

NetDMR Permittee and Data Provider Training



Webinar Details

- ▶ EPA is using this webinar to present important information on NetDMR reporting.
- ▶ Due to the expected large number of participants, we are muting all lines except for the lines of the EPA presenter.
- ▶ Listeners can use the webinar '**Question Box**' to send in questions or comments.
 - We will be monitoring and answering questions as they come.

Agenda

- ▶ Introduction to NetDMR
- ▶ How to Create CDX Account – Permittee (signature)
- ▶ How to Request Access – Signatory
- ▶ Review My NetDMR Account
- ▶ How to Enter DMR Data
- ▶ How to Import Data
- ▶ How to View COR
- ▶ Resources

Introduction to NetDMR

What is NetDMR? (formal answer)

- ▶ National Pollutant Discharge Elimination System (NPDES) permittees required to submit Discharge Monitoring Reports (DMRs) may use NetDMR after requesting and receiving permission from their permitting authority.
- ▶ After the State or Region has approved the facility's request, the NetDMR tool enables permittees to complete their DMRs via a secure Internet connection.

What is NetDMR? (Key Point)

- ▶ Web-based application that will allow NPDES permittees to submit DMRs electronically to EPA's Integrated Compliance Information System (ICIS)
- ▶ Hosted on Central Data Exchange (CDX) servers
- ▶ Provides separate customizable "NetDMR Program Services"

CDX vs NetDMR – What's the Difference?

7

Central Data Exchange (**CDX**)

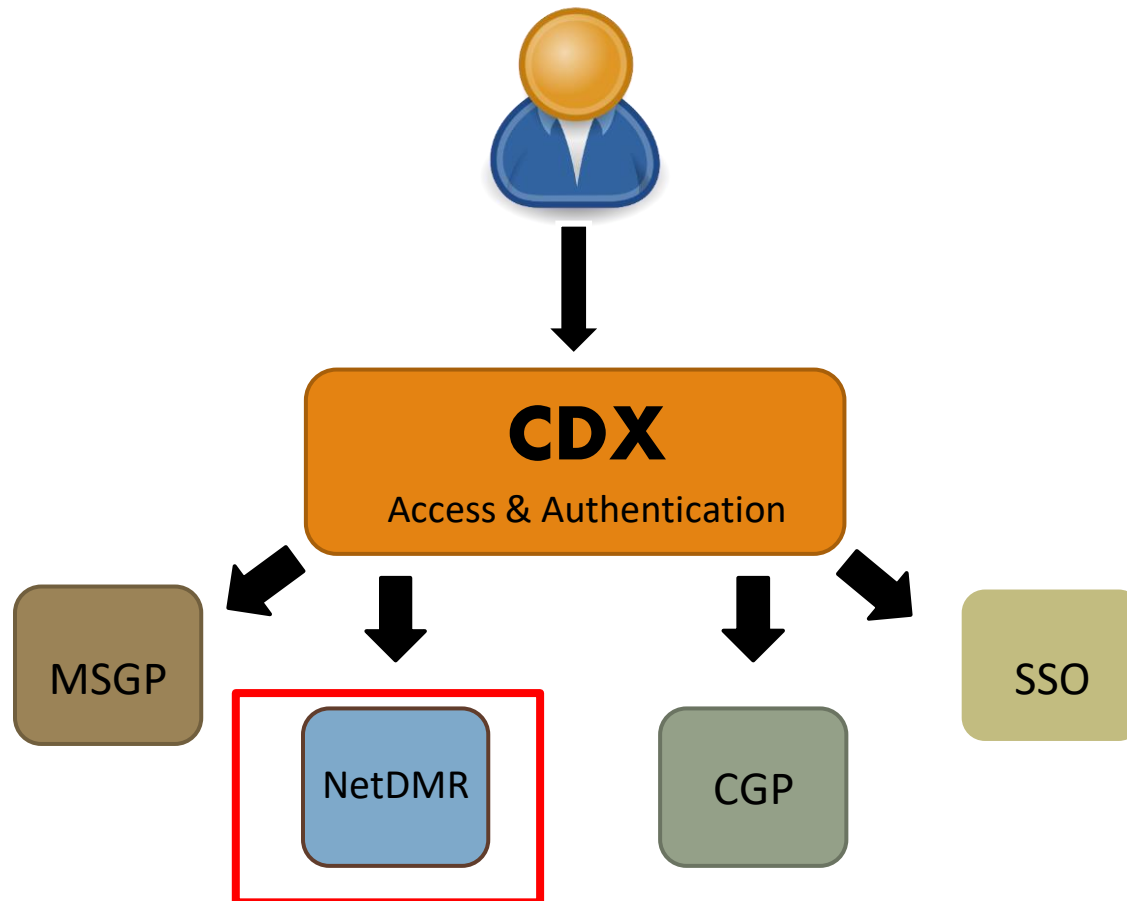
- ▶ Agency User account creation and management tool used for access several different EPA systems with a single login
- ▶ Uses "Signature Agreement" to authenticate and authorize users who 'certify' data
- ▶ Signature Agreement need only be submitted/approved once per CDX account

Network Discharge Monitoring Report (**NetDMR**)

- ▶ Agency's system for the electronic reporting and management of DMR data
- ▶ Uses a "Subscriber Agreement" to authenticate and authorize users who Sign and Submit DMRs at a permit level
- ▶ User must sign a Subscriber Agreement for each NPDES ID they are requesting Signatory Role for

NetDMR as a Program Service within CDX

8

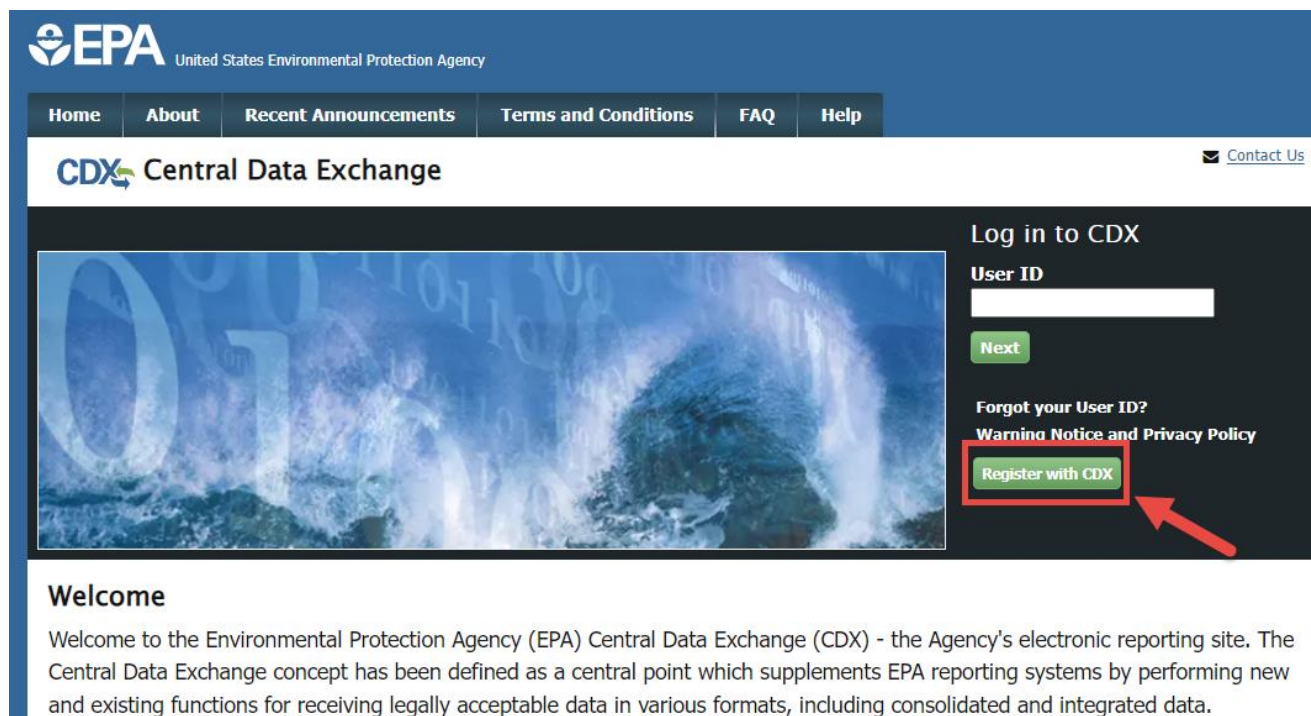


Creating a new:

Central Data Exchange
(**CDX**) Account

Create a New CDX Account- CDX

- ▶ Go to the **CDX** website:
<https://cdx.epa.gov/>
- ▶ Click on the **“Register with CDX”** button



The screenshot shows the EPA Central Data Exchange (CDX) website. At the top is the EPA logo and the text "United States Environmental Protection Agency". Below this is a navigation bar with links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. To the right of the navigation bar is a "Contact Us" link with an envelope icon. The main header area says "CDX Central Data Exchange". Below the header is a large banner image showing a close-up of water with binary code (0s and 1s) overlaid. On the right side of the banner, there is a "Log in to CDX" section with a "User ID" input field, a "Next" button, and links for "Forgot your User ID?", "Warning Notice and Privacy Policy", and a "Register with CDX" button. The "Register with CDX" button is highlighted with a red rectangle and a red arrow points to it. Below the banner, there is a "Welcome" section with text: "Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data."

CDX: Terms and Conditions

► Read **Terms and Conditions**:

- *The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.*

► Click **“Proceed”** to continue

EPA United States Environmental Protection Agency

Home About Recent Announcements **Terms and Conditions** FAQ Help

CDX Terms and Conditions [Contact Us](#)

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

1. you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only;
2. unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
3. the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
4. you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;

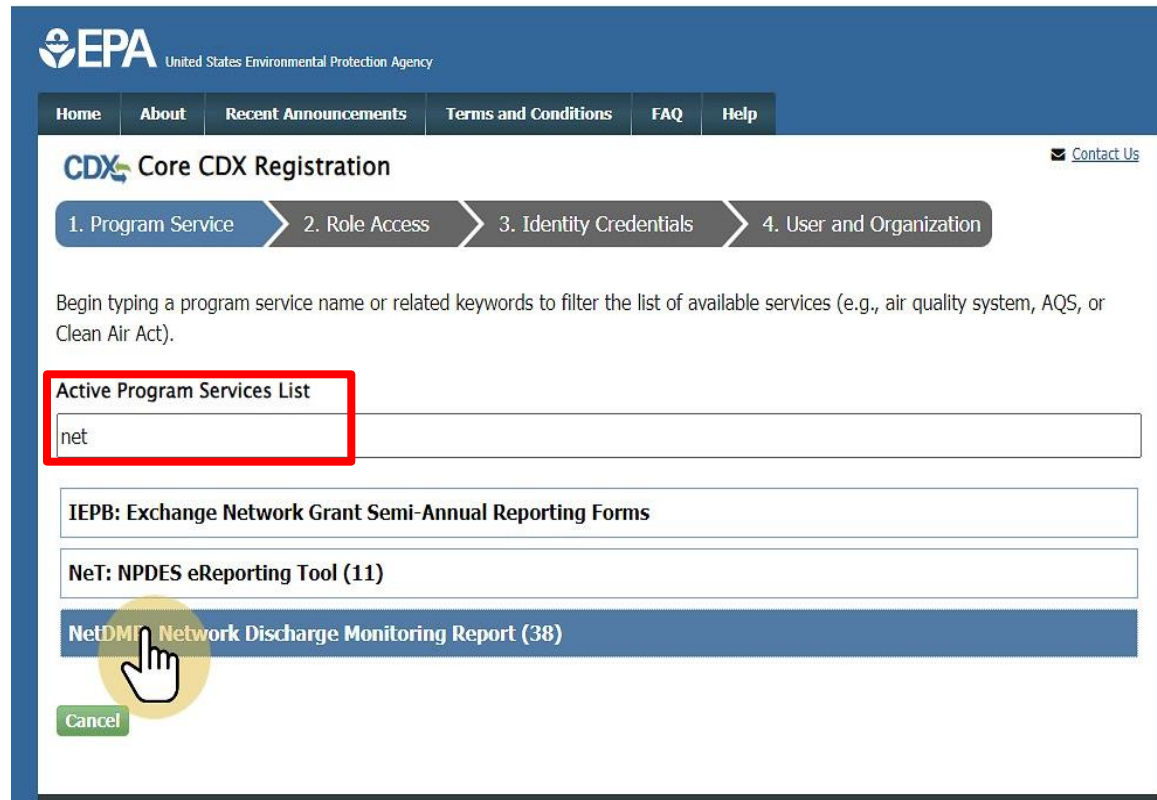
☒ I am the original registrant and owner of the User ID requested

WARNING: It is a federal crime to submit identifying information for anyone other than yourself, or to use or share information with or without another user's consent. Accordingly, by checking the box, above, you attest that you are the named account holder and sole registrant to whom account information belongs.

Proceed Cancel

Core CDX Registration

- ▶ Next, you'll be asked to complete the **“Core CDX Registration”**
- ▶ Begin typing a program service name or related keywords to filter the list of available services
 - ▶ E.g., NetDMR, NeT
- ▶ Click on **“NetDMR”**



The screenshot shows the EPA Core CDX Registration interface. At the top is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is the 'CDX Core CDX Registration' header with a 'Contact Us' link. A progress bar indicates four steps: 1. Program Service (active), 2. Role Access, 3. Identity Credentials, and 4. User and Organization. The main instruction reads: 'Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).' Below this is a search box labeled 'Active Program Services List' containing the text 'net'. A red rectangle highlights this search box. Below the search box, a list of results is shown: 'IEPB: Exchange Network Grant Semi-Annual Reporting Forms', 'NeT: NPDES eReporting Tool (11)', and 'NetDMI Network Discharge Monitoring Report (38)'. A hand cursor icon points to the 'NetDMI' link in the third result. At the bottom left is a 'Cancel' button.

CDX: Selecting Role

- ▶ Select a role from the drop-down list
- ▶ User Roles:
 - Permittee (*signature*)
 - Permittee (*no signature*)
 - Data Provider
- ▶ Select “**Request Role Access**” to continue

The screenshot displays the EPA CDX Core CDX Registration interface. At the top, the EPA logo and navigation links (Home, About, Recent Announcements, Terms and Conditions, FAQ, Help) are visible. The main heading is "CDX Core CDX Registration" with a "Contact Us" link. A progress bar indicates four steps: 1. Program Service (checked), 2. Role Access (active), 3. Identity Credentials, and 4. User and Organization.

The "Registration Information" section shows "Program Service" as "EPA Region 09 - AS-AZ-CA-GU-MP-MW-NN-NV" and "Role" as "Not selected". Below this, a prompt states: "Select a role from the drop down list and provide any required additional information, if applicable."

The "Select Role" section features a dropdown menu with the following options: "Data Provider", "Internal User", "Permittee (no signature)", and "Permittee (signature)". A red box highlights the "Request Role Access" button, and a yellow circle with a hand icon points to the dropdown menu.

The footer contains the EPA Home link, Privacy and Security Notice, Accessibility, CDX Help Desk (888-890-1995 | (970) 494-5500 for international callers), About CDX, Frequently Asked Questions, Terms and Conditions, and Contact Us. The EPA logo is also present in the bottom right corner.

