

# ADEQ NetDMR Account Set Up & Data Entry Tutorial



# Account Creation

- User Registration
  - Establishes your identity
  - Each user should have a unique account
- Request/Receive Access to Permit
  - Associates your user account with specific permits
  - Identifies your role in NetDMR for each permit



# NetDMR User Types

- Internal Users
  - State and Federal Agency Users
    - Read-only access to all signed and submitted reports
- Permittees
  - Facility users
  - Can sign and submit DMRs
  - Data Entry
- Data providers
  - Contractors and labs
  - Cannot sign or submit DMRs
  - Data entry ONLY



### Home | FAQs | Getting Started

### NetDMR

### Welcome

NetDMR is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) Permittee Users to enter and electronically submit Discharge Monitoring Report (DMR) data through the Central Data Exchange (CDX) to the Integrated Compliance Information System (ICIS). This is an alternative to the paper-based DMR submission process. If you are a permittee, this website can be used to complete and submit DMRs electronically for your facility.

	Alaska Department of Environmental Conservation	
	Arkansas DEQ	~
	Colorado DPHE WQCD	
	Connecticut DEP	
	EPA Region 01 - New Hampshire and Massachusetts	
	EPA Region 02 - NY - PR - SR	Go
	EPA Region 03 - DC-DE	dd
	EPA Region 04 AL-FL-GA-GE-KY-MS-NC-SC-TN	
	EPA Region 05	
	EPA Region 06 - AR-GM-LA-NM-OK-TX	
	EPA Region 07	
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	Illinois EPA	
	Indiana DEM	
EPA will use the persona	Kentucky DEP	of registration to the
National Installation of N	Louisiana DEQ	ing information in internal
EPA databases as neces	Maine Department of Environmental Protection	poses unless required by
aw. EPA does not sell or	Maryland (MDE)	deral Register: March 18,
2002 (Volumo 67 Numb	Missission DEO	CALMAN CONTRACT OF A CALMAN

Select Arkansas DEQ as the "Instance" in the Regulatory Authority drop down menu. Ensure Arkansas DEQ is selected and Click Go.



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US https://netdmr.epa.gov/netdmr/public/login.htm  $\mathcal{O} = \bigoplus \mathcal{O}$  US Login to NetDMR

To create an

account, click on

Register for an

account or Create

an Account.

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Login | FAOs | Getting Started | Contact the NetDMR Team NetDMR

### Welcome

Welcome to the Arkansas DEQ installation of NetDMR! If you are permittee, you may be able to use this Web site to complete Jabmit DMRs electronically for your facility.

#### New to NetDMR?

First time users can register for a new account. If you have any questions about NetDMR, please contact ramsey@adeq.state.ar.us.

#### News

- \*\* 10/29/2015 \*\* Please do not use Frequency of Analysis code 02/02 if you manually enter the Frequency of Analysis . Use 02/07 for "Twice per Week" instead. NetDMR users may experience rejections submitting DMRs including the 02/02 code. We apologize for any inconvenience this may cause you.
- \*\* Arkansas Stormwater General Permit Covered Facilities (ARR) are NOT required to submit DMRs and are not included in NetDMR at this time.

#### Warning Notice

The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

#### Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the National Installation of NetDMR site at the Central Data Exchange and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013]





Forgot User Name? / Forgot Password? / Create a

VetDMR Account

First time users should check to see if your permit is available in NetDMR yet by Checking your Permit ID





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US PPA https://netdmr.epa.gov/netdmr/public/create\_accc D + A C

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Fill out the Gener Account Information and Select your Security Question and Answers.

### **Click Submit.**

(Be sure to write down your questions and answers. Everything is cas sensitive.)

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Login   FAQs   Getting Started   C	ntact the NetDMR Team	
NetDMR		All answers are
Create a NetDMR Ac	ount	Case Sensitive
Please provide the information re	uested below to create a NetDMR account. A '*' indicates a required entr	у.
Email Address:* Enter Email Address Again:* User Name:*		
Use my email address as my u Create my own user name First Name:*	er name	<u>Type of User</u>
Last Name:* Telephone Number:* (###-##	-####	➤ Labs and
Organization:* Type of User:*	Select One	Consultants wil
Selected Security Questions		be <b>Data</b>
Please provide responses for the sensitive. Answer must be betwe	ecurity questions below. Select each question only one time. Note that a 1 and 50 characters. Special characters other than ' may not be use	nswers are case- d. <b>Providers</b> .
Question 1*		
Select One	V	> Anyone
Question 2*		accordented with
Select One	v	the facility will
Ouestion 3*		
Select One	v	be <b>Permittee</b> .
Question 4*		
Select One	<b>∨</b>	
Question 5*		
Select One	V	
	Submit Popot Consol	Department of Environm

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Verify all NetDMR Account Request Information.

