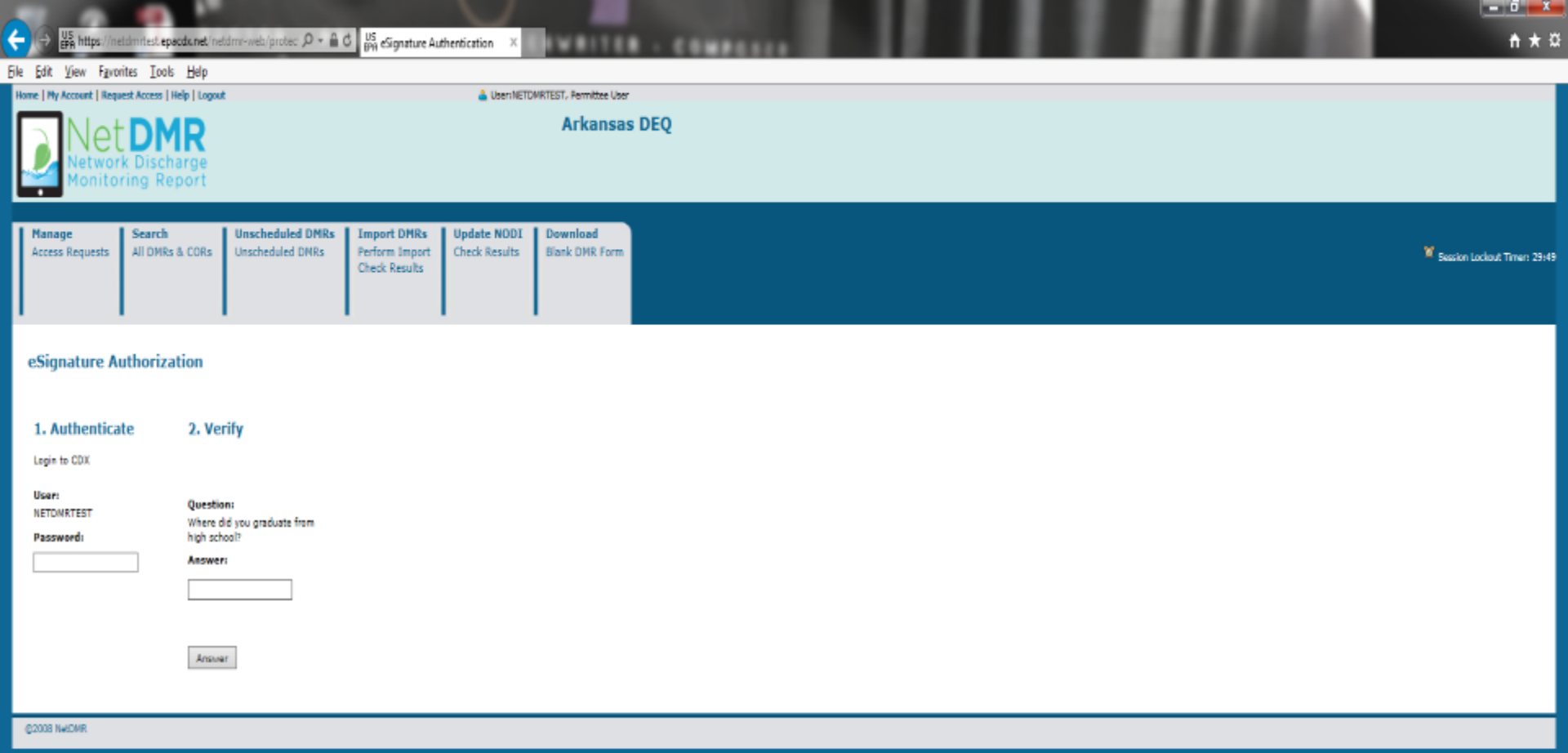
After the Subscriber Agreement appears, save and close the window with the agreement.



