

## How to Report Unscheduled DMRs in NetDMR

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Unscheduled Discharge Monitoring Reports (DMRs) and DMR-specific attachments must be submitted in NetDMR within 15 days following each distinct discharge, unless otherwise specified in the NPDES permit. After a DMR is submitted in NetDMR, it is stored as a static Copy of Record (COR) in NetDMR, which is the official copy of record. Paper DMRs are no longer accepted as the official copy of record.

Each user expecting to enter DMR data, view DMR data, and/or sign and submit DMRs must create and manage their own NetDMR account. When a user is no longer associated with the permit, they must notify a NetDMR administrator to revoke their access to the permit in NetDMR.

There is no limit to how many signatory and non-signatory users can have access to a permit in NetDMR, but a signatory user must have access to the permit before any other users can be approved. If additional users need the ability to sign and submit DMRs, they must complete the signatory account registration process and be approved by a NetDMR administrator. Registered signatories are also granted a Permit Administrator role in NetDMR, so they can approve edit and/or view access requests for any non-signatory users who need the ability to edit DMR data and/or view DMRs in NetDMR.

For assistance with NetDMR account registration, NetDMR account management, or reporting DMRs in NetDMR, contact Bri Begley with the Division of Water Resources by phone at (423) 268-4770 or by email at [Brianne.Begley@tn.gov](mailto:Brianne.Begley@tn.gov).

For assistance with mining permits, contact Cassi Savage with the Division of Mineral & Geologic Resources by phone at 931-650-0536 or by email at [Cassi.Savage@tn.gov](mailto:Cassi.Savage@tn.gov).

Additional training resources are posted on [TDEC's website](#) and EPA's [NetDMR Support website](#), including:

- [Training Materials](#)
- [FAQs](#)
- [NetDMR User Guide](#)

### How to Edit, Sign, and Submit Unscheduled DMRs in NetDMR

1. Sign in to your NetDMR account at [NetDMR.epa.gov](https://netdmr.epa.gov), click on your CDX role, and [Continue to NetDMR](#).
2. From the NetDMR homepage, locate the Unscheduled DMRs tab, then click on the link for [Unscheduled DMRs](#).

3. Select your Permit ID from the drop-down menu, then select the Permitted Feature number and Limit Set designator from the updated drop-down menus.
4. Next, enter the Monitoring Period End Date (or date of discharge) on the calendar icon in mm/dd/yyyy format (e.g. 06/01/2025), then click [Submit](#).
  - Keep in mind that an unscheduled DMR must be submitted for each distinct discharge, so if a discharge occurred from the same outfall on multiple dates, a separate DMR for each date should be submitted.
5. From the Edit DMR page, double-check that the Monitoring Period date range, Permitted Feature number, and Discharge designator are correct.
  - If the Monitoring Period date range, Permitted Feature number, and Discharge designator need to be updated, click [Home](#) on the top-left corner, then go back to step 2 to re-enter the Unscheduled DMR information.
6. After you confirm that the DMR information is correct, enter the Principal Executive Officer information then proceed to data entry.
  - If your facility discharged at any point during the monitoring period, enter numeric data in the Value columns for every limit on the DMR. The form should look like a paper DMR, with the limits, Units, Frequency of Analysis, and Sample Type matching the NPDES permit.
  - Overflow occurrences should be reported on the DMR with an overflow report uploaded as an attachment. If no overflows occurred during the monitoring period, report the number 0.
  - If numeric data is not available to report for some reason, if you did not discharge during the monitoring period, or if monitoring is not required for a limit during the monitoring period, enter an appropriate No Data Indicator (NODI) code following the guidance below.
7. Once you have entered data for all limits on the DMR, click [Save and Continue](#) then scroll to the bottom of the page to upload DMR attachments and review any DMR violations or technical errors in your submission.
  - Upload all DMR-specific attachments (such as lab data, Whole Effluent Toxicity testing results, overflow reports, letters of explanation, etc.) by clicking the Add Attachments button, and include any additional DMR comments in the Comments text field, then click [Save and Continue](#).

