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NetDMR

Internal and External User's Guide

Version 1

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1.0 Introduction to NetDMR Help

This User's Guide provides step-by-step instructions and guidance on how to use NetDMR.

1.1. Background

The Environmental Council of States, the Texas Commission on Environmental Quality, 12 states, EPA's Office of Environmental Information, and EPA's Office of Enforcement and Compliance Assurance partnered under an EPA Challenge Grant to design, develop, and demonstrate NetDMR. NetDMR is a web-based application that will allow National Pollutant Discharge Elimination System (NPDES) permittees to submit electronic discharge monitoring reports (eDMRs) to EPA's data system for discharge information, the Integrated Compliance Information System (ICIS)-NPDES database. NPDES permits are issued under the authority of the Clean Water Act.

NetDMR includes the following key components:

- **Common Functionality:** Create an account, request access to a permit and associated DMRs/and copies of record (CORs), edit account information, retrieve a forgotten user name or reset a forgotten password, and enable a disabled account.
- **System Administrator:** Configure a NetDMR installation and customize settings for each instance associated with an installation.
- **Internal Administrator:** Manage user accounts; set additional customization options for an instance; approve signatories; and search, view, and download DMRs and CORs submitted for permits administered by the regulatory authority associated with the instance.
- **Permit Administrator:** Manage user read and write access to DMRs for a specific permit.
- **Search Functionality:** Search and view permit details.
- **DMR Functionality:** Search, view, edit, sign and submit DMRs; import DMR data.
- **Copy of Record Functionality:** Search, view, and download copies of record for DMRs.
- **Data flows:** Retrieve data from and submit data to a NPDES system using a Node and the Exchange Network. NetDMR includes the following data flows: basic permit data flow, empty slot data flow, error message data flow, and DMR submission data flow.
- **Database:** Store information needed by NetDMR or generated by NetDMR users.
- **Help System:** Provide on-line instruction on how to use specific elements of NetDMR functionality.

2.0 Getting Started

The following sections describe what you need to know to begin using NetDMR.

2.1. Before You Begin

Before you begin using NetDMR, knowing the answers to the questions below will streamline your activities:

Which Type of User Are You?

- External Permittee User – you work for an organization that is required to submit Discharge Monitoring Reports (DMRs) under a National Pollutant Discharge Elimination System (NPDES) permit.
- Internal User – you work for or support a State environmental agency that administers NPDES permits, or support EPA administration of NPDES permits.
- Data Provider (e.g., analytical laboratory, consultant) – you support an organization that is required to submit DMRs as part of a NPDES permit.

Permittees and Data Providers

- Which Permit ID(s) are you interested in?
- Do you have a valid email address?
- Does your environment meet the NetDMR System Requirements?
- Did you check with your Regulatory Authority or the organization that administers your NPDES permit for the proper web address to use to access NetDMR?
- What kind of role/access do you want for the permit?
 - Read-only: you can view DMRs associated with the permit, but cannot update or modify DMR data.
 - Edit access: you can view, enter, and modify DMRs and DMR data
 - Signatory: you have authority to sign and submit DMRs on behalf of your organization. A request for the signatory role requires submission of a subscriber agreement to the organization that administers your NPDES permit.
 - Permit Administrator: you have authority to approve all DMR read only and edit requests for the Permit

Note that until the first Signatory is approved for a permit, no other roles can be requested for a permit.

- If you are not planning to request Signatory or Permit Administrator role, do you know who in your organization is a Signatory or Permit Administrator?

Internal Users

- Do you have a valid email address?
- Does your environment meet the NetDMR System Requirements?

- What kind of role/access do you want for the permits that your organization administers?
- Read-only: you can view DMR copies of record (CORs) after signed and submitted by permittees for the permits you administer, but cannot view in-progress DMRs or modify DMR data.
- Administrator: you can approve read-only requests for DMR Copies of Record.
- Do you know who in your organization has Internal Administrator access?

2.2. System Requirements

NetDMR requires the following:

Internet Access Requirements

- High-speed access to the Internet, such as DSL, cable-modem, T1, or partial T1.

Hardware Requirements

- Minimum Pentium III processor and 128 megabytes of RAM.

Browser Requirements

- Microsoft Internet Explorer Version 6.x or higher.
- Firefox 2.0 or higher.

Other Requirements

- Cookies Enabled
- Screen Resolution (recommended)
 - 1024 × 768.
- JavaScript enabled

2.3. Types of Users and Roles

There are several types of NetDMR users, and each user can be assigned one or more roles.

NetDMR Users

- **External/Permittee User** – you work for an organization that is required to submit Discharge Monitoring Reports (DMRs) under a National Pollutant Discharge Elimination System (NPDES) permit.
- **Internal User** – you work for or support a State environmental agency that administers NPDES permits, or support EPA administration of NPDES permits.

- **External/Data Provider** (e.g., analytical laboratory, consultant) – you support an organization that is required to submit DMRs as part of a NPDES permit.

NetDMR Roles

- External Permittee Read-only: view DMRs associated with the permit, but cannot update or modify DMR data.
- External Edit access: view and modify DMRs and DMR data.
- External Signatory: authority to sign and submit DMRs on behalf of your organization. A request for the signatory role requires submission of a subscriber agreement to the organization that administers your NPDES permit.
- External Permit Administrator: approve all DMR read only and edit requests for a Permit.
- Internal Administrator: approve internal read-only requests for DMR Copies of Record; customize NetDMR software and certain properties.
- Internal Read-only: view DMR copies of record (CORs) after signed and submitted by permittees for the permits you administer, but cannot view in-progress DMRs or modify DMR data.
- System Administrator: configures the NetDMR software and certain properties.

2.4. **Check Your Permit ID**

You can check whether any of your permits are available for reporting in NetDMR by following the directions below. You do not have to create a NetDMR account before you can check on the status of your permits

1. Click the Checking your Permit ID link on the *NetDMR Login* page.
2. Enter your permit ID.
3. Click Check Permit ID.
4. A message indicating whether you can report DMRs for your Permit ID using NetDMR will be displayed.

2.5. **Contacting the NetDMR Team**

If you would like to contact the NetDMR team, click the email link on the *NetDMR Login* page. This link will allow you to email questions or comments to the NetDMR support team.

Alternatively, you can click the Contact the NetDMR Team link at the top of the page to view additional contact information for the NetDMR support team.

2.6. **How to Create an Account**

You can create a NetDMR account by following these steps:

1. From the *NetDMR Login* page Click [register for a new account](#).

2. Fill out the required information on the *Create a NetDMR Account* page and click *Submit*.
3. Confirm that the information is correct on the *Verify NetDMR Account Request* page and click *Verify*.
4. You will receive an email from NetDMR in the email account you provided; click on the link in the email.
5. The *Complete NetDMR Account Creation Process* page will open.
6. Answer the security question, create a password for the account, and enter the password a second time.
7. Click *Submit* to complete the create account process.

2.7. Login

After you create a NetDMR account, you can login by:

1. Accessing the *NetDMR Login* page.
2. Entering your username.
3. Entering your password.
4. Clicking *Submit*.

2.7.1 Common Login Problems

If you cannot log in to your account, below are steps to resolve common login issues. These directions are applicable only after you have created a NetDMR account.

Retrieve Forgotten User Name

1. Click Forgot User Name? on the *NetDMR Login* page.
2. Enter the email address you used to create your NetDMR account.
3. Click *Submit*.
4. Answer the security question that is displayed.
5. Click *Submit*.
6. If you provided an email address that is in the NetDMR database and answered the security question correctly, your user name will be displayed.

Reset a Forgotten Password

1. Click Forgot Password? on the *NetDMR Login* page.
2. Enter the email address you used to create your NetDMR account.
3. Click *Submit*.
4. Answer the security question.
5. Click *Submit*.
6. If you provided an email address that is in the NetDMR database and answered the security question correctly, a message with information on how to reset your password will be forwarded to your email account.
7. Click on the link provided in the email to access the *Complete the NetDMR Password Reset Request* page.
8. Answer the security question.

9. Enter a new password. (Note that your new password must be different than the last **10** passwords you specified for your account.)
10. Enter the new password again.
11. Click *Submit*.

Expired Password

After a certain time period, your password will expire and you will need to create a new one. If your password has expired, after logging in to NetDMR the ***Expired Password*** page will display. Follow these directions to reset an expired password.

1. Answer the security question.
2. Enter your current password.
3. Enter a new password. Your new password must be different than the last **10** passwords you used for your account.
4. Enter the new password again.
5. Click *Submit*.

Disabled Account

If your account is disabled due to too many invalid authentication attempts, the ***Disabled Account*** page will display after you attempt to login. Follow these directions to enable a disabled account.

1. Answer the security question.
2. Click *Submit*.

If you respond correctly to the security question, you will be directed back to the ***NetDMR Login*** page to login to your account.

Locked Account

If your account is locked, the ***Locked Account*** page will display after you attempt to login. Contact your regulatory authority and request to have your account unlocked.

2.8. Request Access –Permittee User

You can request the following types of roles to access DMRs and CORs associated with a specific Permit ID using NetDMR:

- Read Only
- Edit
- Signatory
- Permit Administrator

2.8.1 Read Only or Edit Roles

Follow these directions to request the Read Only or Edit role:

1. Login to your NetDMR account.
2. Click the **Request Access** menu option at the top of the *Request Access to Permits and Associated DMRs* page.
3. Enter the Permit ID that you would like to access.
4. Click *Update*.
5. Click in the box next to Roles and select either Read Only or Edit from the list.
6. Click *Add Request*.
7. Confirm the request has been added to the Summary of Access Requests Table at the bottom of the page and click *Submit*.
8. Confirm the information displayed is correct and click *Confirm*.

Your read only and edit access requests are forwarded to the appropriate Administrator for approval. NetDMR will send a notification message to the email address associated with your account after the Administrator approves or denies your access request.

2.8.2 Signatory Role

Follow these directions to request the Signatory role for a Permit ID and associated DMRs:

1. Login to your NetDMR account.
2. Click the **Request Access** menu option at the top of the *Request Access to Permits and Associated DMRs* page.
3. Enter the Permit ID that you would like to access.
4. Click *Update*.
5. Click in the box next to Roles and select Signatory.
6. Click *Add Request*.
7. Confirm the request has been added to the Summary of Access Requests Table at the bottom of the page and click *Submit*.
8. On the *Additional Information Required* page, select either:
 - “I have the authority to enter into this Agreement for the Permittee under the applicable standards”
 - OR
 - “I am authorized by the person below who does that the authority to enter into this Agreement for the Permittee under the applicable standards.”
 - AND provide their Name and Title
9. Click *Submit*.
10. Verify the information displayed and click *Confirm*.
11. Click *Print Subscriber Agreement*.
12. Fill out any information requested on the hard copy and sign the Subscriber Agreement.
13. Mail the Agreement to your Regulatory Authority at the address listed at the bottom of the document.

2.8.3 Permit Administrator Role

Follow these directions to request the Permit Administrator role:

1. Login to your NetDMR account.
2. Click the **Request Access** menu option at the top of the *Request Access to Permits and Associated DMRs* page.
3. Enter the Permit ID that you would like to access.
4. Click *Update*.
5. Click in the box next to Roles and select Permit Administrator if displayed. If Permit Administrator is not displayed, select Signatory from the list. Some Regulatory Authorities may require Permit Administrators to also be Signatories. If this is the case, you will only see Signatory in the Roles list.
6. Click *Add Request*.
7. Confirm the request has been added to the Summary of Access Requests Table at the bottom of the page and click *Submit*.
8. Confirm the information displayed is correct and click *Confirm*.

Your permit administrator access requests are forwarded to the appropriate Internal Administrator for approval. NetDMR will send a notification message to the email address associated with your account after the Administrator approves or denies your access request. If you had to request Signatory role, you will be directed to the pages to provide information required for the Subscriber Agreement (see Section 2.8.2).

2.9. Request Access – Internal User

Internal users, when approved by an Internal Administrator, are granted the following by default: (1) Read only access to all Copies of Record available for the instance, and (2) Read only access to users and permit information. Internal users can also request the following additional access roles:

- Internal Administrator
- Partially Completed Access

2.9.1 Internal Administrator Role

Follow these directions to request the Internal Administrator role:

1. Login to your NetDMR account.
2. Click the **Request Access** menu option at the top of your *Home* page.
3. Click to enter a check mark in the box next to Request Internal Administrator privileges.
4. Click *Submit*.
5. Confirm the information displayed is correct and click *Confirm*.

Your internal administrator access request is forwarded to the appropriate Internal Administrator for approval. NetDMR will send a notification message to the email address associated with your account after the Administrator approves or denies your access request.

2.9.2 Partially Completed Access Role

You can request that a permit administrator grant you access to view an in-progress DMR by following these steps. Note that this type of access may be useful in assisting a permittee having difficulty completing a DMR.

1. Login to your NetDMR account.
2. Click the **Request Access** menu option at the top of the *Home* page.
3. In the Request Access to Partial DMRs section of the page, enter the Permit ID that you would like to access.
4. Click *Update*.
5. Click in the box next to Permitted Feature and select the Feature of interest.
6. Click in the box next to Limit Set and select the Set of interest.
7. Click in the box next to Monitoring Period End Date and select the End Date of interest.
8. Click *Add Request*.
9. Confirm the request has been added to the Summary of Access Requests Table at the bottom of the page and click *Submit*.
10. Confirm the information displayed is correct and click *Confirm*.

Your partially completed DMR access requests are forwarded to the appropriate Permit Administrator for approval. NetDMR will send a notification message to the email address associated with your account after the Administrator approves or denies your access request.

2.10. Other Resources

The *NetDMR Login* page has links to additional resources that will give you more information on NetDMR. These menu options are always listed at the top of the *NetDMR Login* page and include:

- **FAQs:** frequently asked questions and answers.
- **Getting Started:** instructions on how to get started using NetDMR.
- **Contact the NetDMR Team:** contact information for the NetDMR team.

2.11. Enabling Session Cookies

NetDMR requires that you enable session cookies to function properly. A cookie is a small text file containing information that a Web site copies to your computer. NetDMR will automatically detect whether you have cookies enabled after login and provide instructions on how to enable cookies if needed. All cookies generated by NetDMR are removed once you close your browser.

After you enable cookies, log into NetDMR again. The following cookies will be used by NetDMR:

- **JSESSIONID:** A number generated by the NetDMR to identify your browser. This cookie is removed once you close your browser and contains no personal identifying information.

- **COOKIETEST:** A cookie that has the value of 1. This cookie is set only to test that your browser allows cookies. This cookie contains no personal identifying information.

Instructions for enabling cookies are provided below. There are different steps depending upon which browser you are operating. To identify what version of a web browser you are operating, click on the Help menu in Internet Explorer or Netscape and click About.

If you are using Internet Explorer 6.0 or 7.0:

1. Choose Tools, then Internet Options.
2. Click the Privacy tab.
3. Default setting is medium. Move the slider to determine which setting you prefer.
4. You can also click on Advanced for specialized cookie treatment.

If you are using Firefox:

1. Click Tools.
2. Select Options.
3. Expand the Cookies tab.
4. Select "Allow Sites to Set Cookies."

2.12. Termination of Active Session

NetDMR will automatically log you out if the page is left idle for 30 minutes. The Session Lockout Timer, which is a countdown from 30 minutes, is displayed at the top right corner of every page. The timer resets to 30 minutes every time you perform an action that refreshes the page (e.g., save, submit, cancel, etc). Once you are logged out you can immediately sign back in.

Dependent on the browser being used, the page may be automatically directed to a new screen displaying a time-out message which explains your session has logged out and you may log back in. For browsers that do not support the automatic re-direct, the user will see this new screen with the time-out message upon their next action.

3.0 Navigating NetDMR

The following sections describe how to navigate NetDMR.

3.1. Common Links Displayed on the NetDMR Login Page



Prior to logging in to NetDMR, the following links are always available on the page NetDMR.

- Login.
- FAQs.
- Getting Started.
- Contact the NetDMR Team.
- Register for a New Account.
- Forgot Username?
- Forgot Password?
- Create a NetDMR Account.
- Checking your Permit ID.

3.1.1 Login

Clicking [Login](#) directs you back to the *NetDMR home* page.

3.1.2 Frequently Asked questions (FAQs)

Clicking FAQs displays the *FAQ* page. Click the  green plus sign icon to expand the FAQ list and the  red minus sign icon to collapse the list.

3.1.3 Getting Started

Clicking Getting Started displays the information needed to get started using NetDMR.

3.1.4 Register for a New Account

1. From the *NetDMR Login* page Click [register for a new account](#).
2. Fill out the required information and click *Save*.
3. Confirm that the information is correct and click *Confirm*.
4. You will receive an email from NetDMR in the email account you provided.
5. Click on the link in the email.
6. A new webpage will open and prompt you to answer one of the 5 security questions you created and create a password for the account.
7. Click *Submit* to complete the create account process.

3.1.5 Forgot Username?

1. Click [Forgot User Name?](#) on the *NetDMR Login* page.
2. Enter the email address you used to create your NetDMR account.
3. Click *Submit*.

4. Answer the security question that is displayed.
5. Click *Submit*.
6. If you provided an email address that is in the NetDMR database and answered the security question correctly, your user name will be displayed.

3.1.6 Forgot Password?

1. Click Forgot Password? on *the NetDMR Login* page.
2. Enter the email address you used to create your NetDMR account.
3. Click *Submit*.
4. Answer the security question.
5. Click *Submit*.

If you provided an email address that is in the NetDMR database and answered the security question correctly, a message with information on how to reset your password will be forwarded to your email account.

1. Click on the link provided in the email to access the *Complete the NetDMR Password Reset Request* page.
2. Answer the security question.
3. Enter a new password. (Note that your new password must be different than the last 10 passwords you specified for your account.)
4. Enter the new password again.
5. Click *Submit*.

3.1.7 Checking Your Permit ID?

You can check whether any of your permits are available for reporting in NetDMR by following the directions below. You do not have to create a NetDMR account before you can check on the status of your permits

1. Click the Checking your Permit ID link on the *NetDMR Login* page.
2. Enter your permit ID.
3. Click Check Permit ID.
4. A message indicating whether you can report DMRs for your Permit ID using NetDMR will be displayed.

3.1.8 Expired Password

After a certain time period, your password will expire and you will need to create a new one. If your password has expired, after logging in to NetDMR the *Expired Password* page will display. Follow these directions to reset an expired password.

1. Click Forgot Password? on the *NetDMR Login* page.
2. Enter the email address you used to create your NetDMR account.
3. Click *Submit*.
4. Answer the security question.
5. Click *Submit*.

3.1.9 Disabled Account

If your account is disabled due to too many invalid authentication attempts, the *Disabled Account* page will display after you attempt to login. Follow these directions to enable a disabled account.

1. Answer the security question.
2. Click *Submit*.

If you respond correctly to the security question, you will be directed back to the *NetDMR Login* page to login to your account.

3.1.10 Locked Account

If your account is locked, the *Locked Account* page will display after you attempt to login. Follow these directions to unlock a locked account.

1. Contact your regulatory authority and request to have your account unlocked.

4.0 Managing Your Account

The following section will provide you with information on how to manage your NetDMR account. These topics include:

- Create an Account
- View your account
- Edit your account
- Request access to one or more permits
- Logout

4.1. Create an Account

First time users can register for a new account from the *NetDMR Login* page by following the instructions below. You will need an active email account to complete this process.

1. Click register for a new account from the *NetDMR Login* page.
2. On the *Create a NetDMR Account* page:
 - Enter your email address.
 - Confirm your email address by entering it a second time.
 - Choose whether to use your email address as your user name or create your own user name.
 - If you choose to create your own user name, enter a user name.
 - Enter your first name.
 - Enter your last name.
 - Enter your 10-digit telephone number in the following format (xxx-xxx-xxxx)
 - Enter the name of the organization with which you are affiliated.
 - Choose the type of user you are – external users are permittees or third party data providers (e.g. lab), internal users are State or Federal staff that work for an environmental agency.
 - Select a security question from the drop-down list and enter an answer; repeat until all questions/answers are complete. Note that you cannot select the question more than once and you cannot use the same answer as a response to more than one security question.
 - Click *Submit*.

NetDMR will display the *Create a NetDMR Account Confirmation* page with the information you just entered. If the information is correct:

1. Click *Confirm* to display the *Confirm NetDMR Account Request* page.
2. Click OK to return to the *NetDMR Login* page.

NetDMR will send a message to the email address you provided indicating that your account creation request was received. Click on the link provided in the email to access the

Complete the *NetDMR Account Creation Process* page and provide the following to finalize your account:

1. Answer the security question that is displayed.
2. Create a password.
3. Verify your password by entering it a second time.
4. Click *Submit*.

Following submission, you will be able to login to your new NetDMR account from the *NetDMR Login* page.

4.1.1 Account Tips and Format Requirements

When entering account information, NetDMR checks for certain formats and requires certain content. A summary of these account rules is below:

Account Information	Tips and Format Requirements
Email address	<ul style="list-style-type: none"> • Special characters: only “@”, “.”, and “_” are allowed • Must contain the “@” symbol • Must be unique • You must have access to this email account
Username	<ul style="list-style-type: none"> • Special characters: only “@”, “.”, and “_” are allowed • Must be unique
First Name	<ul style="list-style-type: none"> • Special characters: only “@”, “.”, and “_” are allowed
Last Name	<ul style="list-style-type: none"> • Special characters: only “@”, “.”, and “_” are allowed
Organization	<ul style="list-style-type: none"> • Special characters: only spaces, “@”, “.”, and “_” are allowed
Telephone Number	<ul style="list-style-type: none"> • Must be in the following format xxx-xxx-xxxx
Security Question List	<ul style="list-style-type: none"> • What is the name of the street where you grew up? • What is your favorite color? • What is your mother’s maiden name? • What is your father’s middle name? • What is your favorite vacation destination? • What is you favorite city? • What is the name of the high school you attended? • Who was your childhood hero? • What was your high school mascot? • What was your first pet’s name?
Security Questions and Answers	<ul style="list-style-type: none"> • All five security questions must be different. • All five security answers must be different. • Security Answers are case sensitive. • Special characters: only spaces, “@”, “.”, and “_” are allowed • Choose security answers that are easy to remember as you will need to know them to create an account, edit your account, and retrieve forgotten passwords and user names, and sign DMRs.

Account Information	Tips and Format Requirements
Password	<ul style="list-style-type: none"> • Must be between 8 and 20 characters. • Must contain at least one number and one letter. • May contain both upper case and lower case letters. • Cannot contain special characters other than: !@#\$%^&*+= • Passwords are case sensitive.

4.2. My Account

You can access the details of your account by clicking the **My Account** menu option on the *NetDMR Login* page, including: General Account Information, the Security Questions you selected, and permits that you have requested or been granted access to.



4.2.1 General Account Information

General Account Information includes the following data that you provided when you created your account:

- E-mail Address
- User Name
- First Name
- Last Name
- Telephone Number
- Organization
- Type of User




4.2.2 Selected Security Questions


This section displays the five security questions you chose when you created your account. The answers you provided are not displayed. When managing your account you will often be prompted to answer one of the five questions.