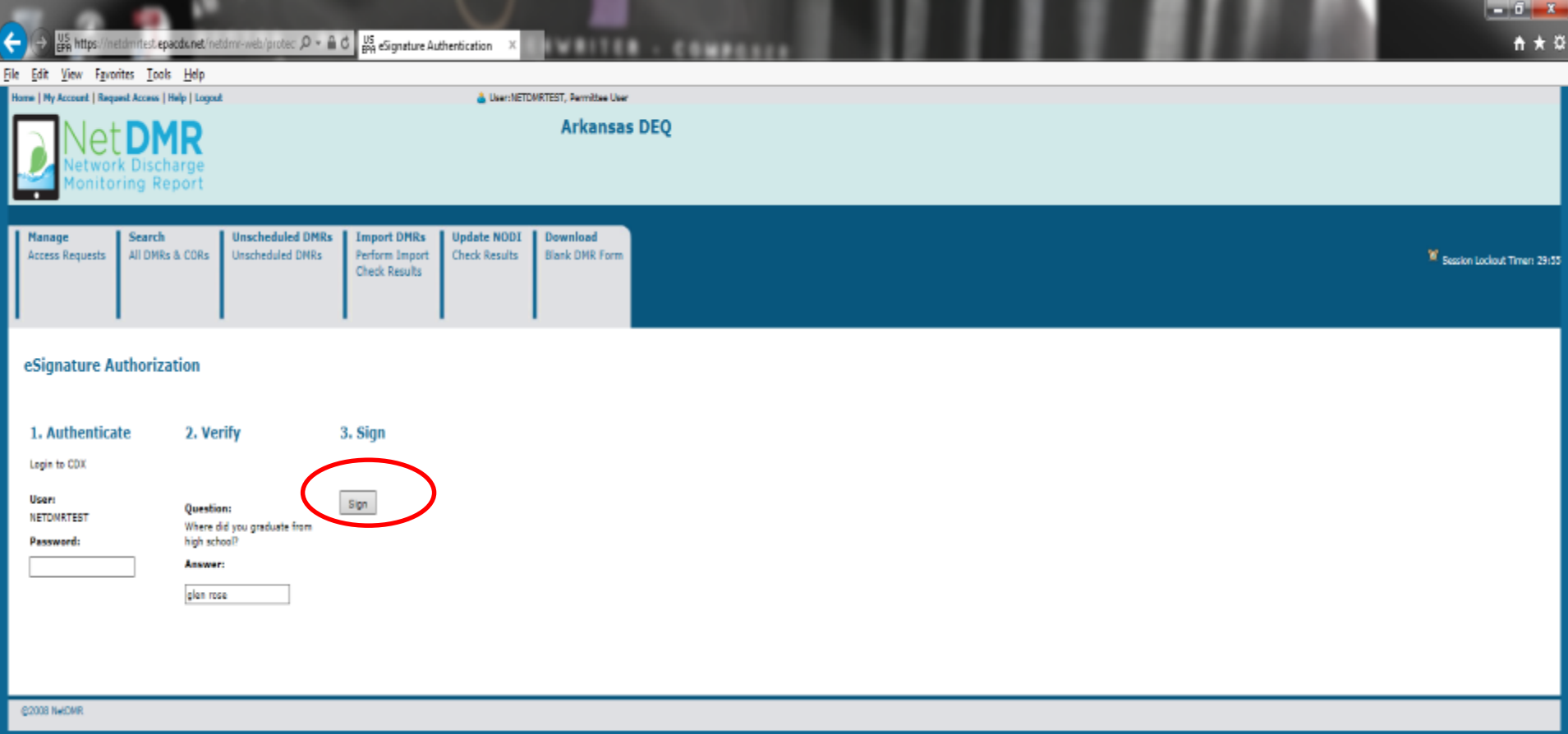
The “Sign Subscriber Agreement” button will appear and click it.