CDX User Types

14

<u>Term</u>	<u>Who</u>
Data Provider	Lab, Contractor, or 3rd Party Affiliate
Permittee (signature)	If you work for the company AND will Sign/Submit DMRs
Permittee (no signature)	If you work for the company but will NOT Sign/Submit DMRs
Internal User	This is for State/EPA Agency personnel only

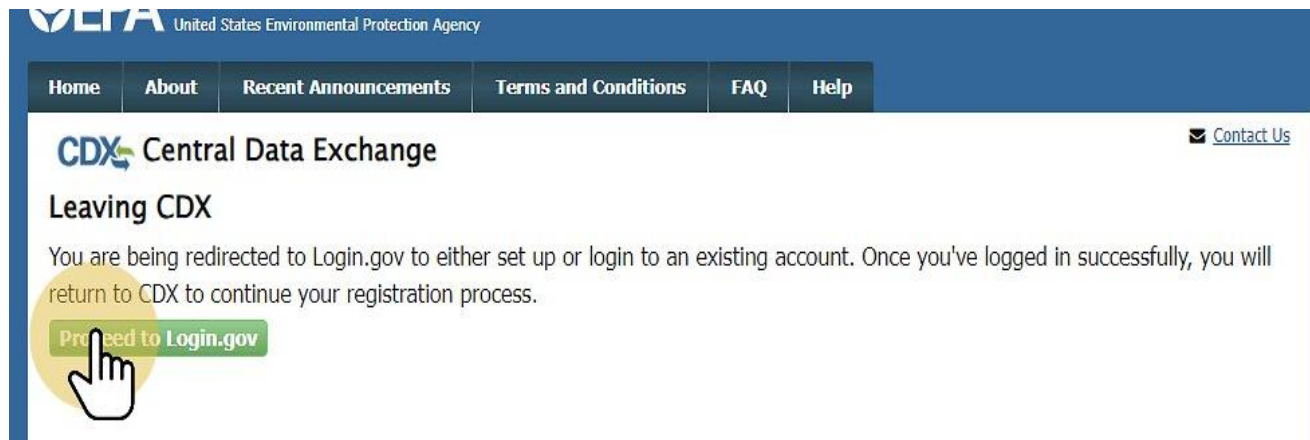
CDX: User Information

- ▶ Create a **“User ID”**
- ▶ Type in the **“Email Address”** you’d like associated with your CDX account
- ▶ Select **“Continue Registration”** to continue

The screenshot shows the EPA Core CDX Registration interface. At the top is the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. Below this is a progress bar with four steps: 1. Program Service (checked), 2. Role Access (checked), 3. Identity Credentials (active), and 4. User and Organization. A message states: "Please fill out all required fields marked with an asterisk(*)". The form section is titled "Part 1: User Information" and contains two input fields: "User Id *" and "Email Address: *". A yellow circle highlights the "User Id" field with a hand cursor icon. Below the fields are two buttons: "Continue Registration" (highlighted with a red rectangle) and "Cancel". The footer includes contact information for the CDX Help Desk, links to EPA Home, Privacy and Security Notice, Accessibility, About CDX, Frequently Asked Questions, Terms and Conditions, and Contact Us, along with the EPA seal.

CDX → Login.gov Registration

- ▶ After entering **User Information**, you will receive the following message stating you will be redirected to set up a Login.gov account.
- ▶ **Login.gov** is a secure sign-in service used by the public to sign in to participating government agencies.
 - This streamlines your process and eliminates the need to remember multiple usernames and passwords.
- ▶ Click “**Process to Login.gov**”



Create a Login.gov Account

- ▶ Click on **“Create an account”**
- ▶ Type in the email used when registering to CDX
- ▶ Select email language preference
- ▶ Read **“Rules of Use”**. Click box when done
- ▶ Click on **“Submit”** to continue

An official website of the United States government [Here's how you know](#)

LOGIN.GOV

EPA CDX is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference
You will receive emails from Login.gov in the language you choose.

☒ English (default)
☐ Español
☐ Français
☐ 中文 (简体)

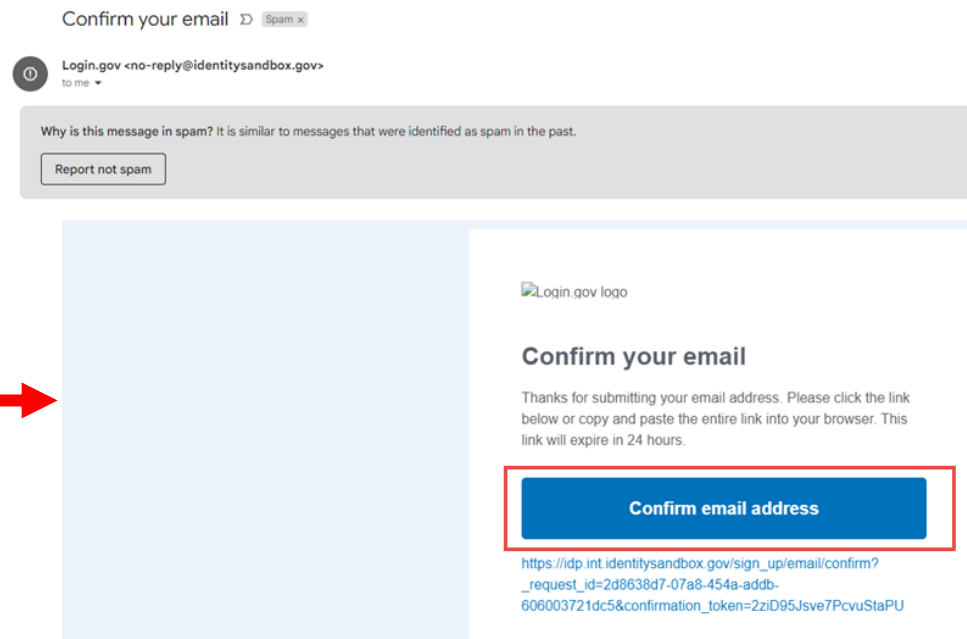
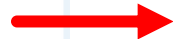
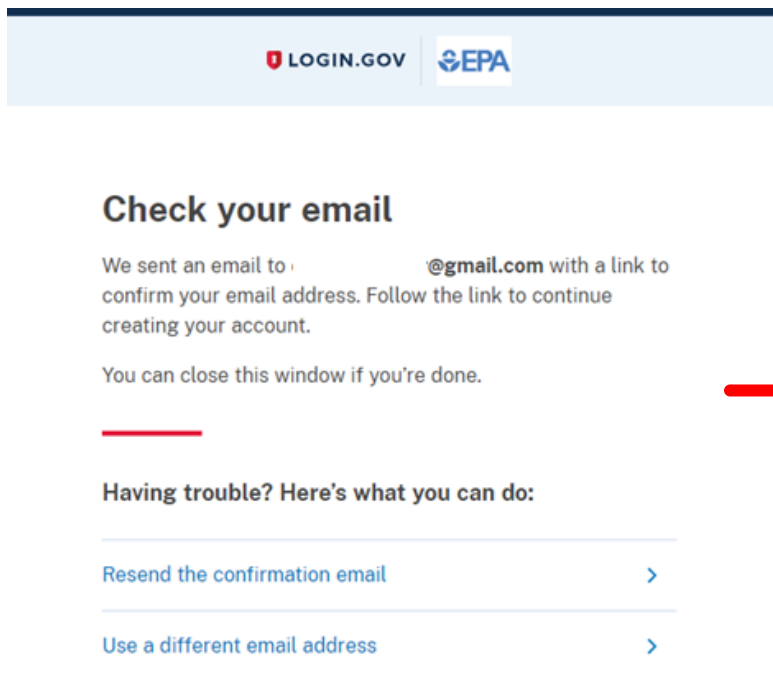
☒ I read and accept the Login.gov [Rules of Use](#)

[Submit](#)

[Cancel](#)
[Security Practices and Privacy Act Statement](#)
[Privacy Act Statement](#)

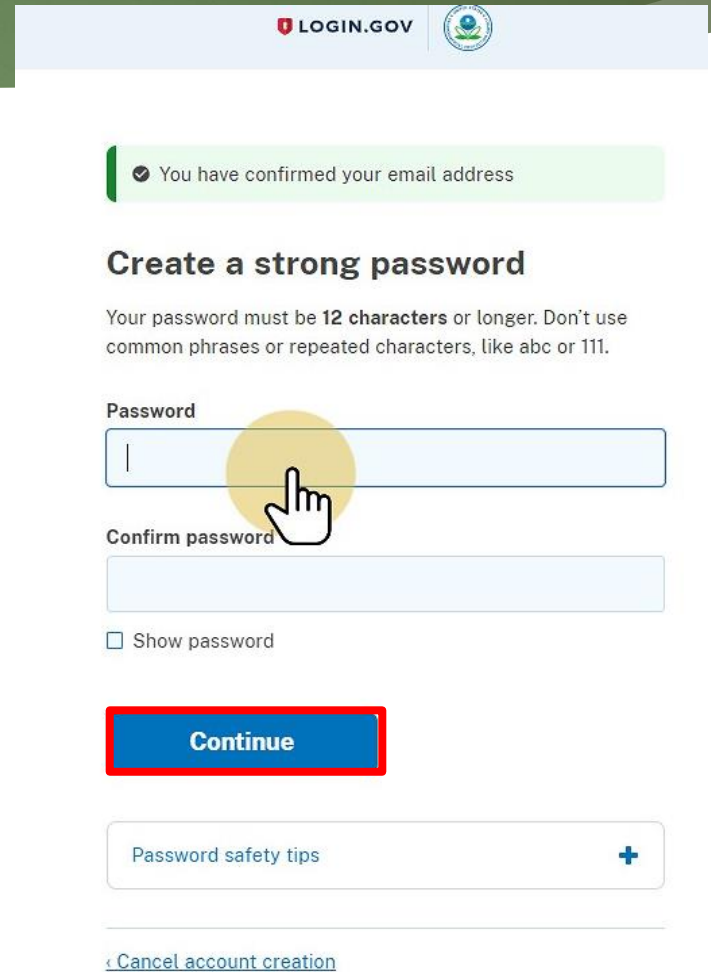
Create a Login.gov Account

- ▶ Check your email for a link to confirm your email address.
- ▶ ***Make sure to check SPAM folder
- ▶ Click the link to continue creating your account.



Create a Login.gov Account

- ▶ After confirming your email, you'll create a password
- ▶ Password must be 12 characters or longer
- ▶ After confirming password, click **"Continue"**



The screenshot shows the Login.gov account creation interface. At the top, there is a header with the "LOGIN.GOV" logo and a circular seal. Below the header, a green notification bar states "You have confirmed your email address". The main section is titled "Create a strong password" and includes a subtext: "Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111." There are two input fields: "Password" and "Confirm password". A yellow circle with a hand cursor icon is positioned over the "Password" field. Below the "Confirm password" field is a checkbox labeled "Show password". A blue "Continue" button is highlighted with a red rectangular border. At the bottom, there is a link for "Password safety tips" with a plus icon, and a link to "Cancel account creation".

LOGIN.GOV

✓ You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

☐ Show password

Continue

Password safety tips +

[Cancel account creation](#)

Create a Login.gov Account

Authentication method setup:

- ▶ Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.
- ▶ We recommend you select **at least two** different options in case you lose one of your methods.
- ▶ Click “**Continue**”

Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

☐  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

☐  **Text or voice message**
Receive a secure code by (SMS) text or phone call.

☐  **Backup codes**
A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

☐  **Security key**
Connect your physical security key to your device. You won't need to enter a code.

☐  **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.

Continue

AUTHENTICATION OPTIONS

Authentication application:

Download or use an authentication app of your choice to generate secure codes.

Add an authentication app

Set up an authentication app to sign in using temporary security codes. [What is an authentication app?](#)

1 Give it a nickname

If you add more than one app, you'll know which one is which.

2 Open your authentication app

3 Scan this QR barcode with your app



Or enter this code manually into your authentication app

R24ZZJ7ZRAVUQNJN6Z7K7M7SK62504HJ

 Copy

4 Enter the temporary code from your app

Example: 123456

☒ Remember this browser

Submit

AUTHENTICATION OPTIONS

Text or voice message:

Receive a secure code by (SMS) text or phone call.



Add a phone number

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number



How you'll get your code

☒ Text message (SMS)

☐ Phone call

You can change this anytime. If you use a landline number, select "Phone call."

Send code

[Mobile terms of service](#)

[Choose another authentication method](#)

AUTHENTICATION OPTIONS

Backup codes:

A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

Save these backup codes

If you lose your device, you'll need these codes to sign into Login.gov. Save or print them and put them somewhere safe.

ESGA-VHRK-JVRS

2VN3-0F7F-N0VJ

VRG5-APV9-ZKW1

KCBJ-4NR0-NYKS

D3FS-PYKM-FTW1

8GAG-FSKD-28CC

EV22-EY7K-D53X

R0G9-9PQ6-VHR8

G09Z-2CD2-V7EP

4QM1-DZ7N-PAQW

⚠ Each code can only be used once. We'll give you new codes after you use all ten.

Download

Print

Copy

☐ I've put my backup codes in a safe place.

Continue

AUTHENTICATION OPTIONS

Security key:

Connect your physical security key to your device. You won't need to enter a code.



Insert your security key

Use your physical security key to add an additional layer of protection to your Login.gov account to prevent unauthorized access. [Learn more about security keys](#)

- 1 Give it a nickname**

If you add more than one security key, you'll know which one is which.
- 2 Insert a security key into your device**
- 3 Set up your security key**

Click "set up security key" below and follow your browser's instructions.

☒ Remember this browser

Set up security key

[Choose another authentication method](#)

Return to **CDX** Core Registration

- ▶ Once backup codes are added, click on “**Agree and continue**”
- ▶ You’ll be redirected to complete your **Core CDX Registration**



✓ Backup codes were added to your account.



Continue to EPA CDX Smoke Test

We'll share your information with EPA CDX Smoke Test to connect your account.

✓ Email addresses on your account

- .epa@gmail.com

Agree and continue

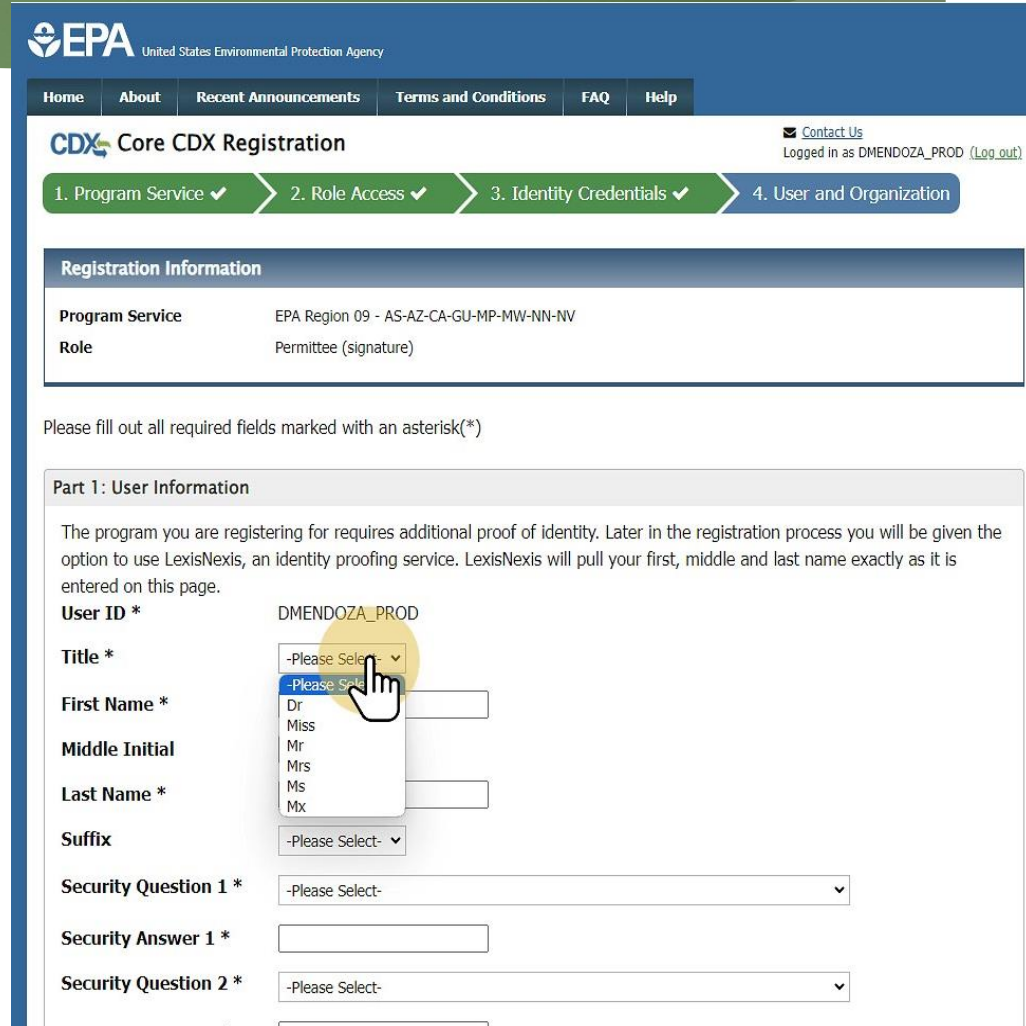
[Cancel](#)

Return to **CDX** Core Registration

▶ Complete Core Registration

▶ User Information

- Fill in all required fields
- Make sure to type in full legal name
 - EX: Robert, not Bob



The screenshot shows the EPA CDX Core Registration page. The header includes the EPA logo and navigation links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The user is logged in as DMENDOZA_PROD. The registration progress bar shows four steps: 1. Program Service (checked), 2. Role Access (checked), 3. Identity Credentials (checked), and 4. User and Organization (active). The Registration Information section displays the Program Service as EPA Region 09 - AS-AZ-CA-GU-MP-MW-NN-NV and the Role as Permittee (signature). Below this, a message states: "Please fill out all required fields marked with an asterisk(*)". The Part 1: User Information section contains a text box with instructions about LexisNexis identity proofing. The form fields include: User ID * (DMENDOZA_PROD), Title * (dropdown menu open showing options: Dr, Miss, Mr, Mrs, Ms, Mx), First Name *, Middle Initial, Last Name *, Suffix (dropdown menu), Security Question 1 *, Security Answer 1 *, Security Question 2 *, and Security Answer 2 *. A hand cursor is pointing at the Title dropdown menu.

