



# NetDMR Training

## Permittees and Data Providers

Permit Compliance Unit  
Water Enforcement Division

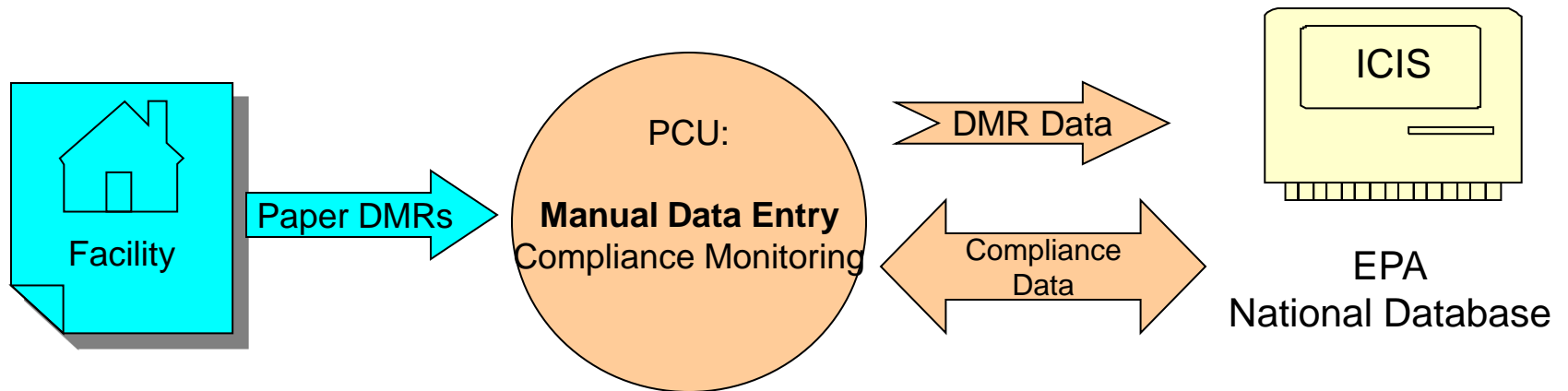
LOUISIANA DEPARTMENT OF **ENVIRONMENTAL QUALITY**  
FOR ALL YOUR ENVIRONMENTS

# Permit Compliance Unit (PCU)

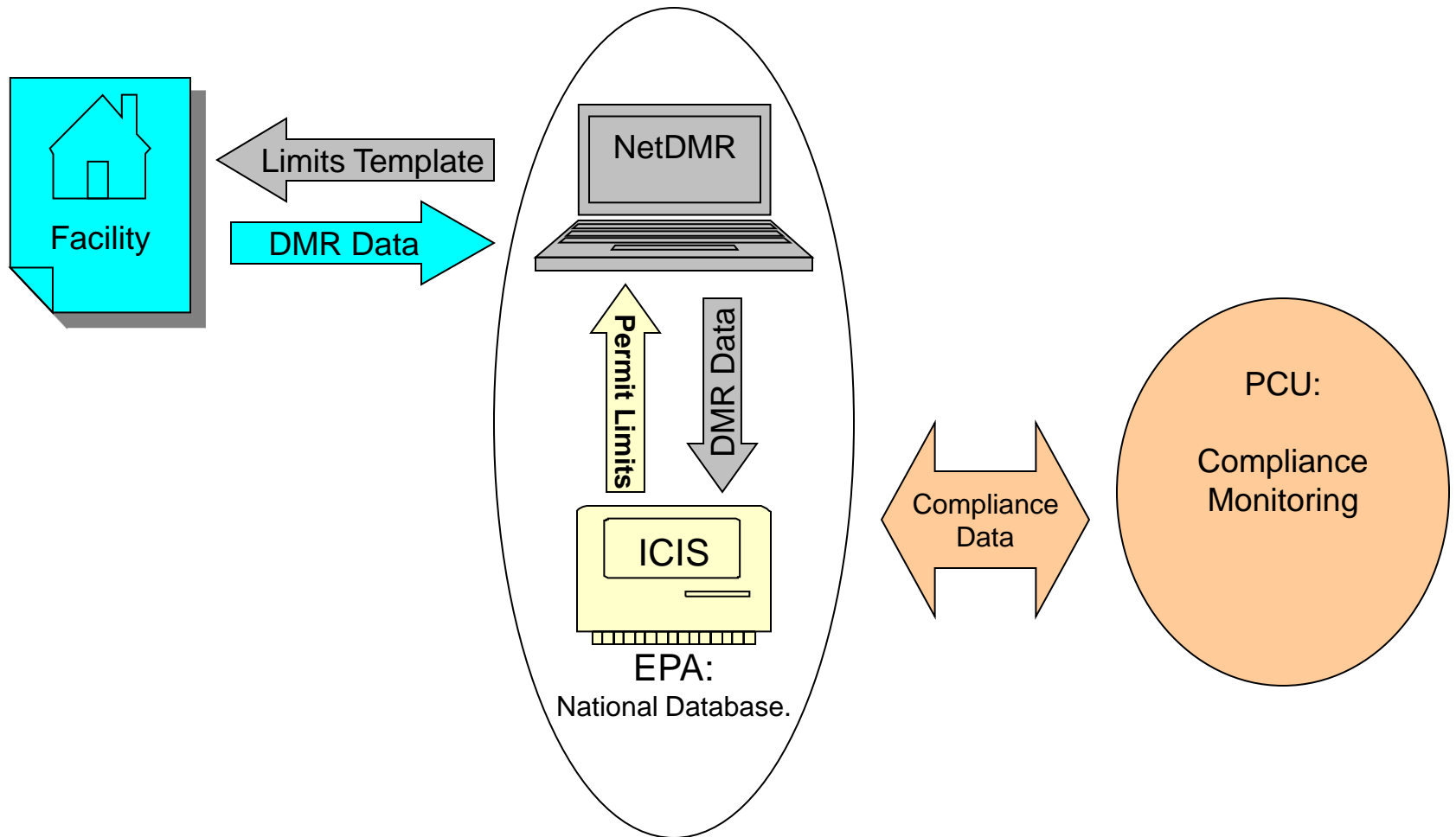
- Receive and track all DMRs
- Collect and maintain data
- Conduct compliance monitoring
- Initiate informal enforcement action
- Generate enforcement referrals



# Current DMR Data Flow



# DMR Data Flow with NetDMR



A decorative graphic on the left side of the slide showing a splash of water with several bubbles and droplets, rendered in shades of blue and white.

# Benefits of NetDMR Application

- Eliminates paper DMR data entry
- Improves data quality
- Improves data availability
- Encourages proper reporting
- Provides email confirmation of DMR submission
- Compatible with current state business practices

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# EPA's e-Reporting Rule

- Requires electronic submission of data
  - Includes NetDMR, permit applications, NOIs, NOTs, other permit-required reports
- Rule signed September 21, 2015 and effective December 21, 2015
- NetDMR is required to be used as of December 21, 2016
- NetDMR accounts migrated to CDX/NetDMR May 22, 2017

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# Common Questions Regarding EPA's e-Reporting Rule

- Is everyone required to use NetDMR?
  - Yes.

- Can permittees continue to submit paper DMRs?

*No, as of December 20, 2016.*

- Is there a waiver process?

*Strict waiver qualifications are being developed.*

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# How Does NetDMR Work?

## In CDX

1. User registration

## In NetDMR

2. Request/receive access to permit