### **Click Verify.**

*****	
<i>i</i> Please verify the information you entered belo account.	w to create a NetDMR
eneral Account Information	
Email Address:	twest7@hotmail.com
User Name:	
• Use my email address as my user name	
Create my own user name	twest7@hotmail.com
First Name:	Tommi
Last Name:	West
Telephone Number:	501-682-0744
Organization:	ADEQ
Type of User:	Permittee User
elected Security Questions Question 1 What is your mother's maiden name?	miller
Question 2	
What is your father's middle name? 💙	owen
Question 3	
What was your high school mascot? 🗸	beaver
Question 4	
What is your favorite color? V	aple
Question 5	

On this screen, please be sure to either write down your security questions and answers <u>Or</u> take a picture with your phone.

Be sure to store the paper or photo in a secure location for easy access.



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©2008 NetDMR

# Account Verification

- You will receive a verification email from NetDMR; click the link within to complete the account verification process
- The link will expire in 60 days

### Activate Your NetDMR Account Inbox X

netdmr-notification@epa.gov to me show details 9:39 AM (17 minutes ago)

Ashley Viator,

Your NetDMR account must be finalized before you can log into the system and request access to your permits. Please click on the following link.

https://netdmrtest.epacdx.net/netdmr-web/public/verification.htm?key= 5b9c7875c28525c0dbe92342bcf2e5ba743c366820a0eec6f242b424f04e62ee&userId=596

The link to finish creating your account will expire in 60 days. If you do not complete the account creation process within 60 days, you will need to provide the information requested on the Create a NetDMR Account page again. If the Complete the NetDMR Account Creation Process page is not displayed after clicking the above link, copy and paste the entire link into you browser address bar and then click enter to access the page.

Thank you.

THIS EMAIL IS FROM THE NETDMR TEST ENVIRONMENT AND IS FOR TESTING PURPOSES ONLY.

ANY AUTHORIZATIONS OR SUBMITTALS THROUGH NETDMR TEST ARE NOT CONSIDERED FOR COMPLIANCE WITH PERMIT CONDITIONS.





# Account Verification

- Fill in security answer
  - Case sensitive
- Create a password, and then retype to confirm
  - Case sensitive; expires every 90 days
  - 8-20 characters; must contain at least 1 number

Complete Net	DMR Account Creation Process - Windows Internet Explorer	
90 e	1-23/07/07/07/07/07/07/07/07/07/07/07/07/07/	1.0
File Edit View	Favorites Tools Help	
× Google	🐱 🛃 Search • ++ 🎓 • 👘 • 🚳 • 💷 Sidewiki • 🐡 Check + 👪 Translate • ≫	🔩 + 🔘 AshWa •
Favorites	🖉 Suggested Sites * 😰 DEQ 😰 DEQ's Intranet 📴 EPA 😰 LEO 😰 Search EDMS 😰 Tech Talk Archives 😰 Get More Add-ons *	
Complete NetDA	R Account Creation Process 🔂 🔹 📾 🔹 Page + Safe	ty + Tools - 😰 - 20
	What is your father's middle name?     (Anayons are zame genetices)       Create Password:     (Dasa agenetices)       Enter Password Again:     (Dasa agenetices)	
	Submit Cancel	
Done		ADEO
start	🐱 Al Mal Ro 🖉 Confirm No 🖉 Ginal - Acts 🔤 RE: Good 🔯 Microsoft P 🚔 Hy Pictures 🌈 Complete N	A R K A N S A S Department of Environmental Quality

# Account Verification

- You have finished creating your account!
- Click the link to login

onfirm NetD	MR Account Request - Windo	ws Internet Explorer		
	https://netdmrtest.epacdx.net/netd	lmr-web/public/conFirm_set_password.htm?veriFyPa	issword=pas 🗙 🚆 🖄 🦘 🗙 🚱 Google	<u>م</u>
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onfirm NetDMF	l Account Request		🚵 🔹 🗟 🖃 🖶 🖬 Page 🔸 Saf	ety + Tools + 🕢 +
	Login   FAQs   Getting S NetDMR	tarted   Contact the NetDMR Team		
	A NetDMR Accou Your NetDMR Account h	unt Created has been created. Click <u>here to access t</u>	he login page and begin using NetDMR.	
	©2008 NetDMR			
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# Signing In