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Home About Recent Announcements Terms and Conditions FAQ Help

CDX Core CDX Registration

Contact Us
Logged in as DMENDOZA_PROD (Log out)

1. Program Service ✓ 2. Role Access ✓ 3. Identity Credentials ✓ 4. User and Organization

Registration Information

Program Service	EPA Region 09 - AS-AZ-CA-GU-MP-MW-NN-NV
Role	Permittee (signature)

Please fill out all required fields marked with an asterisk(*)

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID * DMENDOZA_PROD

Title *
-Please Select-
Dr
Miss
Mr
Mrs
Ms
Mx

First Name *

Middle Initial

Last Name *

Suffix
-Please Select-

Security Question 1 *
-Please Select-

Security Answer 1 *

Security Question 2 *
-Please Select-

CDX: Security Questions

27

► Choose **3 Security questions**, and enter an answer

► Case Sensitive

► Security Questions are used for helpdesk verification

Part 1: User Information

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID * DMENDOZA_PROD

Title * Ms

First Name *

Middle Initial

Last Name *

Suffix

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

☐ Show Answers

-Please Select-

What was your childhood nickname?
What street did you live on in third grade?
What school did you attend for sixth grade?
In what city does your nearest sibling live?
In what city or town was your first job?
What was your dream job as a child?
What was your childhood phone number including area code (###-###-####)?
What was the last name of your second grade teacher?
What is the name of the college (or institution) you applied to but didn't attend?
What is your biggest pet peeve?
What was your favorite toy as a child?
If you could be any animal, what would it be?
What was the best gift you ever received?
Who is your favorite cartoon character?

-Please Select-

-Please Select-

CDX: Organization Info

28

► Search for your organization

- This is the organization you work for (**your employer**)

► Click on “**Search**”

Security Answer 3 *

☐ Show Answers

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
Too many organizations found. Please refine your search using the advanced search below and try again.					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

CDX: Add Organization

29

- ▶ If you cannot find your organization: click on **“Request that we add your organization”**

Part 2: Organization Info

Enter organization or organization ID

Organization ID	Organization Name	Address	City	State	ZIP Code
No data was found matching your criteria.					

Can't find your organization? [Use advanced search](#) or [request that we add your organization](#).

Blue slides are steps specifically for adding an organization.
* If your organization is found, ignore blue slides

Add Organization – Continued

- ▶ Fill out the required information for your organization
- ▶ Click **“Submit Request for Access”**

Part 2: Organization Info

Organization Name *	
Country *	UNITED STATES
Mailing Address *	
Mailing Address 2	
City *	
State *	-Please Select-
ZIP/Postal Code *	
Email *	@yahoo.com
Phone Number *	
Phone Number Ext	
Fax Number	

[Back to Search Results](#) [Submit Request for Access](#)

Add Organization - Continued

► Select your Organization

► Enter phone number

Part 2: Organization Info

- ☐ Select a Current Organization
☒ Request to Add an Organization

, Inc
701 Poydras St
New Orleans, LA, US
70139

Email * @gmail.com

Phone Number * (---, ----0000

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

[Submit Request for Access](#)

Add Organization – Continued

Contact Information

32

- ▶ Enter required fields.
- ▶ Click **SEND VERIFICATION CODE**.
- ▶ A green pop-up note will appear on the screen informing an email was sent to this email.
- ▶ You will receive an email from CDX support with a Verification Code within a few minutes.

The screenshot shows a web form titled "Contact Information". It contains four input fields: "Phone Number *" and "Extension" (top row), and "Email *" and "Re-enter Email *" (bottom row). A red arrow points from the "Email *" field to a blue button labeled "Send Verification Code", which is highlighted with a red rectangular border. Below the form are two buttons: "Register" and "Continue". In the bottom right corner, a green pop-up message with a checkmark icon states: "A verification code has been sent to cathygfsign@gmail.com. Enter the code below and select Continue to finalize your CDX account setup."

Add Organization – Continued

Email Verification

helpdesk@epacdx.net

Today at 2:31 PM

To

You are requesting an account with the EPA Central Data Exchange (CDX). You will be able to add additional Program Services, including the NPDES eReporting Tool (NeT), to meet any additional obligations that require electronic reporting to EPA.

In order to complete your registration and begin using the system, you will need to confirm your account by entering the following code in the registration form you are currently editing:

53a61172-b391-4ded-a162-a45dc76dedc5

Once you confirm your account using the code above, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service. Please do not respond to this message. If you have questions concerning this request, you may contact us by email at helpdesk@epacdx.net or by calling the CDX Technical Support Staff through our toll free telephone support on 888-890-1995 between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at (970) 494-5500.

Sincerely
CDX Help Desk

United States Environmental Protection Agency - Central Data Exchange

Reply

Reply to All

Forward

More

Add Organization – Continued

Contact Information

▶ After clicking “**Send Verification Code**” a verification box will appear

▶ Enter Verification Code

▶ You can COPY & PASTE code from email directly into box.

▶ Click **Register**

The screenshot shows a web form titled 'Contact Information'. It contains several input fields and two buttons. A red box highlights the 'Verification Code' field, which contains the alphanumeric string '53a61172-b391-4ded-a162-a45dc76dedc5'. A red arrow points from the 'Send Verification Code' button to this field. Another red arrow points from the 'Register' button at the bottom of the form.

Contact Information

Phone Number * Extension

Email *

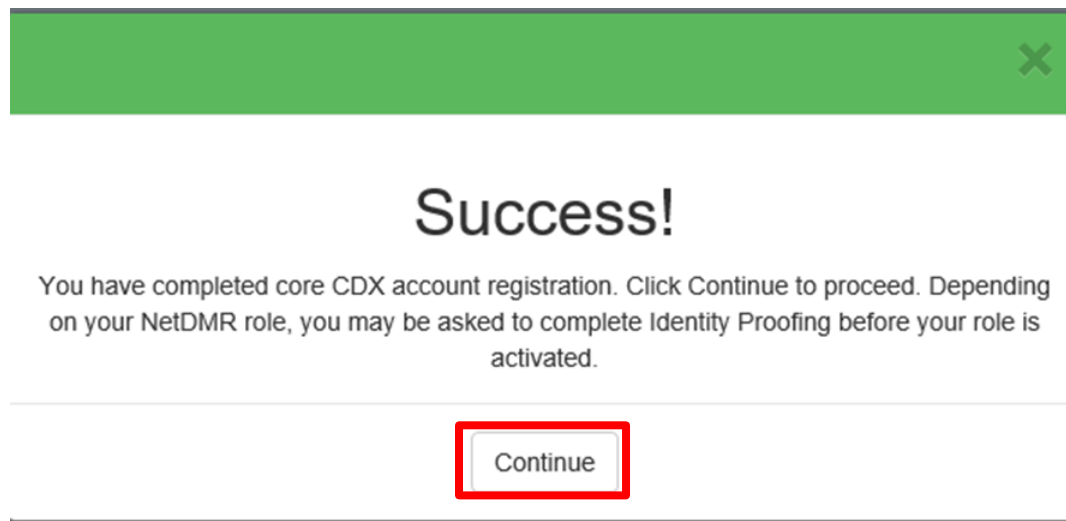
Re-enter Email *

Verification Code *

Organization Registration Completed

- ▶ After clicking on **REGISTER**, this pop-up will appear confirming completion

- ▶ Click **CONTINUE**



CDX: Organization Info

36

► If your organization appears, click on **ID hyperlink**

- Make sure the address and zip code are correct before selecting an organization as many organizations have similar names

ID	Organization Name	Address	City	State	Code
190676	ENVIRONMENTAL PROTECTION AGENCY NATIONAL VEHICLE & FUEL EMISSIONS LABORATORY	2565 PLYMOUTH ROAD	ANN ARBOR	MI	48105
952452	Environmental Protection Agency, Region 1	Office of Ecosystem Protection, Air Quality Planning Unit 5 Post Office Square - Suite 100, (Mail code SEP 85)	Boston	MA	02109
197535	U.S. ENVIRONMENTAL PROTECTION AGENCY	1200 PENNSYLVANIA AVENUE	WASHINGTON	DC	20460
973	Guam Environmental Protection Agency	P.O. Box 22439	Guam Barrigada	GU	96921
953229	U.S. Environmental Protection Agency Region III	1650 Arch St.	Philadelphia	PA	19103
952465	Environmental Protection Agency Region 4	61 Forsyth Street, SW	Atlanta	GA	30303
947081	Illinois Environmental Protection Agency	1021 North Grand Avenue East	Springfield	IL	62794-9276
978978	Illinois Environmental Protection Agency	1021 North Grand Ave. East P.O. Box 19276	Springfield	IL	62794-9276
978982	Ohio Environmental Protection Agency	P.O. Box 1049	Columbus	OH	43216-1049
1150019	Guam Environmental Protection Agency	P.O. Box 22439-GMF	Barrigada	GU	96921

CDX: Organization Info

37

▶ Once organization is selected, type in Phone Number

▶ Click “**Submit Request for Access**” to continue

Part 2: Organization Info

U.S. ENVIRONMENTAL PROTECTION AGENCY
1200 PENNSYLVANIA AVENUE
WASHINGTON, DC, US
20460

Email *

Phone Number *

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

Submit Request for Access

Cancel

CDX: User and Organization Info

38

▶ After adding organization, a message will load instructing you to check the email account that you registered for a confirmation message with a link to activate your user account.

Core Registration Email Verification Request (TEST) Inbox x Print Share

 **noreply-test@epacdx.net** 5:56 PM (1 minute ago) Star Smiley Reply More

 to 

You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account by completing either of the following options:

a) Click the following link. You may need to enter the UserID (TEST2) and Password that were selected during the registration process.
<https://test.epacdx.net/Registration/EmailValidation?code=pPbhDRT1GyAt> If you click the link and it appears to be broken, please copy and paste it into a new browser window.

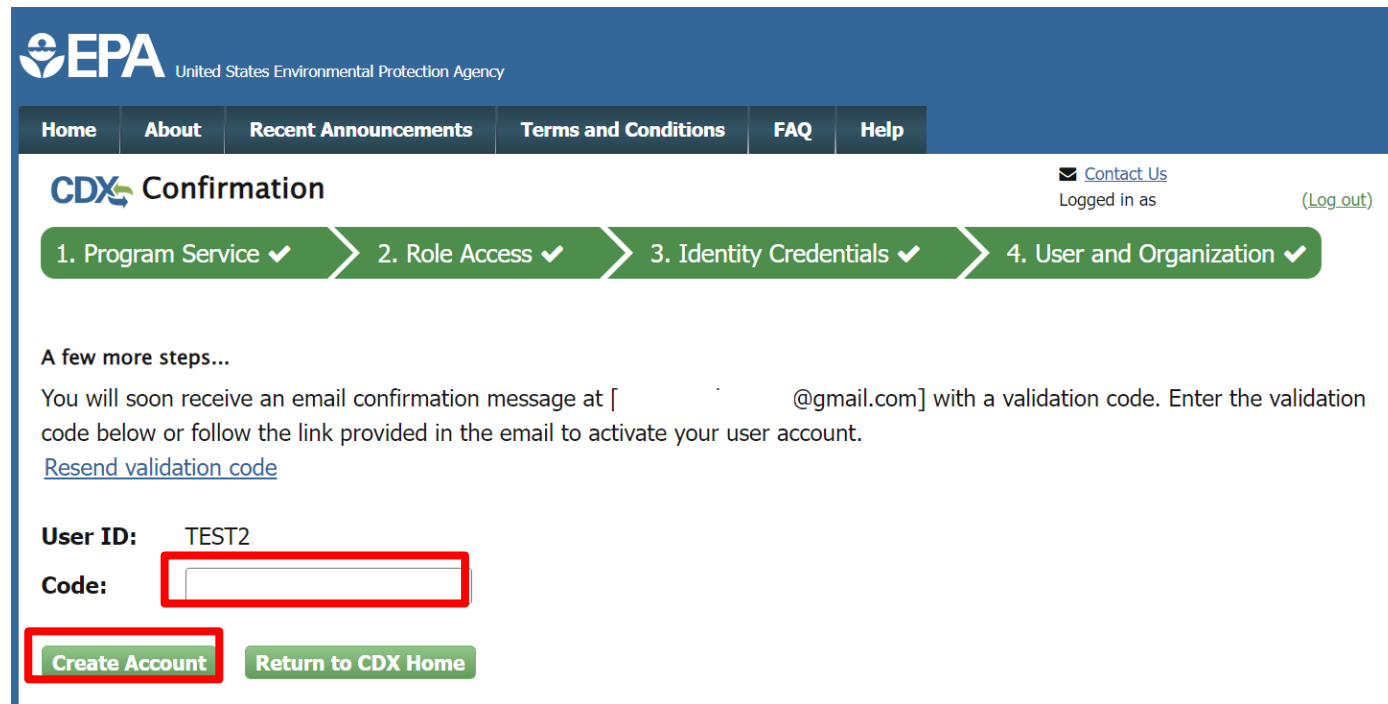
b) In your existing browser window, copy and paste the following code into the "Code" field on the web page: **XXXXXX**

Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Services.

CDX: User and Organization Info

39

▶ Enter the code from the email and click on **"Create account"** to continue account creation



The screenshot shows the EPA CDX Confirmation page. At the top is the EPA logo and the text "United States Environmental Protection Agency". Below this is a navigation bar with links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main heading is "CDX Confirmation". To the right of the heading are links for "Contact Us" and "Logged in as" with a "(Log out)" link. A progress bar shows four steps: 1. Program Service ✓, 2. Role Access ✓, 3. Identity Credentials ✓, and 4. User and Organization ✓. Below the progress bar, it says "A few more steps..." and provides instructions: "You will soon receive an email confirmation message at [] @gmail.com] with a validation code. Enter the validation code below or follow the link provided in the email to activate your user account." There is a link "Resend validation code". Below this, the "User ID:" is "TEST2". The "Code:" field is an empty text box. At the bottom, there are two buttons: "Create Account" and "Return to CDX Home".

EPA United States Environmental Protection Agency

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Confirmation [Contact Us](#) Logged in as (Log out)

1. Program Service ✓ 2. Role Access ✓ 3. Identity Credentials ✓ 4. User and Organization ✓

A few more steps...