3. Search/View DMR templates
4. Enter data (using online forms or importing feature)
5. Sign and Submit DMRs



A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# CDX/NetDMR Access

- All users must have their own account
- NetDMR recognizes that not all users need the same level of access
- Different levels of access are granted through the use of **CDX user types** and **NetDMR user roles**
  - A student worker should not have the same level of access as a Responsible Official



# CDX User Types

- **Internal Users**

- State and Federal Agency Users

- Read-only access to all signed and submitted reports
    - Partially completed DMRs only able to be viewed when specifically requested and authorized by facility

- **Permittees (signature)-**

- Facility users
  - Can sign and submit DMRs

- **Permittees (no signature)-**

- Facility users
  - Can edit and view DMRs

- **Data providers**

- Contractors and labs
  - Cannot sign or submit DMRs
  - Data entry ONLY

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# NetDMR User Roles

- **Signatory**
  - allowed to view, enter DMR data, and sign DMRs
- **Edit**
  - allowed to view and enter DMR data
- **View**
  - can only view previously submitted DMRs
- **Permit Administrator**
  - approve/deny Edit, View and other Permit Administrator users

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Where to Find NetDMR

- Production

<https://netdmr.epa.gov/>

- Test

<https://netdmrtest.epacdx.net/>

# Things to Consider

- Before creating your account, decide the following:
  - Who will be involved in NetDMR?
  - What type of CDX and NetDMR roles do they require?
  - Who will be electronically signing and submitting using NetDMR (signatory)?
  - Will a new signatory need to be chosen or delegated?