- Four attempts to log-in before account is locked
  - Must answer security question correctly to unlock
- Forgotten username/passwords may be retrieved or reset online
  - Reset with verification email
  - Retrieve/change by answering a security question
- Passwords must be changed every 90 days and each new password must be different than your last 10 passwords by at least 3 characters
- <u>**DO NOT</u>** Save your password on the NetDMR log-in page</u>



# Request/Receive Access

- Identifies within NetDMR the permits you have permission to view/manage information
- Establishes your role in NetDMR
- First person to request access must be a signatory and automatically becomes permit administrator
- Permit Administrator controls the roles and access for other users
- Additional permit administrators may be approved



## External User Roles

- Permit Administrator
- Signatory
- Edit
- View



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# Signatory Role

- Must sign and mail original subscriber agreement to ADEQ
- Manages access for permit(s)
  - Approves/denies requests for edit and view access
- Automatically has the role permissions for
  - Edit
  - View
- ADEQ must have written notification when a Signatory leaves a facility



## Edit

- Has permission to
  - Enter, edit, and import DMR data
  - Delete data from unsubmitted DMRs

## View

• Can only view DMRs/CORs (Submitted Only)

## Partial View

- Special request by regulatory authority to view partially completed (unsubmitted) DMRs
- Typically only used for troubleshooting



- Click on Request Access at the top of the NetDMR page
- Type in your 9 digit permit number
  - Click Update
- The first person to request access to a permit must be a signatory authority
  - Once signatory has been approved by the regulatory authority, others may request access

Home   My Account   Reque	est Access   Help   Logout						
Manage Access Requests	Search All DMRs & CORs Permits Users	Import DMRs Perform Import Check Results	<b>View</b> Permits Users	Download Blank DMR Form	觉 Session Lockout Timer: 29:57	,	
Request Acceleration of the process for the	cess to Permits	and Associate	d DMRs	odate button to see th make one or more a	e roles that you can request. ccess requests from this page.		
Role:	EA7654321 Select One Permit Administ View Signatory Edit	pr Role come	s with the first	Signatory			
Access Request A summary of the cur	uests	presented below.					2

- Select the applicable role and click Add request
- You will see your access request pending at the bottom of the screen
  - If you've selected the incorrect role, click the Red X to delete
  - Add additional permits/roles before clicking Submit

### Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Permit ID:	LAG75TEST	Update
Role:	Select One 💌 Note: Permit Administrator role comes with Signatory role	
	Add Request	

### d Access Requests

A summary of the current access requests is presented below.

<u>Permit ID</u>	Requested Role	Remove Access Request
LAG75TEST	Edit	×



Submit

- If you selected the Signatory role, additional information is required
  - Select relationship to facility Choose Facility if you work for the company or municipality
  - If you are the Cognizant Official (Signs the DMRs), Select the first radio button
  - Click Submit and Confirm on Next Page

<u>Permit ID</u>	Requested Role	Additional Information
LAG75TEST	Signatory	What is your employer's relationship to the facility or facilities?*:
	(	<ul> <li>I have the authority to enter into this Agreement for the Permittee under the applicable standards.</li> <li>I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</li> <li>Name:</li> </ul>
		Title:
		Phone Number:
		Submit Cancel ADEO

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- Confirmation Screen
- Print Subscriber Agreement
  - Serves as the wet-ink signature for all signed and submitted DMRs
  - Mail Original six (6) or more pages, signed in blue ink, to ADEQ
  - NetDMR Test not necessary

## • NetDMR Production - REQUIRED

Search Import DMRs All DMRs & CORs Perform Import Check Results

IRs Download nport Blank DMR Form

🎽 Session Lockout Timer: 26:02

Request Access to a Permit and Associated DMRs

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

Click below to print the subscriber agreement for the signatory request(s) made during this session.

 Print Subscriber Agreement



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# Top of NetDMR Home Screen

- Home
  - Brings you back to the home screen
- My Account
  - Allows you to view and edit your account settings
- Request Access
  - Request access to permits with specific roles
- Help
- Logout Always remember to Logout of NetDMR



## Header Bar

- Manage Access Requests
- Search All DMRs & CORs, Permits, Users
- Import DMRs Perform Import or Check your Results
- View Permits or Users
- Note the Session Lockout Timer: you will be logged out after 30 min of inactivity



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#### Pending Access Requests

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.