You will soon receive an email confirmation message at [] @gmail.com] with a validation code. Enter the validation code below or follow the link provided in the email to activate your user account.

[Resend validation code](#)

User ID: TEST2

Code:

[Create Account](#) [Return to CDX Home](#)

CDX: Job Title

40

▶ After entering the code, you will have to enter your job title

1. Program Service ✓ 2. Role Access ✓ 3. User and Organization ✓ 4. Confirmation

Registration Information

Program Service	EPA Region 09 - AS-AZ-CA-GU-MP-MW-NN-NV
Role	Permittee (signature)

Enter Your Job Title *

Next



▶ Click “**Next**” to continue

[EPA Home](#) | [Privacy and Security Notice](#) | [Accessibility](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for international callers

[About CDX](#) | [Frequently Asked Questions](#) | [Terms and Conditions](#) | [Contact Us](#)



CDX: Registration Process

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

CDX: Permittee Signatory

(Identity Verification)

▶ As a **permittee signatory**, you will have to complete an Identity Verification process via LexisNexis

- Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely.
- Your options are to use the electronic identity proofing service for immediate access to your program service **or** to print and submit a signed form through U.S. Postal Mail to the address on the Signature Agreement.

▶ **NOTE:** Signatory **must** enter their legal name, personal home address, date of birth, and last 4 of SSN

1. Identity Verification

2. ESA

The program you are registering for requires additional proof of identity. Identity verification allows the EPA to confirm applicants have provided sufficient identity information in order to conduct business safely and securely. Your options are to use the electronic identity proofing service for immediate access to your program service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. **Note:** [Additional LexisNexis® Information](#)

LexisNexis® Instant ID

Legal Name

M

Home Address

Address Line 1*

Address Line 2

City*

State*

Zip Code*

Home or Personal Phone

Home or Personal Phone

Date of Birth

Month*

Day*

Year*

Last 4 of SSN

Last 4 of SSN*

☐ Show SSN

☐ The name above is me. Please proceed with LexisNexis® Validation.

[Proceed with Verification](#)

[Paper Verification](#) [Exit](#)

CDX: Permittee Signatory (ESA)

43

- ▶ Example of Electronic Signature Agreement (ESA) option
- ▶ **Note:** If you fail electronic authentication, you will be required to submit a paper Signature Agreement.

[Home](#) [About](#) [Recent Announcements](#) [Terms and Conditions](#) [FAQ](#) [Help](#)

 **CDX Registration: Additional Verification** [Contact Us](#)
Logged in as TEST2. [\(Log out\)](#)

1. Identity Verification✓

2. ESA

Electronic NetDMR Electronic Signature Agreement

The NetDMR electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the NetDMR ESA, please contact the [CDX Help Desk](#).

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

**U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance
NPDES e-Reporting Tool Electronic Signature Agreement**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

Organization Name	CDX TEST1
Address	777 BRISBANE
City, State, Zip	HOUSTON, TX 77061
Province	
Country	US
Phone Number	(202) 555-5555
E-mail Address	test.manderson@gmail.com

Sign Electronically

Cancel

CDX: Permittee Signatory

(Paper ESA)

- ▶ If LexisNexis is **unable** to verify your identity – you **Must** Submit Paper ESA

Identity Verification

We were unable to verify your identity with the provided information. Please print, review, sign, and mail your paper Electronic Signature Agreement.

You have selected to perform identity proofing via the paper based option. Please be aware that the paper based option requires you to mail a wet ink signed version of the ESA and does take longer to process. You will not be able to access the NetDMR system until this document is received and processed.

Paper ESA

**U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance
NPDES e-Reporting Tool Electronic Signature Agreement**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

CDX: Permittee Signatory

45

- ▶ A pop-up will appear.
- ▶ Read the notice
- ▶ If the information is correct, click on "**Accept**" to continue registration

U.S. Environmental Protection Agency

Office of Water
NPDES Permitting Division

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

Accept **Decline**

Cancel

CDX: Completion

46

- ▶ After clicking accept, you will be redirected to the CDX landing page.

- ▶ **Congrats!** You have completed your CDX account.

- ▶ Clicking on your **ROLE** hyperlink will take you to the NetDMR homepage

The screenshot displays the EPA CDX Central Data Exchange user interface. At the top, the EPA logo and "United States Environmental Protection Agency" are visible. Below this is a navigation bar with links: Home, About, Recent Announcements, Terms and Conditions, FAQ, and Help. The main header area includes the "CDX Central Data Exchange" title, a "Contact Us" link, and a login status "Logged in as TEST2" with a "(Log out)" link. A secondary navigation bar contains tabs: MyCDX, Inbox, My Profile, Submission History, and Payment History. The main content area is divided into three sections. The "Services" section, titled "Services" with a "Manage" link, contains a table with columns: Status, Program Service Name, and Role. The table has one row with a user icon, "NDMR-BAHTAK: BAH: Load Test AK", and a role link "Permittee (signature)". The "CDX Service Availability" section contains a link "See the status for all program services". The "News and Updates" section displays "No news/updates.". At the bottom, there are two green buttons: "Add Program Service" and "Manage Your Program Services".

Status	Program Service Name	Role
	NDMR-BAHTAK: BAH: Load Test AK	Permittee (signature)

Failed Identity Proofing/Paper ESA-

47

MyCDX

- ▶ If you failed identity proofing, you will not be able to access NetDMR
 - ▶ Your role will not be clickable (not a hyperlink)
- ▶ You must sign a paper ESA and submit with wet signature to your RA

CDX Central Data Exchange

Services			Manage
<u>Status</u>	<u>Program Service Name</u>	<u>Role</u>	
	NDMR-USVI: NetDMR: USVI DPNR-DEP	Permittee (signature)	
	NETEPAMSGP: NeT - EPA Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity	Preparer	

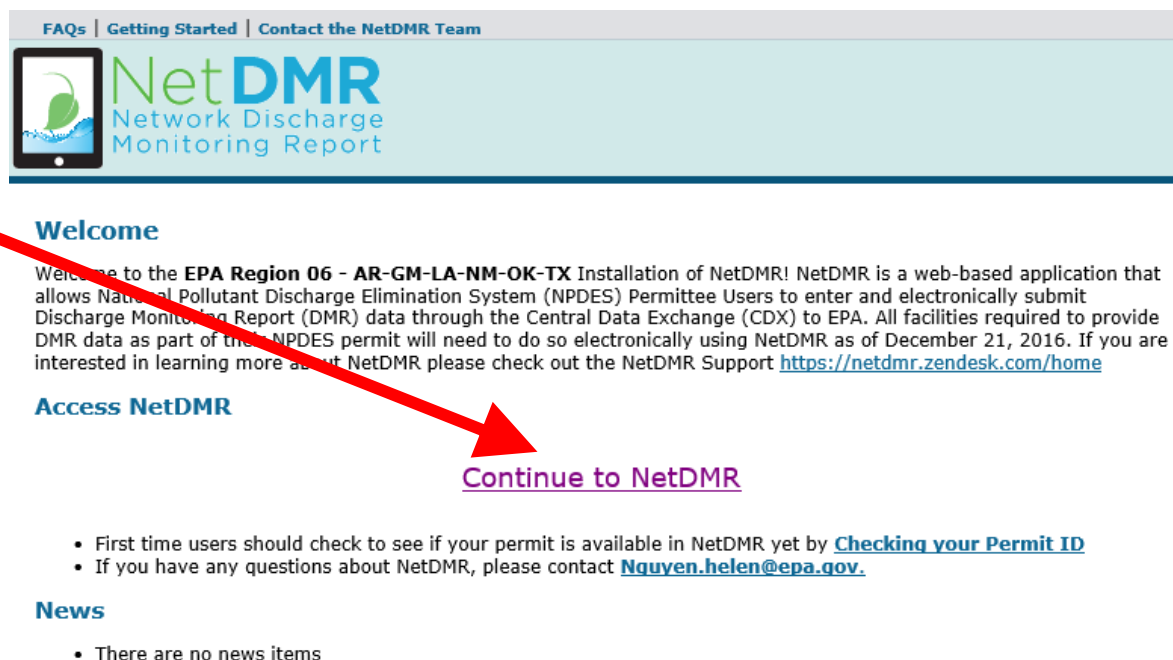
Entering NetDMR

48

- ▶ Click on role to access NetDMR landing page

- ▶ Click on '**Continue to NetDMR**' to continue.

- ▶ Will need to continue by Requesting Access to specific NPDES ID(s) within NetDMR.



The screenshot shows the NetDMR landing page. At the top, there is a navigation bar with links: 'FAQs', 'Getting Started', and 'Contact the NetDMR Team'. Below this is the NetDMR logo, which includes a green leaf icon and the text 'NetDMR Network Discharge Monitoring Report'. The main content area starts with a 'Welcome' section, followed by a paragraph of text about the EPA Region 06 installation. Below this is an 'Access NetDMR' section with a list of instructions. A red arrow points from the 'Continue to NetDMR' link in the list to the text 'Continue to NetDMR' in the list. The list also includes a link to 'Checking your Permit ID' and an email address 'Nguyen.helen@epa.gov'. At the bottom, there is a 'News' section with a single item: 'There are no news items'.

FAQs | Getting Started | Contact the NetDMR Team

NetDMR
Network Discharge
Monitoring Report

Welcome

Welcome to the **EPA Region 06 - AR-GM-LA-NM-OK-TX** Installation of NetDMR! 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 EPA. All facilities required to provide DMR data as part of their NPDES permit will need to do so electronically using NetDMR as of December 21, 2016. If you are interested in learning more about NetDMR please check out the NetDMR Support <https://netdmr.zendesk.com/home>

Access NetDMR

- First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)
- If you have any questions about NetDMR, please contact Nguyen.helen@epa.gov.

News

- There are no news items

User Types and Roles

User's Types in CDX

- ▶ **Permittees**
 - ▶ Permittee (signature)
 - ▶ Permittee (no signature)
- ▶ **Data Providers (Contractors and Labs)**
- ▶ Internal Users (EPA & State Regulatory Authority)

User's Roles in NetDMR

- ▶ **Permit Administrator**
 - ▶ Permittee (signature) OR
 - ▶ Permittee (no signature)
- ▶ **Signatory**
 - ▶ MUST be Permittee (signature)
- ▶ **Edit**
 - ▶ ALL users
- ▶ **View**
 - ▶ ALL users

How Types and Roles are related

<u>Term</u>	<u>Who</u>	<u>Available NetDMR Roles</u>	<u>Definition</u>
Data Provider	Lab, Contractor, or 3rd Party Affiliate	Edit, View	Allowed to view, enter and import DMRs into NetDMR and edit CORs but they <u>cannot</u> 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

Note: ALL Signatory role automatically get Permit Administrator role

Permit Administrator Role

- ▶ Manage Access for their NPDES permit(s)
 - ▶ Permit Administrator
 - ▶ Edit
 - ▶ View (DMRs and CORs)
 - ▶ Approve Regulatory personnel requesting to view partial DMRs

- ▶ To edit, import, refresh, and delete DMRs
 - ▶ Request “Signatory” or “Edit” role

- ▶ To Sign DMRs
 - ▶ Request “Signatory” role

Preparing for NetDMR

FIRST TIME ACCESSING NETDMR

First Steps

- ▶ Determine who will be your **initial** Signatory with Permit Administrator role
 - ▶ This person should log on first
 - ▶ Create account, finalize account, request access
 - ▶ Verify that Regulatory Agency approved
- ▶ Identify others at your facility that would need the Edit, Permit Administrator, View or Signatory role(s)
 - ▶ **Other users will have to wait to request access after 1st Signatory is approved**

First Permit ID Request

- ▶ **Initial Signatory request from your facility**
 - ▶ Will have Signatory and Permit Administrator roles automatically
- ▶ **Others at your company can apply for one or more roles**
 - ▶ **Signatory, Permit Administrator role, Edit, or View role**
 - ▶ **(After Initial Signatory is approved)**
 - ▶ Permit Administrators can grant access for anyone with Permit Administrator, Edit or View roles

NetDMR-

Some of the Basics



Header Options

[Home](#) | [My Account](#) | [Request Access](#) | [Help](#) | [Contact Us](#) | [Logout](#)

User: DIANA

Permittee User



NetDMR
Network Discharge
Monitoring Report

Manage
Access Requests

Search
All DMRs & CORs

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NODI
Check Results

Download
Blank DMR Form

 Session L

Tabs

Home | My Account | Request Access | Help | Contact Us | Logout

User: DMENDOZA_TEST, Permittee User

NetDMR
Network Discharge
Monitoring Report

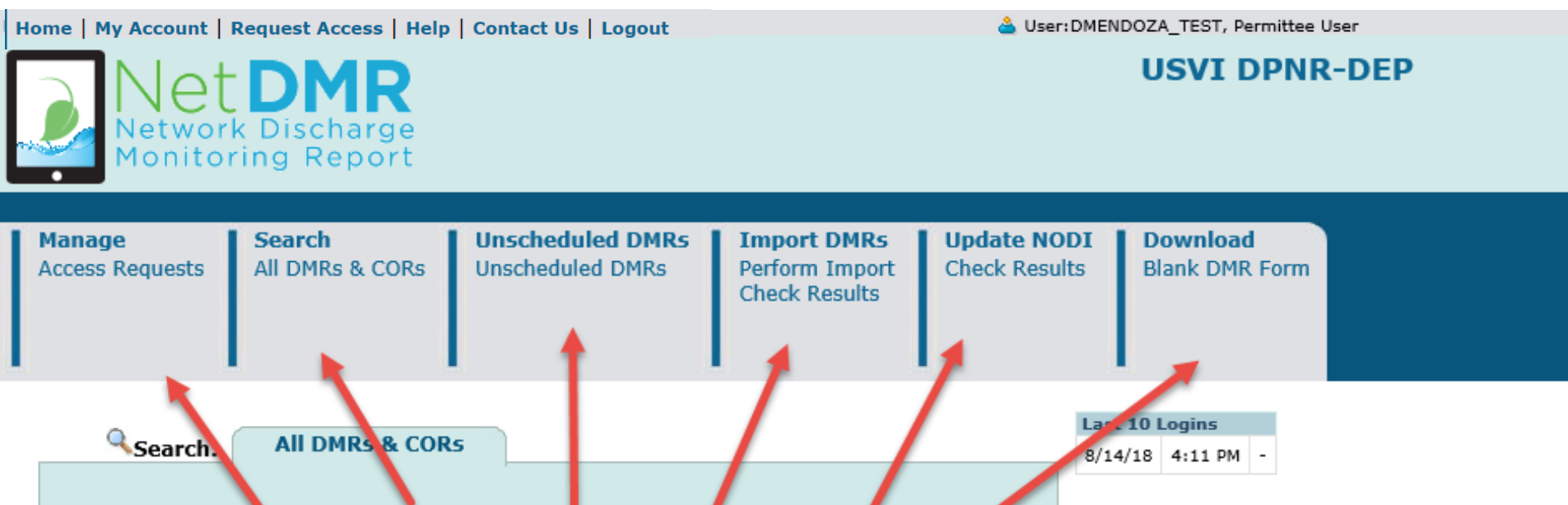
USVI DPNR-DEP

Manage Access Requests | Search All DMRs & CORs | Unscheduled DMRs Unscheduled DMRs | Import DMRs Perform Import Check Results | Update NODI Check Results | Download Blank DMR Form

Search. All DMRs & CORs

Last 10 Logins

8/14/18	4:11 PM	-
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Several Options

(depending on your User Type and Roles)

Manage Access Requests

61



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 DMR Signing Status	Download Blank DMR Form
----------------------------------	--	---	---	-------------------------------------	---	-----------------------------------