Tip: Click the  green plus sign icon to display your security questions and the  red minus sign icon to hide the list of security questions.

4.2.3 My Permits

The My Permits section includes a table that lists all of the permits you have been granted access to, the type of role, and all of the permits that you have requested access to, and the role you requested. Up to ten permits will be displayed by default. If more than 10 permits are associated with your account, you can navigate through the list by:

- Clicking the green forward arrow  to display the next page of permits.
- Clicking the green back arrow  to view the previous page of permits.
- Clicking the double green forward arrow icon  to display the last 10 permits.

- Clicking the double green back arrow icon  to display the first 10 permits.
- Clicking the [View All](#) link to show all permits in the table on the same page with the default sort order applied.
- Clicking the [View Partial](#) link to return from the View All display back to viewing 10 permits at a time with the default sort order applied.

You can click any underlined column title to sort the permits in ascending or descending order by the information in that column.

4.3. **Edit Account**

Click [Edit Account](#) in the upper right corner of the *My Account* page to:

- Revise your general account information
- Request changes to permit access rights
- Modify your security questions and answers
- Lock your account

Any changes you make must be confirmed and saved. Follow these directions store your edits:

1. After completing your edits, click *Save*.
2. Review your changes to confirm that they are correct.
3. Answer the Security Question and provide your current password.
4. Click *Save*.

4.3.1 **General Account Information**



You can modify the following account information on the *Edit Account* page:

- E-mail Address
- User name
- First Name
- Last Name
- Telephone Number
- Organization
- User Type (cannot be modified)

4.3.2 **Request Access Rights Change**

You can delete access rights to the permits you currently have access to by checking the boxes in the Delete Access Rights column in the My Permits Table. Click on any underlined column title to sort the permits in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

4.3.3 Security Questions and Answers

You can change your Security Questions and Answers. Click the  green plus sign icon to display your security questions and the  red minus sign icon to hide the list of security questions.

4.3.4 Change Password

You can change your Login Password by entering a new password and then reentering it in the space provided.

4.3.5 Lock Account

You can lock your account by checking the box next to Lock your account.

4.3.6 Account Information Tips

When entering account information, NetDMR checks for certain formats and requires certain content. A summary of these account rules is below:

Account Information	Tips and Format Requirements
Email address	<ul style="list-style-type: none"> • Special characters: only “@”, “.”, “-”, and “_” are allowed • Must contain the “@” symbol • Must be unique • You must have access to this email account
Username	<ul style="list-style-type: none"> • Special characters: only “@”, “.”, and “_” are allowed • Must be unique
First Name	<ul style="list-style-type: none"> • Special characters: only “”, “.”, and “-” are allowed
Last Name	<ul style="list-style-type: none"> • Special characters: only “”, “.”, and “-” are allowed
Organization	<ul style="list-style-type: none"> • Special characters: only spaces, “”, “.”, and “-” are allowed
Telephone Number	<ul style="list-style-type: none"> • Must be in the following format xxx-xxx-xxxx
Security Questions	<ul style="list-style-type: none"> • What is the name of the street where you grew up? • What is your favorite color? • What is your mother’s maiden name? • What is your father’s middle name? • What is your favorite vacation destination? • What is you favorite city? • What is the name of the high school you attended? • Who was your childhood hero? • What was your high school mascot? • What was your first pet’s name?

Account Information	Tips and Format Requirements
Security Questions and Answers	<ul style="list-style-type: none"> • All five security questions must be different. • All five security answers must be different. • Security Answers are case sensitive. • Special characters: only spaces, “'”, “.”, and “-” are allowed • Choose security answers that are easy to remember as you will need to know them to create an account, edit your account, and retrieve forgotten passwords and user names.
Password	<ul style="list-style-type: none"> • Must be between 8 and 20 characters. • Must contain at least one number and one letter. • May contain both upper case and lower case letters. • Cannot contain special characters other than: !@#\$%^&*+= • Passwords are case sensitive.

4.4. Request Access

The *Request Access* page provides slightly different functionality for Internal and External users.

4.4.1 Request Access to One or More Permits—External/Permittee Users

Follow these directions to request access to more than one permit:

1. Login to your NetDMR account.
2. Click the **Request Access** menu option at the top of the *Request Access to Permits and Associated DMRs* page.
3. Enter the Permit ID that you would like to access.
4. Click *Update*.
5. Click in the box next to Roles and select the role of interest.
6. Click *Add Request*.
7. Confirm the request has been added to the Summary of Access Requests Table at the bottom of the page.
8. Enter another Permit ID.
9. Click *Update*.
10. Click in the box next to Roles and select the role of interest.
11. Click *Add Request*.
12. Repeat steps 8 through 10 until all desired roles are requested.
13. Click *Submit*.
14. Confirm the information displayed is correct and click *Confirm*.

Your access requests are forwarded to the appropriate Administrator for approval. NetDMR will send a notification message to the email address associated with your account after the Administrator approves or denies your access request. If you requested a Signatory role, you will be directed to the pages to provide information required for the Subscriber Agreement (see Section 2.8.2 for more information).

4.4.2 Request Internal Administrator Access—Internal Users

Follow these directions to request the Internal Administrator role:

1. Login to your NetDMR account.
2. Click the **Request Access** menu option at the top of your *Home* page.
3. Click to enter a check mark in the box next to Request Internal Administrator privileges.
4. Click *Submit*.
5. Confirm the information displayed is correct and click *Confirm*.

Your internal administrator access request is forwarded to the appropriate Internal Administrator for approval. NetDMR will send a notification message to the email address associated with your account after the Administrator approves or denies your access request.

4.4.3 Request Partially Completed Access to a DMR—Internal Users

You can request that a permit administrator grant you access to view an in-progress DMR by following these steps. Note that this type of access may be useful in assisting a permittee having difficulty completing a DMR.

1. Login to your NetDMR account.
2. Click the **Request Access** menu option at the top of the *Home* page.
3. In the Request Access to Partial DMRs section of the page, enter the Permit ID that you would like to access.
4. Click *Update*.
5. Click in the box next to Permitted Feature and select the Feature of interest.
6. Click in the box next to Limit Set and select the Set of interest.
7. Click in the box next to Monitoring Period End Date and select the End Date of interest.
8. Click *Add Request*.
9. Confirm the request has been added to the Summary of Access Requests Table at the bottom of the page and click *Submit*.
10. Confirm the information displayed is correct and click *Confirm*.

Your partially completed DMR access requests are forwarded to the appropriate Permit Administrator for approval. NetDMR will send a notification message to the email address associated with your account after the Administrator approves or denies your access request

4.5. Logout

To logout of your NetDMR account, click the **Logout** menu option at the top of the page.

4.5.1 Session Time Out

NetDMR will automatically log you out if a page is left idle for 30 minutes. The Session Lockout Timer, which is a countdown from 30 minutes, is displayed at the top right corner of every page. The timer resets to 30 minutes every time you perform an action that refreshes the page (e.g., save, submit, cancel, etc).

Depending on your browser, you may be automatically directed to a new page displaying a time-out message explaining that your session has timed out due to inactivity. For browsers that do not support the automatic re-direct, you will be directed to the time out page after you perform an action that refreshes a page.

5.0 Internal Users

There are two types of Internal Users:

- **Internal Administrators:** Internal Administrators manage a single NetDMR instance customized for a regulating agency. An instance can be created for a single State or multiple States. The initial Internal Administrator for an instance is created by the System Administrator. The initial Internal Administrator can then approve new Internal Administrators using the Manage Access Request functionality.
- **Internal View Users:** Internal view users can view permits, users, and copies of record created for DMRs submitted for a single NetDMR instance.

The NetDMR functionality available each type of Internal User is described in the following sections.

5.1. Managing Access Requests

As an Internal Administrator, you can approve or deny NetDMR access requests for your instance using the Manage Access Requests functionality on the *Home* page. The types of access requests you can respond to include:

- External Signatory Access Requests
- Internal Administrator Access Requests
- Internal Read-only Access Requests

You can also respond to External Edit, External Read only, and External Data Provider access requests; however these requests should only be managed if a Permit Administrator requests your assistance.

5.1.1 Approve/Deny External Signatory Requests

Follow the directions below to approve or denying permit signatory access requests from external users:

1. Login to your NetDMR Internal Administrator account.
2. Scroll down to the Pending Access Requests – External Signatory Table at the bottom of the *Internal Administrator Home* page to view all pending requests.

OR

Click on Access **Requests** under the **Manage** menu and scroll down to the Pending Access Requests – External Signatory Table in the middle of the *Pending Access Requests* page to view all pending requests.





OR

Search by Permit ID (see Section 5.5 for instructions on searching permits) and scroll down to the Pending Access Requests – External Signatory Table at the bottom of the *View Permit Details* page to view all pending requests.

3. Locate the user of interest and click on the icon in the Approve or Deny Request column. You can click any underlined column title to sort the users in ascending or descending order by the information in that column
4. The *Process Subscriber Agreement* page is displayed. Enter the Subscriber Agreement number for this permit and click *Submit*. If you would like to cut and paste the subscriber agreement number, follow the steps below:
 - Click **Permit** under the **Search** menu.
 - Enter the Permit ID of the subscriber agreement being reviewed and click *Search*.
 - The *View Permit Details* page includes a list of users and roles (pending and approved), with an icon to view subscriber agreements.
 - Click the Subscriber Agreement icon to view the agreement for the user of interest.
 - Click CNTRL+C to copy the number.
 - Repeat Step 2 and click CNTRL+V to paste the subscriber agreement number on the *Process Subscriber Agreement* page and click *Submit*.
5. If you would like to view the electronic version of the Subscriber Agreement and Agreement number, click *Print Subscriber Agreement* on the *Process Subscriber Agreement Details* page. Note that the Agreement that is displayed is the same version of the Agreement that the user generated and then printed, signed, and mailed. This display does not include an electronic version of the Agreement with the user's signature. Close the *Print Subscriber Agreement* page by clicking to close the window or tab.
6. On the *Process Subscriber Agreement Details* page, scroll down to the Signatory Requests table and locate the permit that you would like to approve or deny for this user.
 - To approve signatory access for the user, locate the row for the permit of interest and check the box under the Approve column.
 - To deny signatory access for the user, locate the row for the permit of interest and check the box under the Deny column. After denying an access request, you must enter a reason in the text box under the Comment column for that permit. Note: You can enter a comment for both approval and denial of access, but a comment is required for all denied access requests.

7. Click *Save*.
8. Review your access changes on the *Confirm Subscriber Agreement Responses* page to confirm that they are correct.
9. Click *Confirm*.

Up to ten users' requests will be displayed by default in each of these tables. If more than 10 users are associated with this permit or have pending requests, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow  to display the next page of users.
- Clicking the green back arrow  to view the previous page of users.
- Clicking the double green forward arrow icon  to display the last 10 users.
- Clicking the double green back arrow icon  to display the first 10 users.
- Clicking the View All link to show all users in the table on the same page with the default sort order applied.
- Clicking the View Partial link to return from the View All display back to viewing 10 users at a time with the default sort order applied.

You can click any underlined column title to sort the search results in ascending or descending order by the information in that column.

5.1.2 Managing Internal User Access Requests

Internal users are staff at your Agency that would like read or administrator rights to your NetDMR instance. Follow the directions below to approve or deny access requests for internal users.

1. Login to your NetDMR Internal Administrator account.
2. Scroll down to the Pending Access Requests – Internal table near the top of the *Internal Administrator Home* page to view all pending requests.

OR

Click on Access **Requests** under the **Manage** menu and scroll down to the Pending Access Requests – Internal table near the top of the *Pending Access Request* page to view all pending requests.

3. Locate the user of interest in the table. You can click any underlined column title to sort the users in ascending or descending order by the information in that column
4. Approve or deny the user's access request:





To approve access, click to check the box in the Approve column in the same row as the user.

OR

To deny access, click to check the box in the Deny column in the same row as the user. Enter a reason for denying access in the Comment column. Note: You can enter a comment for both approval and denial of access, but a comment is required for all denied access requests.

5. Click *Save*.
6. Review your access changes on the *Confirm Access Requests* page to confirm that they are correct.
7. Click *Confirm*.

Up to ten users' requests will be displayed by default in each of these tables. If more than 10 users are associated with this permit or have pending requests, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow  to display the next page of users.
- Clicking the green back arrow  to view the previous page of users.
- Clicking the double green forward arrow icon  to display the last 10 users.
- Clicking the double green back arrow icon  to display the first 10 users.
- Clicking the View All link to show all users in the table on the same page with the default sort order applied.
- Clicking the View Partial link to return from the View All display back to viewing 10 users at a time with the default sort order applied.

You can click any underlined column title to sort the search results in ascending or descending order by the information in that column.

5.1.3 Managing External User Access Requests

If requested by a Permit Administrator, you can approve or deny external permit administrator, edit, and read only access requests. Note that external user access requests should only be managed if a Permit Administrator requests assistance. Follow the directions below for approve or deny of internal user access:

1. Login to your NetDMR Internal Administrator account.
2. Scroll down to the Pending Access Requests – External table at the bottom of the *Internal Administrator Home* page to view all pending requests.

OR

Click on **Access Requests** under the **Manage** menu and scroll down to the Pending Access Requests – External table at the bottom of the **Pending Access Requests** page to view all pending requests.

OR

Search by Permit ID (see Section 5.5 for instructions on searching permits) and scroll down to the Pending Access Requests – External Signatory table at the bottom of the **View Permit Details** page to view all pending requests.

3. Locate the user of interest in the table. You can click any underlined column title to sort the users in ascending or descending order by the information in that column.
4. Approve or deny the user's access request:





To approve access, click to check the box in the Approve column in the same row as the user.

OR

To deny access, click to check the box in the Deny column in the same row as the user. Enter a reason for denying access in the Comment column. Note: You can enter a comment for both approval and denial of access, but a comment is required for all denied access requests.

5. Click *Save*.
6. Review your access changes on the **Confirm Access Requests** page to confirm that they are correct.
7. Click *Confirm*.

Up to ten users' requests will be displayed by default in each of these tables. If more than 10 users are associated with this permit or have pending requests, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow  to display the next page of users.
- Clicking the green back arrow  to view the previous page of users.
- Clicking the double green forward arrow icon  to display the last 10 users.
- Clicking the double green back arrow icon  to display the first 10 users.

- Clicking the [View All](#) link to show all users in the table on the same page with the default sort order applied.
- Clicking the [View Partial](#) link to return from the View All display back to viewing 10 users at a time with the default sort order applied.

5.2. Managing Your NetDMR Instance

As an Internal Administrator, you can use the Manage Instance functionality to view or customize the following settings associated with your instance:

- General Information
- Agency Mappings
- System Administrator(s)
- Email Messages
- DMR Submission and Attachment Notification Recipients
- News and Notices

5.2.1 View Instance

As an Internal Administrator, you can view detailed information about your NetDMR instance by clicking **Instance** under the **Manage** menu. The *Manage Instance* page will display the following information about your instance:

- General Information
 - Instance Name
 - Time Zone
 - Number of secret questions a user must answer
 - Password change frequency requirements
 - Whether the instance allows multiple signatory requests in a subscriber agreement
 - Whether Permit Administrators are required to have signatory roles for their permits
 - Instance contact information
- Agency Mappings
 - Permit Prefix
 - Agency Type Codes
- System Administrator(s)
 - Name
 - Affiliation
 - Email Address
 - Phone
- Custom email message appended to the end of all NetDMR emails
- Email addresses for staff at the Agency that will receive notification of DMR submissions and attachments
- News and Notices that will be displayed on the instance *Home* page

5.2.2 Edit Instance

As an Internal Administrator you can edit the following settings for your instance:

- General Information
- Whether Permit Administrators are required to have signatory roles for their permits
- Email Messages
- DMR Submission and Attachment Notification Recipients
- News and Notices

You can access the *Edit Instance* page by:

1. Login to your NetDMR Internal Administrator account.
2. Click on **Instances** under the **Manage** tab
3. Click *Edit Instance*. Note: Some instance settings displayed on the *Edit Instance* page can only be edited by the System Administrator and are displayed to the Internal Administrator for informational purposes.

Any changes you make must be confirmed and saved. Follow these directions store your edits:

1. After completing your edits, click *Save*.
2. Review your changes on the *Confirm Edit Instance* page to confirm that they are correct.
3. Click *Confirm*.

5.2.2.1 Editing General Instance Information

In the General Information section, you can modify whether Permit Administrators are required to have signatory roles for their permits. To change this setting, click in the box next to the Permit Administrator/Signatory question and select the alternate option. Selecting yes would require any permittee user who would like to be a Permit Administrator to submit a subscriber agreement and be approved by an Internal Administrator. Click *Save* at the bottom of the *Edit Instance* page to begin the process of saving your changes. Review your changes on the *Confirm Instance Edits* page and click *Save* to finalize the edits.

5.2.2.2 Editing the Custom Email Message

NetDMR automatically generates and sends emails to users for a variety of actions, including completing the account creation process, when user access rights are granted or denied, and after requesting to reset a password. You can create a message to append to the end of each email in the Custom Email section. To create this message or edit an existing message, enter the text directly into the box that is provided. For

example, you may want to provide more specific contact information in the event of a problem:

“Please email netdmr@state.xx.us or call the helpline at 202-555-1234 for assistance.”

Click *Save* at the bottom of the *Edit Instance* page to begin the process of saving your changes. Review your changes on the *Confirm Instance Edits* page and click *Save* to finalize the edits.

5.2.2.3 Editing DMR Submission and Attachment Notifications

You can specify a set of recipients that will be notified by email each time a DMR is submitted for this instance and whether attachments were included with the DMR. To add a recipient, type the email address of the recipient in the box in the DMR Submission and Attachment Notification section and click *Add*. To remove an email address from the list, click on the red ✖ icon in the Delete column of the row for that email address. Click *Save* at the bottom of the *Edit Instance* page to begin the process of saving your changes. Review your changes on the *Confirm Instance Edits* page and click *Save* to finalize the edits.

5.2.2.4 Edit Custom News and Notices

You can create News and Notices that will be displayed on the *NetDMR Login* page for your instance. To add a new item:

1. Type the text for the news item directly in the box next to News/Notice.
2. Click *Save and Add Another*. Your entry is then added to the News and Notices table.
3. Add additional items by repeating steps 1 and 2.

You can reorder items in the News and Notices table by clicking the up and down arrows in the order column. To delete messages from the table, click on the red ✖ icon in the Delete column for that message.

1. Click *Save* at the bottom of the *Edit Instance* page to begin the process of saving your changes.
2. Review your changes on the *Confirm Instance Edits* page and click *Save* to finalize the edits.

5.3. Manage Agreements

After you complete your internal review of a hard copy subscriber agreement mailed to you by an external user, you can approve or deny the signatory requests using the Manage Agreement functionality. To respond to the signatory requests, follow these steps:

1. Login to your NetDMR Internal Administrator account.
2. Click **Agreements** under the **Manage** menu.
3. The **Process Subscriber Agreement** page is displayed. Enter the Subscriber Agreement number on the signatory request you are reviewing and click *Submit*. The Subscriber Agreement number is located in the upper right corner of the agreement. If you would like to cut and paste the subscriber agreement number, follow the steps below:
 - Click **Permit** under the **Search** menu.
 - Enter the Permit ID of the subscriber agreement being reviewed and click *Search*.
 - The **View Permit Details** page includes a list of users and roles (pending and approved), with an icon to view subscriber agreements.
 - Click the Subscriber Agreement icon to view the agreement for the user of interest.
 - Click CNTRL+C to copy the number.
 - Repeat Step 2 and click CNTRL+V to paste the subscriber agreement number on the **Process Subscriber Agreement** page and click *Submit*.
4. The **Subscriber Agreement Details** page is displayed. If you would like to view the electronic version of the Subscriber Agreement and Agreement number, click *Print Subscriber Agreement* on the **Process Subscriber Agreement Details** page. Note that the Agreement that is displayed is the same version of the Agreement that the user generated and then printed, signed, and mailed. This will not display an electronic version of the Agreement with the user's signature. Close the **Print Subscriber Agreement** page by clicking to close the window or tab.
5. On the **Process Subscriber Agreement Details** page, scroll down to the Signatory Requests table and locate the permit that you would like to approve or deny for this user.
 - To approve signatory access for the user, locate the row for the permit of interest and check the box under the Approve column.
 - To deny signatory access for the user, locate the row for the permit of interest and check the box under the Deny column. After denying an access request, you must enter a reason in the text box under the Comment column for that permit. Note: You can enter a comment for both approval and denial of access, but a comment is required for all denied access requests
6. Click *Save*.
7. Review your access changes on the **Confirm Subscriber Agreement Responses** page to confirm that they are correct.
8. Click *Confirm*.

5.4. **COR Functionality**

All Internal Users can search, view, and download CORs. In addition, Internal Administrators can repudiate, validate, and verify the signature for CORs. When an

external user signs and submits a DMR, NetDMR creates a unique COR for that DMR. The COR is defined in the Cross-Media Electronic Reporting Rule as follows (70 FR 59880 October 13, 2005, specifically Subpart A, Section 3.3):

“Copy of record means a true and correct copy of an electronic document received by an electronic document receiving system, which copy can be viewed in a human-readable format that clearly and accurately associates all the information provided in the electronic document with descriptions or labeling of the information. A copy of record includes:

- (1) All electronic signatures contained in or logically associated with that document;*
- (2) The date and time of receipt; and*
- (3) Any other information used to record the meaning of the document or the circumstances of its receipt.”*

The Copy of Record generated by NetDMR is a zip file that includes the following:

- All of the user-provided data for the DMR.
- The legal certification statement displayed to the user during signing process.
- Hashes of any files that were attached to the DMR. NetDMR uses SHA-256 to generate all hash values. This is the current approved FIPS standard.
- Metadata about any attached files (e.g., name, type, etc.).
- A submission receipt, which includes the following:
 - The DMR submission confirmation number
 - The hash of the data document
 - The date and time of the DMR submission
 - Identifying information from the signing account, including: the user’s full name, account login, email address, and hashed password (at time of signing), and IP address of the submitting computer.

Both the COR file and submission receipt are XML-formatted files. When viewing the COR or submission receipt, NetDMR applies an XSL stylesheet to provide a human readable version of the files.


Note that each NetDMR installation has an RSA 1024 bit asymmetric key that is used for digital signatures. NetDMR will use its private key to digitally sign the CORs. The signature will be executed against a message digest created from the COR using the SHA-256 hashing algorithm. Additional detail on digital signatures can be found at:

- Federal Information Processing Standards (FIPS)-approved algorithms for generating Message Digest:
<http://www.csrc.nist.gov/CryptoToolkit/tkhash.html>

- FIPS-approved algorithms for generating/verifying digital signatures: <http://www.csrc.nist.gov/CryptoToolkit/tkdigsig.html>

5.4.1 Search CORs

All Internal Users can search for CORs from the *Search CORs* tab on the *NetDMR Home* page, or by clicking **CORs** under the **Search** menu. You can search using any combination of the following criteria; all criteria are optional. Leaving a field blank will instruct NetDMR not to search on that criterion. After entering your search criteria, click the *Submit* button to display the search results.