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Who Will Be Involved With NetDMR?

- Signatory: can be an individual who currently signs paper DMRs, or may be someone new
  - Signatories can have outright authority to sign DMRs (ex. facility owner; mayor; plant manager) or may be delegated by a Responsible Official
  - Common delegated signatories include wastewater superintendents; environmental managers; or others who have proper operational and financial controls (LAC 33:IX.2503.B)

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Who Will Be Involved With NetDMR?

- Will there be someone else to enter DMR data?
  - Signatories may enter DMR data themselves, but often a different “**Edit**” user completes this task.
  - Edit users can be someone directly employed with the facility, or may be a third-party lab representative or contractor.

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Who Will Be Involved With NetDMR?

- Does anyone need view only access?
  - Secretaries, student workers, clerks, or other front desk representatives may need **view** access to help maintain DMR Records.



A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Who Will Be Involved With NetDMR?

- There is no limit to the number or type of users associated with a permit.
  - Example:
    - a permittee may have one main signatory and one backup signatory;
    - two data providers and one edit user at the facility who reviews DMR data;
    - and one view-only user who can access DMR records.


A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Getting Started

- To begin using NetDMR, you are required to complete a two step process:
  - Step 1: Create a CDX account
  - Step 2: Request access in NetDMR

# Creating an Account

ction Home Resources ▾

 NetDMR  
Network Discharge  
Monitoring Report  
powered by CDX

Welcome to the NetDMR Test 2017 Upgrade registration and log-in page. To sign in, please use your Central Data Exchange (CDX) User ID and Password. If you are already a registered NetDMR user with or without a current CDX account, check for an email from [netdmr-notification@epa.gov](mailto:netdmr-notification@epa.gov) with instructions on how to complete the CDX registration for NetDMR users. If you did not receive an email or could NOT complete the process using the link provided in the email, you will need to create a new CDX account unless you already have a CDX account. If you already have a CDX account, please add the appropriate NetDMR program service(s).

Sign in  
or create a new account

\* = required

User ID \*


Password \*

Sign in

[Forgot username?](#)


[Forgot password?](#)

- Navigate to the NetDMR website
  - NetDMR Test or NetDMR Production
- Click “create a new account”

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Choosing Your NetDMR State Agency or EPA Region

- Choose *NetDMR: Louisiana DEQ* if you are required to submit DMRs to LDEQ (most users)
- Choose *NetDMR: EPA Region 6* if you are required to submit DMRs to EPA Region 6 (example: LALXXXXXX permits)


A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Selecting the Correct User Type

- **Internal Users**
  - DO NOT CHOOSE (LDEQ and EPA staff only)
- **Permittees (signature)-**
  - Facility users
  - Can sign and submit DMRs
- **Permittees (no signature)-**
  - Facility users
  - Can edit and view DMRs
- **Data providers**
  - Contractors and labs
  - Cannot sign or submit DMRs
  - Data entry ONLY

# Creating an Account

tion Home Resources ▾

 New Account ID Proofing Submission

## Create a New Account \* = required

Select State Agency or EPA Region and User Type ▾

**State Agency or EPA Region \***

NetDMR: Louisiana DEQ ▾

**User Type \***

- Select...
- Select...
- Regulated Community**
  - Data Provider
  - Permittee (no signature)
  - Permittee (signature)
- Regulatory Authority**
  - Internal User

# Personal Information



New Account

ID Proofing

Submission



## Create a New Account

\* = required

Select State Agency or EPA Region and User Type

Personal Information

**Title \***

Ms

**First Name \***

Kathy

**Middle Initial**

**Last Name \***

Huddle

**Suffix**

Select...