Manage Access Requests

Pending Access Requests - External

Permits 1 through 5 of 5

<u>Name</u>	<u>User Name</u>	<u>Facility</u>	<u>Permit ID</u>	<u>Requested Access Rights</u>	<u>Request Date</u>	<u>Approve</u>	<u>Deny</u>	<u>Comments</u>
netdmr data provider	netdmrdatap@gmail.com	USDOE-OAK RIDGE Y12 PLT	TN0002968	Edit	02/17/09	☐	☐	
netdmr signatory	netdmrsig@gmail.com	USDOE-OAK RIDGE Y12 PLT	TN0002968	Edit	02/19/09	☐	☐	
netdmr signatory	netdmrsig@gmail.com	USDOE-OAK RIDGE Y12 PLT	TN0002968	View	02/19/09	☐	☐	
netdmr signatory role	netdmrsig@gmail.com	USDOE-OAK RIDGE Y12 PLT	TN0002968	View	02/17/09	☐	☐	
permit admin	netdmrpa@gmail.com	USDOE-OAK RIDGE Y12 PLT	TN0002968	Signatory	02/17/09	☐	☐	

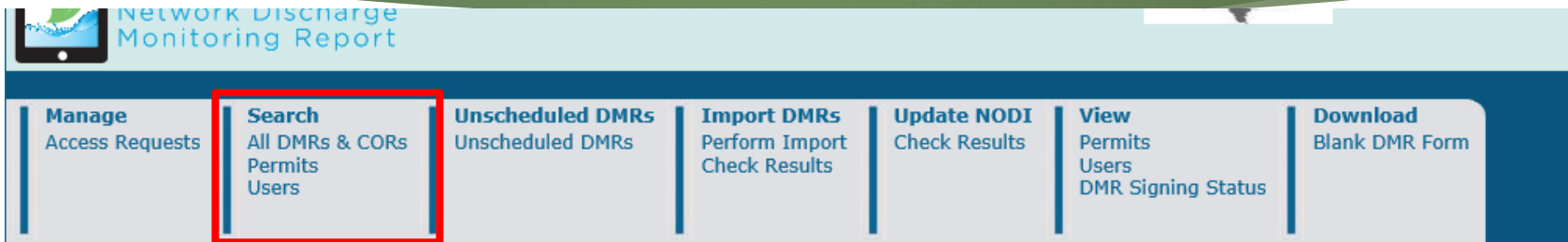
Pending Access Requests - Internal

One item found

<u>Name</u>	<u>User Name</u>	<u>Organization</u>	<u>Permit ID</u>	<u>Permitted Feature ID</u>	<u>Limit Set Designator</u>	<u>Monitoring Period End Date</u>	<u>Requested Access Rights</u>	<u>Approve</u>	<u>Deny</u>	<u>Comments</u>
netdmrinternal	netdmria@gmail.com	COMPASS A	TN0002968	071	G	10/31/08	Radial DMR	☐	☐	

Search

62



- ▶ Permits
- ▶ Copy of Records (COR)
- ▶ List of Users
- ▶ DMRs to edit, correct or delete
- ▶ DMRs Ready to submit

**Detailed instructions are contained in the Permittee/
Data Provider User Guide**

DMR Search & Status

63

Search:

All DMRs & CORs

DMRs Ready to Submit

Permit ID

Users

All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

☒ Permit ID:

All

☐ Facility:

All

Permitted Feature:

All

Discharge:

All

☒ Monitoring Period End Date (MPED) Range:

(mm/dd/yyyy)

☐ DMR Due Date:

Month

Year

Edited or Submitted By:

All

Status:

Ready for Data Entry

NetDMR Validation Errors

NetDMR Validated

Imported

Signed & Submitted

Submission Errors/Warnings

Completed with Errors

All

(Hold down CTRL or Mac command key to select/deselect multiple)

Scheduled/Unscheduled:

All

COR Confirmation #:

Search

Clear All Fields

Only DMRs and CORs for which the monitoring period has begun will be returned. Future DMR forms are not displayed. A maximum of 200 DMRs are returned.

How To Search The DMR With DMR Due Date?

DMR Search

From the All DMR's and Copies of Record (CORs), pick your Permit ID number from the drop down. The Monitoring Period End Date (MPED) Range and DMR Due Date have Radio buttons. Then select either the MPED range or DMR Due Date, or no dates at all. If data are entered for one option, and then the user selects the other radio button, the data for the first option should be blanked out.

The screenshot shows a search form with two radio buttons. The first radio button, labeled "Monitoring Period End Date (MPED) Range:", is selected. It is followed by two date input fields with calendar icons and a placeholder "(mm/dd/yyyy)". The second radio button, labeled "DMR Due Date:", is unselected. It is followed by "Month" and "Year" dropdown menus.

When MPED Range button selected, then user should add the start and end date of monitoring. **For example:** User wants to see all the DMRs started from 01/01/2021 and ended at 12/31/2021.

This screenshot shows the same form as the previous one, but with the dates "01/01/2021" and "12/31/2021" entered into the date input fields. The "DMR Due Date" option remains unselected.

When DMR Due Date button selected, then user can select Month and Year. **For example:** User wants to see all the DMRs due in January of 2021.

This screenshot shows the form with the "DMR Due Date:" radio button selected. The "Monitoring Period End Date (MPED) Range:" option is unselected and its date fields are blank. The "Month" dropdown is set to "January" and the "Year" dropdown is set to "2021".

Please notice the MPED Range is gray out since DMR Due Date button was selected.

NOTE: Only DMRs and CORs for which the monitoring period has begun will be returned. Future DMR forms are not displayed. Only a maximum of 200 DMRs are returned.

Requesting Access

(For Permit Administrator, Edit, or
View Roles)

Live Demo

Request Access

[Home](#) | [My Account](#) | [Request Access](#) | [Help](#) | [Logout](#)

User: VOISIN.EDWARD@EPA.GOV, Permittee User



NetDMR
Network Discharge
Monitoring Report



Manage
Access Requests

Search
All DMRs & CORs

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NODI
Check Results

Download
Blank DMR Form

Session Log



Search:

All DMRs & CORs

All DMRs & Copies of Record (CORs)

Last 10 Logins

5/16/17	12:46 PM	-
5/16/17	7:09 AM	-

Enter Permit ID (Click Update)

67

Manage
Access Requests

Search
All DMRs & CORs

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NODI
Check Results

Download
Blank DMR Form

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.

Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID:

VI0040495

Update

Facility Name:

BLUEBEARDS BEACH CLUB & VILLAS

Role:

Select One ▼

Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

Add Request

Select Role

68

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

Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID:

VI0040878

Update

Facility Name:

THE REEF ASSOCIATES

Role:

Edit ▼

Select One

Signatory

View

Edit

Permit Administrator

will also automatically be given the Permit Administrator, Edit, and View Roles.

 Access Request

Role:

Edit ▼

Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

Add Request

Submit Request

Access Requests

A summary of the current access requests is presented below.

<u>Permit ID</u>	Facility Name	Requested Role	Remove Access Request
VI0040878	THE REEF ASSOCIATES	Edit	

Confirm Request

Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

<u>Permit ID</u>	Facility Name	Requested Role	Additional Information
VI0040878	THE REEF ASSOCIATES	Edit	N/A

Approval

71

- ▶ Wait for your Permit Administrator to approve you

Request Access to a Permit and Associated DMRs



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

Back

How to Request a Signatory Role



RO or DAR? (Signatories Only)

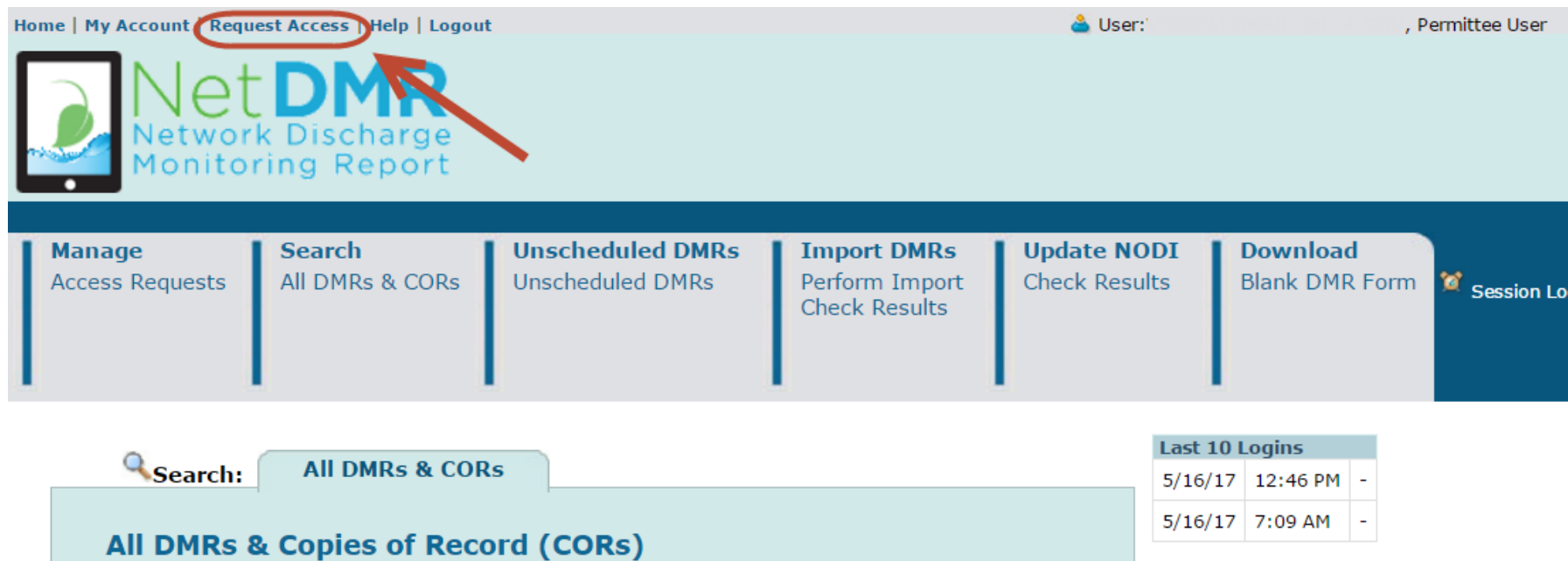
- ▶ Are you a Responsible Official (RO) or a Duly Authorized Representative (DAR)?
- ▶ **Responsible Officials** are authorized to sign and submit DMRs themselves (in accordance with 40 CFR 122.22)
- ▶ **Duly Authorized Representatives** are authorized to sign and submit DMRs on behalf of a Responsible Official
 - ▶ When Requesting Access as a Signatory, DARs will need to enter the Responsible Official Information to complete the Subscriber Agreement

Signatory Access Role

(Responsible Official)

Live Demo

To get Request Access



Home | My Account | **Request Access** | Help | Logout

User: , Permittee User

NetDMR
Network Discharge
Monitoring Report

Manage
Access Requests

Search
All DMRs & CORs

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NODI
Check Results

Download
Blank DMR Form

Session Log

Search: All DMRs & CORs

All DMRs & Copies of Record (CORs)

Last 10 Logins		
5/16/17	12:46 PM	-
5/16/17	7:09 AM	-

- Click on “**Request Access**” to type in the permit you want to have Signatory access to

Insert Permit ID and Role

76



NetDMR
Network Discharge
Monitoring Report

Manage Access Requests	Search All DMRs & CORs	Unscheduled DMRs Unscheduled DMRs	Import DMRs Perform Import Check Results	Update NODI Check Results
----------------------------------	----------------------------------	---	---	-------------------------------------

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 screen.

Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID:	VI0040878	Update
Facility Name:	THE REEF ASSOCIATES	
Role:	Signatory	
Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.		
	Add Request	

➤ Type in Permit ID

➤ Click **"Update"**

➤ Next, click on drop-down list

➤ Click **"Signatory"**

➤ Click **"Add Request"**

Submit Request

- Make sure you typed in the correct Permit ID and Role
- If correct, click **Submit**

Access Requests

A summary of the current access requests is presented below.

<u>Permit ID</u>	Facility Name	Requested Role	Remove Access Request
VI0040878	THE REEF ASSOCIATES	Signatory	


Submit

Select Radio Button for Responsible Official

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
nm0000051	Signatory	What is your employer's relationship to the facility or facilities?*: Select One ▼ ☒ I have the authority to enter into this Agreement for the Permittee under the applicable standards. ☐ I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required. Responsible Official Name: Responsible Official Title: Responsible Official Phone Number: Responsible Official Email Address: Submit Cancel

- Click on employer's relationship to facility
- Click on first radio button if you are the RO

Paper or Electronic Signature

Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

Permit ID	Requested Role	Additional Information
nm0000051	Signatory	What is your employer's relationship to the facility or facilities?*: Facility ▼ ☒ I have the authority to enter into this Agreement for the Permittee under the applicable standards. ☐ I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required. Responsible Official Name: Responsible Official Title: Responsible Official Phone Number: Responsible Official Email Address: Sign via Paper Sign Electronically Cancel

➤ Click either sign electronically **or** sign via paper

Paper Signature

- ▶ A pop-up window with your SA will appear
- ▶ Click on print

Print Close

Click on Print

Agency: *EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)*
Subscriber Agreement Number: *5f20cc14-929b-4fdb-bbfb-7ff2e060bc37*
Generated On: *2017-11-17 14:49:39.0*
Account Reference: *16644*

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test), hereafter referred to as "the Regulatory Authority".

Paper ESA

(Internet Explorer)

81

Print

Total: **2 sheets of paper** (4 pages)

Print

Cancel

Destination



\\W18H1N-OEIPS01.a...
Lexmark Color Laser X79...

Change...

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Copies

1

Layout

Portrait

Color

Black and white

Options

☒ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

11/17/2017

Subscriber Agreement

Agency: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)
Subscriber Agreement Number: 5f20cc14-929b-4fdb-bbfb-7ff2e060bc37
Generated On: 2017-11-17 14:49:39.0
Account Reference: 16644

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test), hereafter referred to as "the Regulatory Authority".

A. Signatory Authority Information

The Signatory Authority is the individual that intends to sign DMRs and signs this Subscriber Agreement in Section E.

User Name: dianasigcdx@yahoo.com
Subscriber Name: Diana Mendoza
Organization: CDX TEST1
Email Address: dianasigcdx@yahoo.com
Phone Number: (202) 564-2349

B. Permit Information

Signing privileges are requested for the following permits:

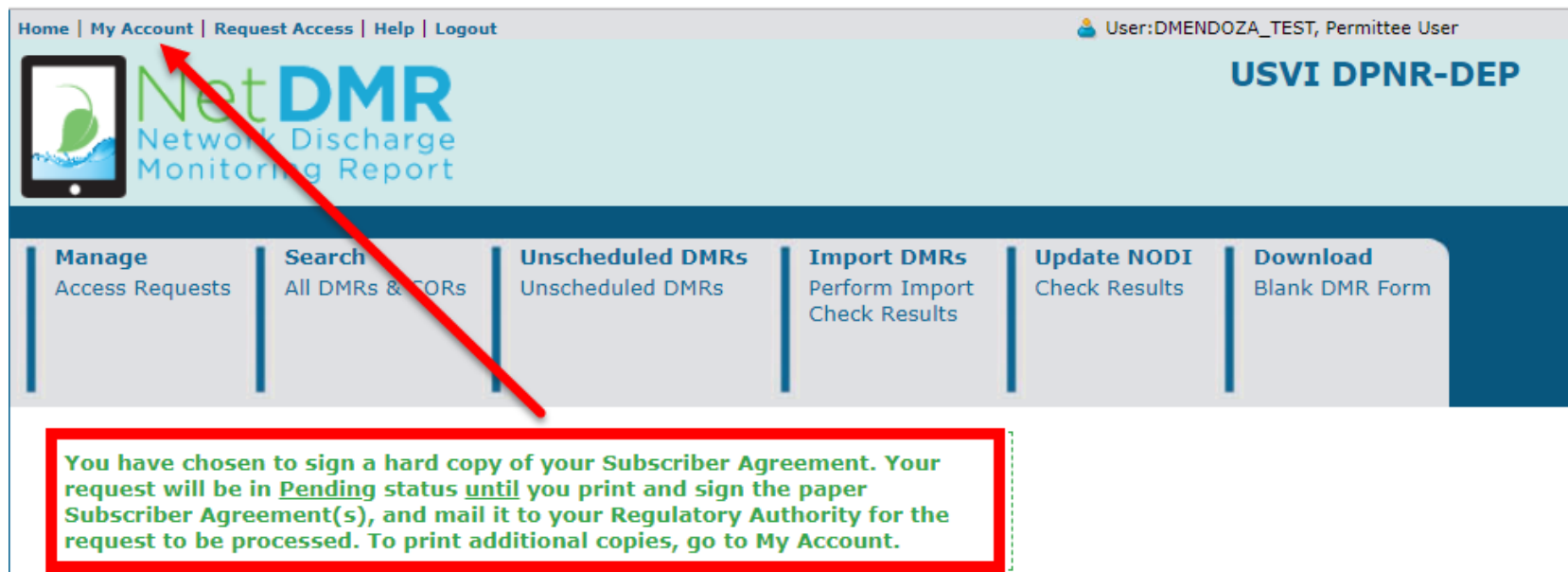
Permit ID	Facility Name	Facility Address	Relationship	Authorized By
NM0000060	UNKNOWN	UNKNOWN BLOOMFIELD, NM 00000	Facility	Self

C. Terms and Conditions

- **PURPOSE:** This agreement creates a legally binding obligation for the signer of the Agreement (the Responsible Official and/or Signatory Authority) to abide by the terms and conditions for use of the NetDMR System, and memorializes a mutual understanding that the signer of this agreement is as legally bound, obligated, and responsible by use of the assigned electronic signature as by a hand-written signature.
- **ACCEPTANCE & EFFECT:** Acceptance of this agreement by the Regulatory Authority shall be evidenced by notice from the Regulatory Authority, provided electronically, that this agreement has been approved.