- **Permit ID** – Enter the permit number of interest. You must enter the full Permit ID.
- **Signatory First Name** – Enter all or a portion of the signatory first name. For example, entering a first name of 'jo' would return 'John' and 'Joanne'.
- **Signatory Last Name** – Enter all or a portion of the signatory first name. For example, entering a last name of 'mi' would return 'Smith' and 'Miller'.
- **Facility Name** – Enter all or a portion of a facility name. For example, entering a 'co' would return 'Company A' and 'ABC Incorporated'.
- **Monitoring Period End Date Range** - Enter the start and end dates for the monitoring period end date range using the *mm/dd/yyyy* format or select the appropriate start and end dates from a calendar by clicking the calendar icon  next to each text box.





Clicking *Advanced Search* in the top right corner of the *Search CORs* tab will open the *Search CORs* page and display the following additional search criteria:

- **Signatory User Name** – Enter all or a portion of the signatory user name. For example, entering a last name of 'mi' would return 'JaneSmith' and 'John.Miller'.
- **Signatory Email** – Enter all or a portion of a signatory email address. For example, entering a last name of 'mi' would return 'Jane.Smith@FacilityA.com' and 'John.Miller@FacilityB.com'.
- **Permitted Feature Number** – Enter all or a portion of a permitted feature number. For example, entering 'S' would return permitted features 'S' and 'SUM'.

- **Discharge Number** – Enter all or a portion of a discharge number.
- **Discharge Description** – Enter all or a portion of a discharge description. For example, entering a 'storm' would return 'Storm Water' and 'Storm Water Action Levels'
- **Confirmation Number**– Enter all or a portion of a COR Confirmation Number.
- **Include Repudiated CORs?** – Click to check the box if you would like to include repudiated CORs that match your search criteria in your search results.

5.4.2 View CORs

After entering search criteria and clicking the *Submit* button, the CORs that match your criteria are displayed on the **COR Search Results** page. Up to ten CORs are displayed by default. If more than 10 CORs are returned, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow  to display the next page of results.
- Clicking the green back arrow  to view the previous page of results.
- Clicking the double green forward arrow icon  to display the last 10 results.
- Clicking the double green back arrow icon  to display the first 10 results.
- Clicking the [View All](#) link to show all results in the table on the same page.
- Clicking the [View Partial](#) link to return from the View All display back to viewing 10 results at a time.

You can also click any underlined column title to sort the search results in ascending or descending order by the information in that column.

You can download CORs or view the details of a COR from the **COR Search Results** page. After clicking to view COR details, the COR will be displayed in a new window. When you close the COR, you will be returned to the COR Search Results table with any sorting or paging selections still applied

5.4.2.1 Download COR


After entering search criteria and clicking the *Submit* button, the CORs that match your criteria are displayed on the **COR Search Results** page. You can download one or

more CORs by clicking to check the box in the Download column and clicking the Download Selected link at the top of the page. To select all CORs for download, click **Check All** in the Download column header. Note that a maximum of 10 CORs can be downloaded at one time. If you selected more than 10 CORs, a message will be displayed indicating that if you choose to continue, only the 10 most recent CORs will be downloaded.

The zipped COR file includes: an XML-formatted file that contains the submitted DMR data, an XML style sheet, the COR submission receipt, and any files attached to the DMR by a user with edit or signatory access to the DMR. To view the submitted DMR data, you must first fully extract the contents of the COR zip file. You can then open and view the 'dmrSubmission.xml' file with any program capable of opening an XML file. This includes: web browsers such as Internet Explorer (version 6 or higher) or Mozilla Firefox (version 2 or higher), or word processing software such as MS Word.

After extracting all files in the COR and then opening dmrSubmission.xml, the program you are using will apply the XSL stylesheet to display a formatted version of the file. You can also open the dmrSubmission.xml file in a simple text editor, however the stylesheet will not be applied and the display is not formatted to ease viewing. Note that if using a web browser and an error is displayed, you may need to adjust your security settings to a lower level.

5.4.2.2 View COR Details

You can view a COR by clicking the  View COR icon. The *View COR Details* page displays the following information:

- Header section: permit information, reporting dates, principal executive officer information.
- Parameter section: permit limits, reported quantity, loading, quality, concentration values, and reported excursions.
- Submission Note: Any notes entered for the DMR.
- Error section: listing of acknowledged errors in the DMR.
- Comment section: any comments provided by the signatory.
- Attachment section: listing of attachments and links to download the attachment.
- Report Last Saved By section: information for the user that last saved the DMR.

View COR Details - View Certification

Clicking View Certification at the top of the *View COR Details* page displays the following information for a COR:

- The name of the user that signed and submitted the DMR
- Identifying information for the DMR, including:
 - Permit ID
 - Facility

- Permitted Feature
- Discharge #
- Discharge Description
- Monitoring Period End Date
- DMR Due Date
- Submission Date/Time
- The certification statement that the users attested to at the time of signature

Click *Back* to return to the *View COR Details* page.

View COR Details - Download COR

Clicking Download COR at the top of the *View COR Details* page opens a popup asking whether you would like to save the file. Click *Save* to continue the download process and navigate to the location in which you would like to store the saved COR file.

The downloaded COR is a zipped file that can be opened with standard zipping software, such as WinZip. Note: If you are using Internet Explorer 6, the individual COR zip file may have been combined into a larger zip. The actual COR zip file name begins with the Permit ID, followed by permitted feature, and monitoring period end date, followed by other dates.

The COR zip file includes the following:

- All of the user-provided data for the DMR.
- The legal certification statement displayed to the user during signing process.
- Hashes of any files that were attached to the DMR. NetDMR uses SHA-256 to generate all hash values. This is the current approved FIPS standard.
- Metadata about any attached files (e.g., name, type, etc.).
- A submission receipt, which includes the following:
 - The DMR submission confirmation number
 - The hash of the data document
 - The date and time of the DMR submission
 - Identifying information from the signing account, including: the user's full name, account login, email address, and hashed password (at time of signing), and IP address of the submitting computer.

To view the submitted DMR data, you must first fully extract the contents of the COR zip file. You can then open and view the 'dmrSubmission.xml' file with any program capable of opening an XML file. This includes: web browsers such as Internet Explorer (version 6 or higher) or Mozilla Firefox (version 2 or higher), or word processing software such as MS Word.

After extracting all files in the COR and then opening dmrSubmission.xml, the program you are using will apply the XSL stylesheet to display a formatted version of the file. You can also open the dmrSubmission.xml file in a simple text editor, however the stylesheet will not be applied and the display is not formatted to ease viewing. Note that if using a web browser and an error is displayed, you may need to adjust your security settings to a lower level.

View COR Details - View COR Signature

Clicking [View COR Signature](#) at the top of the ***View COR Details*** page opens the ***COR Signature*** page and displays the digital signature generated by NetDMR for this COR. Access to the COR signature may be useful if you would like to verify a COR signature or validate a COR.

Click *Back* to return to the ***View COR Details*** page.

View COR Details - Download COR Signature Public Key

Clicking [Download COR Signature Public Key](#) at the top of the ***View COR Details*** page opens a popup asking whether you would like to open or save the signature public key file.

- Click *Save* to continue the download process and navigate to the location in which you would like to store the saved public key file.
- Click *Open* to view the public key file.

NetDMR uses asymmetric key cryptography for the digital signatures applied to CORs. This type of cryptography includes both a public key and a private key. NetDMR digitally encrypts and signs the COR with the private key, and decrypts the COR with the public key.

View COR Details - Verify Signature

Internal Administrators only can click [Verify Signature](#) at the top of the ***View COR Details*** page to open the ***Verify COR Signature*** page with a message indicating whether the verification was successful and the following information about the COR:

- Permit ID
- Monitoring Period End Date
- Signatory Name
- Signatory User Name
- Signatory Email
- Facility Name
- Permitted Feature
- Confirmation Number



To verify a COR signature, NetDMR re-signs the COR stored in the database using the NetDMR signing certificate and compares the newly generated signature with

the stored signature generated at the time of submission. If the signatures match, a message indicating successful verification is displayed. Verifying a COR signature may be useful in determining whether the data in the NetDMR database for the selected COR have been altered in some way.


View COR Details - Repudiate

Internal Administrators only can Repudiate CORs. If a signatory contacts you and indicates that he/she has reason to believe their account has been compromised and erroneous and unauthorized DMRs have been submitted on their behalf, you should first lock the users account and then repudiate the CORs for the unauthorized DMRs that were submitted. Note that if a permittee has submitted an erroneous DMR and wants to revise the submission, the permittee should use the Correct DMR functionality. COR Repudiation is only recommended when a user account has been compromised.

Follow the steps below to lock the signatory account:

1. Login to your NetDMR Internal Administrator account.
2. Search for the user whose information you would like to review or edit (see Section 5.6).
3. Click on the  icon in the Edit column of the ***User Search Results*** page or click the  icon in the View column to access the ***View User Account Details*** page to confirm the details of the user and then click *Edit*.
4. Click to check the box next to Lock Account.
5. Click *Save All Changes*.
6. Review your changes on the ***Confirm Edit Instance*** page to confirm that they are correct.
7. Click *Save All Changes* on the ***Confirm Edit Account*** page.
8. Click *Save* on the ***Confirm User Account Changes*** page to finalize the account lock.

Follow the steps below to repudiate CORs:

1. Login to your NetDMR Internal Administrator account.
2. Use the COR search feature (see Section 5.4.1) to locate the COR you would like to repudiate
3. Click the  icon under the View CORs column for the COR you would like to view.
4. On the ***View COR*** page, click the Repudiate link on the top right corner of the page.
5. Confirm that you would like to repudiate this COR by reviewing and verifying the information on the ***Repudiate COR*** page.
6. Click *Submit*.

If you repudiate a COR, a delete transaction will be sent to ICIS-NPDES and the permittee will be required to re-start the submission process for the associated DMR.

View COR Details - COR Search Results

Clicking [COR Search Results](#) at the top of the *View COR Details* page returns you to the listing of CORs that match your search criteria.

5.5. **Search Permits**

All Internal Users can retrieve and view information about a specific permit from the *Internal Home* page or from the *Search Permits* page.

5.5.1 **Permit Search from Home Page**

Follow these directions to search for a permit from the *Internal User Home* Page.

1. Login to your NetDMR Internal User account.
2. Click on the Permit ID tab.
3. Type the nine-digit permit ID, and click Search. Note: You must enter a complete nine-digit Permit ID to retrieve the permit information. This search does not return partial matches.
4. If the permit is available in NetDMR, the *View Permit Details* page is displayed. If the permit is not in NetDMR, the page will refresh with a message indicating that the permit information is not available.

5.5.2 **Permit Search from Search Permit Page**

Follow these directions to search for a permit from the *Search Permit* Page.

1. Login to your NetDMR Internal User account.
2. Click **Permit ID** under the **Search** menu.
3. Type the nine-digit permit ID, and click *Search*. Note: You must enter a complete nine-digit Permit ID to retrieve the permit information. This search does not return partial matches.
4. If the permit is available in NetDMR, the *View Permit Details* page is displayed. If the permit is not in NetDMR, the page will refresh with a message indicating that the permit information is not available.

5.5.3 **View Permit Details**

After you search for and NetDMR locates the permit of interest, the *View Permit Details* page is displayed and presents the following permit information:

- View Permit Details
- Permit ID





- Facility Name
- Permittee Address
- Users and Roles Table
- User Name
- Organization
- User Type
- Role
- Role Status
- Link to the view details about the user
- Link to Subscriber Agreement (if applicable)
- Pending Access Requests – External Signatory Table (displayed for Internal Administrators Only)
- Name
- User Name
- Request Date
- Link to view the *User's Details* page
- Link to Approve or Deny Request

Note: See Section 5.1.1 for instructions on Approving/Denying External Signatory Requests.

- Pending Access Requests – External Table (displayed for Internal Administrators Only)
- Name
- User Name
- User Type
- Access Rights
- Approve
- Deny
- Comment
- Link to view the *User Account Details* page

Note: See Section 5.1.3 for instructions on Approving/Denying External Requests

In each of these tables, up to ten users will be displayed by default. If more than 10 users are associated with the permit or have pending requests, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow  to display the next page of users.
- Clicking the green back arrow  to view the previous page of users.
- Clicking the double green forward arrow icon  to display the last 10 users.
- Clicking the double green back arrow icon  to display the first 10 users.

- Clicking the [View All](#) link to show all users in the table on the same page with the default sort order applied.
- Clicking the [View Partial](#) link to return from the View All display back to viewing 10 users at a time with the default sort order applied.

You can click any underlined column title to sort the users in ascending or descending order by the information in that column. If you click to view details for a row in a table and then choose to return to the *View Permit Details* page, the first page of results will be displayed with the default sort applied. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

5.6. [Searching for Users](#)

All Internal Users can search for users from the *Internal User Home* page or from the *Search Users* page.

5.6.1 User Search from Home Page

Follow these directions to search for a user from the *Internal User Home* Page.

1. Login to your NetDMR Internal User account.
2. Click on the Users tab on the quick search feature.
3. Enter criteria for the user and click search. You can search by:
 - User First Name
 - User Last Name
 - User Name
 - Email
 - Permit ID
 - Facility Name

Note: You can leave Search fields blank to return all users. You can also enter partial information for any criteria. For example, entering “a” in the User Name criteria would return both “AdamSmith” and “KatieJones@state.xx.us.”

4. Search results will be displayed on the *User Search Results* page.

5.6.2 User Search from Search Users Page

Follow these directions to search for a user from the *Search Users* page.

1. Login to your NetDMR Internal User account.
2. Click Users under the **Search** menu.
3. Type in your search criteria for the user and click Search. You can search by the following criteria:
 - User First Name

- User Last Name
- User Name
- Email
- Permit ID
- Facility Name

Note: You can leave Search fields blank to return all users. You can also enter partial information for any criteria. For example, entering “a” in the User Name criteria would return both “AdamSmith” and “KatieJones@state.xx.us.”





4. Search results will be displayed on the *User Search Results* page.

5.6.3 User Search Results

The *User Search Results* page displays a table with the list of users that match your search criteria. This table includes the following information:

- First Name
- Last Name
- User Name
- Facility
- Permit ID
- User Type
- Access Rights
- Email
- Link to View User Details
- Link to Edit User Details (displayed for Internal Administrators only)


In each of these tables, up to ten users are displayed by default. If more than 10 users meet your search criteria, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow  to display the next page of users.
- Clicking the green back arrow  to view the previous page of users.
- Clicking the double green forward arrow icon  to display the last 10 users.
- Clicking the double green back arrow icon  to display the first 10 users.
- Clicking the View All link to show all users in the table on the same page with the default sort order applied.
- Clicking the View Partial link to return from the View All display back to viewing 10 users at a time with the default sort order applied.

You can click any underlined column title to sort the users in ascending or descending order by the information in that column.




If the user you are searching for is not displayed in the User Search Results table, you can click on **Refine Search** or **New Search** on the upper right. Both links will take you back to the *Users Search* page where you can refine your search by adding additional search criteria or starting a new search.


5.6.4 View User Account Details

After locating a user of interest on the *User Search Results* page, click the  icon in the View column to display the *View User Account Details* page and the following information about the user.

- General Account Information
 - First Name
 - Last Name
 - User Name
 - Email
 - Telephone Number
 - Organization
 - Type of User
- Selected Security Questions
 - The Security Questions that the user selected when creating his/her account is displayed; however the user's responses to the questions are not displayed.
- Roles Table
 - Permit ID
 - Facility Name
 - Access Rights
 - Access Status
- Signatory Role History Table
 - Permit ID
 - Facility Name
 - Change Date
 - Change Type
 - Changed By
 - Comment

In each of these tables, up to ten rows are displayed by default. If more than 10 results are available, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow  to display the next page of results.
- Clicking the green back arrow  to view the previous page of results.
- Clicking the double green forward arrow icon  to display the last 10 results.

- Clicking the double green back arrow icon  to display the first 10 results.
- Clicking the [View All](#) link to show all results in the table on the same page with the default sort order applied.
- Clicking the [View Partial](#) link to return from the View All display back to viewing 10 results at a time with the default sort order applied.



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

5.7. **Editing and Managing User Accounts**

As an Internal Administrator, you can manage and edit the following account information for the users associated with your instance:

- General Account Information
- Account Status
- Account Password
- Security Questions and Answers
- Permits and Roles

Access the ***Edit User Account*** page for a specific user by following these steps:

- Login to your NetDMR Internal Administrator account.
- Search for the user whose information you would like to review or edit (see Section 5.6)
- Click on the  icon in the Edit column of the ***User Search Results*** page or click the  icon in the View column to access the ***View User Account Details*** page to confirm the details of the user and then click *Edit*.

Any changes you make must be confirmed and saved. Follow these directions to store your edits:

1. After completing your edits, click *Save All Changes*.
2. Review your changes on the ***Confirm Edit Account*** page to confirm that they are correct.
3. Click *Save All Changes*.
4. Click *Save* on the ***Confirm User Account Changes*** page to finalize your edits.

5.7.1 Edit General User Information

As an internal Administrator, you can modify the following general user account information on the *Edit User Account* page:

- First Name
- Last Name
- User name
- Email
- Telephone Number
- Organization
- User Type (not editable)

User Type and Regulatory Authority are displayed on this tab for informational purposes only. To edit this information, simply enter the new information and click *Save All Changes* at the bottom of the page. Click *Save* on the *Confirm User Account Changes* page to finalize your edits.

5.7.2 Change User Account Status

As an internal Administrator, you can unlock a user account that has been locked as a result of you or the user locking the account from the Account Status section of the page. This section displays the following information:

- Verified Account
- Current Account Status
- Locked Reason
- Locked Date
- Lock/Unlock Account

If the current account status is locked and you would like to unlock it, check the box by *Unlock Account*. If the current account status is unlocked and you would like to lock it, check the box next to *Lock Account*. To save the account status changes you made, click *Save All Changes* at the bottom of the page. Click *Save* on the *Confirm User Account Changes* page to finalize your edits.

Note that a locked account is different than a disabled account. A user's account is disabled if he/she enters their password incorrectly three times or enters three incorrect responses to security questions. If a user disables their account by entering their password incorrectly three times, the user can enable their account and request a password reset by responding correctly to a security question. If a user forgets the responses to his/her security question, he/she must contact the Internal Administrator directly and request a reset of the security questions as described in Section 5.7.4.

5.7.3 Edit User Account Password

As an internal Administrator, you can reset the user's account password by checking the box by Reset Account Password. Note that you cannot create a password for the user, clicking the reset box will send an email the user that contains a link to reset their password, similar to the process used when creating an account. To save the request to reset the account, click *Save All Changes* at the bottom of the page. Click *Save* on the ***Confirm User Account Changes*** page to finalize your edits.

5.7.4 Edit User's Security Questions and Answers

If a user forgets one or more responses to their security questions and requests assistance, you can, as an internal Administrator, reset all of their selections and NetDMR will require the user to make new selections and provide new responses after their next login. Note that you can only reset all of their questions and cannot modify any specific question or update a response to a specific question

To reset the security questions and answers, select a question from the list and enter an answer. You must contact the user by phone to inform him/her of the correct answer. The next time the user logs in, he/she will be directed to a page to provide the answer you communicated, select questions, and add responses. To save the reset of the user's Security Questions and Answers, click *Save All Changes* at the bottom of the page. Click *Save* on the ***Confirm User Account Changes*** page to finalize your edits.





5.7.5 Edit User's Permits and Roles

As an internal Administrator, you can edit the user's access to a permit using the table in the Permits and Roles section. The table displays the following information for each permit the user has access to:

- Permit ID
- Facility Name
- Access Rights
- Access Status
- Approve
- Deny
- Revoke
- Comment

To approve a pending access request, click the box in the Approve column. To deny an access request, click the box in the Deny column and enter a reason in the Comment column. To revoke access to a permit, click the box in the Revoke column and enter a reason for the revocation in the Comment column. To save the changes, click *Save All Changes* at the bottom of the page. Click *Save* on the ***Confirm User Account Changes*** page to finalize your edits.

Up to ten permits are displayed in the table by default. If the user has access to more than 10 permits, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow  to display the next page of results.
- Clicking the green back arrow  to view the previous page of results.
- Clicking the double green forward arrow icon  to display the last 10 results.
- Clicking the double green back arrow icon  to display the first 10 results.
- Clicking the [View All](#) link to show all results in the table on the same page with the default sort order applied.
- Clicking the [View Partial](#) link to return from the View All display back to viewing 10 results at a time with the default sort order applied.

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

5.8. [View Logs](#)

As an Internal Administrator, you can access the following logs:

- Suspect Logs
- Raw Logs

5.8.1 View Suspect Logs

The Suspect Analysis process analyzes NetDMR logs such as the login and submission logs to identify irregularities associated with user accounts that may be a trigger for further investigation. The irregularities that are flagged include the following: inconsistent login IP addresses, multiple overlapping login attempts, multiple overlapping login attempts from different IP addresses, and irregular submission pattern. The frequency with which the suspect analysis process is run is set by the system administrator, and may be monthly, quarterly, semi-annual, or yearly.

Follow the directions below to view a suspect log.





1. Login to your NetDMR Internal Administrator account.
2. Click **Suspect Logs** under the **View** menu.
3. Click in the box next to Suspect Analysis Run to select a specific set of suspect analysis results to view.
4. Click *View*.

The suspect analysis results are displayed at the bottom of the page and provide the following information:

- Suspect Analysis Run Date
- Log Range Analyzed
- User Name
- Irregularity Type
- Description

Irregularity Type	Description
Inconsistent Login IPs	User has logged in using more than 10 different IP addresses during the analysis log range. Example: Number of IPs: 32
Overlapping Login Attempts	User had more than 10 overlapping login attempts within a 3 day span. Example: Date and time of first login in span: 08/01/07 2:24 pm.
Overlapping Login Attempts with Different IPs	User had more than 5 overlapping login attempts using different IPs within a 3 day span. Example: Date and time of first login in span: 06/01/07 5:25 pm.
Irregular Submission Pattern	Example: A higher than anticipated number of DMRs were submitted during the following month(s): January, 2007 (5); March 2007 (10)

Up to 10 items in the log will be displayed by default in the Suspect Analysis Log table. If more than 10 items are recorded, you can navigate through the list by:

- Clicking the page number links to display other pages of 10 items at a time.
- Clicking the green forward arrow  to display the next page of items.
- Clicking the green back arrow  to view the previous page of items.
- Clicking the double green forward arrow icon  to display the last 10 items.
- Clicking the double green back arrow icon  to display the first 10 items.
- Clicking the [View All](#) link to show all items in the table on the same page with the default sort order applied.
- Clicking the [View Partial](#) link to return from the View All display back to viewing 10 items at a time with the default sort order applied.



You can click any underlined column title to sort the items in ascending or descending order by the information in that column.