- If you have data for additional limits to enter, click on the arrow below the header at the top of the page to go to the next page, enter the DMR data, and select Save and Continue.
  - If there are violations or technical errors in your submission, you will receive an error message, and the limits with violations or technical errors will be highlighted red. Review the errors at the bottom of the page and make the appropriate corrections to clear the errors.
  - If a limit exceedance has been entered, click the box to acknowledge the violations to submit the DMR. Save and Continue again, and the Status will change to NetDMR Validated.
8. After you have reviewed the DMR and double-check that all acknowledged violations are valid, click Save and Continue, then Sign and Submit. If you do not have signatory access to the permit, notify a permit signatory to complete the DMR submission process.
  9. Check Include in Submission and Add COR and Attachments to Email Notification, then after you review the DMR submission certification statement, enter your password, click Submit, answer your signature authorization question, and click Submit again to submit the DMR.
  10. A Signing Process Confirmation message will be generated on the NetDMR page, then after the DMR is done processing in NetDMR, you will receive an automated DMR submission confirmation email.
    - If you checked the box to Add COR and Attachments to Email Notification, a copy of the COR will be attached.
    - Make sure to double-check the DMR submission confirmation email to confirm that the DMR was submitted for the correct limit set and monitoring period.
    - if you have any questions, notify a NetDMR administrator or a compliance contact for your permit.

### How to Report No Data Indicator (NODI) Codes

If numeric data is not available, No Data Indicator (NODI) codes can be used to explain why numeric data is not being reported.

- Some NODI codes help you explain why a permit violation occurred, and some NODI codes help you to avoid unwarranted reporting violations when monitoring or reporting is not required for that monitoring period.
- NODI code E (Failed to Sample/ Required Analysis Not Conducted) and NODI code P (Laboratory Error or Invalid Test) will generate a non-receipt reporting violation, so they should only be used to explain permit violations when required sampling was not conducted. All non-receipt reporting violations must be acknowledged before the DMR is signed and submitted in NetDMR.

Below is the list of reportable NODI codes. If you are unsure about which NODI code is appropriate to report, contact a NetDMR administrator or the field office compliance contact for your NPDES permit.

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

- If numeric data is not available for a single limit, select the appropriate NODI code from the drop-down menu below the Value box and include a detailed explanation of why the data is not being reported in the comment section at the bottom of the DMR.
- If numeric data is not available for all the permit limits on the DMR, select the appropriate NODI code from the drop-down menu immediately below the Principal Executive Officer information header. This will auto-fill the NODI code for all limits on the DMR.
- Keep in mind that you can enter numeric data or a NODI code for each limit. If you enter numeric data and a NODI code for a single limit, NetDMR will not allow you to submit the DMR until one of the values is removed.
  - To remove a NODI code, click on the drop-down menu and select the blank value at the top of the menu.

## No Data Indicator (NODI) Code Reporting Examples

### NODI 9 - Conditional Monitoring – Not Required This Period

- If a limit only requires quarterly, semiannual, or annual monitoring, and monitoring was not conducted during the monitoring period, select **NODI code 9 - Conditional Monitoring- Not Required This Period**.

### NODI B - Below Detection Limit / No Detection

- If sampling results were less than the detection limit, or if the MDL was greater than the permit limit, select **NODI code B (Below Detection Limit/No Detection)** and include the method detection limit in the DMR comment section.

### NODI C- No Discharge

- If there was no discharge during the monitoring period, select **NODI code C - No Discharge** from the drop-down menu immediately below the Principal Executive Officer information header. This will auto-fill the NODI Code for all limits on the DMR.

### NODI E – Failed to Sample/ Required Analysis Not Conducted

- If analysis was not conducted for a limit with required monitoring, select **NODI code E (Failed to Sample/ Required Analysis Not Conducted)**.
- Reporting NODI code E will generate a non-receipt violation because required monitoring was not conducted or reported on the DMR. Please include a detailed explanation in the DMR comment section about why the analysis was not conducted and resulting corrective action.

### NODI P – Laboratory Error or Invalid Test

- If numeric data is not available due to a laboratory error or invalid test, select **NODI code P (Laboratory Error or Invalid Test)**.
- Examples may include:
  - Sample was taken but was improperly preserved or exceeded its maximum holding time, did not meet [40 CFR 136](#) approved method, or lost by the laboratory after receipt.
  - Use of uncertified laboratory or laboratory performed field of testing (FOT) or specific analysis for which it was not certified,

- Laboratory error (e.g., quality assurance failure, cross contamination, procedural error, calculation error, etc.).
  
- Reporting NODI code P will generate a non-receipt violation because required monitoring was not conducted or reported on the DMR. Please include a detailed explanation in the DMR comment section about why the analysis was not conducted and resulting corrective action.

### NODI T - Environmental Conditions – Monitoring Not Possible

- If analysis was not conducted due to extreme environmental conditions (e.g., flooding, freezing, or severe weather events), select **NODI code T (Environmental Conditions - Monitoring Not Possible)**.
  
- NODI code T should only be reported when environmental conditions prevented access to the monitoring location or resulted in unsafe working conditions where sampling could not be conducted. NODI T should not be reported for seasonal heavy rain events.