NetDMR Form
General Instructions

1. Form has been partially completed by the Office(s) specified in permit, verify the following information is correct on the form:

   - *Permittee Name/ Mailing Address* and *Facility Name/ Location*
   - *Permitted Feature/ Discharge*
   - *Monitoring Period*
   - *Parameter/ Permit Requirement/ Frequency of Analysis/ Sample Type*

2. Optional- Enter *"First Name/Last Name", "Title"* and *"Telephone Number"* of Principal Executive Officer

3. Enter *"Sample Measurement"* (Smpl.) data for each parameter under *"Quantity"* and *"Quality"* in units specified in permit.

4. Under *"No Ex"* enter number of sample measurements during monitoring period that exceed maximum (and/or minimum or 7-day average as appropriate) permit requirement for each parameter. If none, enter *"0"*.

5. Change *"Frequency of Analysis"* for *Sample Measurement* to actual frequency of analysis used during monitoring period if different than prepopulated value (e.g., Enter *"99/99,"* for continuous monitoring, *"01/07"* for one per week, *"01/30"* for one per month, *"01/90"* for one per quarter, etc.)

6. Change *"Sample Type"* for *Sample Measurement* to actual sample type used during monitoring period if different than prepopulated value (e.g., Enter *"GR"* for grab samples, *"24"* for 24-hour composite, *"CN"* for continuous monitoring, etc.)

7. If "no discharge" occurs during monitoring period, choose appropriate no data indicator (NODI) code to correspond with reason no data is available for the entire DMR, the parameter(s), or the specific value(s)

8. Address *Edit Check Errors*, if applicable:
   - Hard Errors must be resolved by editing the DMR
   - Soft Errors can be resolved by editing the DMR or by acknowledging the errors
   - Errors must be addressed before DMRs can be Signed & Submitted

9. Where violations of permit requirements are reported, attach non-compliance report with a brief explanation to describe cause and corrective actions taken, and reference each violation by date.

10. Comments- this field provides space to enter additional comments related to your DMR submission, if any.

11. Attachments- *Add Attachment* allows one or more PDF files to be attached to the DMR submission (such as cover letters, non-compliance reports, other permit required reports, etc.)

12. DMRs with a *NetDMR Validated* status may be signed & submitted. A Copy of Record (COR) will be maintained with in NETDMR.

13. More detailed Instructions for use of NetDMR may be obtained from the Office(s) specified in permit.