**Job Title \* ⓘ**

Tester

Next

Electronic Signature Setup

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Selecting Security Questions

- Select and provide *unique* answers for security questions
- Answers are case-sensitive
  - Example: “What is your favorite city?”  
Answer: Baton Rouge vs baton rouge
- Security questions and answers do not expire; can be reset upon request



# CDX User ID, Password, & Security Questions

powered by 

## Create a New Account

\* = required

Select State Agency or EPA Region and User Type

Personal Information

Create a User ID and Password

User ID \*

kat152528

Password \*

.....

Verify Password \*

.....

Show password

These questions will be used to reset your password:

Question 1 \*

What street did you live on in third grade?

Answer 1 \* ⓘ

.....

Question 2 \*

What was the last name of your second grade teacher?

Answer 2 \*

.....

Question 3 \*

What is the name of the college (or institution) you applied to but didn't attend?

Answer 3 \*

.....

Show answers

Agree to the [Terms and Conditions](#)

Next

Electronic Signature Setup

Password must be:

- 8-20 characters long
- Contain letters and numbers
- Contain upper and lower case letters
- Case sensitive
- Expires every 90 days
- Last 10 cannot match

# NetDMR Security Questions



## Create a New Account

\* = required

Select State Agency or EPA Region and User Type ^

Personal Information ^

Create a User ID and Password ^

Electronic Signature Setup v

These questions will be used for signing your document electronically:

|   |                              |
|---|------------------------------|
| <b>Question 1 *</b><br>Who is your favorite author? ▾               | <b>Answer 1 * ⓘ</b><br>..... |
| <b>Question 2 *</b><br>What is your favorite book? ▾                | <b>Answer 2 *</b><br>....    |
| <b>Question 3 *</b><br>Who is your favorite all-time entertainer? ▾ | <b>Answer 3 *</b><br>.....   |
| <b>Question 4 *</b><br>What is your favorite song? ▾                | <b>Answer 4 *</b><br>....    |
| <b>Question 5 *</b><br>What is your favorite movie? ▾               | <b>Answer 5 *</b><br>.....   |

Show answers

Next

- Only Permittee (signature) users will be required to complete this set of questions

# Search for Your Organization

(company you work for)



New Account

ID Proofing

Submission

## Create a New Account

\* = required

Select State Agency or EPA Region and User Type

Personal Information

Create a User ID and Password

Electronic Signature Setup

Organization Information

Search your organization by one or more of the following criteria:

**Organization Name \***

Louisiana Department

**Mailing Address (line 1)**

**Mailing Address (line 2)**

**City**

**State \***

Louisiana

**Zip/Postal Code**

Find

# Search for Your Organization

(cont'd)

## Organization Information

Select your organization:

Show 10 entries

| Action | Organization ID | Organization Name                             | Address 1           | Address 2 | City        | State | Zip Code   |
|--------|-----------------|---|---------------------|-----------|-------------|-------|------------|
| Select | 17015           | LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY | P. O. BOX 4313      |           | BATON ROUGE | LA    | 70821-4313 |
| Select | 17907           | LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY | P.O. BOX 4312       |           | BATON ROUGE | LA    | 70821      |
| Select | 18314           | LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY | P.O. BOX 4312       |           | BATON ROUGE | LA    | 70821      |
| Select | 19172           | LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY | 602 N FIFTH STREET  |           | BATON ROUGE | LA    | 70802      |
| Select | 25350           | Louisiana Department of Environmental Quality | 602 N. Fifth Street |           | Baton Rouge | LA    | 70802      |

Showing 1 to 5 of 5 entries

Previous 1 Next

Can't find your organization? [Back to search page](#) or [request that we add your organization.](#)

## Create a New Account

\* = required

Select State Agency or EPA Region and User Type

Personal Information

Create a User ID and Password

Electronic Signature Setup

Organization Information

Louisiana Department of Environmental Quality  
602 N. Fifth Street  
Baton Rouge, LA 70802  
US

Wrong organization information? [Back to search results](#) or [request that we add your organization.](#)

Next

# Contact Information and Verification Code

## Create a New Account

\* = required

Select State Agency or EPA Region and User Type

Personal Information

Create a User ID and Password

Electronic Signature Setup

Organization Information

Contact Information

Phone Number \*

225-219-3752

Extension

Email \*

kat152528@gmail.com

Re-enter Email \*

kat152528@gmail.com

Send Verification Code

Verification Code \*

a6de2b4c-0898-4a17-84dd-bf703ed13791



Register

Continue

Verification code  
will be sent to the  
email address  
listed

# Identity Proofing (electronic)

## Identity Proofing

\* = required

### Identity Verification

Would you like to perform electronic Identity Proofing?