Paper Signature

- ▶ Upon clicking “**Sign via Paper**” you will receive a message stating you will have to go to **My Account** to print paper SA



Home | My Account | Request Access | Help | Logout

User:DMENDOZA_TEST, Permittee User

NetDMR
Network Discharge
Monitoring Report

USVI DPNR-DEP

Manage Access Requests	Search All DMRs & CORs	Unscheduled DMRs Unscheduled DMRs	Import DMRs Perform Import Check Results	Update NODI Check Results	Download Blank DMR Form
----------------------------------	----------------------------------	---	---	-------------------------------------	-----------------------------------

You have chosen to sign a hard copy of your Subscriber Agreement. Your request will be in Pending status until you print and sign the paper Subscriber Agreement(s), and mail it to your Regulatory Authority for the request to be processed. To print additional copies, go to My Account.

Paper Signature

83

My Account

 [Edit Account](#)

User Name:	
First Name:	Diana
Last Name:	
Organization:	TEST
Job Title:	boss
Email:	
Telephone Number:	
Type of User:	Permittee User

► To print SA, click on **printer icon**

My Permits

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 the default sort order applied.

Showing 3 Permits

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Subscriber Agreement</u>	<u>Responsible Official Email</u>	<u>Process</u>	<u>Request Date</u>	<u>Update Date</u>
VI0040878	Edit	Pending	 a9c23c9c-12cd-4bbc-a071-d902f0c2f9ba		Paper	09/05/18 06:41 PM	09/05/18 06:41 PM
VI0050326	Signatory	Pending	 a9a84e1c-a60c-4148-814f-5e351db12c71		Electronic	08/14/18 04:59 PM	09/02/18 07:49 PM

Paper Signature

- ▶ A pop-up window with your SA will appear
- ▶ Click on print

Print Close

Click on Print

Agency: *EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)*
Subscriber Agreement Number: *5f20cc14-929b-4fdb-bbfb-7ff2e060bc37*
Generated On: *2017-11-17 14:49:39.0*
Account Reference: *16644*

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test), hereafter referred to as "the Regulatory Authority".

Final Print

85

Print

Total: **2 sheets of paper** (4 pages)

Print

Cancel

Destination



\\W18H1N-OEIPS01.a...
Lexmark Color Laser X79...

Change...

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Copies

1

Layout

Portrait

Color

Black and white

Options

☒ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

11/17/2017

Subscriber Agreement

Agency: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)
Subscriber Agreement Number: 5f20cc14-929b-4fdb-bbfb-7ff2e060bc37
Generated On: 2017-11-17 14:49:39.0
Account Reference: 16644

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test), hereafter referred to as "the Regulatory Authority".

A. Signatory Authority Information

The Signatory Authority is the individual that intends to sign DMRs and signs this Subscriber Agreement in Section E.

User Name: dianasigcdx@yahoo.com
Subscriber Name: Diana Mendoza
Organization: CDX TEST1
Email Address: dianasigcdx@yahoo.com
Phone Number: (202) 564-2349

B. Permit Information

Signing privileges are requested for the following permits:

Permit ID	Facility Name	Facility Address	Relationship	Authorized By
NM0000060	UNKNOWN	UNKNOWN BLOOMFIELD, NM 00000	Facility	Self

C. Terms and Conditions

- **PURPOSE:** This agreement creates a legally binding obligation for the signer of the Agreement (the Responsible Official and/or Signatory Authority) to abide by the terms and conditions for use of the NetDMR System, and memorializes a mutual understanding that the signer of this agreement is as legally bound, obligated, and responsible by use of the assigned electronic signature as by a hand-written signature.
- **ACCEPTANCE & EFFECT:** Acceptance of this agreement by the Regulatory Authority shall be evidenced by notice from the Regulatory Authority, provided electronically, that this agreement has been approved.

Where to mail Subscriber Agreement

- ▶ Once signed, mail Subscriber Agreement (SA) to your Regulatory Authority (RA)
- ▶ You can find your RA's mailing information on the bottom of SA form

Print this form, save a copy for your records, and mail to:

USVI DPNR-DEP

Attn: Mr. Norman D. Williams

45 Mars Hill

TPDES Permitting Program

Frederiksted , VI 00840

Approving/ Denying Paper Subscriber Agreement

87

- ▶ RA accesses NetDMR to approve/deny pending Signatory access role
- ▶ **Note:** Paper process can take several weeks to complete

Electronical Signature

- ▶ Upon clicking on “**Sign Electronically**”, a pop-up box will appear confirming you have chosen to sign your Subscriber Agreement electronically
- ▶ As an RO, your request will be sent directly to your RA via email
- ▶ Click on **Sign Electronically** to sign SA

Please sign the Subscriber Agreement(s) by clicking the 'Sign Electronically' button below.

If you are a **Responsible Official**, your request will be sent directly to the Regulatory Authority via email. If you are a **Duly Authorized Representative**, your Responsible Official must access NetDMR to approve your request before it is sent to the Regulatory Authority.

Your status will be Pending until your request is approved by the Regulatory Authority. Thank you for choosing to sign your Subscriber Agreement electronically.

Sign Electronically

Cancel

Electronic Signature

NetDMR
Network Discharge Monitoring Report

EPA Region 6

Manage Access Requests | **Search** All DMRs & CORs Permits Users | **Unscheduled DMRs** Unscheduled DMRs | **Import DMRs** Perform Import Check Results | **Update NODI** | **View** | **Download**

Sign & Submit DMR

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

Include in Submission	Add Copy of Submission and Attachments to Email Notification	View Completed DMR	Permit ID ▲	Facility
☒	☐		GMG290001	SOJITZ ENERGY VENTURE, INC.

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By selecting 'Accept', I agree that:

1. I am Diana Mendoza.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit this data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

Accept Decline

➤ Read text, if correct, click **“Accept”**

Route to RA

- ▶ After signing SA, a message will appear confirming your electronic signature

Request Access to a Permit and Associated DMRs



**Signing of the Subscriber Agreement(s) was successful.
Your access request(s) have been submitted for approval.**

Signatory Access Role (Duly Authorized Representatives)

Prerequisites

- ▶ User must be User Type: Permittee (signature).
- ▶ DAR **MUST** first consult with RO to determine if RO will sign Subscriber Agreement via electronic process or paper process.
 - ▶ If RO will sign electronically, RO will be required to create a CDX account.
 - ▶ If RO does not want to create a CDX account, RO must sign paper Subscriber Agreement, which forces the DAR to submit paper Subscriber Agreement.
- ▶ The signatory must be the first person to request access to a Permit ID.
 - ▶ Regulatory Authority must approve all Signatory requests.

Signatory Access Role (Duly Authorized Representatives)

Live Demo

To get Request Access

Home | My Account | **Request Access** | Help | Logout

User: , Permittee User



Manage
Access Requests

Search
All DMRs & CORs

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NODI
Check Results

Download
Blank DMR Form

Session Lo

Search: All DMRs & CORs

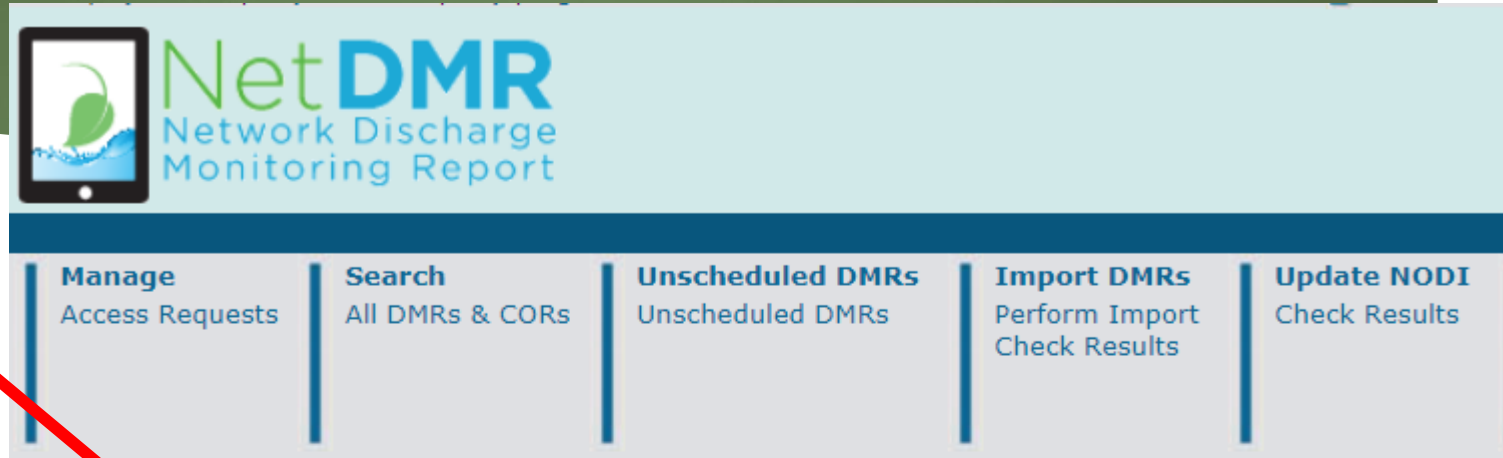
All DMRs & Copies of Record (CORs)

Last 10 Logins		
5/16/17	12:46 PM	-
5/16/17	7:09 AM	-

- Click on “**Request Access**” to type in the permit you want to have Signatory access to

Insert Permit ID and Role

95



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 screen.

Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID:	VI0040878	Update
Facility Name:	THE REEF ASSOCIATES	
Role:	Signatory	
Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.		
	Add Request	

➤ Type in Permit ID

➤ Click **"Update"**

➤ Next, click on drop-down list

➤ Click **"Signatory"**

➤ Click **"Add Request"**

Submit Request

- Make sure you typed in the correct Permit ID and Role
- If correct, click **Submit**

Access Requests

A summary of the current access requests is presented below.

<u>Permit ID</u>	Facility Name	Requested Role	Remove Access Request
VI0040878	THE REEF ASSOCIATES	Signatory	


Submit

Enter Responsible Official Information

97

Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

Permit ID	Facility Name	Requested Role	Additional Information
VI0040878	THE REEF ASSOCIATES	Signatory	What is your employer's relationship to the facility or facilities?*: Facility ▼ ☐ I have the authority to enter into this Agreement for the Permittee under the applicable standards. ☒ I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required. Responsible Official Name: Jane Responsible Official Title: Doe Responsible Official Phone Number: 202-555-5555 Responsible Official Email Address: SDMFS@GMAIL.COM Sign via Paper Sign Electronically Cancel

- Click on employer's relationship to facility
- Click on second radio button if you are the DAR
- Make sure to type in your RO's email address correctly

Paper or Electronic Signature

Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

Permit ID	Facility Name	Requested Role	Additional Information
VI0040878	THE REEF ASSOCIATES	Signatory	What is your employer's relationship to the facility or facilities?*: Facility ▼ ☐ I have the authority to enter into this Agreement for the Permittee under the applicable standards. ☒ I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required. Responsible Official Name: Jane Responsible Official Title: Doe Responsible Official Phone Number: 202-555-5555 Responsible Official Email Address: SDMFS@GMAIL.COM Sign via Paper Sign Electronically Cancel

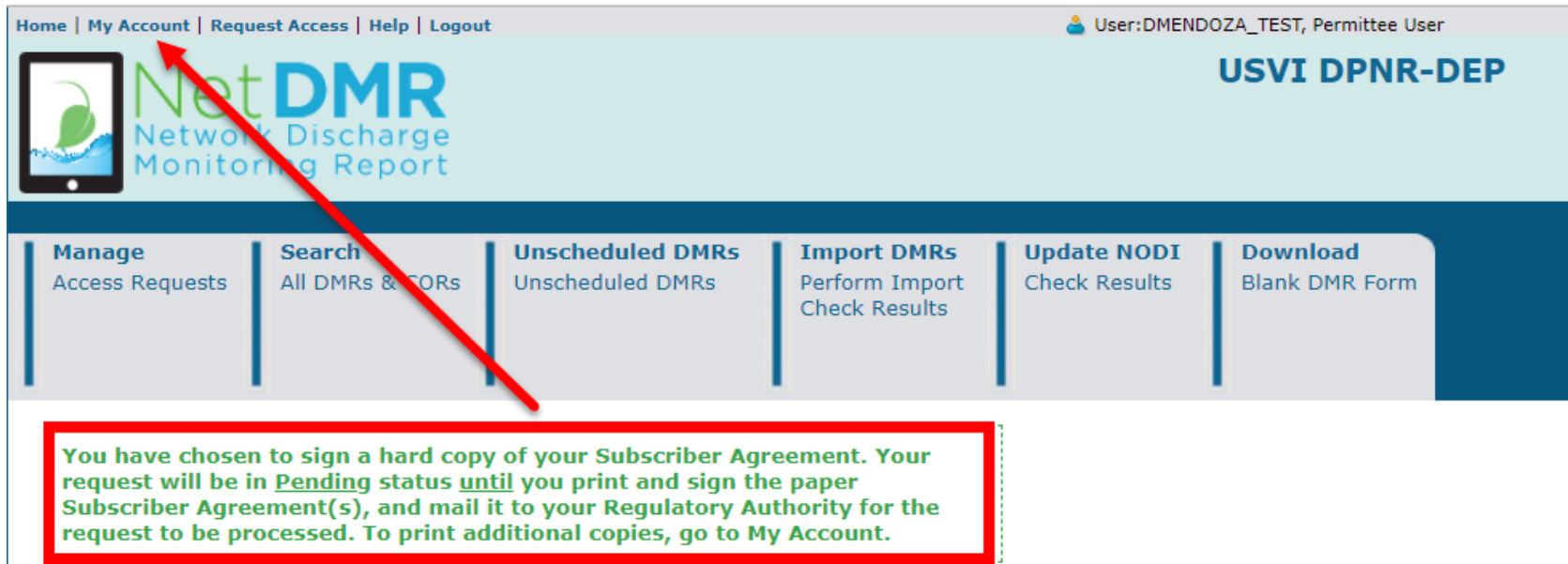
➤ Click either sign electronically or sign via paper

Paper or Electronic Signature

- ▶ **Remember**, this determination(to sign via paper or electronically) is made in consultation with your RO.
- ▶ If RO requires paper, DAR must choose Sign via Paper.
- ▶ If RO requires electronic, DAR must choose Sign Electronically.