5.8.2 View Raw Logs

Raw logs provide access to the logs of the date and time following user activities that are tracked for your NetDMR instance:

- Login attempts and results
- DMR Submissions
- Attempts to enable an account after being locked out
- Attempts to enable and expired password
- Attempts to reset a forgotten password
- Attempts to retrieve a forgotten username
- Attempts to edit account information

Follow these directions to view raw logs:

1. Login to your NetDMR Internal Administrator account.
2. Click **Raw Logs** under the **View** menu.
3. Click to select a specific log to view in the box next to Logs.
4. Select the Date Range Start by clicking the calendar  icon and selecting a date, or enter a date in the box using the following format: mm/dd/yyyy.
5. Select the Date Range End by clicking the calendar  icon and selecting a date, or enter a date in the box using the following format: mm/dd/yyyy.
6. Click *View*.

Any information available for the log you selected is displayed at the bottom of the page and includes the following:

- Log selected
- Date Range selected





The Submission logs display includes the following information in a table:

- Date of DMR Submission
- User Name
- Permit ID
- Permit Feature Number
- Limit Set
- Monitoring Period End Date
- Confirmation Number
- Indication of whether the submission was repudiated.

The display for all other logs includes the following information in a table:

- Log Date
- UserID
- User Name
- Name
- IP Address (populated for Login Logs only)
- Login Result

Up to 10 log items will be displayed by default in the table. If more than 10 items are available, you can navigate through the list by:

- Clicking the page number links to display other pages of 10 items at a time.
- Clicking the green forward arrow  to display the next page of items.
- Clicking the green back arrow  to view the previous page of items.
- Clicking the double green forward arrow icon  to display the last 10 items.
- Clicking the double green back arrow icon  to display the first 10 items.
- Clicking the [View All](#) link to show all items in the table on the same page with the default sort order applied.
- Clicking the [View Partial](#) link to return from the View All display back to viewing 10 items at a time with the default sort order applied.

You can click any underlined column title to sort the items in ascending or descending order by the information in that column.

5.9. [View Network Activity](#)

As an internal Administrator, you can access the *View Exchange Network Activity* page by clicking on *Network Activity* under the **View** menu. Internal Administrators can perform the following using the functionality on this page:

- View Exchange Network Activity;
- Request Basic Permit Data Flow;
- Request DMR Information by Date Range; and
- Request Information for One DMR.

5.9.1 View Exchange Network Activity

The View Exchange Network Activity table shows the transactions between NetDMR and the Exchange Network Node and displays the following information.

- **NetDMR Activity Type** – General description of the activity, including:

- Basic Permit Data Request: retrieves permit identifying information and related dates such as permit ID, permit status, permitted facility name and location information, and permit effective and expiration dates.
- Empty Slot Data Request: retrieves permitted features, limit sets, parameters, and limits for a DMR.
- DMR Submission: submits DMR transactions and retrieves and processes error and warning transactions.

NetDMR Fields

- **NetDMR ID** – NetDMR identifier for this transaction.
- **NetDMR Created Date** – Date and time that the transaction was created.
- **NetDMR Status** - Current NetDMR status for the transaction, including:
 - Pending: the transaction has been entered into the NetDMR queue for processing.
 - Node: the transaction has been submitted to the node for processing and a node transaction ID has been returned
 - Failed: the transaction failed.
 - Completed: the transaction was successfully completed.
 - Completed with errors: For DMR Submission transactions only, the DMR was processed but errors or warnings were encountered and returned from ICIS-NPDES.
 - Cancelled: the transaction was submitted but remained pending for 48 hours; the transaction was cancelled.
- **NetDMR Service** – Name of the Exchange Network service being utilized, including:
 - NetDMR.GetBasicPermitInfo_v1.0: a Basic Permit Data Request.
 - NetDMR.GetScheduledDMRsByDMR_v1.0: a type of Empty Slot Data Request.
 - NetDMR.GetScheduledDMRsByDate_v1.0: a type of Empty Slot Data Request.
 - ICIS-NPDES2: The DMR submission service.





Links

- NetDMR Information: Click the icon to open a page and view the service request transaction.
- NetDMR Result: Click the icon to download the service request transaction result file, if status is Completed or Completed with Errors/Warnings.
- NetDMR Log: Click the icon to open a page to view the log of the progress of the transaction.

Node Fields

- **Node Transaction ID** – The identifier returned from the node for the service request.
- **Node Transaction Status** – Current Node status of the request.
- **Node Status Date** – The last date and time that the Node status was refreshed.

Up to 10 Exchange Network transactions will be displayed in the table by default. If more than 10 transactions have occurred, you can navigate through the list by:

- Clicking the page number links to display other pages of 10 transactions at a time.
- Clicking the green forward arrow  to display the next page of transactions.
- Clicking the green back arrow  to view the previous page of transactions.
- Clicking the double green forward arrow icon  to display the last 10 transactions.
- Clicking the double green back arrow icon  to display the first 10 transactions.
- Clicking the [View All](#) link to show all items in the table on the same page with the default sort order applied.
- Clicking the [View Partial](#) link to return from the View All display back to viewing 10 transactions at a time with the default sort order applied.

You can click any underlined column title on the *Exchange Network Activity* page to sort the items in ascending or descending order by the information in that column. If you click to view details for a row in a table and then choose to return to the *View Exchange Network Activity* page, the first page of results will be displayed with the default sort applied.

5.9.2 Request Basic Permit Data Flow

NetDMR retrieves the list of permits that are available for reporting for a regulatory authority through the Basic Permit Data Flow (BPDF). The BPDF retrieves the following information for each permit:

- Permit Identifier
- Permit Status Code
- Facility Name
- Facility Address
- Permit Dates: original issue date, most recent issue date, effective date, expiration date, termination date

Follow the directions below to submit a request for NetDMR to retrieve updated basic permit data:

1. Login to your NetDMR Internal Administrator account.
2. Click **Network Activity** under the **View** menu.
3. Scroll down to the Request Basic Permit Data Flow section of the page.
4. Click *Update Permit Information*.
5. Click on *Confirm* on the *Confirm Request for Basic Permit Data Flow* page.

Note that BPDF requests are expected to be processed overnight.

5.9.3 Request DMR Information by Date Range

Requesting DMR Information by Date Range triggers an Empty Slot Data Flow (ESDF) refresh request for a specific permit ID for a specific set of dates. The ESDF retrieves the following information for each DMR:

- Permit ID
- Permit Status Code
- Permittee and Facility Name and Address
- Major Status Indicator
- DMR Recipient and Mailing Address
- State/Region text
- Permit Dates
 - Original issue date
 - Most recent issue date
 - Effective date
 - Expiration date
- Federal Grant Indicator
- Permitted Feature
 - Permitted Feature Identifier,
 - Permitted Feature Type Code
 - Limit Set Designator and Name
 - Monitoring Period Start and End Dates
 - Report Due Date
 - Limit Information
 - Parameter
 - Season Identifier
 - Monitoring Location Type
 - Effluent Trading Partner Indicator
 - Frequency of Analysis Code
 - Sample Type Code
 - Quantity Unit Code
 - Numeric Conditions - statistical basis and limit value for each quantity, loading, quality, or concentration

Follow the directions below to submit a request for DMR information by date range.

1. Login to your NetDMR Internal Administrator account.
2. Click **Network Activity** under the **View** menu.
3. Scroll down to the Request DMR Information by Date Range section of the page.
4. Click on the calendar icon to select the Monitoring Period Start Date Range.

OR

Type in the Monitoring Period Start Date Range in this format:
mm/dd/yyyy.

5. Click on the calendar icon to select the Monitoring Period End Date Range.

OR

Type in the Monitoring Period End Date Range in this format:
mm/dd/yyyy.

6. Enter the Permit(s) of interest (separate each with a comma).
7. Click *Update DMR Information*.
8. Click on *Confirm* under Confirm Request for DMR Information by Date Range.


5.9.4 Request Information for One DMR

Follow the directions below to submit a request for information for one DMR:

1. Login to your NetDMR Internal Administrator account.
2. Click **Network Activity** under the **View** menu.
3. Scroll down to the Request Information for One DMR section of the page.
4. Enter the Permit *ID*.
5. Click *Update*.
6. Click in the box and select a Permitted Feature.
7. Click *Update*.
8. Click in the box and select a Limit Set.
9. Click *Update*.
10. Click in the box and select a Monitoring Period End Date.
11. Click *Update DMR Information*.
12. Click *Confirm* under Confirm Request for DMR Information for One DMR.

5.10. View DMRs

All internal users can access and view partially completed DMR that a Permit Administrator has approved your access request for by following these steps:

1. Login to your NetDMR Internal User account.
2. Click **DMRs** under the **View** menu.
3. The **Partial DMRs** page displays the following for each DMR that you have been granted access to:
 - Permit ID
 - Permitted Feature
 - Discharge Number
 - Monitoring Period End Data
 - View DMR
4. Click the View DMR icon  to open the DMR. Note that the DMR display format is very similar to the Edit DMR display (see Section 7.2), however you can not save or sign and submit the DMR.

5.11. Validate CORs

As an Internal Administrator, you can validate CORs. To validate a copy of record (COR), you must upload a zip file that contains only a single COR and enter the COR signature key. If you downloaded multiple CORs or are using Internet Explorer 6, the individual COR zip files may have been combined into a larger zip. Verify that you are uploading a single COR zip file by checking that the zip file name starts with the Permit ID, followed by permitted feature, and monitoring period end date, followed by other dates.

After downloading the COR file and accessing the COR signature, follow these steps to Validate a COR:

1. Login to your NetDMR Internal Administrator account.
2. Click **CORs** under the **Validate** menu.
3. Click *Browse* and navigate to the location where the COR zip that you would like to validate is stored.
4. Click *Open* to upload the file.
5. Enter the digital signature for that DMR submission. Note: The digital signature is included in the submission acknowledgement email that you received for this DMR submission or can be retrieved by viewing a COR and clicking the View COR Signature (see Section 5.4.2.2).
6. Click *Submit*.

NetDMR validates the COR by rehashing the COR zip file you uploaded and comparing the new hash with the hash contained in the signature that you entered. NetDMR then displays a message indicating whether the validation was successful.

6.0 Permit Administrator

Permit Administrators are permittees, or external users that work for a permitted facility. The Permit Administrator manages the users that can view or modify DMRs associated with their permits by approving read and edit access requests for those permits. The first user that is approved as a signatory for a permit is also the first permit administrator for that permit.

Depending on the customization options selected by the regulatory authority for an instance, the permit administrator may also be able to approve other permit administrator access requests for their permits. The Permit Administrator can not approve signatory access to a permit; that approval must come from the Internal Administrator after a user requests signatory access to a permit, prints the subscriber agreement, signs the agreement in ink, and mails it for review and approval to the contact listed on the subscriber agreement.

6.1. Managing Access Requests

As a Permit Administrator, you can approve or deny NetDMR access requests for your instance using the Manage Access Requests functionality on the *Home* page. The types of access requests you can respond to include:

- External Edit Access Requests: Edit access allows a user to view and edit DMRs.
- External Read-only Access Requests: Read-only access allows a user to view DMRs but not modify any entries.
- External Data Provider Access Requests: Data provider access allows a user to view and edit DMRs.
- Internal View Partial Access Requests: Internal view partial access allows a user from the regulatory authority that manages your permits to view a partially completed DMR. This can be useful if you need assistance with a DMR.

6.1.1 Managing External User Access Requests

External users are staff at your facility or that you work with that would like grant read, edit, administrator, or data provider rights to the DMRs associated with the permits you administer. Follow the directions below to approve or deny access requests for external users to access DMRs associated with your permits.

1. Login to your NetDMR Permit Administrator account.
2. Scroll down to the Pending Access Requests – External table at the bottom of the *Permit Administrator Home* page to view all pending requests.

OR

Click on **Access Requests** under the **Manage** menu and scroll down to the Pending Access Requests – External table at the bottom of the *Manage Access Requests* page to view all pending requests.

OR

Search by Permit ID (see Section 7.4 for information about how to search for a permit) and scroll down to the Pending Access Requests – External table at the bottom of the *View Permit Details* page to view all pending requests.

3. Locate the user of interest in the table. You can click any underlined column title to sort the users in ascending or descending order by the information in that column.
4. Approve or deny the user's access request:





To approve access, click to check the box in the Approve column in the same row as the user.

OR

To deny access, click to check the box in the Deny column in the same row as the user. Enter a reason for denying access in the Comment column. Note: You can enter a comment for both approval and denial of access, but a comment is required for all denied access requests

5. Click *Save*.
6. Review your access changes on the *Confirm Access Requests* page to confirm that they are correct.
7. Click *Confirm*.

Up to ten users' requests will be displayed by default in the table. If more than 10 users have a pending request or are associated with this permit, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results
- Clicking the green forward arrow  to display the next page of users.
- Clicking the green back arrow  to view the previous page of users.
- Clicking the double green forward arrow icon  to display the last 10 users.
- Clicking the double green back arrow icon  to display the first 10 users.
- Clicking the [View All](#) link to show all users in the table on the same page with the default sort order applied.
- Clicking the [View Partial](#) link to return from the View All display back to viewing 10 users at a time with the default sort order applied.


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

6.1.2 Deleting User Access Rights

As a Permit Administrator, you can delete a users access rights by following these steps:

1. Login to your NetDMR Permit Administrator account.
2. Click **Users** under the **Search** menu (see Section 7.5 for instructions on searching users). Locate the user of interest on the *User Search Results* page and click in the box in the Delete Role column of that row.

OR

Click on the  View Details icon in the same row as the user and access right you would like to remove. On the *View User Account Details* page, locate the access that you would like to remove in the Permits and Roles table and check the box in the same row under the Delete Role column.

3. Click *Submit*.
4. Confirm that the role you would like to remove from the user is correct and enter a reason for removing the access right from the user in the comment box.
5. Click *Confirm Removal*.

6.1.3 Managing Partially Completed Internal User Access Requests

As a Permit Administrator, you can provide internal users (i.e., staff from your regulating agency) access to a DMR you are in the process of completing. This may be useful if you need assistance with a DMR.

The internal user will need the following information to request partially completed access to your DMR: permit ID, permitted feature, limit set, and monitoring period end date. After partially completed access is requested, you can approve the request as follows:

1. Login to your NetDMR Permit Administrator account.
2. Scroll down to the Pending Access Requests – Internal table at the bottom of the *Permit Administrator Home* page to view all pending partially completed access requests.

OR

Click on **Access Requests** under the **Manage** menu and scroll down to the Pending Access Requests – Internal table at the bottom of the *Manage Access Requests* page to view all pending partially completed requests.

OR

Search by Permit ID (see Section 6.2 for information about how to search for a permit) and scroll down to the Pending Access Requests – Internal table at the

bottom of the *View Permit Details* page to view all pending partially completed access requests.

3. Locate the user of interest in the table. You can click any underlined column title to sort the users in ascending or descending order by the information in that column.
4. Approve or deny the user's access request:

To approve access, click to check the box in the Approve column in the same row as the user.

OR

To deny access, click to check the box in the Deny column in the same row as the user. Enter a reason for denying access in the Comment column. Note: You can enter a comment for both approval and denial of access, but a comment is required for all denied access requests.

5. Click *Save*.
6. Review your access changes on the *Confirm Access Requests* page to confirm that they are correct.
7. Click *Confirm*.

6.2. Search Permits

As a Permit Administrator, you can retrieve and view information about a specific permit from the *Home* page or from the *Search Permits* page.

6.2.1 Permit Search from Home Page

Follow these directions to search for a permit from the *Permit Administrator Home* page.

1. Login to your NetDMR Permit Administrator account.
2. Click on the Permit ID tab.
3. Type the nine-digit permit ID, and click Search. Note: You must enter a complete nine-digit Permit ID to retrieve the permit information. This search does not return partial matches.
4. If the permit is available in NetDMR, the *View Permit Details* page is displayed. If the permit is not in NetDMR, the page will refresh with a message indicating that the permit information is not available.

6.2.2 Permit Search from Search Permit Page

Follow these directions to search for a permit from the *Search Permit* page.

1. Login to your NetDMR Permit Administrator account.

2. Click **Permit ID** under the **Search** menu.
3. Type the nine-digit permit ID, and click *Search*. Note: You must enter a complete nine-digit Permit ID to retrieve the permit information. This search does not return partial matches.
4. If the permit is available in NetDMR, the *View Permit Details* page is displayed. If the permit is not in NetDMR, the page will refresh with a message indicating that the permit information is not available.

6.2.3 View Permit Details

After a Permit Administrator searches for and NetDMR locates the permit of interest, the *View Permit Details* page is displayed and presents the following permit information:

- Permit Details
 - Permit ID
 - Facility Name
 - Permittee Address

- Users and Roles Table
 - User Name
 - Organization
 - User Type
 - Access Rights
 - Access Rights Status
 - [Link to the view details about the user](#)

- Pending Access Requests – External Table (see Section 6.1 for instructions on Approving/Denying access requests)
 - Name
 - User Name
 - User Type
 - Requested Access Rights
 - Approve/Deny
 - Comment
 - [Link to the user's details page](#)

- Pending Access Requests – Internal Table (See Section 6.1 for instructions on Approving/Denying access requests)
 - Name
 - User Name
 - User Type
 - Requested Access Rights
 - Approve/Deny
 - Comment
 - [Link to the user's details page](#)

- DMR Submission Notifications (list of email addresses to which NetDMR will send a submission acknowledgement when a DMR is submitted for this permit. To add a new email address to the table, type the email address in the space and click Add. To remove an email address from the list, click on the red ✖ icon in the Delete User column of the row for that email address.
- To add a new email address to the table, type the email address in the space and click *Add*.
- To remove an email address from the list, click on the red ✖ icon in the Delete User column of the row for that email address.

In each of these tables, up to ten users will be displayed by default. If more than 10 users are associated with the permit or have pending requests, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow ► to display the next page of users.
- Clicking the green back arrow ◀ to view the previous page of users.
- Clicking the double green forward arrow icon ►► to display the last 10 users.
- Clicking the double green back arrow icon ◀◀ to display the first 10 users.
- Clicking the View All link to show all users in the table on the same page with the default sort order applied.
- Clicking the View Partial link to return from the View All display back to viewing 10 users at a time with the default sort order applied.

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

6.3. Searching for Users

As a Permit Administrator, you can search for users from the *Permit Administrator Home* page or from the *Search Users* page.

6.3.1 User Search from Home Page

Follow these directions to search for a user from the *Permit Administrator Home* page.

1. Login to your NetDMR Permit Administrator account.
2. Click on the *Users* tab on the quick search feature.
3. Enter criteria for the user and click search. You can search by:
 - User First Name
 - User Last Name
 - User Name
 - Email
 - Permit ID

- Facility Name

Note: You can leave Search fields blank to return all users. You can also enter partial information for any criteria. For example, entering “a” in the User Name criteria would return both “AdamSmith” and “KatieJones@state.xx.us.”

4. Search results will be displayed on the *User Search Results* page.

6.3.2 User Search from Search Users Page

Follow these directions to search for a user from the *Search Users* page.

1. Login to your NetDMR Permit Administrator account.
2. Click **Users** under the **Search** menu.
3. Type in your search criteria for the user and click *Search*. You can search by the following criteria:
 - User First Name
 - User Last Name
 - User Name
 - Email
 - Permit ID
 - Facility Name

Note: You can leave Search fields blank to return all users. You can also enter partial information for any criteria. For example, entering “a” in the User Name criteria would return both “AdamSmith” and “KatieJones@state.xx.us.”





4. Search results will be displayed on the *User Search Results* page.

6.3.3 User Search Results

After a Permit Administrator searches for and NetDMR locates the users that match the search criteria, the *User Search Results* page is displayed with the following information:

- First Name
- Last Name
- User Name
- Facility
- Permit ID
- User Type
- Role
- Delete Role
- Email
- Link to View User Details


In each of these tables, up to ten users are displayed by default. If more than 10 users meet your search criteria, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow  to display the next page of users.
- Clicking the green back arrow  to view the previous page of users.
- Clicking the double green forward arrow icon  to display the last 10 users.
- Clicking the double green back arrow icon  to display the first 10 users.
- Clicking the [View All](#) link to show all users in the table on the same page with the default sort order applied.
- Clicking the [View Partial](#) link to return from the View All display back to viewing 10 users at a time with the default sort order applied.

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





If the user you are searching for is not displayed in the User Search Results table, you can click on **Refine Search** or **New Search** on the upper right. Both links will take you back to the *Users Search* page where you can refine your search by adding additional search criteria or starting a new search.

6.3.4 View User Account Details

After locating a user of interest on the *User Search Results* page, as a Permit Administrator you can click the  icon in the View column to display the *View User Account Details* page and the following information about the user.

- General Account Information
 - First Name
 - Last Name
 - User Name
 - Email
 - Telephone Number
 - Organization
 - Type of User
- Permits and Roles Table
 - Permit ID
 - Facility Name
 - Access Rights
 - Access Request Status
 - Delete Role
 - Comment

In each of these tables, up to ten rows are displayed by default. If more than 10 results are available, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow  to display the next page of permits.
- Clicking the green back arrow  to view the previous page of permits.
- Clicking the double green forward arrow icon  to display the last 10 permits.
- Clicking the double green back arrow icon  to display the first 10 permits.
- Clicking the [View All](#) link to show all permits in the table on the same page with the default sort order applied.
- Clicking the [View Partial](#) link to return from the View All display back to viewing 10 permits at a time with the default sort order applied.

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

6.4. [Viewing Permits and Users](#)

You can view of all the permits you administer and all the users that are associated with your permits using the **View** menu.

6.4.1 View Permits




Follow these directions to view all the permits you administer.


1. Login to your NetDMR Permit Administrator account.
2. Click **Permits** under the **View** menu.

The *View Permits* page will display the following information about this permit in a table.

- Permit ID
- Facility
- Signatory First Name
- Signatory Last Name
- Signatory Email
- [Link to View Permit Details](#)

Up to ten permits will be displayed by default in each of these tables. If you administer more than 10 permits, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow  to display the next page of permits.
- Clicking the green back arrow  to view the previous page of permits.
- Clicking the double green forward arrow icon  to display the last 10 permits.

- Clicking the double green back arrow icon  to display the first 10 permits.
- Clicking the [View All](#) link to show all permits in the table on the same page with the default sort order applied.
- Clicking the [View Partial](#) link to return from the View All display back to viewing 10 permits at a time with the default sort order applied.

You can click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click to view details for a row in a table and then choose to return to the **View Permits** page, the first page of results will be displayed with the default sort order applied.

6.4.2 View Users





Follow these directions to view all of the users that can access the permits you administer.

1. Login to your NetDMR Permit Administrator account.
2. Click Users under the **View** menu.

The **View Users** page will display the following information about the users in a table.

- First Name
- Last Name
- User Name
- Facility
- Permit ID
- User Type
- Role
- Delete Role
- Email
- Link to View User Details (see Section 6.3.4 for more information on User Details.)


Up to ten users will be displayed by default in the table. If more than 10 users have access to the permits that you administer, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow  to display the next page of users.
- Clicking the green back arrow  to view the previous page of users.
- Clicking the double green forward arrow icon  to display the last 10 users.
- Clicking the double green back arrow icon  to display the first 10 users.
- Clicking the [View All](#) link to show all users in the table on the same page with the default sort order applied.
- Clicking the [View Partial](#) link to return from the View All display back to viewing 10 users at a time with the default sort order applied.