YES

### Electronic Identity Proofing

The following information will be used for identity proofing, it will not be stored.

Home Mailing Address (line 1) \*

Home Mailing Address (line 2)

City \*

State \*

Zip/Postal Code \*

Date of Birth \*

SSN Last 4: \*

Phone Number

Show SSN digits

I agree to the [Electronic Signature Agreement](#)

Verify and Sign

# Identity Proofing (via paper)

## Identity Proofing

\* = required

### Identity Verification

Would you like to perform electronic Identity Proofing?

 NO

You have selected to perform identity proofing via the paper based option. Please be aware that the paper based option requires you to mail a wet ink signed version of the ESA and does take longer to process. You will not be able to access the NetDMR system until this document is received and processed.

### Paper ESA

**U.S. Environmental Protection Agency  
Office of Enforcement and Compliance Assurance  
NPDES e-Reporting Tool Electronic Signature Agreement**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

**Electronic Signature Holder Company Information**

|                   |   |
|-------------------|---|
| Organization Name | Louisiana Department of Environmental Quality |
| Address           | 602 N. Fifth Street                           |
| City, State, Zip  | Baton Rouge, LA 70802                         |
| Province          |   |
| Country           | US  |
| Phone Number      | 225-219-3752                                  |
| E-mail Address    | netdmrtrain33@gmail.com                       |
| Registrant's Name | Mr Training User                              |
| Registrant Title  | Tester  |

Print

Continue

# Identity Proofing (via paper- cont'd)

**Print**  
Total: 4 sheets of paper  
**Print** **Cancel**

Destination: \\deqprinters\N-0721-52  
10.11.71.13 Dell B5460dn  
**Change...**

Pages:  All  
 e.g. 1-5, 8, 11-13

Copies: 1

Layout: Portrait

Options:  Two-sided

**+ More settings**

Print using system dialog... (Ctrl+Shift+P)

7/11/2017 NetDMR Identity Proofing

**U.S. Environmental Protection Agency  
Office of Enforcement and Compliance Assurance  
NPDES e-Reporting Tool Electronic Signature Agreement**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

**Electronic Signature Holder Company Information**

|                   |   |
|-------------------|---|
| Organization Name | Louisiana Department of Environmental Quality |
| Address           | 602 N. Fifth Street                           |
| City, State, Zip  | Baton Rouge, LA 70802                         |
| Province          |   |
| Country           | US  |
| Phone Number      | 225-219-3752                                  |
| E-mail Address    | netdmrtrain33@gmail.com                       |
| Registrant's Name | Mr Training User                              |
| Registrant Title  | Tester  |
| CDX User Name     | NETDMRTRAIN33@GMAIL.COM                       |

I, \_\_\_\_\_,  
(Responsible Official or Duly Authorized Representative)


- (1) Agree to protect the electronic signature credential, consisting of my Central Data Exchange (CDX) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.
- (2) Agree to contact the U.S. EPA CDX Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised.
- (3) Agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification by notifying the CDX Technical Support staff at 1-888-890-1995 or helpdesk@epacdx.net.
- (4) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have been modified.
- (5) Understand that CDX reports the last date my user identification and password were used immediately after successfully logging into CDX.
- (6) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature.

<https://estgn.epacdx.net/oecca-netdmr-website/registration/#id-proofing> 1/4

- Print and Mail to LDEQ/PCU (P.O. Box 4312, Baton Rouge, LA 70821)



# Account Created

| Services <span>Manage</span>  |                                |                                       |  |
|---|--------------------------------|---------------------------------------|--|
| Status  | Program Service Name           | Role                                  |  |
|  | NDMR-LA: NetDMR: Louisiana DEQ | <a href="#">Permittee (signature)</a> |  |

### CDX Service Availability

[See the status for all program services](#)

### News and Updates

No news/updates.