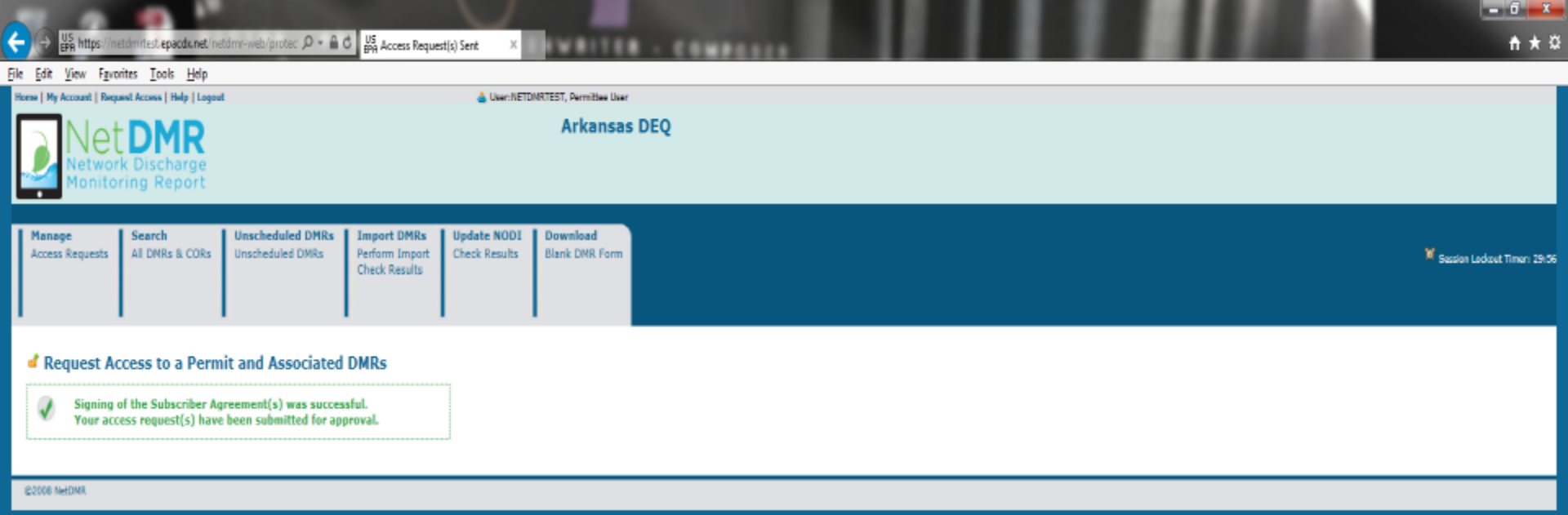
After clicking “Sign Subscriber Agreement”, you will enter your Log In password.



After entering your password, you will answer one of your security questions.