EPA https://n	eldinitiest.epacdx.net/nef	.dmr-web/protec 🔎 - 🔒	C US EPA Login to NetD	AMR F	PR DMR/COR	Search Results	A ★ 第
<u>File E</u> dit <u>V</u> iew F <u>a</u> vr	orites <u>T</u> ools <u>H</u> elp						
Home   My Account   Req	uest Access   Help   Logout			🛓 User:netdmrt	tommi@gmail.co Arka	am, Permittee User INSAS DEQ	
Manage Access Requests	Search All DMRs & CORs Permits Users	Unscheduled DMRs ( Unscheduled DMRs	Import DMRs Perform Import Check Results	Update NODI Check Results	View Permits Users	Download Blank DMR Form	Session Lockout Timer; 29:46
Context Step(s)	l Search Results of 8 Permi	i <u>t 10</u> Facility .	Rew Se	earch   🎘 Refine Se <u>scharge # D</u> ischargs	earch   * Sir	gn & Submit Checked D <u>Monitoring P</u>	I Checked CORs in XML   Download Checked CORs in PDF   Update NODI

Next Step(s)		Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	<u>Status</u>	COR Received Date	Include in Batch Submit Check AllOn Page	t Include in Batch COR Download Check AllOn Page	Update NODI Check AllOn Page
												Clear All	Clear All	Clear All
Edit DMR 🖌 Go		AR0041254	RAVENDEN, CITY OF	001	001-A	001-MONTHLY-TRTD MUNICIPAL WW	06/30/16	Scheduled	07/25/16	Ready for Data Entry				Ū.
View CORs	Go	AR0041254	RAVENDEN, CITY OF	001	001-A	001-MONTHLY-TRTD MUNICIPAL WW	07/31/16	Scheduled	08/25/16	Ready for Data Entry	08/25/16			
Download CORs in XML Download CORs in PDF	Go	AR0041254	RAVENDEN, CITY OF	001	001-A	001-MONTHLY-TRTD MUNICIPAL WW	08/31/16	Scheduled	09/25/16	Completed	<u>11/15/16</u> <u>11/15/16</u>			
View CORs 🗸 🗸	Go	AR0041254	RAVENDEN, CITY OF	001	001-A	001-MONTHLY-TRTD MUNICIPAL WW	09/30/16	Scheduled	10/25/16	Completed	11/15/16			
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Edit DMR 🗸 Go		AR0041254	RAVENDEN, CITY OF	001	001-A	001-MONTHLY-TRTD MUNICIPAL WW	01/31/17	Scheduled	02/25/17	Ready for Data Entry				

©2008 NetDMR

DMR/COR Search Results Page Lists DMRs and CORs that are:

- Ready for Data Entry
- NetDMR Validation Errors
- NetDMR Validated
- Signed & Submitted
- Completed



le <u>Edit Vi</u> ew Favorites <u>Tools Help</u> Home   My Account   Request Access   Help   Logout Logo										
Manage Access Requests	Search All DMRs & CORs Permits Users	Unscheduled DMRs Unscheduled DMRs	Import DMRs Perform Import Check Results	Update NODI Check Results	View Permits Users	Download Blank DMR Form				
Vour chang	- Jes have been saved									

## For a No Discharge DMR, select "C" under Form NODI.

Units, Frequency of Analysis, and Sample Type will be pre-populated. Will not need to change unless sampled more often or incorrect.

🧧 Clear Parameter Fields | 🧧 Save & Continue | 🦉 Save & Exit | 🧨 Sign & Submit | 🙆 Print Friendly View | 🔍 Cancel/Back to Search Results