[Add Program Service](#)

[Manage Your Program Services](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers



A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Follow Along in Test

(use personal information)

- Navigate to NetDMR Test
- Create an Account
  - Choose *Louisiana DEQ* as the State Agency
  - Choose *Permittee (signature)* as User Type

# Time for a Break!



# Getting Started

- To begin using NetDMR, you are required to complete a two step process:

- Step 1: Create a CDX account



- **Step 2: Request access in NetDMR**

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Requesting Access

- After you've established your CDX account, click on your role on the MyCDX page
- Click [Continue to NetDMR](#)
- Next, you need to Request Access to your permits
  - Lets NetDMR know which permits you should be associated with

# Requesting Access

Home About Recent Announcements Terms and Conditions FAQ

## CDX Central Data Exchange

MyCDX Inbox My Profile Submission History E-Enterprise Portal

### Services Manage

| Status | Program Service Name           | Role                                  |
|--------|--------------------------------|---------------------------------------|
|        | NDMR-LA: NetDMR: Louisiana DEQ | <a href="#">Permittee (signature)</a> |

FAQs | Getting Started | Contact the NetDMR Team

## NetDMR Network Discharge Monitoring Report

### Welcome

Welcome to the **Louisiana DEQ** Installation of NetDMR! NetDMR is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) Permittee Users to enter and electronically submit Discharge Monitoring Report (DMR) data through the Central Data Exchange (CDX) to EPA. All facilities required to provide DMR data as part of their NPDES permit will need to do so electronically using NetDMR as of December 21, 2016. If you are interested in learning more about NetDMR please check out the NetDMR Support <https://netdmr.zendesk.com/home>

### Access NetDMR

[Continue to NetDMR](#)

- First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)
- If you have any questions about NetDMR, please contact [deqnetdmr@la.gov](mailto:deqnetdmr@la.gov).

### News

- WARNING: THIS INSTANCE OF NETDMR IS A TEST ENVIRONMENT AND IS FOR TESTING PURPOSES ONLY.
- Any authorizations or submittals through NetDMR Test are not considered for compliance with permit conditions.
- For assistance, please email [deqnetdmr@la.gov](mailto:deqnetdmr@la.gov) or call any of the contacts listed below:
- Christine Mayeux 225-219-3767
- Kathy Huddle 225-219-3752

Home | My Account | **Request Access** | Help | Logout

User: KAT152528@GMAIL.COM, Permittee User

## NetDMR Network Discharge Monitoring Report

DEQ LOUISIANA

|                           |                           |                                      |  |                              |                            |
|---------------------------|---------------------------|--------------------------------------|--|------------------------------|----------------------------|
| Manage<br>Access Requests | Search<br>All DMRs & CORs | Unscheduled DMRs<br>Unscheduled DMRs | Import DMRs<br>Perform Import<br>Check Results | Update NODI<br>Check Results | Download<br>Blank DMR Form |
|---------------------------|---------------------------|--------------------------------------|--|------------------------------|----------------------------|

Session Lockout Timer: 29:53

Search:

Last 10 Logins

|         |         |   |
|---------|---------|---|
| 6/15/17 | 1:55 PM | - |
|---------|---------|---|

All DMRs & Copies of Record (CORs)

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Requesting Access

- You will need to request access to each permit you are associated with
- Requesting access should only take place once for each user, with some exceptions
  - If your facility's permit number changes, you must request access to that new permit number; example: facility upgrade
  - If your role changes; example: promotion that allows you to sign off on DMRs

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Requesting Access: 4 Steps

- Type in your permit number
  - Don't know your permit number? Check your last DMR. The permit number begins with LA.
- Click Update button
- Choose Role from dropdown menu
- Click Add Request
  - If needed, can request access to multiple permits at the same time; repeat above steps until all permits are added



# Requesting Access: 4 Steps



Monitoring Report

Manage

Access Requests

Search

All DMRs & CORs

Unscheduled DMRs

Unscheduled DMRs

Import DMRs

Perform Import  
Check Results

Update NODI

Check Results

Download

Blank DMR Form



Session Lockout Timer: 29:50

## Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID:

1

2

Role:

3

Note: The Signatory role will also automatically be given the Permit Administrator, Edit, and View Roles.