You can click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click to view details for a row in a table and then choose to return to the *View Users* page, the first page of results will be displayed with the default sort applied. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

6.5. Download a Blank DMR

You can view and download a blank DMR form by following these steps:

1. Click **Blank DMR Form** under the **Download** menu.
2. A portable document format (PDF) version of the blank DMR form is displayed.
3. Click the printer icon to print the form.
4. Click the red  icon to close the form and return to NetDMR.

7.0 Search, Edit, and Submit DMRs

As an external user with signatory or edit access to a permit, you can search for DMRs to edit by selecting to either search all DMRs and CORs or selecting DMRs that are ready to submit. You can then choose a DMR to edit. Search and edit functionality are described in the sections below.

7.1. Search for DMRs

As an external user with signatory or edit access to a permit, you can search for DMRs by selecting to either search all DMRs and CORs or searching DMRs that are ready to submit.

7.1.1 Search All DMRs & CORs

You can search for DMRs by selecting the *All DMRs & CORs* tab from your *NetDMR Home* page, or by clicking **All DMRs and CORs** under the **Search** menu. You can search using any combination of the following criteria. Leaving a field blank or selecting “All” from a pick list will instruct NetDMR not to search on that criterion. All search fields are optional. After entering your search criteria, click the *Search* button to display the search results.

1. Login to your Signatory or Edit Account
2. Specify Permit ID or Facility search criteria:


You can choose to search for DMRs and CORs for a specific permit ID or facility name, but not both. Click in the circle to the left of Permit ID or Facility to select either option. The option not selected will be disabled. You can change options at any time by clicking to reactivate the option.

- **Permit ID** - After clicking in the circle to the left of Permit ID, select the permit number of interest by clicking in the box the right of Permit ID. After selecting a permit, click the *Update* button next to your selection. NetDMR will retrieve the permitted feature, discharge, and Edited or Submitted by options for that permit. Note that the Permit ID list will only include those permits that you have requested and been granted access to.
- **Facility** – After clicking in the circle to the left of Facility, select the facility name of interest by clicking in the box to the right of Facility. After selecting a Facility, click the *Update* button next to your selection. NetDMR will retrieve the permitted feature, discharge, and Edited or Submitted by options for that Facility. Note that the Facility list will only include those facilities associated with the permits that you have requested and been granted access to.

3. Specify additional search criteria:

- **Permitted Feature** - Select the permitted feature of interest from the box next to Permitted Feature. After selecting a Permitted Feature, click the *Update* button

next to your selection. NetDMR will retrieve the discharge and Edited or Submitted by options associated with that permitted feature. Note that the Permitted Feature list will only include those features associated with the permits that you have requested and been granted access to.

- **Discharge** – Select the discharge (name and numbers of available limit sets) of interest from the box next to Discharge. Note that the Discharge list will only include those features associated with the permits that you have requested and been granted access to.
- **Monitoring Period End Date Range** - Enter the start and end dates for the monitoring period end date range using the *mm/dd/yyyy* format or select the appropriate start and end dates from a calendar by clicking the calendar icon  next to each text box.
- **Edited or Submitted by** – Click in the box next to Edited or Submitted by to view the names of users who have modified the DMRs for permits that you can access. Click to select a name from the box.
- **Status** – Select a DMR status. You can make multiple selections by holding down the control key on your keyboard while clicking more than one selection from the list. You can select all status options by clicking the *All* button next to the selection box. Available status options include:
 - Ready for Data Entry
 - NetDMR Validation Errors
 - NetDMR Validated
 - Imported
 - Signed & Submitted
 - Submission Errors/Warnings
 - Completed
- **COR Confirmation #** - Enter the submission confirmation number for the DMR/COR you wish to view.

4. Click *Search* to retrieve the DMRs and CORs that match the criteria you specified on the *DMR/COR Search Results* page.

7.1.2 Search DMRs Ready to Submit

External users with signatory access to a permit can quickly retrieve DMRs ready to be submitted by click the *DMRs Ready to Submit* tab from your *Home* page, or by clicking **DMRs Ready to Submit** from the **Search** menu. You can choose to search for DMRs ready to sign and submit (i.e., in “NetDMR Validated” status) using the search options described below.





- **All DMRs** – Search all DMRs ready to sign and submit by clicking the *Search* button next to the *All DMRs* label. Available DMRs are customized based on user roles and permissions.
- **DMRs for Permit ID** - Search for DMRs ready to sign and submit by permit number. Select the permit number for which you wish to view validated DMRs from the drop-down list. Once you have selected a specific permit number, click the *Search* button next to the drop down box. Available permit numbers are customized based on user roles and permissions.
- **DMRs for Facility** - Search for DMRs ready to sign and submit by facility name. Select the facility for which you wish to view validated DMRs from the drop-down list. Once you have selected a specific facility, click the *Search* button next to the drop down box. Available facilities are customized based on user roles and permissions.

7.1.3 Last 10 Logins

The dates and times for the last ten logins are displayed. If DMRs were submitted during the last ten sessions, a link to the resultant COR(s) is also provided. Clicking the hot link will allow you to view the COR(s) submitted during a particular session.

7.1.4 DMR/COR Search Results

After entering search criteria and clicking the *Search* button, the DMRs/CORs that match your criteria are displayed on the ***DMR/COR Search Results*** page. Up to ten DMRs/CORs are displayed by default. If more than 10 DMRs/CORs are returned, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow  to display the next page of results.
- Clicking the green back arrow  to view the previous page of results.
- Clicking the double green forward arrow icon  to display the last 10 results.
- Clicking the double green back arrow icon  to display the first 10 results.
- Clicking the View All link to show all results in the table on the same page.
- Clicking the View Partial link to return from the View All display back to viewing 10 results at a time.

You can click any underlined column title to sort the search results in ascending or descending order by the information in that column.

For each DMR or COR that is displayed in the Search Results table, the following options and information are provided:

- **Next Step(s)** – The list of actions that you can perform for a specific DMR or COR. Select the action of interest by clicking in the box on the column and clicking the *Go* button. The possible options are listed below. The options displayed for a specific DMR depend on the type of access you have been granted for that DMR.

- **Edit DMR** – You can enter or edit DMR data if the status of the DMR is “Ready for Data Entry”, “NetDMR Validated”, or “NetDMR Validation Errors” and no COR has ever been submitted for this DMR. This option is available to external users with edit, signatory, or data provider access to this permit.
- **Correct DMR** – You can correct data for DMRs that you have successfully signed and submitted if the status is “Completed”, “Submission Errors/Warnings”, “NetDMR Validated”, or “NetDMR Validation Errors”. This option is available to external users with edit, signatory, or data provider access to this permit.
- **Sign & Submit DMR** – You can sign and submit DMRs with a status of “NetDMR Validated”. When this option is available, a check box is displayed in the Include in Batch Submit column. Checking this box for more than one DMR and clicking *Sign & Submit Checked DMRs* gives you the option to sign multiple DMRs at the same time. This option is available to external users with signatory access to this permit.
- **View CORs** – CORs are available only for DMRs that have been signed and submitted. This option is available to external users that have approved access to the permit and all internal users. After clicking to view COR details, the COR will be displayed in a new window. When you close the COR, you will be returned to the DMR/COR Search Results table with any sorting or paging selections still applied.
- **Download CORs** – You can download the COR file for DMRs that have been signed and submitted. When this option is available, you can check the box displayed in the Include in Batch Download column to include this COR in the group to be downloaded. This option is available to external users that have approved access to the permit and all internal users.
- **Review Last Submissions Errors/Warnings** – The Review Last Submissions Errors/Warnings step is displayed only after the DMR has been submitted AND if errors or warnings were encountered. If the DMR was submitted and no errors or warnings were encountered, this next step will not be displayed. You can view data transfer errors, data validation errors, or warnings generated by ICIS-NPDES for a DMR submittal by selecting this option. This option is available to external users that have edit, signatory, or data provider access to the permit.

- **Permit ID** – The permit number associated with this DMR/COR.

- **Facility** – The facility name associated with this DMR/COR.

- **Permitted Feature** – The permitted feature associated with this DMR/COR.
- **Discharge #** – The limit set designator associated with this DMR/COR.
- **Discharge Description** – The limit set name associated with this DMR/COR.
- **Monitoring Period End Date** – The monitoring period end date associated with this DMR/COR.
- **DMR Due Date** – The due date for this DMR/COR.
- **Status** – If more than one COR was generated for this DMR (due to corrections), the Status shown is for the most recent DMR.
- **Ready for Data Entry** – No data have been entered for the DMR.
- **NetDMR Validated** – A DMR for which the entered data passes all NetDMR validation checks.
- **NetDMR Validation Errors** – A DMR for which the entered data fails certain NetDMR validation checks.
- **Signed & Submitted** – A DMR that has been signed and submitted and for which a COR has been generated.
- **Submission Errors/Warnings** – A DMR submission with data exchange or ICIS-NPDES validation errors. These errors are only applicable to DMRs that have been signed and submitted.
- **Imported** – Data for the DMR have been imported using NetDMR’s import functionality but not yet reviewed.
- **Completed** – A DMR that has been signed, submitted, and accepted by ICIS-NPDES.
- **COR Received Date** – The date the COR was generated by NetDMR. More than one COR date is displayed if the DMR was signed and submitted multiple times due to corrections. Click on the hyperlinked date to view the COR.
- **Include in Batch Submit** – If the DMR is “NetDMR Validated”, you can check the box in this column to include it in a batch submittal. You can check all available boxes or clear all available boxes for batch submittal by clicking *Check All* or *Clear All* in the column title.
- **Include in Batch COR Download** – You can download the CORs available for this DMR by checking the box in this column. You can also check all available boxes or clear all available boxes for batch submittal by clicking the appropriate button, *Check All* or *Clear All*, in the column

header. Batch COR downloads are limited to the ten (10) most recent CORs.

7.2. Edit a DMR

After an external user with Signatory or Edit access to a permit selects a DMR on the *DMR/COR Search Results* page and clicks Go, the *Edit DMR* page is displayed. This page includes the following sections:

- A header section with general information for the permit with which the DMR is associated and space to enter information for the principal executive officer;
- A parameter section that displays limit sets for the DMR and provides space for entering data to meet the reporting requirements;
- An edit check section that displays validation errors NetDMR identified for the DMR data you entered;
- An attachment section, where additional files relevant to the DMR can be added. Note that attached files are included in the COR when you submit your DMR but are not forwarded to ICIS-NPDES;
- A comment section to enter a notes relevant to the DMR submission; and
- A ‘Last Saved By’ section that displays the name of the user that last saved the DMR, as well as the date and time of the save.

7.2.1 Header Section

The header displays general information for a DMR. Signatory or Edit users can collapse or expand the header section by clicking the *Collapse/Expand Header* button. Expanding the header section will show all the details of the header. Five types of information are presented in the header:

- **Permit**
 - **Permit ID** - The permit number associated with this DMR; you can not edit this information.
 - **Major** – A check in the box next to Major indicates that the DMR is associated with a facility designated as ‘major’; you can not edit this information.
 - **Permitted Feature** – The permitted feature number and description for this DMR; you can not edit this information.
 - **Permittee** – The name of the organization that holds the permit with which this DMR is associated; you can not edit this information.
 - **Permittee Address** – The address for the permittee; you can not edit this information.
 - **Discharge** – The DMR limit set designator and limit set description; you can not edit this information.
 - **Facility** – The name of the facility with which the DMR is associated; you can not edit this information.

- **Facility Location** – The full address of the facility with which the DMR is associated; you can not edit this information.
- **Report Dates & Status**
 - **Monitoring Period** – The monitoring period start and end dates for this DMR; you can not edit this information.
 - **DMR Due Date** – The date this DMR is required to be submitted; you can not edit this information.
 - **Status** – The DMR’s status (e.g. Ready for Data Entry, NetDMR validated, etc.); you can not edit this information.
 - **Ready for Data Entry** – No data have been entered for the DMR.
 - **NetDMR Validated** – A DMR for which the entered data passes all NetDMR validation checks.
 - **NetDMR Validation Errors** – A DMR for which the entered data fails certain NetDMR validation checks.
 - **Signed & Submitted** – A DMR that has been signed and submitted and for which a COR has been generated.
 - **Submission Errors/Warnings** – A DMR submission with data exchange or ICIS-NPDES validation errors or warnings. These errors or warnings are only applicable to DMRs that have been signed and submitted.
 - **Imported** – Data for the DMR have been imported using NetDMR’s import functionality but not yet reviewed.
 - **Completed** – A DMR that has been signed, submitted, and accepted by ICIS-NPDES.
- **Considerations for Form Completion** – This section displays the permit comments for this DMR from ICIS-NPDES. You can not edit this information.
- **Principal Executive Officer**
 - **First Name** – Enter the principal executive officer’s first name. The only special characters allowed in this field are hyphens (-) and apostrophes (’).
 - **Last Name** – Enter the principal executive officer’s last name. The only special characters allowed in this field are hyphens (-) and apostrophes (’).
 - **Title** – Enter the principal executive officer’s title. The only special characters allowed in this field are hyphens (-) and apostrophes (’).
 - **Telephone** – Enter the principal executive officer’s telephone number in the format XXX-XXX-XXXX.
- **No Data Indicator (NODI)** – This section displays the form-level no data indicator selection options that can be applied to all required report parameters. Selecting an option from the box in this section will apply the

selected item in the list to all of the DMR’s parameter NODI fields and all of the DMR’s editable quantity NODI fields that correspond to a blank sample measurement. For DMRs with more than one page of parameters, after selecting a Form NODI and clicking *Apply*, NetDMR will apply the NODI code to all parameters or all pages of the DMR. **Note that if you choose to apply a NODI code to the page, NetDMR will ignore any selections that you make for qualifiers, units, frequency of analysis, and sample type.** A list of possible NODI codes and their descriptions include the following:

Code	Description
1	Wrong Flow
2	Operation Shutdown
4	Discharge to Lagoon/Groundwater
5	Frozen Conditions
7	No Influent
8	Other (See Comments)
9	Conditional Monitoring - Not Required This Period
A	General Permit Exemption
B	Below Detection Limit/No Detection
C	No Discharge
D	Lost Sample/Data Not Available
E	Analysis Not Conducted/No Sample
F	Insufficient Flow for Sampling
G	Sampling Equipment Failure
H	Invalid Test
I	Land Applied
J	Recycled – Water-Closed System
K	Flood Disaster
L	DMR Received But Not Entered
Q	Not Quantifiable
R	Administratively Resolved
S	Fire Conditions
V	Weather Related
W	Dry Lysimeter/Well
X	Parameter/Value Not Reported

7.2.2 Parameter Section

The Parameter Section contains one row for each DMR parameter that external users with Signatory or Edit access to a permit can modify.

- **Parameter**
- **Code** – Parameter code, you can not edit this information. You can sort the parameters in ascending or descending order by code by clicking on the hyperlinked column title.

- **Name** – Parameter name, you can not edit this information. You can sort the parameters in ascending or descending order by name by clicking on the hyperlinked column title.
- **Monitoring Location** – Monitoring location code and name for the parameter, you can not edit this information.
- **Season #** – The season for which the parameter limits are applicable, you can not edit this information.
- **Parameter NODI** – You can select a no data indicator to apply to all entries for the parameter by clicking in the box in the Parameter NODI column, displayed as ‘Param. NODI’. Select the NODI code of interest by clicking in the box and clicking on the entry of interest. You can view the NODI codes and a description of each by clicking *List* in the Param. NODI column. **Note that if you choose to apply a NODI code to a parameter, NetDMR will ignore any qualifier, unit, frequency of analysis, and sample type selections that you make for that parameter.**
- **Quantity or Loading** – Select a qualifier and enter the value you would like to report for the parameter. These numerical entries can contain comma separators and decimals. Value fields can contain only numbers.
- **Qualifier 1** – Qualifies the value entered for Value 1 (Sample) and Value 1 (Effluent Trading Sample), if present. The available qualifiers can include:
 - Equals (=) (default)
 - Less than (<)
 - Greater than (>)
 - Less than or equal to (<=)
 - Greater than or equal to (>=)
 - “T” (too numerous to count)
 - “E” (estimate)
 - Note that the ‘=’ qualifier is the default if no qualifier is selected.
- **Value 1 (Sample)** – Enter the quantity or loading value for the measured sample for this parameter. You can edit this entry if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
 - No more than eight characters, including decimal point and +/- sign but excluding comma separators
 - Minimum value: -9999999
 - Maximum value: 99999999
 - Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’
- **Value 1 (Permit Requirement)** – Permit limit for the parameter for Quantity or Loading Value 1, including the limit value, qualifier, statistical base, and whether monitoring is optional. You can not edit this information.
- **Value 1 (Effluent Trading Sample)** – Enter the quantity or loading value for the effluent trading sample. You can edit this information only if

effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
- Minimum value: -9999999
- Maximum value: 99999999
- Maximum of 7 digits to the right of the decimal point, for example .1234567

- **Value 1 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.
- **Qualifier 2** – Qualifies the value entered for Value 2 (Sample) and Value 2 (Effluent Trading Sample), if present. The available qualifiers can include:
 - Equals (=) (default)
 - Less than (<)
 - Greater than (>)
 - Less than or equal to (<=)
 - Greater than or equal to (>=)
 - “T” (too numerous to count)
 - “E” (estimate)
 - Note that the ‘=’ qualifier is the default if no qualifier is selected.
- **Value 2 (Sample)** – Enter the quantity or loading value for the measured sample for this parameter. You can edit this entry only if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
 - No more than eight characters, including decimal point and +/- sign but excluding comma separators
 - Minimum value: -9999999
 - Maximum value: 99999999
 - Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’
- **Value 2 (Effluent Trading Sample)** – Enter the quantity or loading value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
 - No more than eight characters, including decimal point and +/- sign but excluding comma separators
 - Minimum value: -9999999
 - Maximum value: 99999999
 - Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’

- **Value 2 (Permit Requirement)** – Permit limit for the parameter for Quantity or Loading Value 2, including the limit value, qualifier, statistical base, and whether monitoring is optional. You can not edit this information.
- **Value 2 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.
- **Units (Sample)** – Select the appropriate unit of measure from the list for this quantity or loading value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.
- **Units (Effluent Trading Sample)** - Select the appropriate unit of measure from the drop-down list for this quantity or loading value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.
- **Units (Permit Requirement)** – Unit of measure code and description specified in the limit set for quantity or loading value. You can not edit this field.
- **Quality or Concentration** – Select a qualifier and enter the value you would like to report for the parameter. These numerical entries can contain comma separators and decimals. Value fields can contain only numbers.
- **Qualifier 1** – Qualifies the value entered for Value 1 (Sample) and Value 1 (Effluent Trading Sample), if present. The available qualifiers can include:
 - Equals (=) (default)
 - Less than (<)
 - Greater than (>)
 - Less than or equal to (<=)
 - Greater than or equal to (>=)
 - “T” (too numerous to count)
 - “E” (estimate)
 - Note that the ‘=’ qualifier is the default if no qualifier is selected.
- **Value 1 (Sample)** – Enter the quality or concentration value for the measured sample for this parameter. You can edit this entry if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
 - No more than eight characters, including decimal point and +/- sign but excluding comma separators
 - Minimum value: -9999999
 - Maximum value: 99999999
 - Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’

- **Value 1 (Permit Requirement)** – Permit limit for the parameter for Quality or Concentration Value 1, including the limit value, qualifier, statistical base, and whether monitoring is optional. You can not edit this information.
- **Value 1 (Effluent Trading Sample)** – Enter the quality or concentration value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
 - No more than eight characters, including decimal point and +/- sign but excluding comma separators
 - Minimum value: -9999999
 - Maximum value: 99999999
 - Maximum of 7 digits to the right of the decimal point, for example `‘.1234567’`
- **Value 1 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.
- **Qualifier 2** – Qualifies the value entered for Value 2 (Sample) and Value 2 (Effluent Trading Sample), if present. The available qualifiers can include:
 - Equals (=) (default)
 - Less than (<)
 - Greater than (>)
 - Less than or equal to (<=)
 - Greater than or equal to (>=)
 - “T” (too numerous to count)
 - “E” (estimate)
 - Note that the ‘=’ qualifier is the default if no qualifier is selected.
- **Value 2 (Sample)** – Enter the quality or concentration value for the measured sample for this parameter. You can edit this entry only if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
 - No more than eight characters, including decimal point and +/- sign but excluding comma separators
 - Minimum value: -9999999
 - Maximum value: 99999999
 - Maximum of 7 digits to the right of the decimal point, for example `‘.1234567’`
- **Value 2 (Effluent Trading Sample)** – Enter the quality or concentration value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
 - Minimum value: -9999999
 - Maximum value: 99999999
 - Maximum of 7 digits to the right of the decimal point, for example '.1234567'
- **Value 2 (Permit Requirement)** – Permit limit for the parameter for Quality or Concentration Value 2, including the limit value, qualifier, statistical base, and whether monitoring is optional. You can not edit this information.
- **Value 2 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.
- **Qualifier 3** – Qualifies the value entered for Value 3 (Sample) and Value 3 (Effluent Trading Sample), if present. The available qualifiers can include:
- Equals (=) (default)
 - Less than (<)
 - Greater than (>)
 - Less than or equal to (<=)
 - Greater than or equal to (>=)
 - “T” (too numerous to count)
 - “E” (estimate)
 - Note that the ‘=’ qualifier is the default if no qualifier is selected.
- **Value 3 (Sample)** – Enter the quality or concentration value for the measured sample for this parameter. You can edit this entry only if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
- No more than eight characters, including decimal point and +/- sign but excluding comma separators
 - Minimum value: -9999999
 - Maximum value: 99999999
 - Maximum of 7 digits to the right of the decimal point, for example '.1234567'
- **Value 3 (Effluent Trading Sample)** – Enter the quality or concentration value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
- No more than eight characters, including decimal point and +/- sign but excluding comma separators
 - Minimum value: -9999999
 - Maximum value: 99999999

- Maximum of 7 digits to the right of the decimal point, for example ‘.1234567’
- **Value 3 (Permit Requirement)** – Permit limit for the parameter for Quality or Concentration Value 2, including the limit value, qualifier, statistical base, and whether monitoring is optional. You can not edit this information.
- **Value 3 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.
- **Units (Sample)** – Select the appropriate unit of measure from the list for this quality or concentration value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.
- **Units (Effluent Trading Sample)** - Select the appropriate unit of measure from the drop-down list for this quantity or loading value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.
- **Units (Permit Requirement)** – Unit of measure code and description specified in the limit set for quality or concentration value. You can not edit this field.
- **Number of Excursions** – If appropriate, enter the number of excursions for this parameter. You can only enter whole numbers for this field.
- **Frequency of Analysis**
 - **Sample** – Select the frequency of analysis for the sample from the drop-down list. The drop-down list contains all active ICIS-NPDES frequency of analysis codes and descriptions. You can view a list of acceptable ICIS-NPDES frequency of analysis codes and descriptions by clicking the *List* button under the selection box for this field. The frequency of analysis listed in the permit will be selected by default.
 - **Permit Requirement** – Frequency of analysis for the permit requirement for this parameter. You can not edit this information.
- **Sample Type**
 - **Sample** – Select the appropriate sample type for this parameter by clicking in the box next to sample type and clicking to select an option. The list contains all active ICIS-NPDES sample type codes and descriptions. The sample type listed in the permit will be selected by default.
 - **Permit Requirement** – Sample type for the parameter specified in the limit set. It includes the sample type code and description. You can not edit this information.