Paper Signature

- ▶ Upon clicking “**Sign via Paper**” you will receive a message stating you will have to go to **My Account** to print paper SA



Home | My Account | Request Access | Help | Logout

User:DMENDOZA_TEST, Permittee User

USVI DPNR-DEP

NetDMR
Network Discharge
Monitoring Report

Manage Access Requests	Search All DMRs & CORs	Unscheduled DMRs Unscheduled DMRs	Import DMRs Perform Import Check Results	Update NODI Check Results	Download Blank DMR Form
----------------------------------	----------------------------------	---	---	-------------------------------------	-----------------------------------

You have chosen to sign a hard copy of your Subscriber Agreement. Your request will be in Pending status until you print and sign the paper Subscriber Agreement(s), and mail it to your Regulatory Authority for the request to be processed. To print additional copies, go to My Account.

Paper Signature

101

► To print SA, click on printer icon

My Account

User Name:	
First Name:	Diana
Last Name:	
Organization:	TEST
Job Title:	boss
Email:	
Telephone Number:	
Type of User:	Permittee User

 [Edit Account](#)

My Permits

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 the default sort order applied.

Showing 3 Permits

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Subscriber Agreement</u>	<u>Responsible Official Email</u>	<u>Process</u>	<u>Request Date</u>	<u>Update Date</u>
VI0040878	Edit	Pending				09/05/18 06:28 PM	09/05/18 06:28 PM
VI0040878	Signatory	Pending	 a9c23c9c-12cd-4bbc-a071-d902f0c2f9ba		Paper	09/05/18 06:41 PM	09/05/18 06:41 PM
VI0050326	Signatory	Pending	 a9a84e1c-a60c-4148-814f-5e351db12c71		Electronic	08/14/18 04:59 PM	09/02/18 07:49 PM

Paper Signature

- ▶ A pop-up window with your SA will appear.
- ▶ Click on print.

Print Close

Click on Print

Agency: *EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)*
Subscriber Agreement Number: *5f20cc14-929b-4fdb-bbfb-7ff2e060bc37*
Generated On: *2017-11-17 14:49:39.0*
Account Reference: *16644*

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test), hereafter referred to as "the Regulatory Authority".

Final Print

103

Print

Total: **2 sheets of paper** (4 pages)

Print

Cancel

Destination



\\W18H1N-OEIPS01.a...
Lexmark Color Laser X79...

Change...

Pages

☒ All

☐ e.g. 1-5, 8, 11-13

Copies

1

Layout

Portrait

Color

Black and white

Options

☒ Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

11/17/2017

Subscriber Agreement

Agency: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test)
Subscriber Agreement Number: 5f20cc14-929b-4fdb-bbfb-7ff2e060bc37
Generated On: 2017-11-17 14:49:39.0
Account Reference: 16644

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: EPA Region 06 - AR-GM-LA-NM-OK-TX (Test), hereafter referred to as "the Regulatory Authority".

A. Signatory Authority Information

The Signatory Authority is the individual that intends to sign DMRs and signs this Subscriber Agreement in Section E.

User Name: dianasigcdx@yahoo.com
Subscriber Name: Diana Mendoza
Organization: CDX TEST1
Email Address: dianasigcdx@yahoo.com
Phone Number: (202) 564-2349

B. Permit Information

Signing privileges are requested for the following permits:

Permit ID	Facility Name	Facility Address	Relationship	Authorized By
NM0000060	UNKNOWN	UNKNOWN BLOOMFIELD, NM 00000	Facility	Self

C. Terms and Conditions

- **PURPOSE:** This agreement creates a legally binding obligation for the signer of the Agreement (the Responsible Official and/or Signatory Authority) to abide by the terms and conditions for use of the NetDMR System, and memorializes a mutual understanding that the signer of this agreement is as legally bound, obligated, and responsible by use of the assigned electronic signature as by a hand-written signature.
- **ACCEPTANCE & EFFECT:** Acceptance of this agreement by the Regulatory Authority shall be evidenced by notice from the Regulatory Authority, provided electronically, that this agreement has been approved.

Where to mail SA

- ▶ As a **Duly Authorized Representative**, your **Responsible Official** must sign your request before it is sent to the Regulatory Authority.
- ▶ You can find your RA's mailing information on the bottom of SA form.
- ▶ Your status will be Pending until your request is approved by the Regulatory Authority.

Print this form, save a copy for your records, and mail to:

USVI DPNR-DEP

Attn: Mr. Norman D. Williams

Frederiksted , VI 00840

Approving/ Denying Paper Subscriber Agreement

105

- ▶ RA accesses NetDMR to approve/deny pending Signatory access role.
- ▶ **Note:** Paper process can take several weeks to complete.

Electronic Subscriber Agreement

- ▶ For DAR to submit the Subscriber Agreement electronically, the **Responsible Official (RO) must have a CDX account** and access to the NetDMR Program Service.
- ▶ If RO chooses to submit Paper Subscriber Agreement, DAR must also sign paper. Paper and Electronic process **cannot** be mixed.
- ▶ Electronic submission of Subscriber Agreement is much faster than paper. It can take only a few minutes to complete

Electronical Signature

- ▶ Upon clicking on “**Sign Electronically**”, a pop-up box will appear confirming you have chosen to sign your Subscriber Agreement electronically.
- ▶ Click on **Sign Electronically** to sign SA.
- ▶ **Note:** As a DAR, your RO must have access to NetDMR to approve request before it is sent to RA.

Please sign the Subscriber Agreement(s) by clicking the 'Sign Electronically' button below.

If you are a **Responsible Official**, your request will be sent directly to the Regulatory Authority via email. If you are a **Duly Authorized Representative**, your Responsible Official must access NetDMR to approve your request before it is sent to the Regulatory Authority.

Your status will be Pending until your request is approved by the Regulatory Authority. Thank you for choosing to sign your Subscriber Agreement electronically.

Sign Electronically

Cancel

Electronical Signature

NetDMR
Network Discharge Monitoring Report

EPA Region 6

Manage Access Requests | **Search** All DMRs & CORs Permits Users | **Unscheduled DMRs** Unscheduled DMRs | **Import DMRs** Perform Import Check Results | **Update NODI** | **View** | **Download**

Sign & Submit DMR

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

Include in Submission	Add Copy of Submission and Attachments to Email Notification	View Completed DMR	Permit ID ▲	Facility
☒	☐		GMG290001	SOJITZ ENERGY VENTURE, INC.

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By selecting 'Accept', I agree that:

1. I am Diana Mendoza.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit this data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

Accept **Decline**

➤ Read text, if correct, click **“Accept”**

Route to RA

- ▶ After signing SA, a message will appear confirming your electronic signature.

Request Access to a Permit and Associated DMRs



**Signing of the Subscriber Agreement(s) was successful.
Your access request(s) have been submitted for approval.**

Initial Request

 Reply  Reply All  Forward

Thu 9/6/2018 1:27 PM



netdmr-notification-test@epacdx.net

Diana Mendoza has initiated a paper process NetDMR Signatory Request for your approval (7c9b9e1d-721c-4512-bfe3-6c48a7bd5a23)

To

Cc

Retention Policy Inbox (Never)

Expires Never

 We removed extra line breaks from this message.

Diana Mendoza has initiated a paper process requesting the signatory role with access to the following Permit(s) in NetDMR for EPA Region 06 - AR-GM-LA-NM-OK-TX (Test):

Permit ID: GMG290001, Permitted Facility Name: SOJITZ ENERGY VENTURE, INC.

For reference, the Subscriber Agreement number for this request is 7c9b9e1d-721c-4512-bfe3-6c48a7bd5a23.

Upon receipt of the signed paper copy Subscriber Agreement(s), please log into NetDMR using EPA's Central Data Exchange (CDX) <https://testngn.epacdxnode.net/oeca-netdmr-web/action/login> and access the EPA Region 06 - AR-GM-LA-NM-OK-TX (Test) program service. Click Continue to NetDMR. Then, under Manage Access, review this request and approve or deny it once you have followed your organization's procedures for validating paper NetDMR signatory requests.

Thank you.

This message was sent from the EPA Region 06 - AR-GM-LA-NM-TX Test Environment.

Request Approved

 Reply  Reply All  Forward

Thu 9/6/2018 1:18 PM



netdmr-notification-test@epacdx.net

Nasrin Lescure has acted on Signatory Request(s) you submitted in NetDMR (a9a84e1c-a60c-4148-814f-5e351db12c71)

To

Cc

Retention Policy Inbox (Never)

Expires Never

 We removed extra line breaks from this message.



Nasrin Lescure has acted on a signatory request(s) with Subscriber Agreement number a9a84e1c-a60c-4148-814f-5e351db12c71 for access to the following Permits in NetDMR for USVI DPNR-DEP:

Permitted Facility Name: GRAPETREE BAY HOTEL Permit ID: VI0050326

Status: Approved

Comment:

For additional information about NetDMR, see <https://netdmr.zendesk.com/hc/en-us>.

Thank You.

DMR Data Entry

Entering DMRs

113

- ▶ Direct Data Entry
- ▶ Import comma delimited file from spreadsheets
- ▶ Edit/Correct DMRs
- ▶ Delete DMRs

**Detailed instructions are contained in the Permittee/
Data Provider User Guide**

Video Demo: **Finding DMRs Ready for Data Entry:**

To Stream:

<https://youtu.be/fk8AXIxr8o>

DMR Errors

115

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name	List	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units		List	List
50050	Flow, in conduit or thru treatment plant	Smpl.	= 1.25	= 2.33	Mgal/d List						99/99	TM
1 - Effluent Gross												
Season: 0		Req.	Req Mon 30 Day Average	Req Mon 7 Day Average	Million Gallons per Day						Continuous	TOTALZ
NODI: Apply		NODI										
 50060	Chlorine, total residual	Smpl.						= 9/333	ug/L List		01/01	GR
A - Disinfection, Process Complete												
Season: 0		Req.						<= 11 Instantaneous Maximum	Micrograms per Liter		Daily	GRAB
NODI: Apply		NODI										

Edit Check Errors						
Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
50060	Chlorine, total residual	Disinfection, Process Complete	Quality or Concentration Sample Value 3	Hard	Value fields may contain numbers and special characters ",", "-", "+", and " only	

Comments

- Indicated on DMR with pink hue and exclamation mark

DMR Errors (Hard, Soft)

116

Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
00400	pH	Effluent Gross	Quality or Concentration Sample Value 1	Hard	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.	
00400	pH	Effluent Gross	Quality or Concentration Sample Value 3	Hard	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.	
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	☐
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	☐
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	☐
00530	Solids, total suspended	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	☐
00530	Solids, total suspended	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	☐

- ▶ Hard Error – Must be resolved before signing DMR
- ▶ Soft Error – Must be 'Acknowledged' (or resolved) before signing DMR

Sign DMRs

117

- ❖ **NOTE:** Blank DMRs cannot be signed

The screenshot displays the NetDMR web application interface. At the top, the 'NetDMR' logo is visible. Below it, a navigation bar contains five main sections: 'Manage' (with sub-link 'Access Requests'), 'Search' (with sub-links 'All DMRs & CORs', 'Permits', and 'Users'), 'Import DMRs' (with sub-links 'Perform Import' and 'Check Results'), 'View' (with sub-link 'Permits Users'), and 'Download' (with sub-link 'Blank DMR Form').

Below the navigation bar, there is a search section. A search icon is followed by the text 'Search:'. To the right of 'Search:' are four tabs: 'All DMRs & CORs', 'DMRs Ready to Submit' (which is highlighted with a brown rectangular box), 'Permit ID', and 'Users'.

Under the 'DMRs Ready to Submit' tab, the heading 'DMRs Ready to Submit' is displayed. Below this heading, a text instruction reads: 'Select an option below to view a list of DMRs ready to sign and submit (i.e., in "NetDMR Validated" sta...'. Below this instruction, there are three search options:

- 'All DMRs' with a 'Search' button.
- 'DMRs for Permit ID' with a dropdown menu showing 'GMG290123' and a 'Search' button.
- 'DMRs for Facility' with a dropdown menu showing 'SENECA RESOURCES CORPORATION' and a 'Search' button.

Signature DMRs (cont.)


NetDMR
 Network Discharge
 Monitoring Report



Manage
 Access Requests

Search
 All DMRs & CORs
 Permits
 Users

Unscheduled DMRs
 Unscheduled DMRs

Import DMRs
 Perform Import
 Check Results

Update NODI

View

Download


Sign & Submit DMR

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

Include in Submission	Add Copy of Submission and Attachments to Email Notification	View Completed DMR	Permit ID ▲	Facility
☒	☐		GMG290001	SOJITZ ENERGY VENTURE, IN

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By selecting 'Accept', I agree that:

1. I am Diana Mendoza.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit this data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

Accept Decline

Sign DMRs (cont.)

Home | My Account | Request Access | Help | Logout User:DMENDOZA_TEST, Permittee User

NetDMR
Network Discharge
Monitoring Report

USVI DPNR-DEP

[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 DMR Signing Status](#) |
 [Download Blank DMR Form](#)

Session Lockout Timer: 29:50

[View All Copies of Submissions](#) |
 [DMR/COR Search Results](#) |
 [View DMR Signing Status](#)

Signing Process Confirmation - CDX Activity ID: _75cac9ba-ff47-4e73-b551-f1d198cd3f61

Your DMRs are undergoing the Signing Process

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	View Copy of Submission
VI0040878	THE REEF ASSOCIATES	001	001-A	(no description)	11/30/18	12/28/18	

©2008 NetDMR

Sign DMRs (cont.)

Home | My Account | Request Access | Help | Logout User:DMENDOZA_TEST, Permittee User

NetDMR
Network Discharge
Monitoring Report

USVI DPNR-DEP

[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 DMR Signing Status](#) |
 [Download Blank DMR Form](#)

🔔 Session Lockout Timer: 29:4

DMR Signing Status

This screen displays signing activity from the last 7 days.

One message found [Refresh](#)

CDX Activity ID	Submission Time	Permit ID	Facility	Permitted Feature	Discharge #	Monitoring Period End Date	Due Date	CDX Document ID	Status
_75cac9ba-ff47-4e73-b551-f1d198cd3f61	09/06/2018 13:47:45	VI0040878	THE REEF ASSOCIATES	001	A	11/30/2018	12/28/2018	20ce6af7-d8c8-4b09-aa25-0b3fa11f9801	SIGNED_SUCCESSFULLY

Downloading

121

► Copy of Record (COR)

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
DMR Signing Status

Download
Blank DMR Form

Session Logout T

[New Search](#) | [Refine Search](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs](#) | [Update NODI](#)

DMR/COR Search Results

One item found

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
View Copy of Submissions ▼ Go	VI0040878	THE REEF ASSOCIATES	001	001-A	(no description)	11/30/18	Scheduled	12/28/18	Signed & Submitted	09/06/18	Check AllOn Page Clear All	Check AllOn Page Clear All	Check AllOn Pa Clear All

Sample of COR

122

DMR Copy of Record

Permit		Permittee:		Facility:														
Permit #:	VI0040878	Permittee:	THE REEF ASSOCIATES	Facility:	THE REEF ASSOCIATES													
Major:	No	Permittee Address:	500 TEAGUES BAY ST. CROIX, VI 00820	Facility Location:	500 TEAGUES BAY ST. CROIX, VI 00820													
Permitted Feature:	001 External Outfall	Discharge:	001-A (no description)															
Report Dates & Status																		
Monitoring Period:	From 09/01/18 to 11/30/18	DMR Due Date:	12/28/18	Status:	NetDMR Validated													
Considerations for Form Completion																		
The samples for this outfall shall be taken from a point representative of the stream and prior to mixing with any other stream. See permit for special conditions.																		
Principal Executive Officer																		
First Name:			Title:	Telephone:														
Last Name:																		
No Data Indicator (NODI)																		
Form NODI: -																		
Code	Parameter Name	Monitoring Location	Season #	Param. NODI	Sample	Quantity or Loading					Quality or Concentration					# of Ex.	Frequency of Analysis	Sample Type
						Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3			
00010	Temperature, water deg. centigrade	1 - Effluent Gross	0	-	Permit Req. Value NODI													
					Sample													
					Permit Req. Value NODI													
					Sample													
00400	pH	1 - Effluent Gross	0	-	Permit Req. Value NODI													
					Sample													
					Permit Req. Value NODI													
					Sample													
50050	Flow, in conduit or thru treatment plant	1 - Effluent Gross	0	-	Permit Req. Value NODI													
					Sample													
					Permit Req. Value NODI													
					Sample													
					Permit Req. Value NODI													
Submission Note																		
If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.																		
Edit Check Errors																		
No errors.																		
Comments																		
Attachments																		
No attachments.																		
Report Last Saved By																		
THE REEF ASSOCIATES																		
User: DMENDOZA_TEST																		
Name: Diana Mendoza																		
E-Mail: mendoza.diana@epa.gov																		
Date/Time: 2018-09-06 13:44 (Time Zone: -04:00)																		
Report Last Signed By																		
User: DMENDOZA_TEST																		
Name: Diana Mendoza																		
E-Mail: mendoza.diana@epa.gov																		
Date/Time: 2018-09-06 13:44 (Time Zone: -04:00)																		

DMR Status

Signing Status

There are 4 signing status values:

- ▶ SIGNED_SUCCESSFULLY – Signing process completed
- ▶ SIGNING_FAILED – Signing process failed
- ▶ PROCESSING – In the process of being signed at CDX
- ▶ PENDING – In the queue to be sent to CDX for signing

The only values users should expect to see are the first 4:
SIGNED_SUCCESSFULLY, SIGNING_FAILED, PROCESSING, PENDING.