### Edit DMR

Handar												
Permit												
Permit ID:			AR0041254			Major:						
Permittee:			RAVENDEN, CITY OF			Permittee Address:		P.O. BOX 139				
								RAVENDEN AR 72459				
Facility:			RAVENDEN, CITY OF			Facility Location:		15 DAIL LANE				
								RAVENDEN, AR 72459				
Permitted Featu	ures		001 - External Outfall			Discharge:		A - 001-MONTHLY-TRTD MUNICIPAL	ww			
Report Dates &	Status											
Monitoring Perio	iod:		From 10/01/16 to 10/31/16			DMR Due Date:		11/25/16				
Status:			NetDMR Validated									
Principal Execut	tive Officer											
First Name:						Last Name:						
Title:						Telephone:						
Come NODI.												
Form NUD1:	Parameter	NODI	1 - Wrong Flow 2 - Operation Shutdown 4 - Discharge to Lagoon/Groundwater 5 - Erezen Coeditions	oading			Quality o	r Concentration		# of Ex	Freq. of Analysi	is Smpl. Type
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Code a 00300 Oxygen,	Parameter <u>Name</u> n, dissolved [DO]	NODI	Wrong Flow     Operation Shutdown     Operation Shutdown     Operation Shutdown     Operation Shutdown     Software to Lagoon/Groundwater     Software Tool Shutdown     Software State     Software S	.oading Value 2	Units	Value 1	Quality o Value 2	r Concentration Value 3	Units	# of Ex	Freq. of Analysi	is Smpl. Type
Code a 00300 Oxygen, 1 - Effluent Gross	Parameter <u>Name</u> n, dissolved [DO]	NODI List Smpl.	I - Wrong Flow     Operation Shutdown     Operation Shutdown     Operation Shutdown     Sortarge to Lagoon/Goundwater     Sortarge to Lagoon/Goundwater     Sortar (See Comments)     Ocontificant Monitoring - Not Required This Period     A - General Permit Exemption     Bellow Detection Limit/No Detection	.oading Value 2	Units	Value 1	Quality o Value 2	r Concentration Value 3	Units mol V List	# of Ex	Freq. of Analysi	is Smpl. Type
Code a 00300 Oxygen 1 - Effluent Gross Season: 0	Parameter <u>Name</u> r, dissolved [DO]	NODI Lis Smpl. Req.	I - Wrong Flow     Coperation Shutdown     Coperation Shutdown     Shutdown     Shutdown     Shorean Conditions     So - Nor Influent     So - Other (See Comments)     9 - Conditional Monitoring - Not Required This Period     A - General Permit Exemption     B - Below Detection Limit/No Detection     C - No Discharge     Loss Sample/ Data Not Available	.oading Value 2	Units	Value 1	Quality o Value 2	r Concentration Value 3	Units Ingl_v Est Milligrams per Liter	# of Ex	Freq. of Analysi	is Smpl. Type List GRAB
Code a 00300 Oxygen, 1 - Effluent Gross Season: 0 NODI:	Parameter <u>Name</u> r, dissolved [DO]	NODI Lisi Smpl. Req. NODI	I - Wrong Flow     2 - Operation Shutdown     4 - Discharge to Lagoon/Groundwater     5 - Frozen Conditions     7 - No Influent     8 - Other (See Comments)     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	.oading Value 2	Units	Value 1          V         >= 6 Instantaneous Minimum         C	Quality o Value 2	r Concentration Value 3	Units Ingl V List Milligrams per Liter	# of Ex	<ul> <li>Freq. of Analysi</li> <li>Lis</li> <li>Monthly</li> </ul>	is Smpl. Type
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Code a 00300 Oxygen 1 - Effluent Gross Season: 0 NODI: 0 00400 pH 1 - Effluent Gross	Parameter <u>Name</u> r, dissolved [DO]	NODI Lisi Smpl. Req. NODI Smpl.	Wrong Flow     Operation Shutdown     Operation Shutdown     Operation Shutdown     Sortean Conditions     Frozen Conditions     Other (See Comments)     Other (See Comments)     Other (See Comments)     Operational Monitoring - Not Required This Period     A - General Permit Exemption     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 - Invaild Test     Land Applied     - Recycle4 - Water-Closed System	.oading Value 2	Units	Value 1 Value 1 Value 1 Value 1 Value 1 V V V V V V V V V V V V V V V V V V V	Quality o Value 2	r Concentration Value 3	Units Ingl V Sig Milligrams per Liter	* of Ex	<ul> <li>Freq. of Analysi</li> <li>Ist</li> <li>V</li> <li>Monthly</li> <li>V</li> </ul>	Smpl. Type
Code         •           00300         Oxygen           1 - Effluent Gross         •           Season: 0         •           NODI:         •           00400         pH           1 - Effluent Gross         •           Season: 0         •	Parameter <u>Name</u> r, dissolved [DO]	NODI Smpl. Req. NODI Smpl. Req.	Wrong Flow     Coperation Shutdown     Coperation Shutdown     Coperation Shutdown     Sort arge to Lagoon(Groundwater     Sort arge)     Sort arge     S	.oading Value 2	Units	Value 1 Value 1 Value 1 Value 1 V V V V V V V V V V V V V V V V V V V	Quality o Value 2	<pre>r Concentration Value 3 Value 3 </pre>	Units	# of Ex	<ul> <li>Freq. of Analysi</li> <li>Is</li> <li>Monthly</li> <li>Monthly</li> </ul>	Smpl. Type
Code            00300         Oxygen           1 - Effluent Gross            Season: 0            NODI:         V           00400         pH           1 - Effluent Gross            Season: 0            NODI:         V           NODI:         V	Parameter <u>Name</u> n, dissolved [DO]	NODI Smpl. Req. NODI Smpl. Req. NODI	Wrong Flow     Coperation Shutdown     Objection Shutdown     Coperation Shutdown     Serozen Conditions     Frozen Conditions     Seroten Conditions     Conditional Monitoring - Not Required This Period     A - General Permit Exemption     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     I - Land Applied     J - Recycled - Water-Closed System     K - Natural Disater     Low Mater Conducted System     K - Natural Disater     Low Mater Conducted     G - No Ensater     Low Mater Conducted     Set System     Set - Sample System     Set - Nature Disater     Low Mater Conducted     Set System     Set - Set System	.oading Value 2	Units	Value 1 Value 1 V= 6 Instantaneous Minimum V S= 6 Minimum V S= 6 Minimum V	Quality o Value 2	Concentration          Value 3         v         <= 9 Maximum	Units TropL V Lest Milligrams per Liter SU V Lest Standard Units	# of Ex	<ul> <li>Freq. of Analysi</li> <li>Is</li> <li>V</li> <li>Monthly</li> <li>V</li> <li>Monthly</li> </ul>	Smpl. Type List GRAB CRAB
Code            00300         Oxygen           1 - Effluent Gross         Season: 0           NODI:         V           00400         pH           1 - Effluent Gross         Season: 0           NODI:         V           00400         pH           1 - Effluent Gross         Season: 0           NODI:         V           00530         Solids, i	Parameter Name n, dissolwed [DO]	NODI Smpl. Req. NODI Smpl. Req. NODI	Wrong Flow     Coperation Shutdown     Coperation Shutdown     Coperation Shutdown     Coperation Shutdown     Coperation Shutdown     Sorther (See Comments)     Sorther (See Com	.oading Value 2	Units	Value 1 Value 1 See 6 Instantaneous Minimum C See 6 Minimum C See 6 Minimum	Quality o Value 2	Concentration Value 3	Units IngL I III IIII IIIIIIIIIIIIIIIIIIIIIII	* of Ex	<ul> <li>Freq. of Analysi</li> <li>v</li> <li>Monthly</li> <li>v</li> <li>Monthly</li> </ul>	Smpl. Type
Code            00300         Oxygen           1 - Effluent Gross            Season: 0            NODI:         ✓           00400         pH           1 - Effluent Gross            Season: 0            NODI:         ✓           00530         Solids, i           1 - Effluent Gross	Parameter Name n, dissolved [DO] total suspended	NODI Smpl. Req. NODI Smpl. Req. NODI	Wrong Flow     Coperation Shutdown     Coperation Shutdown     Coperation Shutdown     Coperation Shutdown     Coperation Shutdown     Coperation     C	.oading Value 2	Units	Value 1 Value 1 Value 1 V See 6 Instantaneous Minimum V See 6 Minimum V See 6 Minimum V V See 6 Minimum	Quality o Value 2	Concentration Value 3	Units mgL v Lat Milligrams per Liter SU v Lat Standard Units mgL v Lat	* of Ex	<ul> <li>Freq. of Analysi</li> <li>v</li> <li>Monthly</li> <li>v</li> <li>Monthly</li> </ul>	Smpl. Type

