



5.2.3.1. Correct a DMR

1. Log into your NetDMR account as a Permittee User or Data Provider with Edit access.
2. On the *Permit Administrator Home* page, search for all DMRs with a Status of “Completed” or “Submission Errors/Warnings”.
3. Click on **Search**.
4. The *DMR/COR Search Results* page is displayed with a table listing DMRs that can be corrected. Select the “Correct DMR” option in the **Next Step(s)** column, for the desired DMR and click on **Go**.
5. NetDMR retrieves the parameter values, other editable fields, and list of attachments and displays the *Edit DMR* page with the corresponding information in the DMR’s most recent copy of record. Make changes to the DMR as needed, acknowledge any soft errors, then click on **Save & Continue** to save the DMR. To view more details about how to edit the DMR, see Section 5.2.1.
6. Inform the signatory that the DMR is ready for signature and submission.

A Signatory must perform these steps to complete the DMR correction process:

7. Click on **Sign & Submit** at the top or bottom of the page.
8. On the *Sign & Submit DMR* page, click on to check the box in the **Include in Submission** column to confirm your intention to sign and submit the corrected DMR.

New feature has been added to allow you to “Add COR and Attachments to Email Notification”.

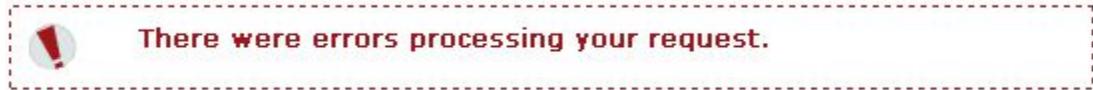
9. Click on  in the View Completed DMR column to display a view of the DMR in a separate window and verify your corrections. Close the view of the DMR by selecting File/Close from the Windows menu, or by clicking on  in the upper right corner of the window.
10. Provide the correct answer to the **Security Question** that is displayed.
11. Enter your **Password** in the text box.
12. Click on **Submit** to submit the DMR(s) to ICIS and view the submission confirmation, or click on **Do Not Submit** to cancel the submission and return to the previous page.
13. If no DMRs had their Include in Submission box checked, a popup error window will appear:



Click on **OK** to return to the page and repeat steps 1 – 4.



14. If a secret answer or password was entered incorrectly or not provided, an error message will appear:



Repeat steps 2-4 using the correct information.

When the corrected DMR is signed and submitted, NetDMR generates a new Copy of Record.

5.2.4. Delete a DMR

You can delete a previously submitted DMR by following these steps:

1. Log into your NetDMR account as a Permittee User or Data Provider with Edit access.
2. Search for the DMR you would like to delete (see Section 5.1 on how to search for DMRs).
3. On the **DMR/COR Search Results** page, locate the row for the DMR that you would like to delete, click on the **Next Step(s)** drop down box and click on the “Correct DMR” option, then click on **Go**.
4. On the **Edit DMR** page, click on **Clear Parameter Fields**. All entered sample values and NODI codes will be deleted and the qualifier, units, sample type, and frequency of analysis fields will be set to the defaults listed in your permit. Alternatively, you can delete each value entry manually then click on **Save & Continue** to clear reported values.
5. Delete the data out of the Principal Executive Officer information and comments fields and remove any attachments.
6. Click on **Save & Continue**.
7. Inform the signatory that the DMR is ready for signature and submission.

A Signatory must perform these steps to complete the DMR deletion process:

8. Click on **Sign & Submit** at the top or bottom of the page..
9. On the **Sign & Submit DMR** page, click on to check the box in the **Include in Submission** column to confirm your intention to sign and submit the corrected DMR.
10. Click on in the View Completed DMR column to view the DMR in a separate window and verify your corrections. Close the view of the DMR by selecting File/Close from the Windows menu, or by clicking on in the upper right corner of the window.
11. Provide the correct answer to the **Security Question** that is displayed.
12. Enter your **Password** in the text box.
13. Click on **Submit** to submit the DMR(s) to ICIS and view the submission confirmation, or click on **Do Not Submit** to cancel the submission and return to the previous page.