7.2.3 Edit Check Error Table

The errors summary shows a listing of any hard or soft errors found in the DMR resulting from the entries that you made as an external user with Signatory or Edit access. Both Soft and Hard errors will, when they occur, cause the DMR's status to change to "NetDMR Validation Errors". A DMR with a status of NetDMR Validation Errors can not be signed and submitted. Only DMRs with a status of "NetDMR Validated" can be signed and submitted. To prepare the DMR for signature and submission, you must resolve all hard errors and acknowledge all soft errors. The Edit Check Errors table includes the following:

- **Parameter**
- **Code** – The parameter code associated with the submission errors.
- **Name** – The parameter name associated with the submission errors.
- **Monitoring Location** – The monitoring location code.
- **Field** – The field in the DMR associated with the submission errors.
- **Type** – The type of error, Hard or Soft, that was encountered.
- **Hard Errors** – Hard errors must be resolved by editing the DMR. Possible hard error messages are:
 - A quantity or quality value can not be entered when the Too Numerous to Count (T) qualifier is selected.
 - A quantity or quality value NODI code can not be entered when the T qualifier is selected.
 - If a quantity or quality value is negative, the less than (<) qualifier can not be selected.
 - You can not select both a quantity or quality value and a value NODI code.
 - Value fields may contain numbers and the special characters ".", "-", and ",", only.
 - If an effluent trading sample value is entered, a sample value must be entered
- **Soft Errors** – Soft errors can be resolved by editing the DMR or by acknowledging the errors in the errors summary. Possible soft error messages are:
 - The selected units do not match the permit requirement units for this parameter. The provided quality or quantity value(s) may be outside the permit limit.
 - The provided quantity or quality value is outside the permit limit. This soft error is displayed if any of the following apply:
 - The value entered is outside the permit limit and the units of measure are the same as those listed in the permit. For example, the permit requirement is 2 mg/L and the entered value is 3 mg/L. Note: NetDMR does not perform unit conversions and will not display this soft error if it can only be determined after a conversion is completed.
 - The user selects a qualifier opposite of the qualifier specified in the permit. A few examples include:

- The permit requirement is $\geq 20\%$ and the user enters $< 20\%$.
- The permit requirement is $\geq 20\%$ and the user enters 19%.
- The permit requirement is < 10 mg/L and the user enters 10 mg/L.
- The permit requirement is < 10 mg/L and the user enters 11 mg/L.
- The number of excursions should be greater than zero. This soft error is displayed if all of the following apply: (1) the selected units match the permit units, AND (2) one or more of the entered values are outside the permit limit AND (3) excursions are null or zero. Note: NetDMR does not perform unit conversions and will not display this error if it can only be determined after a conversion is completed.
- **Description** – A short description of the error that was encountered.
- **Acknowledge** – A box that you can check to acknowledge soft errors.

Note that NetDMR does not generate hard or soft errors for the following:


- **If a Form-level NODI is applied, NetDMR ignores any selections that you make for qualifiers, units, frequency of analysis, and sample type**
- **If a parameter NODI is applied, NetDMR ignores any selections that you make for qualifiers, units, frequency of analysis, and sample type**
- **If you select qualifiers, units, frequency of analysis, or sample type for a parameter but do not provide a value, NetDMR ignores your selections.**

7.2.4 Comments

The comments section provides space for external users with signatory or edit access to a permit to enter additional comments related to your DMR submission, if any. A maximum of 4,000 characters can be entered as a comment.

7.2.5 Attachments

The attachment section lists the following information for all attachments associated with the DMR:

- **File Name** – The name of the attached file, presented as a hyperlink. You can download the file by clicking the file name hyperlink.
- **Type** – The MIME content type of the attached file.
- **Size** – The size of the attached file in megabytes.
- **Remove** – Click the  in this column to delete an attachment from a DMR submission.

7.2.6 Report Last Saved By

The Report Last Saved by section lists the following for the user that last saved DMR edits:

- **User** – The name of the user who last saved the DMR.
- **Name** – The full name of the user who last saved the DMR.
- **E-mail** – The email of the user who last saved the DMR.
- **Date/Time** – The date and time the DMR was last saved.

7.2.7 Page-level Edit Options

Page-level edit options available to you as an external user with Signatory or Edit access include the following:

- **Clear Parameter Fields** – Click **Clear Parameter Fields** to blank out or erase all editable fields in the Parameter Section and restores the defaults listed in the permit for qualifier, frequency of analysis, and sample type.
- **Save & Continue** – Click **Save & Continue** to save your edits on this page and remain on this page for further edits. Clicking this link also causes NetDMR to recheck the data for hard and soft errors, update the DMR's status, and reload this page for this DMR.
- **Save & Exit** – Click **Save & Exit** to save your edits on this page. Clicking this link also causes NetDMR to perform On Save edit checks, update the DMR's status, and returns you to the **DMR/COR Search Results** page. If the DMR has any outstanding "Soft" or "Hard" errors, NetDMR will set the status to "NetDMR Validation Errors". If the DMR does not contain any outstanding "Soft" or "Hard" errors, NetDMR will set the status to "NetDMR Validated".
- **Sign & Submit** – If the DMR's status is "NetDMR Validated," click **Sign & Submit** to sign and submit this DMR.
- **Print Friendly View** – Click **Print Friendly View** to view the DMR in a print friendly format.
- **DMR/COR Search Results** – Click **DMR/COR Search Results** to return to the **DMR/COR Search Results** page. You will be returned to the results with any sorting or paging selections still applied. Note that if the DMR you were working on is no longer part of the search results, you will be returned to the previous or next page of results.

7.3. Add Attachment

As an external user with signatory or edit access, you can also attach one or more files to a DMR from the Attachments section of the **Edit DMR** page by following these steps:

1. Click *Add Attachment* and the ***Add Attachment*** page is displayed.
2. Click *Browse* and navigate to the file you would like to attach.
3. Click to highlight the file and click *Open*. The file size cannot exceed 20 megabytes (MB).
 - NetDMR will not allow upload of the following file types: com, dll, exe, and vbs. If you attempt to upload a file on one of these types, NetDMR will display an error message indicating that the file type is not allowed.
4. Click *Attach File* to attach the file or click *Cancel* to return to the ***Edit DMR*** page without attaching a file.

7.4. **Delete a DMR**

As an external user with signatory or edit access, you can delete a previously submitted DMR by following these steps:

1. Log into NetDMR with an Edit, Data Provider, or Signatory account.
2. Search for the DMR you would like to delete. You can search for the DMR by accessing the All DMRs & CORs tab (see Section 7.1.1), selecting the Permit ID, permitted feature, and discharge for the DMR, and clicking *Search*.
3. On the ***DMR/COR Search Results*** page, locate the row for the DMR that you would like to delete, select *Correct DMR* in the Next Step(s) column, and click *Go*.
4. On the ***Edit DMR*** page, click 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 and resave to clear reported values.
5. Manually update the Principal Executive Officer information, attachments, and comments if changes are needed.
6. Click *Save & Continue*.
7. If you are a signatory, you can sign the submission to delete the DMR entry as follows:
 - Click Sign & Submit.
 - Review the information on the ***Sign and Submit*** page to verify that you are signing the DMR you intend to submit.
 - Provide a response to the Security Question.
 - Enter your Password in the text box.
 - Click *Submit* to submit the DMR(s)
 - The ***Submission Confirmation*** page will indicate whether the DMR has been forwarded for submission.
8. If you do not have signatory access to the DMR, inform the signatory that the DMR is ready for signature and submission.

7.5. Import DMRs

As an external user with signatory or edit access, you can enter data for one or more DMRs using the import functionality by uploading a file that conforms to the Import DMR file specifications. The import file can contain data to start data entry of a DMR that you have not yet edited, alter in-process DMRs, and/or correct previously submitted DMRs. NetDMR will populate the DMR using the data contained in the file. NetDMR will validate the import file and flag any errors. You must still use the NetDMR interface to acknowledge soft errors, provide information such as the Principal Executive Officer, and sign a completed DMR.

7.5.1 Import DMR Format

The DMR import file must be in comma separated value format (csv) and be saved with an extension of '.txt', or a '.txt' file that is zipped according the PKWare zip format and saved with an extension of '.zip' CSV files can be readily created using a program such as Microsoft Excel, The import format will allow you to specify all of the parameter data that you would otherwise enter using the NetDMR Edit DMR functionality. You will still need to use the NetDMR Edit DMR functionality to acknowledge soft errors and enter DMR level information such as the Principal Executive Officer. The following fields are listed in the order in which they must appear for each row in the import file.

7.0 Search and Edit DMRs

Import DMR File Specifications							
#	Grouping	Header	Short Description	Full Description	Example	Type	Required
1	DMR	permitted_feature_id	Permitted Feature ID	The alphanumeric identifier or name assigned by a permit issuing organization to identify a permitted unit, feature, or process	LVW	alphanumeric string 100 characters or less	y
2		limit_set_txt	Limit Set Designator	The unique identifier for a particular grouping of limits for a given outfall or discharge point for reporting purposes	A	alphanumeric string 50 characters or less	y
3		mped_txt	Monitoring Period End Date (yyyy-mm-dd)	The Monitoring Period End Date (MPED) for a given DMR.	2008-03-31	Date in YYYY-MM-DD Format	y
4	Parameter	parameter_cd	Parameter Code	The unique code identifying the parameter within the pollutant	TRB6J	string 5 characters or less	y
5		monitor_location_cd	Monitoring Location Code	The code that the monitoring location at which the monitoring requirement (and effluent limit if limited) applies.	RW	string 3 characters or less	y
6		season_num	Season Number	Unique number between 0 and 12 inclusive that identifies a particular seasonal limit for the same parameter within a single limit start and end date.	1	Integer between 1 and 12 inclusive	y
7	Quant 1	quant_1_nodi_cd	Quantity 1 Nodi Code	The unique code for no discharge indicator values of DMR	W	string 3 characters or less	
8		quant_1_qualifier_txt	Quantity 1 Qualifier Text	The qualifier of the numeric condition. It specifies whether the condition is greater than, less than, and/or equal to the NumericConditionValue. This field may also indicate if the value is estimated (E) or too numerous to count (T) when applicable.	=	one of: =,<=,>,<,>,T,E	
9		quant_1_sample_num	Quantity 1 Sample Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
10		quant_1_effluent_num	Quantity 1 Effluent Value	Value	3.75	Number, , not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	

7.0 Search and Edit DMRs

Import DMR File Specifications							
#	Grouping	Header	Short Description	Full Description	Example	Type	Required
11	Quant 2	quant_2_nodi_cd	Quantity 2 Nodi Code	The unique code for no discharge indicator values of DMR	W	String 3 characters or less	
12		quant_2_qualifier_txt	Quantity 2 Qualifier Text	The qualifier of the numeric condition. It specifies whether the condition is greater than, less than, and/or equal to the NumericConditionValue. This field may also indicate if the value is estimated (E) or too numerous to count (T) when applicable.	=	One of: =,<=,>,<,>,T,E	
13		quant_2_sample_num	Quantity 2 Sample Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
14		quant_2_effluent_num	Quantity 2 Effluent Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
15	Quant UOM	quant_uom_cd	Quantity Unit Of Measure Code	Unit of measure abbreviation	MBTU/hr	String 15 characters or less	
16	Conc 1	conc_1_nodi_cd	Concentration 1 Nodi Code	The unique code for no discharge indicator values of DMR	W	String 3 characters or less	
17		conc_1_qualifier_txt	Concentration 1 Qualifier Text	The qualifier of the numeric condition. It specifies whether the condition is greater than, less than, and/or equal to the NumericConditionValue. This field may also indicate if the value is estimated (E) or too numerous to count (T) when applicable.	=	One of: =,<=,>,<,>,T,E	
18		conc_1_sample_num	Concentration 1 Sample Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	

7.0 Search and Edit DMRs

Import DMR File Specifications							
#	Grouping	Header	Short Description	Full Description	Example	Type	Required
19		conc_1_effluent_num	Concentration 1 Effluent Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
20	Conc 2	conc_2_nodi_cd	Concentration 2 Nodi Code	The unique code for no discharge indicator values of DMR	W	String 3 characters or less	
21		conc_2_qualifier_txt	Concentration 2 Qualifier Text	The qualifier of the numeric condition. It specifies whether the condition is greater than, less than, and/or equal to the NumericConditionValue. This field may also indicate if the value is estimated (E) or too numerous to count (T) when applicable.	=	One of: =,<=,>,<,>,T,E	
22		conc_2_sample_num	Concentration 2 Sample Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
23		conc_2_effluent_num	Concentration 2 Effluent Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
24	Conc 3	conc_3_nodi_cd	Concentration 3 Nodi Code	The unique code for no discharge indicator values of DMR	W	String 3 characters or less	
25		conc_3_qualifier_txt	Concentration 3 Qualifier Text	The qualifier of the numeric condition. It specifies whether the condition is greater than, less than, and/or equal to the NumericConditionValue. This field may also indicate if the value is estimated (E) or too numerous to count (T) when applicable.	=	One of: =,<=,>,<,>,T,E	

7.0 Search and Edit DMRs

Import DMR File Specifications							
#	Grouping	Header	Short Description	Full Description	Example	Type	Required
26		conc_3_sample_num	Concentration 3 Sample Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
27		conc_3_effluent_num	Concentration 3 Effluent Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
28	Conc UOM	conc_uom_cd	Concentration Unit Of Measure Code	Unit of measure abbreviation	MBTU/hr	String 15 characters or less	
29		excursions_num	Number of reported excursions	Number of reported excursions	2	Integer 0 or above	
30	Additional	freq_analysis_cd	Frequency of Analysis Code	The code that indicates the frequency with which the permittee must analyze the sampled data. The general format is XX/YY where XX= number of times sampled and YY = period of time sampled	01/8H	String 15 characters or less	y
31		sample_type_cd	Sample Type Code	The code that is the sampling method required by the permit to be used to provide measurement values on the DMR	CT	String 3 characters or less	y

7.5.2 CSV Format Specifications

The comma separated value (CSV) format recognized by NetDMR is based on the CSV specification outlined by the Internet Engineering Task Force (IETF) at <http://tools.ietf.org/html/rfc4180>.

1. Any line in the file beginning with the pound sign (#) is treated as a comment and will be ignored by the import.
2. The data for each parameter is located on a separate line, delimited by a line break (CRLF). For example:

```
aaa,bbb,ccc CRLF  
zzz,yyy,xxx CRLF
```

3. The last record in the file may or may not have an ending line break. For example:

```
aaa,bbb,ccc CRLF  
zzz,yyy,xxx
```

4. A header line must appear as the first line of the file with the same format as normal record lines. This header contains names corresponding to the fields in the file and contains the same number of fields as the records in the rest of the file. For example:

```
field_name,field_name,field_name CRLF  
aaa,bbb,ccc CRLF  
zzz,yyy,xxx CRLF
```

5. Within the header and each record, there can be one or more fields, separated by commas. Each line should contain the same number of fields throughout the file. Spaces are considered part of a field and should not be ignored. The last field in the record must not be followed by a comma. For example:

```
aaa,bbb,ccc
```

6. Each field may or may not be enclosed in double quotes. If fields are not enclosed with double quotes, then double quotes can not appear inside the fields. If surrounding double quotes are used, the initial double quote must immediately follow the comma delimiter separating the field from the previous field and the final double quote must immediately precede the comma separating the field from the next field. For example:

```
"aaa","bbb","ccc" CRLF  
zzz,yyy,xxx
```

"aaa","b,bb","ccc" CRLF
zzz,yyy,xxx

7. If double-quotes are used to enclose fields, then a double-quote appearing inside a field must be escaped by preceding it with another double quote. For example:

"aaa","b""quoted""b","ccc"

8. Fields that do not contain any data can either be surrounded in double quotes or be empty. For example,
"a","b","c" CRLF
a,,c CRLF
a,"",c

7.5.3 Import DMRs

As an external user with signatory or edit access to a permit, you can use the **Import DMRs** page to import a properly formatted DMR data file. The file can contain data for only one permit (although it may cover multiple permitted features, limit sets, and monitoring periods for that permit). You can include in the file both new DMR data and corrections to in-process or previously submitted DMRs. The file can not be larger than twenty (20) megabytes (MB). To import a DMR file, follow these steps:

1. Prepare a properly formatted import file. The file must only contain data for one permit ID as NetDMR can only process DMRs for one permit in each import file.
2. Login to NetDMR with a Signatory or Edit User account.
3. Click **Perform Import** under the **Import DMRs** menu.
4. Click in the box next to Permit ID to select the permit with which the DMR is associated. This box is pre-populated with the list of permits to which you have access. This field is mandatory.
5. Click *Browse* and navigate to folder on your desktop, network, or other location that contains the import file. Click the file name and click Open to select the file to be imported. This field is mandatory.
6. Click in the box next to File Type to select the type of file being imported. Valid file types are "Text" and "Zip" files. This field is mandatory.
7. Click to select a Data Replacement Strategy. The strategy tells NetDMR how to handle the data in the import file. This field is mandatory
 - **Append Only** – The import can add data to an in-process DMR but can not overwrite the DMR's existing data.
 - **Append and Overwrite** – The import can both add data to and overwrite existing data in an in-process DMR.
8. Enter a description of the import file. This field is mandatory.
9. Click *Submit Import File* to initiate the import process. After you submit a file, NetDMR adds it to the import queue. You can monitor the status of the import request on the Check **DMR Import Results** page. After the DMR has been

processed, NetDMR will notify you by email and make any errors available via the *Check DMR Import Results* page.

You can stop the import process by clicking *Cancel*. NetDMR will return you to the previous page without submitting a DMR file to import.


7.5.4 Import Validation

NetDMR automatically processes and validates each row in the import file. If an error is encountered in a row, no data from the row will be processed. Errors in one row do not affect the processing of previous or subsequent rows. NetDMR performs the following validations:





1. Each import file must contain data for only one permit number. You specify the permit number on the *Import DMRs* page.
2. Each row must be of the exact format specified in Import DMR Format (Section 7.5.1) and DMR Import File Contents (Section 7.5.2).
3. Each row must contain data for the following fields to uniquely identify a parameter row in a DMR:
 - a. Permitted Feature ID
 - b. Limit Set Designator
 - c. Monitoring Period End Date (yyyy-mm-dd)
 - d. Parameter Code
 - e. Monitoring Location Code
4. Each row must relate to a parameter row of a DMR that exists in NetDMR
5. If you provide a NODI code for a row, the associated sample value and effluent values must be blank. For example, if a Concentration 1 NODI Code is provided in a row, data cannot be provided for the Concentration 1 Sample Value or the Concentration 1 Effluent Value for that same record.
6. All included codes for fields such as Parameter Code, Monitoring Location Code, NODI codes (Appendix A), Unit of Measure Codes (Appendix B), Frequency of Analysis Codes (Appendix C), and Sample Type Codes (Appendix D) must match the codes in an applicable reference table in the NetDMR database. NetDMR uses the same codes as ICIS-NPDES.
7. The Monitoring Period End Date must be specified in the format YYYY-MM-DD.
8. If provided, the Number of Excursions must be an integer ≥ 0 .
9. If provided, the Unit of Measure Code (Appendix B) must be appropriate for the specified parameter. The reference tables retrieved from ICIS-NPDES specify which unit codes are appropriate for each parameter code.

7.5.5 DMR Import Results

The *DMR Import Results* page summarizes the status of your DMR import requests. . As an external user with signatory or edit access to a permit, you can view these results by clicking **Check Results** under the **Import DMRs** menu. The following information is provided:

- **Transaction ID** – A NetDMR-generated identifier for the request.
- **Submission Date/Time** – The date/time you made the request to import the DMR on the *Import DMRs* page.
- **Permit ID** – The permit number to which the DMR data are being added.
- **Facility**– The name of the facility associated with the permit.
- **Import File** – The name of the import file.
- **Data Replacement Strategy** – Indicates if the data replacement strategy is “Append Only” or “Append and Overwrite”.
- **Description** – The description you provided for this import on the *Import DMRs* page.
- **Status** – The status of the DMR Import:
 - **Pending** – The import request is waiting in NetDMR’s import queue.
 - **In Process** – NetDMR is processing the import request.
 - **Failed** – NetDMR attempted to process the request but encountered fatal errors. No data were imported. Failed import requests are removed from the table after three months.
 - **Completed With Errors** – NetDMR processed the request and encountered non-fatal errors; some data were imported. Completed with errors import requests are removed after all of the DMRs created by this request are signed and submitted or deleted.
 - **Completed** – NetDMR processed the request without errors; all data were imported. Completed import requests are removed from the table after all of the DMRs created by this request are signed and submitted or deleted.
- **Log** – You can view the import log for each request by clicking the  icon. The import log contains detailed status and error messages generated during import processing.
- **Back** – Click the *Back* button to return to the previous page.


Up to ten import requests will be displayed in the table by default. If more than 10 import requests are available, you can navigate through the list by:

- Clicking a page number link to go to a specific page of import requests.
- Clicking the green forward arrow  to display the next page of import requests.
- Clicking the green back arrow  to view the previous page of import requests.
- Clicking the double green forward arrow icon  to display the last 10 import requests.
- Clicking the double green back arrow icon  to display the first 10 import requests.

- Clicking the View All link to show all import requests in the table on the same page with the default sort order applied
- Clicking the View Partial link to return from the View All display back to viewing 10 import requests at a time with the default sort order applied.

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column.

7.5.6 DMR Import Log

The *DMR Import Log* page displays status and error messages generated during the processing of a DMR import request. As an external user with signatory or edit access to a permit, you can view the DMR Import Log by clicking the  log icon in the Log column on the *DMR Import Results* page. The DMR import request information is summarized in the table at the top of the page and the log entries are presented in the table at the bottom of the page.

DMR Import Request Information





- **Transaction ID** – A NetDMR-generated identifier for the request.
- **Submission Date/Time** – The date/time you made the request to import the DMR on the *Import DMRs* page.
- **Permit ID** – Permit number to which the DMR is being added.
- **Facility** – Name of the facility associated with the permit.
- **Import File** – The name of the import file.
- **Data Replacement Strategy** – Indicates if the data replacement strategy is “Append Only” or “Append and Overwrite”.
- **Description** – The description you provided for this import on the *Import DMRs* page.
- **Status** – The status of the DMR Import.
 - **Pending** – The import request is waiting in NetDMR’s import queue.
 - **In Process** – NetDMR is processing the import request.
 - **Failed** – NetDMR attempted to process the request but encountered fatal errors; no data were imported. Failed import requests are removed after three months.
 - **Completed With Errors** – NetDMR processed the request and encountered non-fatal errors; some data were imported. Completed with errors import requests are removed after all of the DMRs created by this request are signed and submitted or deleted.
 - **Completed** – NetDMR processed the request without errors; all data were successfully imported. Completed import requests are removed after all of the DMRs created by this request are signed and submitted or deleted.