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NODI: 🗸	NODI				V						
0310 BOD, 5-day, 20 deg. C				lb/d V				mg/L V	-	[managed and ]	1
- Effluent Gross	Smpl.	= 💙  210		List		= V 17	= ¥ 19	List	0	02/07 🗸	CP V
Season: 0	Req.	<= 400 Monthly Average		Pounds per Day		<= 30 Monthly Average	<= 45 7 Day Average	Milligrams per Liter		Twice Every Week	COMPOS
NODI: V	NODI	~				V	V				
0400 pH	-				- X 709			SU V	0	0107	Ion M
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eason: 0	Req.				>= 6 Minimum		<= 9 Maximum	Standard Units		Weekly	GRAB
IODI: V	NODI				~		V				
00530 Solids, total suspended	Court			lb/d V				mg/L V	0	02/07	CP N
- Effluent Gross	Smpt					- • 30		List	<u>u</u>	0307 •	
Season: 0	Req.	<= 1200 Monthly Average		Pounds per Day		<= 90 Monthly Average	<= 135 7 Day Average	Milligrams per Liter		Three Per Week	СОМРО
IODI: 💙	NODI	~				V	V				
0050 Flow, in conduit or thru treatment plant	Course .		- W 15	MGD V					0	Insins w	TM N
L - Effluent Gross	Subir			Lis					<u>v</u>		
Season: 0	Req.	Req Mon Monthly Average	Req Mon Daily Maximum	Million Gallons per Day						Daily	TOTALZ
NODI: V	NODI	<ul> <li>V</li> </ul>	~								
50060 Chlorine, total residual	Court							mg/L V	0	[02/07 V]	GR V
Effluent Gross	Smpt						- • 0	List	U.		OR V
Season: 0	Req.						< .1 Instantaneous Maximum	Milligrams per Liter		Three Per Week	GRAB
NODI: 💙	NODI						~				
74055 Coliform, fecal general	Smal							#/100mL 🗸	0	102/07 V	
- Effluent Gross	Subs							List	U I		UN V
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Jser:	jshempert.waterdept@yahoo.com		
Name:	jim shempert		
E-Mail:	jshempert.waterdept@yahoo.com		
Date/Time:	10/12/16 8:48 CDT		