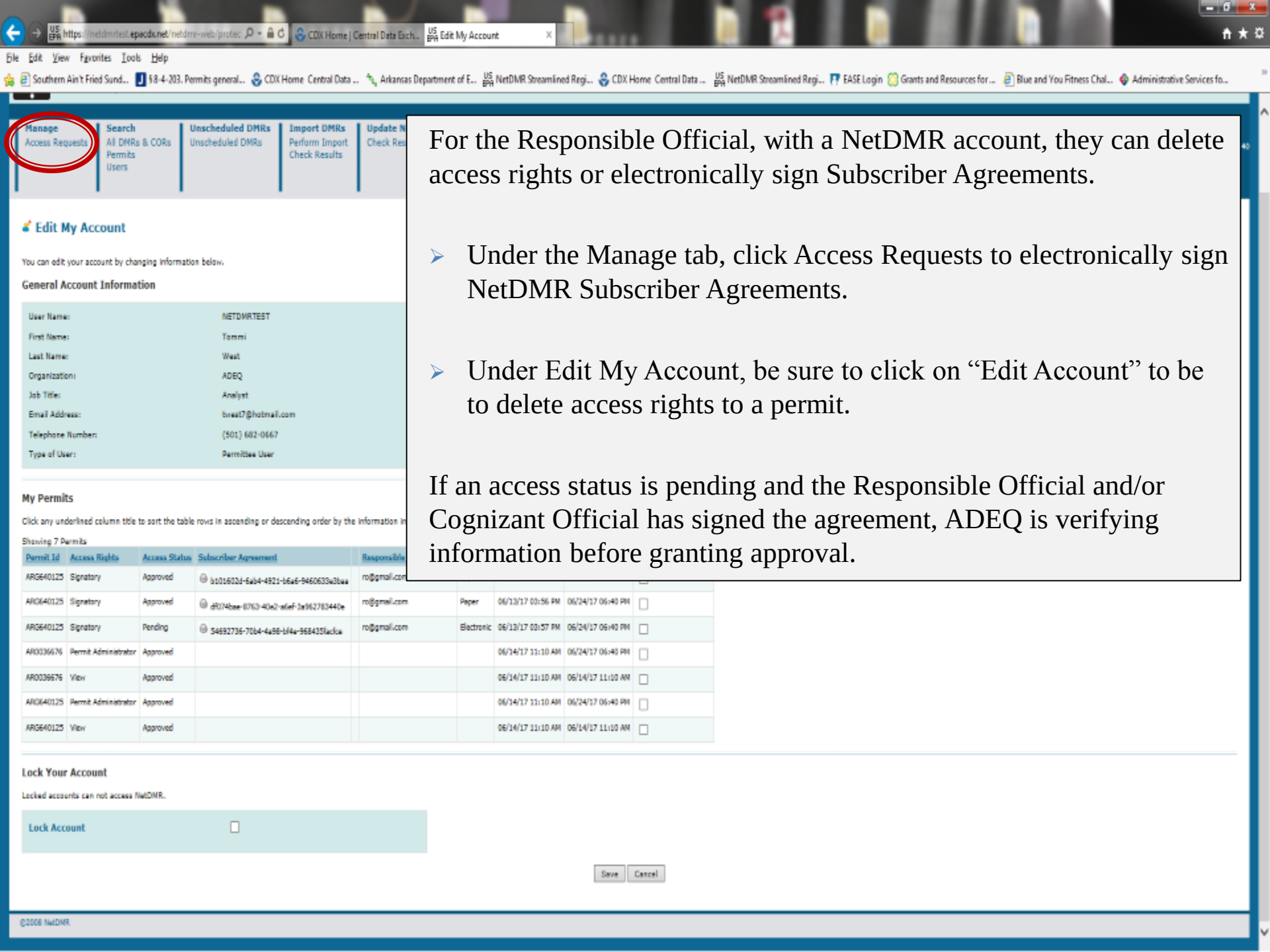


After answering one of your security questions, click on "Sign" to complete the electronic signature process of the NetDMR Subscriber Agreement.



You will receive the following message the Subscriber Agreement was signed successfully and submitted to ADEQ for approval.

