

How to Correct and Resubmit a DMR in NetDMR

For assistance with NetDMR account registration or reporting in NetDMR, contact the Tennessee Department of Environment and Conservation's NetDMR Regulatory Administrator Bri Begley at (423) 268-4770 or Brianne.Begley@tn.gov.

Instructions for correcting and resubmitting a DMR in NetDMR

1. Go to [CDX.epa.gov](https://cdx.epa.gov), enter your User ID, and click Next.
2. Click Proceed to Login.gov, then sign in to your Login.gov with your two-factor authentication method. After successful sign in, you will be redirected back to the CDX homepage.
3. Proceed to NetDMR by clicking on your role for the Tennessee Department of Environment and Conservation's NetDMR program service (e.g., Permittee (signature), Permittee (no signature), or Data Provider), then click Continue to NetDMR.
4. From the NetDMR homepage, search for the DMR using the Permit ID and Monitoring Period End Date Range or DMR Due Date queries.
 - Select your Permit ID from the drop-down menu, click Update, then choose start and end dates in the Monitoring Period End Date range query (e.g., 01/01/2025- 01/31/2025) or a single DMR Due Date (e.g., Month: February, Year: 2025), and click Search.
 - Keep in mind that query filters will limit the search results. This search will pull up all DMRs within a specified date range, including Copies of Record (CORs) for DMR submissions that were previously submitted in NetDMR.
5. Under the Next Step(s) column, choose Correct DMR from the drop-down menu, then click Go to access the DMR data entry page.
 - Make sure to double-check the Monitoring Period End Date and/or DMR Due Date to ensure you are selecting the correct DMR form!
6. Scroll down the DMR form and locate the data that needs to be corrected.
 - Keep in mind that numeric data or a No Data Indicator (NODI) code must be reported for each limit on the DMR. If numeric data and a NODI code is reported for a single limit on the DMR, NetDMR will not allow you to submit the DMR until one of the values is removed.

- To remove a single NODI code from a value on the DMR, locate the NODI code drop-down menu below the required value field—to remove the NODI code, click on the blank space at the top of the drop-down menu.
 - To clear the entire DMR form, click [Clear Parameter Fields](#) at the top of the DMR data entry page, then reenter data for all required fields.
7. After you've entered data for all required fields on the DMR form, click [Save & Continue](#) to save edits to the DMR, review reported violations, and check for data entry errors.
- If there are any permit limit violations, reporting violations, or data entry errors on the DMR form, they will be highlighted red on the data entry page.
 - Descriptions of the violation or error and recommended corrective action will be listed at the bottom of the DMR. All violations and errors must be acknowledged or corrected before the DMR can be submitted in NetDMR.
8. Click [Sign & Submit](#) to re-sign and submit the DMR.
9. On the next page, check the boxes next to Include in Submission and Add COR and Attachments to Email Notification.
10. After you review the DMR submission certification statement, enter your password, click [Submit](#), answer your signature authorization question, and click [Submit](#) again to resubmit the DMR in NetDMR.
- The corrected DMR will create a new COR in NetDMR, and the corrected data will write over the previously reported data as the official copy of record.