DMR Import Log Entries

- **Date/Time** – The date and time the message was logged.
- **Error Type Code** – A category for each log message, Information or Error.

- **Error Code** – A NetDMR code useful for troubleshooting and technical support; this code is displayed for error messages only. See Appendix E for a complete listing of error codes.
- **Description** – A plain English description of the status event or error.
- **Back** – Click the *Back* button to return to the previous page.

Up to ten log messages will be displayed by default. If the import generated more than ten log messages, you can navigate through the log messages by:

- Clicking a page number link to go to a specific page of log messages.
- Clicking the green forward arrow  to display the next page of log messages.
- Clicking the green back arrow  to view the previous page of log messages.
- Clicking the double green forward arrow icon  to display the last 10 log messages.
- Clicking the double green back arrow icon  to display the first 10 log messages.
- Clicking the View All link to show all log messages in the table on the same page with the default sort order applied.
- Clicking the View Partial link to return from the View All display back to viewing 10 log messages at a time with the default sort order applied.

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column.

7.6. Sign & Submit DMRs

As an external user with signatory access to a permit, you can use NetDMR to securely sign and submit DMRs. You can only sign and submit DMRs that have a status of ‘NetDMR validated’ and for which you have acknowledged all soft errors. You must have approved signatory access to a permit to sign and submit associated DMRs. NetDMR provides several options to search for and retrieve DMRs ready to sign and submit, including from your *Home* page, from the *DMR/COR Search Results* page, or from the *Edit DMR* page.

7.6.1 Search for DMRs Ready to Sign & Submit from your Home Page

As a Signatory user, you can search for DMRs Ready to sign and submit from your *Home* page by following these steps:


1. Login to your NetDMR Signatory account.
2. On your *Home* page:
Click to select ‘NetDMR Validated’ in the box next to Status on the DMR/COR Search tab

OR

Click on the DMRs Ready to Submit Tab

OR

Click on the DMRs Ready to Submit under the Search Menu

3. Enter search criteria:
 - **All DMRs** – Search all DMRs ready to sign and submit by clicking the *Search* button next to the *All DMRs* label. Available DMRs are customized based on user roles and permissions.
 - **DMRs for Permit ID** - Search for DMRs ready to sign and submit by permit number. Select the permit number for which you wish to view validated DMRs from the drop-down list. Once you have selected a specific permit number, click the *Search* button next to the drop down box. Available permit numbers are customized based on user roles and permissions.
 - **DMRs for Facility**- Search for DMRs ready to sign and submit by facility name. Select the facility for which you wish to view validated DMRs from the drop-down list. Once you have selected a specific facility, click the *Search* button next to the drop down box. Available facilities are customized based on user roles and permissions.
4. Click *Submit*.
5. The **DMR/COR Search Results** page is displayed with a table listing DMRs that can be signed and submitted. The table will not included any results if none of your DMRs have a status of NetDMR validated or NetDMR validated with errors and you have not yet acknowledged all soft errors for your DMRs. You can sort the DMRs in this table in ascending or descending order by clicking on any underlined column title.
6. In the Include in Batch Submit column, click to check the box or click the *Select All* in the table title row. Note that you can submit a maximum of 10 DMRs at a time.
7. Click **Sign & Submit Checked DMRs** after you select all the DMRs you would like to Submit.
8. The **Sign and Submit** page is displayed and provides the following:
 - **Include in Submission** – Click to check the box in this column to confirm your intention to sign and submit this DMR.
 - **View Completed DMR** – Click the  icon in this column to view a read-only copy of the DMR in a separate window.
 - **Permit ID** - The permit ID for this DMR.
 - **Facility** – The facility name for this DMR.
 - **Permitted Feature** – The permitted feature for this DMR.
 - **Discharge #** - The discharge number for this DMR.

- **Discharge Description** – The discharge description for this DMR.
- **Monitoring Period End Date** – The monitoring period end date for this DMR.
- **DMR Due Date** – The due date for this DMR.
- **Status** – The status of this DMR. The status must be “NetDMR Validated” to be signed and submitted.
- **Acknowledged Soft Edit Check Errors** – Displays the parameters in the DMR being submitted for which you have acknowledged any soft errors identified by NetDMR (see Section 7.2.3).
 - **Parameter Code** – The parameter code associated with the submission errors
 - **Parameter Name** – The parameter name associated with the submission errors
 - **Monitoring Location** – The monitoring location code and description associated with the submission errors.
 - **Field** – The field in the DMR associated with the submission errors.
 - **Description** – A plain English description of the error that was encountered.

Attachments – Lists the files you attached to the DMR. Note that attachments are not forwarded directly to your regulatory authority. After you sign and submit a DMR, NetDMR sends an email to the set of the notification email addresses entered by the Permit Administrator as well as the notification email addresses entered by the Internal Administrators. Those users can access attachments by logging in to NetDMR and viewing the COR for the submitted DMR.

- **Name** – The name of the attached file, presented as a hyperlink. You can download the attached file by clicking the file name hyperlink.
- **Type** – The MIME content type of the attached file
- **Size** – The size of the attached file in megabytes (MB)




Certification Statement – The legal certification statement for the impending submission. This statement verifies:

- You are the owner of this account.
 - You have protected the account and password and are in compliance with the subscriber agreement.
 - You have the authority to submit the selected DMRs.
 - You agree that providing the account password to sign the DMR(s) constitutes an electronic signature equivalent to your written signature.
1. **Security Question** – Provide the answer to the security question that is displayed.
 2. **Password** – Enter your password in the text box.
 3. **Submit** – Click *Submit* to submit the DMR(s) and view the submission confirmation.

- **Do Not Submit** – Click the *Do Not Submit* button to cancel a submission and return to the previous page.

7.6.2 Submission Confirmation

As an external user with Signatory access to a permit, after you answer the security question and provide your password on the *Sign & Submit DMR* page, NetDMR creates the copy of record for your DMR. This copy of record includes your DMR data, any attached files, and a submission receipt. NetDMR also generates a unique confirmation number for your submission. NetDMR sends a notification e-mail to you, any addresses associated with the submitted DMRs' permit(s), and any addresses associated with the governing regulatory authority. The e-mail indicates that NetDMR has received the submission and will forward it to the Central Data Exchange for transfer to EPA's official repository for DMR submissions, the ICIS-NPDES database. The *Submission Confirmation* page displays the following confirmation information for a DMR submission.

- **Permit ID** - The permit ID for this DMR.
- **Facility** – This name of the facility associated with the permit.
- **Permitted Feature** – The permitted feature for this DMR.
- **Discharge #** - The discharge number for this DMR.
- **Discharge Description** – The discharge description for this DMR.
- **Monitoring Period End Date** – The monitoring period end date for this DMR.
- **DMR Due Date** – The due date for this DMR.
- **View COR** – Click the  icon in this column to view the COR associated with this DMR's submission.
- **Download COR** – Click the  icon to download the DMR's COR Zip file.
- **Download COR Signature** – Click the  icon to download the COR signature file for this DMR submission.

NetDMR sends the following additional email notifications to you as the Signatory:

- Notification that the DMR has been submitted to ICIS via CDX.
- Notification that ICIS has finished processing the DMR, the results of the processing, and an indication of whether errors or warning were encountered.

7.7. Correct DMR


As an external user with signatory or edit access to a permit, you can correct a DMR previously submitted using NetDMR using the on the *Correct DMR* as follows:

Correct DMR

1. Login to NetDMR with a Signatory or Edit user account.

2. On your *Home* page, click to select “Completed”, “Submission Errors/Warnings”, “NetDMR Validated”, or “NetDMR Validation Errors” in the box next to Status on the DMR/COR Search tab and enter any other search criteria.
3. Click *Submit*.
4. The *DMR/COR Search Results* page is displayed with a table listing DMRs that can be corrected. In the Next Steps column, click “Correct DMR” and click Go.
5. NetDMR retrieves the parameter values, other editable fields, and list of attachments on the *Correct DMR* page with the corresponding information in the DMR’s most recent copy of record. Edit the DMR as needed, acknowledge any soft errors, and save the DMR. To view more detail about how to edit the DMR, see Section 7.2.

Sign and Submit a Corrected DMR

1. If you are a Signatory User, click *Sign & Submit* at the top or bottom of the page.
2. On the *Sign & Submit DMR* page, click to check the box in the **Include in Submission** column to confirm your intention to sign and submit the corrected DMR
3. Click the  icon in the View Completed DMR column to display a read-only copy of the DMR in a separate window and verify your corrections.
4. Close the read-only view of the DMR by choosing File > Close from the menu or by clicking the red X in the top right corner of the window.
5. Review the statements in the Certification Statement section of the page.
6. Enter the appropriate response to the security question.
7. Enter your password.
8. Click Submit to submit your corrected DMR. NetDMR generates a new Copy of Record for this corrected DMR.

8.0 COR Functionality

As an external user with View, Edit, Signatory, or Data Provider access to permits, you can search, view, and download CORs. When a user signs and submits a DMR, NetDMR creates a unique COR for that DMR. The COR is defined in the Cross-Media Electronic Reporting Rule as follows (70 FR 59880 October 13, 2005, specifically Subpart A, Section 3.3):

“Copy of record means a true and correct copy of an electronic document received by an electronic document receiving system, which copy can be viewed in a human-readable format that clearly and accurately associates all the information provided in the electronic document with descriptions or labeling of the information. A copy of record includes:

- (1) All electronic signatures contained in or logically associated with that document;*
- (2) The date and time of receipt; and*
- (3) Any other information used to record the meaning of the document or the circumstances of its receipt.”*

The Copy of Record generated by NetDMR is a zip file that includes the following:

- All of the user-provided data for the DMR.
- The legal certification statement displayed to the user during signing process.
- Hashes of any files that were attached to the DMR. NetDMR uses SHA-256 to generate all hash values. This is the current approved FIPS standard.
- Metadata about any attached files (e.g., name, type, etc.), and
- A submission receipt, which includes the following:
 - The DMR submission confirmation number
 - The hash of the data document
 - The date and time of the DMR submission
 - Identifying information from the signing account, including: the user’s full name, account login, email address, and hashed password (at time of signing), and IP address of the submitting computer.

Both the COR file and submission receipt are XML-formatted files. When viewing the COR or submission receipt, NetDMR applies an XSL stylesheet to provide a human readable version of the files.

Note that each NetDMR installation has an RSA 1024 bit asymmetric key that is used for digital signatures. NetDMR uses its private key to digitally sign the CORs. The signature will be executed against a message digest created from the COR using the SHA-256 hashing algorithm. Additional detail on digital signatures can be found at:

- Federal Information Processing Standards (FIPS)-approved algorithms for generating Message Digest:
<http://www.csrc.nist.gov/CryptoToolkit/tkhash.html>
- FIPS-approved algorithms for generating/verifying digital signatures:
<http://www.csrc.nist.gov/CryptoToolkit/tkdigsigs.html>

8.1. Search CORs

You can search for CORs by selecting the *All DMRs & CORs* tab from your *NetDMR Home* page, or by clicking **All DMRs and CORs** under the **Search** menu. You can search using any combination of the following criteria. Leaving a field blank or selecting “All” from a pick list will instruct NetDMR not to search on that criterion. All search fields are optional. After entering your search criteria, click the *Search* button to display the search results.

1. Specify Permit ID or Facility search criteria:


You can choose to search for CORs for a specific permit ID or facility name, but not both. Click in the circle to the left of Permit ID or Facility to select either option. The option not selected will be disabled. You can change options at any time by clicking to reactivate the option.

- **Permit ID** - After clicking in the circle to the left of Permit ID, select the permit number of interest by clicking in the box the right of Permit ID. After selecting a permit, click the *Update* button next to your selection. NetDMR will retrieve the permitted feature, discharge, and Edited or Submitted by options for that permit. Note that the Permit ID list will only include those permits that you have requested and been granted access to.
- **Facility** – After clicking in the circle to the left of Facility, select the facility name of interest by clicking in the box to the right of Facility. After selecting a Facility, click the *Update* button next to your selection. NetDMR will retrieve the permitted feature, discharge, and Edited or Submitted by options for that Facility. Note that the Facility list will only include those facilities associated with the permits that you have requested and been granted access to.

2. Specify additional search criteria:

- **Permitted Feature** - Select the permitted feature of interest from the box next to Permitted Feature. After selecting a Permitted Feature, click the *Update* button next to your selection. NetDMR will retrieve the discharge and Edited or Submitted by options associated with that permitted feature. Note that the Permitted Feature list will only include those features associated with the permits that you have requested and been granted access to.
- **Discharge** – Select the discharge (name and numbers of available limit sets) of interest from the box next to Discharge. Note that the Discharge list will only





include those features associated with the permits that you have requested and been granted access to.

- **Monitoring Period End Date Range** - Enter the start and end dates for the monitoring period end date range using the *mm/dd/yyyy* format or select the appropriate start and end dates from a calendar by clicking the calendar icon  next to each text box.
- **Edited or Submitted by** – Click in the box next to Edited or Submitted by to view the names of users who have modified the DMRs for permits that you can access. Click to select a name from the box.
- **Status** – Select a DMR status. You can make multiple selections by holding down the control key on your keyboard while clicking more than one selection from the list. You can select all status options by clicking the *All* button next to the selection box. Available status options include:
 - Ready for Data Entry
 - NetDMR Validation Errors
 - NetDMR Validated
 - Imported
 - Signed & Submitted
 - Submission Errors/Warnings
 - Completed
- **COR Confirmation #** - Enter the submission confirmation number for the DMR/COR you wish to view.

3. Click *Search* to retrieve the DMRs and CORs that match the criteria you specified on the *DMR/COR Search Results* page.

8.2. View CORs

After entering search criteria and clicking the *Submit* button, the CORs that match your criteria are displayed on the *DMR/COR Search Results* page. Up to ten DMRs/CORs are displayed by default. If more than 10 DMRs/CORs are returned, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow  to display the next page of results.
- Clicking the green back arrow  to view the previous page of results.
- Clicking the double green forward arrow icon  to display the last 10 results.
- Clicking the double green back arrow icon  to display the first 10 results.
- Clicking the View All link to show all results in the table on the same page.

- Clicking the [View Partial](#) link to return from the View All display back to viewing 10 results at a time.

You can also click any underlined column title to sort the search results in ascending or descending order by the information in that column. After clicking to view COR details, the COR will be displayed in a new window. When you close the COR, you will be returned to the DMR/COR Search Results table with any sorting or paging selections still applied.

You can download CORs or view the details of a COR from the *DMR/COR Search Results* page.

8.2.1 Download COR

After entering search criteria and clicking the *Submit* button, the DMRs and CORs that match your criteria are displayed on the *DMR/COR Search Results* page. You can download one or more CORs by clicking to check the box in the Download column and clicking the [Download Selected](#) link at the top of the page. To select all CORs for download, click *Check All* in the Download column header. Note that a maximum of 10 CORs can be downloaded at one time. If you selected more than 10 CORs, a message will be displayed indicating that if you choose to continue, only the 10 most recent CORs will be downloaded.

The zipped COR file includes: an XML-formatted file that contains the submitted DMR data, an XML style sheet, the COR submission receipt, and any files attached to the DMR by a user with edit or signatory access to the DMR. To view the submitted DMR data, you must first fully extract the contents of the COR zip file. You can then open and view the 'dmrSubmission.xml' file with any program capable of opening an XML file. This includes: web browsers such as Internet Explorer (version 6 or higher) or Mozilla Firefox (version 2 or higher), or word processing software such as MS Word.

After extracting all files in the COR and then opening dmrSubmission.xml, the program you are using will apply the XSL stylesheet to display a formatted version of the file. You can also open the dmrSubmission.xml file in a simple text editor, however the stylesheet will not be applied and the display is not formatted to ease viewing. Note that if using a web browser and an error is displayed, you may need to adjust your security settings to a lower level.

8.2.2 View COR Details

You can view a COR by clicking the hyperlinked date in the COR Received column. The *View COR Details* page displays the following information:

- Header section: permit information, reporting dates, principal executive officer information.
- Parameter section: permit limits, reported quantity, loading, quality, concentration values, reported excursions.
- Error section: listing of acknowledged errors in the DMR.
- Comment section: any comments provided by the signatory.
- Attachment section: listing of attachments and links to download the attachment.

- Report Last Saved By section: information for the user that last saved the DMR.

8.2.2.1 View COR Details - View Certification

Clicking [View Certification](#) at the top of the *View COR Details* page displays the following information for a COR:

- The name of the user that signed and submitted the DMR
- Identifying information for the DMR, including:
 - Permit ID
 - Facility
 - Permitted Feature
 - Discharge #
 - Discharge Description
 - Monitoring Period End Date
 - DMR Due Date
 - Submission Date/Time
- The certification statement that the users attested to at the time of signature

Click *Back* to return to the *View COR Details* page.

8.2.2.2 View COR Details - Download COR

Clicking [Download COR](#) at the top of the *View COR Details* page opens a popup asking whether you would like to save the file. Click *Save* to continue the download process and navigate to the location in which you would like to store the saved COR file.

The downloaded COR is a zipped file that can be opened with standard zipping software, such as WinZip. Note: If you are using Internet Explorer 6, the individual COR zip file may have been combined into a larger zip. The actual COR zip file name begins with the Permit ID, followed by permitted feature, and monitoring period end date, followed by other dates.

The COR zip file includes the following:

- All of the user-provided data for the DMR.
- The legal certification statement displayed to the user during signing process.
- Hashes of any files that were attached to the DMR. NetDMR uses SHA-256 to generate all hash values. This is the current approved FIPS standard.
- Metadata about any attached files (e.g., name, type, etc.), and
- A submission receipt, which includes the following:
 - The DMR submission confirmation number
 - The hash of the data document
 - The date and time of the DMR submission

- Identifying information from the signing account, including: the user's full name, account login, email address, and hashed password (at time of signing), and IP address of the submitting computer.

To view the submitted DMR data, you must first fully extract the contents of the COR zip file. You can then open and view the 'dmrSubmission.xml' file with any program capable of opening an XML file. This includes: web browsers such as Internet Explorer (version 6 or higher) or Mozilla Firefox (version 2 or higher), or word processing software such as MS Word.

After extracting all files in the COR and then opening dmrSubmission.xml, the program you are using will apply the XSL stylesheet to display a formatted version of the file. You can also open the dmrSubmission.xml file in a simple text editor, however the stylesheet will not be applied and the display is not formatted to ease viewing. Note that if using a web browser and an error is displayed, you may need to adjust your security settings to a lower level.

8.2.2.3 View COR Details - View COR Signature

Clicking [View COR Signature](#) at the top of the *View COR Details* page opens the COR Signature page and displays the digital signature generated by NetDMR for this COR.

Click *Back* to return to the *View COR Details* page.

8.2.2.4 View COR Details - Download COR Signature Public Key

Clicking [Download COR Signature Public Key](#) at the top of the *View COR Details* page opens a popup asking whether you would like to open or save the signature public key file.

- Click *Save* to continue the download process and navigate to the location in which you would like to store the saved public key file.
- Click *Open* to view the public key file.

NetDMR uses asymmetric key cryptography for the digital signatures applied to CORs. This type of cryptography includes both a public key and a private key. NetDMR digitally encrypts and signs the COR with the private key, and decrypts the COR with the public key.

8.2.2.5 View COR Details - COR Search Results

Clicking [DMR/COR Search Results](#) at the top of the *View COR Details* page returns you to the listing of DMRs and CORs that match your search criteria.

9.0 Acronyms and Definitions

Table 9-1. Acronyms

Acronym	Description and Notes
BPDF	Basic Permit Data Flow
CDX	Central Data Exchange - http://www.epa.gov/cdx/
COR	Copy of Record, legally enforceable copy of DMR submission
CWA	Clean Water Act
DMR	Discharge Monitoring Report Required under the Clean Water Act, used by permittees to report pollutant concentrations or other properties for water discharged into rivers, lakes, streams, and other water bodies as specified in a NPDES permit.
ECHO	Enforcement and Compliance System On-line http://www.epa.gov/echo/index.html
ECOS	Environmental Council of States http://www.ecos.org
eDMR	Electronic DMR System
EPA	U.S. Environmental Protection Agency http://www.epa.gov
Exchange Network	National Environmental Information Exchange Network http://www.epa.gov/exchangenetwork/index.html http://exchangenetwork.net/
ICIS	Integrated Compliance Information System http://www.epa.gov/compliance/data/systems/modernization/index.html ICIS, a Web-based system, enables individuals from states and EPA to access integrated enforcement, compliance, and NPDES data from any desktop connected to the Internet. The public can access some ICIS data through ECHO.
ICIS-NPDES	Integrated Compliance Information System - National Pollutant Discharge Elimination System http://www.epa.gov/compliance/data/systems/index.html
NEIEN	National Environmental Information Exchange Network http://www.epa.gov/exchangenetwork/index.html http://exchangenetwork.net/
NPDES	National Pollutant Discharge Elimination System
OECA	EPA Office of Enforcement and Compliance Assurance http://www.epa.gov/compliance/
OEI	EPA Office of Environmental Information http://www.epa.gov/oei/
RA	Regulatory Authority. The entity responsible for administering an NPDES permit issued under the CWA.
XML	eXtensible Markup Language

Appendix A: NODI Codes

NODI Code	Description
1	Wrong Flow
2	Operation Shutdown
4	Discharge to Lagoon/Groundwater
5	Frozen Conditions
7	No Influent
8	Other (See Comments)
9	Conditional Monitoring - Not Required This Period
A	General Permit Exemption
B	Below Detection Limit/No Detection
C	No Discharge
D	Lost Sample/Data Not Available
E	Analysis Not Conducted/No Sample
F	Insufficient Flow for Sampling
G	Sampling Equipment Failure
H	Invalid Test
I	Land Applied
J	Recycled - Water-Closed System
K	Flood Disaster
L	DMR Received but not Entered
Q	Not Quantifiable
R	Administratively Resolved
S	Fire Conditions
V	Weather Related
W	Dry Lysimeter/Well
X	Parameter/Value Not Reported