- To add an attachment, the file name must not have any spaces or special characters other than an underscore (\_).
- Size less than 20MB.

AND #11 (DO AND pH).

• Formats accepted: PDF, Word, Excel, etc.

# Top/Bottom of Web DMR

# Form

- Clear parameter fields
  - Clears all data
- Save & Continue
  - Saves the data but does not move away from the page
- Save & Exit
  - Saves the data and exits to home page
- Sign & Submit
  - Saves the data and prompts for electronic signature
- Print Friendly View
- DMR/COR Search Results

Ĕ Clear Parameter Fields | 🚇 Save & Continue | 🗳 Save & Exit | 🧨 Sign & Submit | 🚇 Print Friendly View | 🔍 Cancel/Back to Search Results



26

## Attachments

• When saving an attachment use the naming convention: **PermitID\_Outfall Number\_DocumentType\_Year\_Month**, i.e.:

## AR0012345\_001A\_NCR\_2016\_08

- The following restrictions apply to all NetDMR attachments:
  - The File Name must <u>**not**</u> contain any spaces
  - The File Name must <u>not</u> contain any of these characters: ", \*, ', /



# No Data Indicator (NODI)

- Indicates a reason for no sample results
- Three (3) Options:

#1

#

- Form Level (#1): applies to entire DMR
- Parameter Level (#2): applies to entire parameter
- Individual Value Field (#3): applies only to an individual field for that parameter

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Par	ameter	NODI	Qu	rantity or Loadi	ng		Quality or	Concentration		# of Ex,	Freq. of Analysis	Smpl. Type
lode 🔺	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units		List	List
00310	BOD, 5- day, 20 deg. C	Smpl.						= 🗸	mg/L 💌			
L - Efflue	ent Gross							L	LIST		02/YR 🗸	GR 💙
Season:	0	Req.					#3	<= 45 Weekly Average	Milligrams per Liter		Semiannual	GRAB

# Other Codes

- Units of Measurement: Coded to permit specifications
- Frequency of Analysis & Sample Type
- Value qualifier dropdown menu
- If samples are done more often, choose the appropriate code from dropdown menus
  - Lists for each of these are available to help you determine the right option

Par	ameter	NODI	Qu	antity or Loadi	ing		Quality or	Concentratio	n	# of Fx.	Freq. of	Smpl.	
Code 🔺	Name	LISU	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units	LA	List	List	
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1 - Efflu	ent Gross										02/YR 🔽	GR 🗸	
Season:	0	Req.						<= 45 Weekly Average	Milligrams per Liter		Semiannual	GRAB	29
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### <u>File Edit View Favorites Tools Help</u>

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US Edit DMR

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### Edit DMR 0.0

Header	
Permit	
Permit ID:	ARG640071
Permittee:	LIBERTY UTILITIES (PINE BLUFF WATER) IN
Facility:	LIBERTY UTILITIES ARKANSAS PLANT #3
Permitted Feature:	101 - External Outfall
Report Dates & Status	
Monitoring Doriede	From 07/01/11 to 09/30/11
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Fincipal Executive officer	
First Name:	
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Req.

NODI

## **NetDMR Soft Errors**

Opt Mon Daily Maximum

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Milligrams per Liter

Quarterly

- After checking the Acknowledge box, click Save & Continue.
- After saving the DMR, status will be NetDMR Validated.