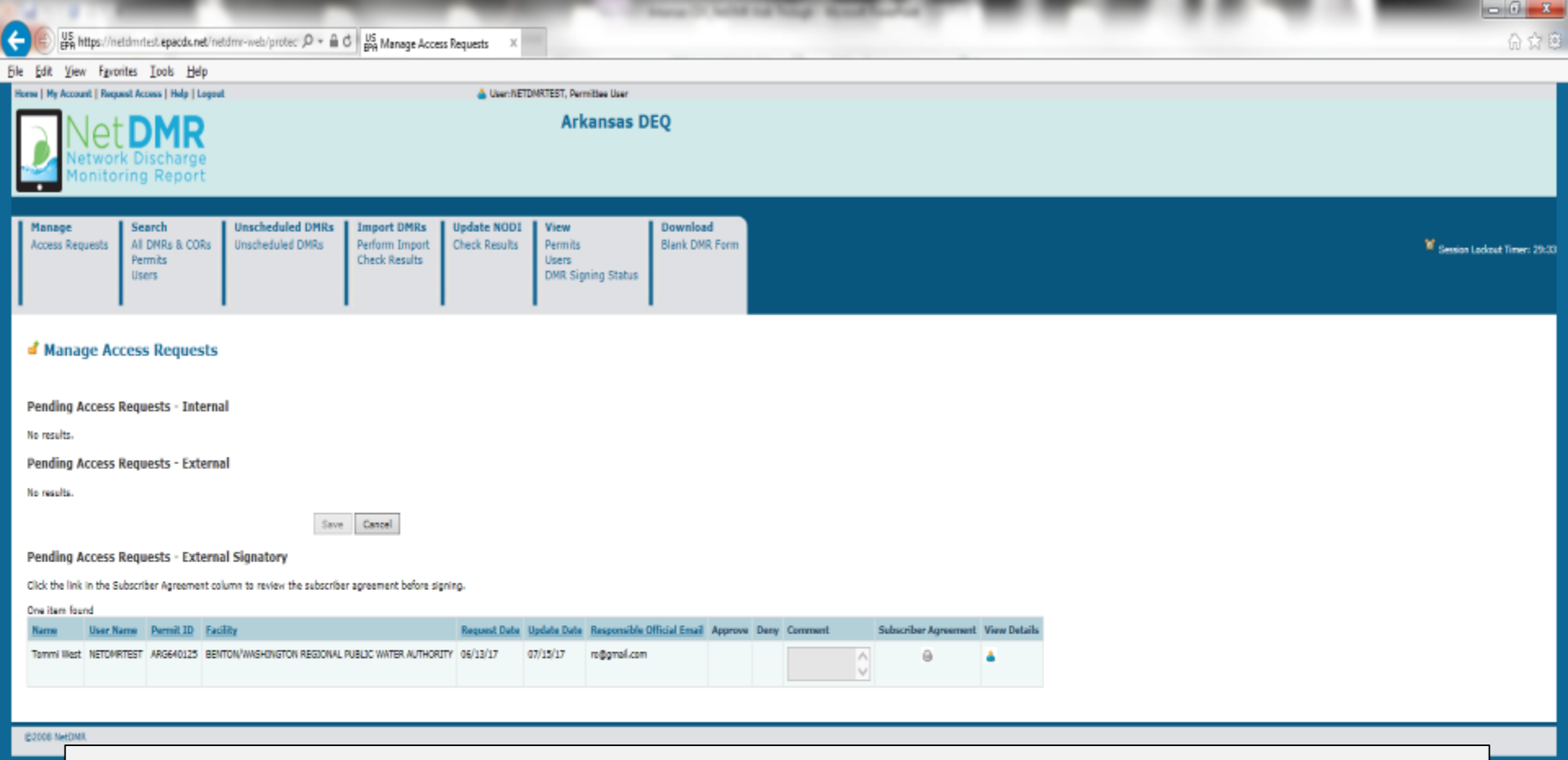
Please ensure we have you on file as the Responsible Official for the permit. If you are unsure, please contact the Office of Water Quality – Enforcement Branch at 501-682-0624.



For the Responsible Official, with a NetDMR account, they can delete access rights or electronically sign Subscriber Agreements.

- Under the Manage tab, click Access Requests to electronically sign NetDMR Subscriber Agreements.
- Under Edit My Account, be sure to click on "Edit Account" to be to delete access rights to a permit.

If an access status is pending and the Responsible Official and/or Cognizant Official has signed the agreement, ADEQ is verifying information before granting approval.



After clicking on Access Requests, the following page will appear so the Responsible Official (RO) can electronically sign a NetDMR Subscriber Agreement.

The request will appear similar as below, the RO will check the approve box and click Save.

After signing, the request will need to be approved by ADEQ. In approximately 10 business days, you should receive an email/letter notifying the Authorized Representative of approval.

CDX/NetDMR Customer Service

- CDX - Account information, including passwords, resend your Verification email
- Call 888-890-1995 (toll-free) or (970) 494-5500 for International callers
- helpdesk@epacdx.net
- Hours of operation is Monday - Friday,
- 7 am – 5 pm Central Standard Time

- NetDMR Customer Support
- Call Center at 1-877-227-8965 (toll-free)
- Email to **NPDESeReporting@epa.gov**
- Hours of operation is Monday - Friday,
- 8 am – 4 pm Central Standard Time

Additional Support Resources

- NetDMR Zendesk (https://netdmr.zendesk.com)
  - Documentation
  - Training Tutorials
  - Training Schedules
  - Recorded webinars
  - FAQs
- Regulatory Authority

https://netdmr.zendesk.com/hc/en-us/articles/209616226

ADEQ NetDMR Contact Information

- Richard Healey, Enforcement Branch Manager: 501-682-0640
  - healeyr@adeq.state.ar.us
- General NetDMR Assistance: 501-682-0624
  - netdmr@adeq.state.ar.us

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