DMR Submission email – COR Submission Received

- ▶ After DMR signed & submitted, from netdmr-notification@epacdx.net, user receives **two** DMR submission emails

1- First email:

From: <netdmr-notification-test@epacdx.net>
Date: Tue, Aug 21, 2018 at 10:20 AM
Subject: **COR Submission Received for: VI0000019**

NetDMR has sent the following 1 DMR(s) to be signed.

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:

Permitted Facility Name: HOVENSA LLC
Permit ID: VI0000019
Permitted Feature: 001
Discharge: A - Composed of Wastewater from the lagoon systems.
Monitoring Period End Date: 08/31/18
Signing Status: SIGNED SUCCESSFULLY
Comment:
Attachments included in the COR: No

DMR Submission email - **DMR(s) Submittal Passed/Warning/Failed**

2- Second email **DMR(s) Submittal Passed/Warning/Failed**

From: <netdmr-notification-
Date: Tue, Aug 21, 2018 at 10:20 AM
Subject: **NetDMR DMR(s) Submittal Passed for:** VI0000019
To: netdmrsig@gmail.com

The following signed 1 DMR(s) were submitted to EPA and were successfully processed:

CDX Transaction ID: _3a3a152b-8456-4f3f-8548-ce16c422aa7f
User ID: NETDMRSIG
Timestamp: 08/21/2018 09:55:30

Permitted Facility Name: HOVENSA LLC
Permit ID: VI0000019
Permitted Feature: 001
Discharge: A - Composed of Wastewater from the lagoon systems.
Monitoring Period End Date: 08/31/18

Subject: Action Required: Re-Sign and Submit

- ▶ There are **3 scenarios** when a Sign and Submit will “FAILED” and the DMR is not successfully signed and submitted

Scenario 1

- ▶ Additional Data exists in ICIS that is not on the signed NetDMR DMR form. If this was not in place, a user could sign and submit a DMR form and still receive violations because the user did not know that ICIS was expecting additional DMR data.
- ▶ The following email is received and the user is instructed to edit the DMR again which will pull in the new data from ICIS onto the NetDMR DMR form.
- ▶ When this email is received, the status of the DMR form in NetDMR is set to "DMR Validation Errors". When they user edits the form, a web service call is made and all of the new data from ICIS is pulled onto the NetDMR DMR form. The user will add the new missing DMR values and re-sign and submit the form.

From: netdmr-notification@epa.gov

Sent: Tuesday, June 19, 2018 2:16 PM

To: xxxxx@gmail.com

Subject: **Action Required:** Re-Sign and Submit the Following DMR(s) for: NCXDMR001

NetDMR has sent the following 1 DMR(s) to be signed.

An error occurred during the signing of the following DMR(s). As a result, your submission was not successfully submitted and a Copy of Record (COR) was not created for this transaction. **Please login to NetDMR, select the following DMR(s), and follow the instructions below to re-sign and successfully submit the DMR(s) as soon as possible:**

Permitted Facility Name: FAC SITE

Permit ID: NCXDMR001

Permitted Feature: 001

Discharge: B - (no description)

Monitoring Period End Date: 01/31/18

Signing Status: FAILED

Comment: Error: The DMR was not successfully signed and submitted. Please login to NetDMR, search for the failed DMR, edit the DMR, correct the data issues, click save and re-sign. Once you successfully re-sign and submit your DMR, you should receive two emails from netdmr-notification@epa.gov stating that the DMR was received and submitted successfully.

Attachments included in the COR: No

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:

Scenario 2

A system error occurred and CDX or Web Services could not be reached during the signing.

The user is instructed to re-sign the DMR again. When this email is received, the status of the DMR remains at “DMR Validated” and is ready to be re-signed by the user.

From: netdmr-notification@epa.gov

Sent: Monday, June 18, 2018 2:46 PM

To: darpermittee@gmail.com;

Subject: Action Required: Re-Sign and Submit the Following DMR(s) for: NCXDMR00

NetDMR has sent the following 1 DMR(s) to be signed.

An error occurred during the signing of the following DMR(s). As a result, your submission was not successfully submitted and a Copy of Record (COR) was not created for this transaction. **Please login to NetDMR, select the following DMR(s), and follow the instructions below to re-sign and successfully submit the DMR(s) as soon as possible:**

Permitted Facility Name: FAC SITE

Permit ID: NCXDMR001

Permitted Feature: 001

Discharge: A - (no description)

Monitoring Period End Date: 01/31/18

Signing Status: FAILED

Comment: Error: The DMR was not successfully signed and submitted. Please login to NetDMR, search for the failed DMR and re-sign. Once you successfully re-sign and submit your DMR, you should receive two emails from netdmr-notification@epa.gov stating that the DMR was received and submitted successfully.

Attachments included in the COR: Yes

18MegaBytes6.zip

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:

Scenario 3

A system error occurred where the COR could not be located during a sign and submit:

The user is instructed to re-sign the DMR again. When this email is received, the status of the DMR remains at "DMR Validated" and is ready to be re-signed by the user.

The user is instructed to re-sign the DMR again. When this email is received, the status of the DMR remains at "DMR Validated" and is ready to be re-signed by the user.

From: netdmr-notification@epa.gov

Sent: Tuesday, March 13, 2018 11:08 AM

To: darpermittee@gmail.com;

Subject: **Action Required:** Resign and Submit the Following DMR(s) for: NCSDMR001

NetDMR has sent the following 1 DMR(s) to be signed.

An error occurred during the signing of the following DMR(s). As a result, your submission was not successfully submitted and a Copy of Record (COR) was not created for this transaction. **Please login to NetDMR, select the following DMR(s), and follow the instructions below to re-sign and successfully submit the DMR(s) as soon as possible:**

Permitted Facility Name: FAC SITE

Permit ID: NCSDMR001

Permitted Feature: 001

Discharge: A - (no description)

Monitoring Period End Date: 06/30/17

Signing Status: FAILED

Comment: Error: Your signature failed. The Copy of Record was not created for this transaction. Please login to NetDMR, search for the failed DMR and re-sign. Once you successfully re-sign and submit your DMR, you should receive two emails from netdmr-notification@epa.gov stating that the DMR was received and submitted successfully.

Attachments included in the COR: Yes

▶ CORs have been created for the following DMRs. These DMRs will be forwarded for further processing

Notice of Non-Receipt for Report Required by your Permit – Overdue DMRs by 7,14, 21 days

Dear Permittee or Authorized Representative:

We are contacting you to assist you in complying with your NPDES permit reporting requirements. This is a notification that we have not received a required discharge monitoring report, but is NOT an official notice of violation.

As of **08/29/2018**, the following Discharge Monitoring Reports (DMRs) are overdue to **Illinois EPA** by **14** days:

Facility Name	NPDES ID	Permitted Feature - Designator	Monitoring Period End Date	DMR Due Date
		002 - 0	07/31/2018	08/15/2018
		003 - 0	07/31/2018	08/15/2018
		004 - 0	07/31/2018	08/15/2018
		005 - 0	07/31/2018	08/15/2018
		006 - 0	07/31/2018	08/15/2018
		007 - 0	07/31/2018	08/15/2018
		008 - 0	07/31/2018	08/15/2018

Failure to submit your DMR(s) in a timely fashion constitutes non-compliance with the requirements of your NPDES permit [REDACTED]. Please be sure to submit all overdue DMRs immediately via NetDMR.

If you have already submitted your DMR, please contact us immediately at the email address below so we can help resolve this problem. If you have questions, require technical assistance or think this information is in error, please email epa.NetDMR@illinois.gov with your NPDES ID, your contact information, and specific information regarding the problem so we can investigate the issue. After you submit your overdue DMR(s) the system will automatically recognize that you have done this.

As a reminder, compliance information about your permit is available to the public on EPA's Enforcement Compliance History Online (ECHO) website at <https://echo.epa.gov>

NODI

No Discharge

- ▶ Even if you have no discharge, you will still need to submit DMR stating there is no discharge with a **No Data Indicator (NODI)** or else risk designation of **Significant Noncompliance (SNC)** of every quarter until submitted.
- ▶ SNC will reflect noncompliance in ECHO until otherwise corrected.

Active NODI Codes

134

NODI Code	NODI Name
2	Operation Shutdown
3	Special Report Attached
7	No Influent
9	Conditional Monitoring – Not Required This Period
A	General Permit Exemption
B	Below Detection Limit/No Detection
C	No Discharge
E	Failed to Sample/Required Analysis Not Conducted
F	Insufficient Flow for Sampling
I	Land Applied
N	Not Constructed
P	Laboratory Error or Invalid Test (new)
Q	Not Quantifiable
T	Environmental Conditions – Monitoring Not Possible (new)
W	Dry Lysimeter/Well

Update NODI

135

Check Results | Users | DMR Signing Status

[New Search](#) | [Refine Search](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs](#) | **Update NODI**

Results

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit Check All On Page Clear All	Include in Batch COR Download Check All On Page Clear All	Update NODI Check All On Page Clear All
PR0020214	PRASA ADJUNTAS WWTP	001	001-A	Treated Wastewaters	09/30/18	Scheduled	10/28/18	Ready for Data Entry				☒
PR0020214	PRASA ADJUNTAS WWTP	001	001-Q	(no description)	09/30/18	Scheduled	10/28/18	Ready for Data Entry				☒
PR0020214	PRASA ADJUNTAS WWTP	001	001-A	Treated Wastewaters	08/31/18	Scheduled	09/28/18	Ready for Data Entry				☒

Update NODI

136

Update NODI

Select New NODI Values

Select a NODI code below or select delete. Click the 'Save & Exit' option above when done.

For a Non-Delete Update NODI transaction, please send an email to NPDESeReporting@epa.gov if you do not receive an email with the subject line NetDMR Import DMR Complete within 24 hours after clicking 'Save & Exit'.

For a Delete Update NODI transaction, please send an email to netdmr@epa.gov if you receive an error message after clicking 'Save & Exit'.

NODI Code:

Delete: ☐

Description

Enter a description for the Update NODI transaction. The description will help to identify the transaction when viewing the Update NODI Results.

Description:

Non-Delete Update NODI

137

For a Non-Delete Update NODI transaction, please send an email to NPDESeReporting@epa.gov if you do not receive an email with the subject line "NetDMR Import DMR Complete" within 24 hours after clicking 'Save & Exit'.

For a Delete Update NODI transaction, please send an email to NPDESeReporting@epa.gov if you receive an error message after clicking 'Save & Exit'.

NODI Code: ▼

Import DMRs

Importing Files

- ▶ Import Files allowed for:
 - ▶ New data
 - ▶ Partially entered data (in progress)
 - ▶ DMR Corrections

Roles for Importing

140

- ▶ Signatory
 - ▶ Import file
 - ▶ Sign DMR
- ▶ Edit
 - ▶ Import file

Import DMR File Processing

- ▶ Two people Importing at the same time or if you make small revision and submitted a file 2 times.... let the first one finish before submitting the 2nd file



Step-by-step- How to Import DMRs:

142

► **ServiceNow link:**

https://usepa.servicenowservices.com/oeca_icis?id=kb_article_view&sys_kb_id=ddfb60851b960950cb91a759bc4bcb53&spa=1

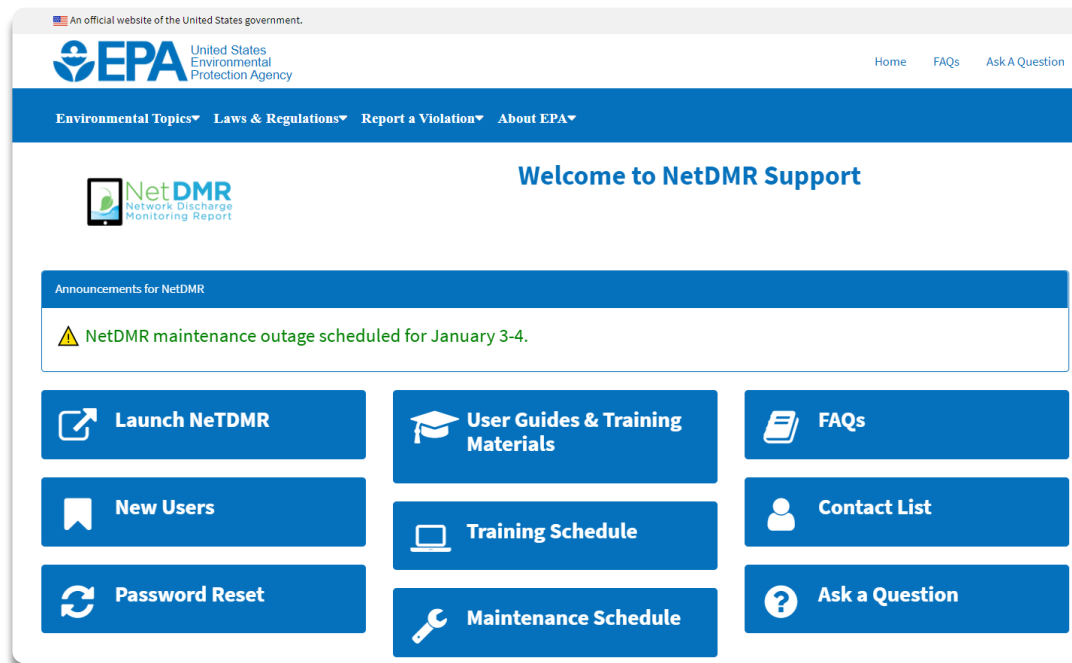
Resources

Where do I find out more about NetDMR?

144

❑ New ServiceNow URL:

▶ https://usepa.servicenowservices.com/oecadocs?id=netdmr_homepage



Users Support Contact Information:

145

- ❑ EPA (NPDES eReporting) Helpdesk (**recommended**)
 - ✓ Email: NPDESeReporting@epa.gov
 - ✓ Phone: 1-877-227-8965
 - ✓ Issues with CDX and NetDMR: Creating an account in CDX, changing email address/Organization only, requesting access to permit (DAR/RO), submitting DMRs

- ❑ CDX Help Desk
 - ✓ Email: helpdesk@epacdx.net
 - ✓ Phone: 888-890-1995
 - ✓ **ONLY** If users require a name change (first and last)

- ❑ Login.gov Help Desk
 - ✓ <https://login.gov/help/>