Frincipal Executive Officer											
First Name:						Last Name:					
Title:						Telephone:					
No Data Indicator (NODI) Form NODI:			v								
Parameter	NODI	Quar	itity or Loading			Quality or	Concentration		# of Ex.	Freq. of Analysis	Smpl. Type
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Opt Mon Monthly Average

V

Season: 0

NODI: V

Edit Che	ck Errors						
Code	Name	Monitoring Location	Season ID	Field	Туре	Description	Acknowledge
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GRAB

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### <u>File Edit View Favorites Tools H</u>elp

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US Edit DMR

Permit ID:	ARG640	0071		Major:				
Permittee:	LIBERT	Y UTILITIES (PINE BLUFF WATER) INC.		Permittee Address:	1100 STATE ST			
Facility:	LIBERT	Y UTILITIES ARKANSAS PLANT #3		<u>NetDMI</u>	<u>R Soft Er</u>	rors		
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#### **DMR** Comments

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Name:	Tommi West		
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### **NetDMR Soft Errors**

After acknowledging a parameter out of permit limit, clicking Save & Continue, and attaching a Non-Compliance Report.

🖁 Save & Continue | 🗳 Save & Exit | 🛃 Sign & Submit | 🚇 Cancel/Back to Search Results

# Electronically Sign and Submit DMRs

- Can sign and submit DMRs multiple ways
  - Edit DMR Screen Single DMR
  - Search Screen One or multiple DMRs
  - DMRs Ready to Submit Tab
- Summary information provided for each DMR being signed
- Check all boxes on the Sign & Submit page for each DMR
- Requires password and security question answer to submit
- Must have signatory authority role with subscriber agreement on file with ADEQ for options to appear



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US FPA Sign & Submit DMR

### Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

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Be sure to check both check boxes.

- One will include submission
- One will send Email notification and COR (Copy of Record) for files

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### Submission Confirmation!

## Will receive an email with a COR attached in a PDF Zip file to download for files.

Select "Not for this site", "No", or "Never" whichever appears on your computer so your password will not be saved for the website.

Not for this site

Yes



Would you like to store your password for epacdx.net? Why am I seeing this?

# **Email Confirmation**

- Email confirmations will let you know if:
  - Copy of Record (COR) Submissions have been received by the ADEQ
  - DMRs have been submitted to EPA

Gmail •	□ <b>•</b> C More <b>•</b> 1–2 of 2 <b>∢ &gt;</b>	<b>\$</b> *
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# Adding Emails for Confirmation

- Email notifications can be sent confirming DMR submissions
- To add someone's email address to the notification list, Search by Permit

### **DMR Submission Notifications**

Edit the email addresses that are sent submission acknowledgments any time a DMR is submitted for this permit.

Enter another email address:

Add

No results.



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### **Denying Access Requests**

- If someone requests the wrong role, you may deny their access request
- When you deny a request, you must include a comment
- Click Submit



# ADEQ NetDMR Approval Notification

Once the Subscriber Agreement is received and verified by ADEQ in approximately 2-3 weeks, you will receive an email and letter stating you have been approved for an NetDMR account.

In the notifications, you will see the following link: https://netdmr.zendesk.com/hc/en-us

Click on the link and it will take to the NetDMR Support webpage.





## **NetDMR CDX (Central Data Exchange) Migration**

- The week of **May 15-19, 2017**, EPA will be migrating existing NetDMR User accounts into CDX (Central Data Exchange).
- EPA will send emails regarding this matter and no action is required until May 20, 2017.
- For current NetDMR Users, <u>do not</u> change email addresses or phone numbers prior to May 15, 2017.
- <u>After March 2017</u>, ADEQ will contact NetDMR Users with updated training materials regarding CDX.
- During the week of May 15-19, 2017, new accounts cannot be created and existing accounts cannot be modified, i.e., changing an email address or resetting passwords.
- Entering DMR data and electronically signing and submitting DMRs <u>will not</u> be affected during the migration process.

ADEQ A R K A N S A S Department of Environmental Quality For the classroom training, please Open a New Webpage and enter the following address into the browser:

NetDMR Test Site: https://netdmrtest.epacdx.net

To create your account in the NetDMR Production site go to: <u>https://netdmr.epa.gov</u>.



- After creating an account, requesting access to a permit(s), a Subscriber Agreement will be created.
- Print, sign (in blue ink) and mail the original Subscriber Agreement to ADEQ, Attn: Water Enforcement, 5301 Northshore Drive, North Little Rock, AR 72118

# ADEQ NetDMR Contact Information

• Ricl	nard Healey, Enforcement Branch Manager:	501-682-0640
	• <u>healeyr@adeq.state.ar.us</u>	
• Ton	nmi West: NetDMR Registration:	501-682-0667
	• <u>westt@adeq.state.ar.us</u>	
• Gen	eral NetDMR Assistance:	501-682-0624
	• <u>netdmr@adeq.state.ar.us</u>	
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• Dav	id Ramsey: Account Lock Out:	501-682-0615
	• <u>ramsey@adeq.state.ar.us</u>	



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