Appendix B: Unit of Measure Codes

Unit Code	Short Description	Long Description	Too Numerous To Count Flag
00	bbl/mo	Barrels per Month	
01	kg/d	Kilograms per Day	
02	kg/kgal	Kilograms per 1000 Gallons	
03	Mgal/d	Million Gallons per Day	
04	deg C	Degrees Centigrade	
05	MBTU/hr	Million BTUs per Hour	
06	MBTU/d	Million BTUs per Day	
07	gal/d	Gallons per Day	
08	ft ³ /sec	Cubic Feet per Second	
09	JTU	Jackson Turbidity (Candle) Unit	
10	col unit (pc)	Color - Platinum Cobalt Unit	
11	uS/cm	Conductance-Micromhos per cm	
12	SU	Standard Units	
13	#/100mL	Number per 100 Milliliters	T
14	min	Minutes	
15	deg F	Degrees Fahrenheit	
16	m ³ /d	Cubic Meters per Day	
17	pCi/L	Picocuries per Liter	
18	ct/L	Counts per Liter	T
19	mg/L	Milligrams per Liter	
1A	dir deg N	Direction	
1B	cP	Centipoises	
1C	#/mL	Number per Milliliter	T
1D	cm	Centimeters	
1E	col unit	Color - Admi Units	
1H	10lb/yr	10 Pounds per Year	
1K	Fib/L	Fibers per Liter	
1L	mg/kg	Micrograms per Kilogram	
1N	bbl	Barrels	
1P	Fib/mL	Fibers per Milliliter	
1Q	time	Time (HHMM)	
1R	lb/kgal	Pounds per 1000 Gallons	
1S	c	Cycles	
1T	bbl/d	Barrels per Day	
1U	Ratio	Ratio	
1V	BTU/sec	BTUs per Second	
1W	kg/mo	Kilograms per Month	
1X	gal/hr	Gallons per Hour	
1Y	lb/hlb	Pounds per 100 Pounds	
1Z	pCi/mL	Picocuries per Milliliter	
20	ppm	Parts per Million	
21	ppb	Parts per Billion	
22	ppt	Parts per Trillion	
23	%	Percent	
25	mL/L	Milliliters per Liter	
26	lb/d	Pounds per Day	

Appendix B: Unit of Measure Codes

Unit Code	Short Description	Long Description	Too Numerous To Count Flag
27	ft	Feet	
28	ug/L	Micrograms per Liter	
29	lbf/in	Pounds per Square Inch	
2A	Mgal/yr	Million Gallons per Year	
2B	in/hr	Inches per Hour	
2C	kg/kkg	Kilograms per 1000 Kilograms	
2D	in/d	Inches per Day	
2E	mOsm/kg	Milliosmols per Kilogram	
2F	tox acute	Acute Toxicity	
2G	tox chronic	Chronic Toxicity	
2H	Ci/d	Curies per Day	
2I	% mortality	Percent Mortality	
2J	kg/hr	Kilograms per Hour	
2K	lb/min	Pounds per Minute	
2L	kgal/d	1000 Gallons per Day	
2M	% sample comp	Percent Samples In Compliance	
2N	ton/d	Tons per Day	
2P	lb/Mgal	Pounds per Million Gallons	
2Q	mg/d	Milligrams per Day	
2R	lb/hr	Pounds per Hour	
2S	ppq	Parts per Quadrillion	
2T	% survival	Percent Survival	
2U	ug/d	Micrograms per Day	
2V	mEq/100g	Milliequivalants per 100 Gram Soil	
2W	m3/hr	Cubic Meters per Hour	
2X	m3/min	Cubic Meters per Minute	
2Y	m3/sec	Cubic Meters per Second	
2Z	m3/wk	Cubic Meters per Week	
30	MPN/100mL	Most Probable Number per 100ml	T
31	threshold #	Threshold Number	
32	ppk	Parts per Thousand	
33	BTU/hr	BTUs per Hour	
34	BTU/d	BTUs per Day	
35	g/d	Grams per Day	
36	g/L	Grams per Liter	
37	kg/L	Kilograms per Liter	
38	m/sec	Meters per Second	
39	ft/sec	Feet per Second	
3A	yd3	Cubic Yards	
3B	FTU	Formazin Tur	
3C	BTU/min	BTUs per Minute	
3D	MPN/4g	MPN per 4 Grams of Total Solids	
3E	m3/mo	Cubic Meters per Month	
3F	m3/yr	Cubic Meters per Year	
3G	mlb/d	Thousandth Pounds per Day	
3H	g/m3/d	Grams per Square Meter per Day	
3I	lb/klb	Pounds per 1000 Pounds Production	
3J	klb/lb	1000 Pounds per Pounds Production	

Appendix B: Unit of Measure Codes

Unit Code	Short Description	Long Description	Too Numerous To Count Flag
3K	kg/ha	Kilograms per Hectare	
3L	pg/L	Picograms per Liter	
3M	ng/L	Nanograms per Liter	
3P	lb/acr	Pounds per Acre	
3Q	g/yr	Grams per Year	
3R	Mgal	Million Gallons	
3S	mL/L/hr	Milliliters per Liter per Hour	
3T	% effect	Percent Effect	
3U	k/100mL	1000 Units per 100 Milliliters	T
3V	GBTU/hr	Billion BTUs per Hour	
3W	state class	State Class # A=1 B=2 None=0	
3X	table #	Table Number (2, 3 or 4)	
3Y	alt #	Alternate Number	
3Z	CFU/100mL	Colony Forming Units per 100ml	T
40	short ton/d	Short Tons per Day	
41	t/d	Metric Tons per Day	
42	lb/ton prod	Pounds per Ton of Production	
43	NTU	Nephelometric Turbidity Units	
44	kg/t prod	Kilograms per Metric Ton Production	
45	lb/hlf t prod	Pounds per Half-Ton of Production	
46	m	Meters	
47	kg/CFS/d	Kg per CFS of Streamflow per Day	
49	lb/CFS/d	Lbs per CFS of Streamflow per Day	
4A	t/yr	Metric Tons per Year	
4B	t/ha	Metric Tons per Hectare	
4C	MPN/g	Most Probable Number per Gram	
4F	t/ha/yr	Metric Tons per Hectar per Yr	
4G	pCi/d	Picocuries per Day	
4H	pCi/min	Picocuries per Minute	
4I	uW/cm3	Microwatts per Square Centimeter	
4J	CFU/g	Colonies per Gram Dry Weight	T
4K	#/mo	Discharges per Month	
4L	dil ratio	Dilution Ratio	
4M	g/g	Grams per Grams	
4N	pCi/g	Picocuries per Gram	
4P	bu	Bushels	
4Q	ton/acre	Tons per Acre	
4R	mEq/L	Milliequivalents per Liter	
4S	mW/cm2	Milliwatts per Square Centimeter	
4T	mW-sec/cm2	Milliwatt-Seconds per Square Centimeter	
4U	uW/cm2	Microwatt-Seconds per Square Centimeter	
4V	diverse index	Diversity Index	
4W	L/d	Liters per Day	
4X	# exceed	Number of Exceedances	
4Y	#/100L	Number per 100 Liters	T
4Z	# bat	Number of Batches	
50	lb/yr	Pounds per Year	

Appendix B: Unit of Measure Codes

Unit Code	Short Description	Long Description	Too Numerous To Count Flag
51	kg/yr	Kilograms per Year	
52	kg/bat	Kilograms per Batch	
53	gal/bat	Gallons per Batch	
54	MW	Megawatts	
55	lb	Pounds	
56	kg	Kilograms	
57	gal	Gallons	
58	kft3	1000 Cubic Feet	
59	lb/wk	Pounds per Week	
5A	d	Days	
5B	min/d	Minutes per Day	
5C	Mgal/bat	Million Gallons per Batch	
5D	ton	Tons	
5E	bBTU/d	Billion Btus per Day	
5F	ton/yr	Tons per Year	
5G	mv	Millivolts	
5H	ton/mo	Tons per Month	
5I	CFU/g	Colonies per Gram	T
5J	#	Number	
5K	mi/h	Miles per Hour	
5L	mg/mo	Milligrams per Month	
5P	ng/kg	Nanograms per Kilograms	
5Q	# dis/d	Number of Discharges per Day	
5R	kcal/d	Kilocalorie per Day	
5S	acre-ft	Acre-Feet	
5T	cm/sec	Centimeters per Second	
5V	lbs/acre/day	Pounds per Acre per Day	
5W	in/mo	Inches per Month	
60	L	Liters	
61	in	Inches	
62	deg C/hr	Degrees Centigrade per Hour	
64	g/mL	Grams per Milliliter	
65	Ci/mL	Curies per Milliliter	
66	lb/bat	Pounds per Batch	
67	g/mL	Grams per Milliliter	
68	pCi/mg	Picocuries per Milligram	
69	mg/kg	Milligrams per Kilogram	
6B	#/40L	Number per 40 Liters	T
6C	Mlb	Million Pounds	
6D	ulb	Micro Pounds	
6E	ft3	Cubic Feet	
6F	% fertil	Percent Fertilization	
6G	tot # TAXA	Total Number Taxa	
6J	ulb/d	Micro Pounds per Day	
6K	um/sec	Conductance - Microohms per Second	
6L	nm	Nanometers	
6M	l/min	Liters per Minute	
6N	mjou/cm2	Millijoules per Centimeter Sqr	

Appendix B: Unit of Measure Codes

Unit Code	Short Description	Long Description	Too Numerous To Count Flag
60	mrems/yr	Millirems per Year	
70	dry ton	Dry Tons	
71	Mlb/yr	Million Pounds per Year	
72	mg/m ³	Milligrams per Square Meter	
73	toxic	Toxicity Units	
74	severity	Severity Units	
75	uCi/mL	Microcuries per Milliliter	
76	lb/mo	Pounds per Month	
78	gal/min	Gallons per Minute	
79	hr/d	Hours per Day	
7A	wet ton	Wet Tons	
80	Mgal/mo	Million Gallons per Month	
81	hr/wk	Hours per Week	
82	hr/mo	Hours per Month	
83	d/wk	Days per Week	
84	d/mo	Days per Month	
85	ft ³ /d	Cubic Feet per Day	
86	svol index	Sludge Volume Index	
87	lb/ft ³	Lbs per Cu Ft Processed Waste	
88	occur/d	Occurrences per Day	
89	occur/wk	Occurrences per Week	
8A	hr	Hours	
8B	gal/acr	Gallons per Acre	
8D	gal/mo	Gallons per Month	
8E	gal/yr	Gallons per Year	
8F	Mgal/yr	Million Gallons per Year	
8G	gal/wk	Gallons per Week	
8H	Mgal/6mo	Million Gallons per 6 Months	
8I	Mgal/qtr	Million Gallons per Quarter	
8J	hr/qtr	Hours per Quarter	
8K	sec (time)	Seconds	
8L	gal/d/ft ²	Gallons per Day per Square Foot	
90	lb/kgal	Pounds per 1000 Gallons	
91	in/wk	Inches per Week	
92	ft ²	Square Feet	
93	occur/mo	Occurrences per Month	
94	*	*	
95	10/mL	10 per Milliliter	T
96	lb/bbl	Pounds per Barrel	
97	acr	Acres	
98	deg F/hr	Degrees Farenheit per Hour	
99	bbl/hr	Barrels per Hour	
9A	pass/fail	Pass=0 Fail=1	
9C	occur/yr	Occurrences per Year	
9D	pop serv	Population Served	
9E	occur/qtr	Occurrences per Quarter	
9F	yd ³ /d	Per Day	
9G	op info	Operator Information	

Appendix B: Unit of Measure Codes

Unit Code	Short Description	Long Description	Too Numerous To Count Flag
9M	low/high	0=Low 1=High	
9N	ebb/flood	0=Ebb 1=Flood	
9P	Y=1;N=0	Yes=1; No=0	
9Q	open/closed	Open = 1 Closed = 2	
9S	t/mo	Metric Tons per Month	
9T	Mlb/da	Million Pounds per Day	
9U	lb/qtr	Pounds per Quarter	
9V	CFU	Colony Forming Units	
9W	MCFU	Million Colony Forming Units	T
9X	Y=0;N=1	Yes=0; No=1	

Appendix C: Frequency of Analysis Codes

Frequency of Analysis Code	Description
01/01	Daily
01/02	Once Every 2 Days
01/03	Once Every 3 Days
01/04	Once Every 4 Days
01/05	Once Every 5 Days
01/06	Once Every 6 Days
01/07	Weekly
01/08	Once Every 8 Days
01/09	Once Every 9 Days
01/10	Once Every 10 Days
01/11	Once Every 11 Days
01/12	Once Per 12 Days
01/13	Once Every 13 Days
01/14	Once Every 2 Weeks
01/21	Once Every 3 Weeks
01/28	Once Every 4 Weeks
01/2Y	Once Every 2 Years
01/30	Monthly
01/3H	Once Every 3 Hours
01/4M	Once Every 4 Months
01/4Y	Once Every 4 Years
01/5M	Once Every 5 Months
01/5Y	Once Every 5 Years
01/60	Once Every 2 Months
01/6M	Once Every 6 Months
01/7M	Once Every 7 Months
01/8H	Once Every 8 Hours
01/90	Quarterly
01/99	Instantaneous
01/9M	Once Every 9 Months
01/BA	Once Per Batch
01/BD	Once Before Discharge
01/DD	Once Per Daily Discharge
01/DM	Once Per Monthly Discharge
01/DQ	Once Every Dsc Quarter
01/DS	Once Per Discharge
01/DW	Once Per Weekly Discharge
01/EP	Once Every Permit Cycle
01/EV	Once Every Event
01/FA	Once Per Facility
01/HR	Once Every Hour
01/HV	Once Every Harvest
01/OC	Once Every Occurrence
01/RN	Once Per Rn Event
01/RP	Once Per Prt Period
01/SH	Once Per Shift
01/SN	Once Per Season

Appendix C: Frequency of Analysis Codes

Frequency of Analysis Code	Description
01/WD	Once Every Weekday
01/WL	Once Per Well
01/YR	Annual
02/01	Twice Per Day
02/02	Twice Per Week
02/07	Twice Every Week
02/12	Twice Every 12 Days
02/30	Twice Per Month
02/5Y	Twice Every 5 Years
02/90	Twice Every Quarter
02/BA	Twice Per Batch
02/DA	2 Days Every Week
02/DD	Twice Per Drawdown
02/DM	Twice Every Month
02/DS	Twice Per Discharge
02/DW	Twice Every Discharge Week
02/HR	Twice Every Hour
02/RP	Twice Per Rpt Period
02/SH	Twice Every Shift
02/SN	Twice Every Season
02/YR	Semiannual
03/01	Three Per Day
03/05	Three Every 5 Days
03/07	Three Per Week
03/08	Three Every 8 Days
03/12	3 Per 12 Hours
03/30	Three Per Month
03/5Y	Three Every 5 Years
03/6M	Three Every 6 Months
03/90	Three Every Quarter
03/BA	Three Every Batch
03/DS	Three Per Discharge
03/DW	3 Days Every Week
03/RP	Three Per Prt Period
03/SN	Three Per Season
03/YR	Three Per Year
04/01	Four Per Day
04/07	Four Per Week
04/30	Four Per Month
04/90	4 Times Every Quarter
04/BA	Four Every Batch
04/HR	4 Times Every Hour
04/RP	Four Per Rpt Period
04/SN	Four Per Season
04/YR	Four Per Year
05/01	Five Per Day
05/07	Weekdays
05/08	Five Every 8 Days
05/30	5 Times Every Month

Appendix C: Frequency of Analysis Codes

Frequency of Analysis Code	Description
05/90	Five Every Quarter
05/BA	Five Every Batch
05/DW	5 Days Every Week
05/WK	Five Per Week
06/01	Six Per Day
06/07	Six Every Week
06/30	Six Per Month
06/90	Six Every Quarter
06/SH	6 Every Operating Shift
06/YR	Six Per Year
07/14	7 Per 2 Weeks
07/30	7 Times Every Month
07/WD	Weekly When Discharging
07/WK	Seven Per Week
08/01	Eight Every Day
08/30	Eight Every Month
08/BA	Eight Every Batch
09/01	Nine Per Day
09/30	Nine Per Month
09/99	See Permit
10/30	Ten Per Month
11/30	11 Per Month
12/01	12 Per Day
12/30	Twelve Per Month
13/30	13 Per Month
14/30	14 Per Month
15/30	15 Per Month
16/01	16 Per Day
16/30	16 Per Month
17/30	17 Per Month
18/01	18 Per Day
18/30	18 Per Month
19/30	19 Per Month
20/30	Twenty Per Month
21/30	21 Per Month
22/30	22 Per Month
23/30	23 Per Month
24/01	Hourly
24/30	24 Per Month
24/HR	24 Times Every Hour
25/30	25 Per Month
26/30	26 Per Month
27/30	27 Per Month
28/30	28 Per Month
29/30	29 Per Month
48/01	Every 1/2 Hour
60/HR	60 Per Hour
66/66	Wpc Plan
77/77	Contingent

Appendix C: Frequency of Analysis Codes

Frequency of Analysis Code	Description
88/88	Cleaning
99/99	Continuous
AL/EV	All Events
AL/RN	Alternating Run
BI/WK	Biweekly
CL/OC	Chlorination/Occurrences
DL/DS	Daily When Discharging
ED/WL	End Of Well
ESTMT	Estimate
EV/2H	Every 2 Hours
LF/PT	Life Of The Permit
MEASD	Measured
MM/WD	Monthly When Discharging
N/A	Not Applicable
N/R	Not Reported
REPRT	Report
WH/DS	When Discharging
WH/MN	Measured When Monitor
XX/XX	Frequency as Reported

Appendix D: Sample Type Codes

Sample Type Code	Description
01	COMP-1
02	COMP-2
03	COMP-3
04	COMP-4
05	COMP-5
06	COMP-6
08	COMP-8
10	COMP10
12	COMP12
16	COMP16
1H	AVG-1H
20	COMP20
22	BATCH
24	COMP24
28	COMP28
2H	AVG-2H
3G	3GR/HR
4C	4DA24C
4H	AVG-4H
5G	5GR45M
72	COMP72
96	COMP96
99	COMPWK
AH	HRDALL
C3	CS0-3
C6	CS0-60
C9	CS0-90
CA	CALCTD
CG	CMPGRB
CN	CONTIN
CP	COMPOS
CR	CK REQ
CS	CORSAM
CT	CERTIF
CU	CURVE
DA	DAILAV
DS	DISCRT
ES	ESTIMA
FI	FLOIND
G2	GRAB-2
G3	GRAB-3
G4	GRAB-4
G5	GRAB-5
G6	GRAB-6
G7	GRAB-7
G8	GRAB-8
G9	GRAB-9

Appendix D: Sample Type Codes

Sample Type Code	Description
GH	5GR24H
GM	GRAB10
GR	GRAB
IM	IMERSN
IN	INSTAN
IS	INSITU
IT	IMRSTB
MC	MATHCL
MF	MAGFLO
MP	MATHCP
MS	MEASRD
MT	METER
NA	NOT AP
NR	NOTRPT
OC	OCCURS
PC	PMPCRIV
PF	PARFLU
PL	PMPLOG
R4	RNG-4A
RA	RAGUAGE
RC	RCORDR
RD	RNG-DA
RE	RECORD
RF	RCDFLO
RG	RANG-C
RP	REPRES
RT	RCOTOT
S1	SQBTH1
S2	SQBTH2
S3	SQBTH3
SB	SQBCHR
SC	SC0-15
SD	SURFSP
SE	SNGLES
SM	SUMATN
SR	SGLRDG
SS	STAT-SH
ST	STATIC
TI	TIMEMT
TM	TOTALZ
UN	UNKNOWN
VI	VISUAL
WE	WEIR

Appendix E: Import Error Codes

Error Type	Error Message
Concentration UOM	The Concentration Unit Of Measure "XYZ" is not in the valid UOM listing for this parameter.
Concentration UOM	The Concentration Unit Of Measure is present but no Permit limit exists for either Concentration.
DMR Not Found	No matching DMR record was found.
Error on Line	Error reading the line "X"
Excursion Number	The Excursion Number "X" is not greater then 0.
Excursion Number	The Excursion Number "X" is not a valid integer.
File Access Failed	Failed to access the uploaded file.
Freq of Analysis	The Frequency of Analysis Record "X" is not a valid code in NetDMR.
Insufficient Columns	Incorrect number of fields. There should be 31 fields
Limit Set ID	The Limit Set ID is a required field but was blank.
Limit Set ID	The Limit Set ID "X" is not valid for Permit "XYZ"
Limit Set ID	The Limit Set ID is "X" long and can only be 50 characters long.
Monitoring Location	The Monitoring Location is "X" long and can only be 3 characters long.
Monitoring Location	The Monitoring Location is a required field but was blank.
Monitoring Location	The Monitoring Location "XYZ" is not a valid Monitoring Location in the NetDMR system.
MP End Date	The Monitoring Period End Date "XYZ" is not valid for Permit "ABC"
MP End Date	The Monitoring Period End Date must be in YYYY-MM-DD format.
Overwrite Error	The Quantity 2 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Concentration Unit of Measure field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Concentration 3 NODI field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Concentration 2 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Quantity 2 NODI field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Effluent Quantity 1 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Quantity 1 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).

Appendix E: Import Error Codes

Error Type	Error Message
Overwrite Error	The Effluent Quantity 2 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Effluent Concentration 1 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Concentration 1 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Quantity 1 NODI field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Excursion Number field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Sample Type field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Concentration 2 NODI field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Concentration 3 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Quantity Unit of Measure field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Effluent Concentration 2 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Concentration 1 NODI field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Frequency of Analysis field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Overwrite Error	The Effluent Concentration 3 Value field would overwrite an existing value, but the import has been marked as append only (no overwrites).
Parameter Code	The Parameter Code is a required field but was blank.
Parameter Code	The Parameter Code is "X" long and can only be 5 characters long.
Parameter Code	The Parameter Code "XYZ" is not a valid parameter in the NetDMR system.
Parameter Value	No matching parameter value was found.
Permitted Feature ID	The permitted feature id is "X" long and can only be 100 characters long.
Permitted Feature ID	The permitted feature "XYZ" is not valid for Permit "ABC"
Permitted Feature ID	The permitted feature is a required field but was blank.

Appendix E: Import Error Codes

Error Type	Error Message
Quantity UOM	The Quantity Unit Of Measure “XYZ” is not in the valid UOM listing for this parameter.
Quantity UOM	The Quantity Unit Of Measure is present but no Permit limit exists for either Quantity.
Sample Type	The Sample Type Record “XYZ” is not a valid code in NetDMR.
Season Number	The Season Number “X” is not a valid number between 0 and 12 inclusive.
Season Number	The Season Number is a required field but was blank.
Too Many Errors	More then 90% of the lines in the file contained errors so the processing of this file has stopped.
Wrong Privileges	The user does not have edit rights to the specified permit.
“XYZ” Effluent	The “XYZ” Effluent value “X” is not a number.
“XYZ” Effluent	The “XYZ” Effluent Number is present even though no permit limit is set for “XYZ”
“XYZ” Effluent	The “XYZ” Effluent Number is present even though a NODI code is provided for “XYZ”
“XYZ” NODI	The “XYZ” NODI code provided of “ABC” is not a valid NODI code in the NetDMR system
“XYZ” NODI	The “XYZ” NODI code is present even though no permit limit is set for “ABC”
“XYZ” Qualifier	The “XYZ” Qualifier text “ABC” is not valid. It must be one of “D”
“XYZ” Qualifier	The “XYZ” Qualifier code “ABC” is present even though no permit limit is set for “XYZ”
“XYZ” Qualifier	The “XYZ” Qualifier code is present even though a NODI code is provided for “XYZ”
“XYZ” Sample	The “XYZ” Sample Number is present even though no permit limit is set for “XYZ”
“XYZ” Sample	The “XYZ” Sample value “ABC” is not a number.
“XYZ” Sample	The “XYZ” Sample Number is present even though a NODI code is provided for “XYZ”