4

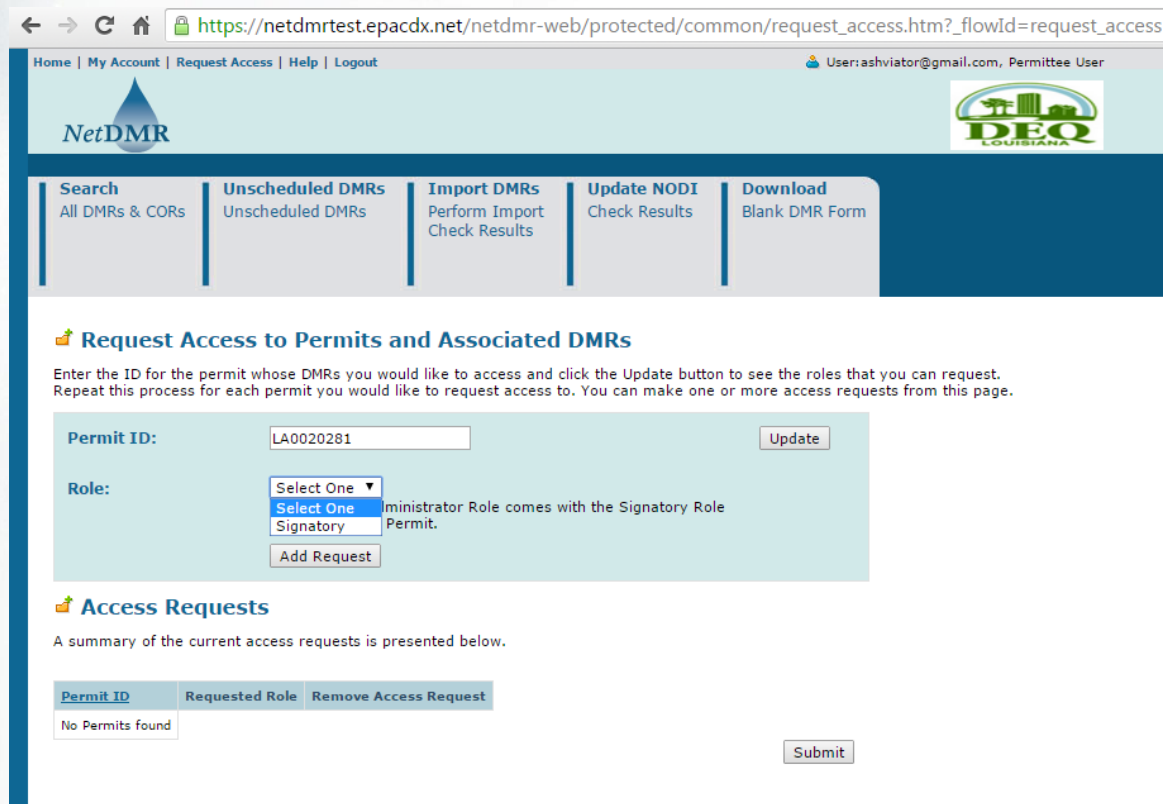
## Access Requests

A summary of the current access requests is presented below.

| Permit ID | Requested Role | Remove Access Request |
|-----------|----------------|-----------------------|
| LATEST032 | Signatory      |                       |

# Selecting a Role

The first person to request access to a permit must be a signatory.



The screenshot shows a web browser window with the URL [https://netdmrtest.epacdx.net/netdmr-web/protected/common/request\\_access.htm?\\_flowid=request\\_access](https://netdmrtest.epacdx.net/netdmr-web/protected/common/request_access.htm?_flowid=request_access). The page header includes navigation links: Home | My Account | Request Access | Help | Logout, and a user profile: User: ashviator@gmail.com, Permittee User. The NetDMR logo and the Louisiana Department of Environmental Quality (DEQ) logo are also present.

The main content area features a navigation bar with the following options:

- Search: All DMRs & CORs
- Unscheduled DMRs: Unscheduled DMRs
- Import DMRs: Perform Import, Check Results
- Update NODI: Check Results
- Download: Blank DMR Form

The primary section is titled "Request Access to Permits and Associated DMRs". It contains the following instructions: "Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page."

The form includes:

- Permit ID:
- Role:
  - Select One (dropdown menu)
  - Select One (highlighted)
  - Signatory (highlighted)Administrator Role comes with the Signatory Role Permit.
- 

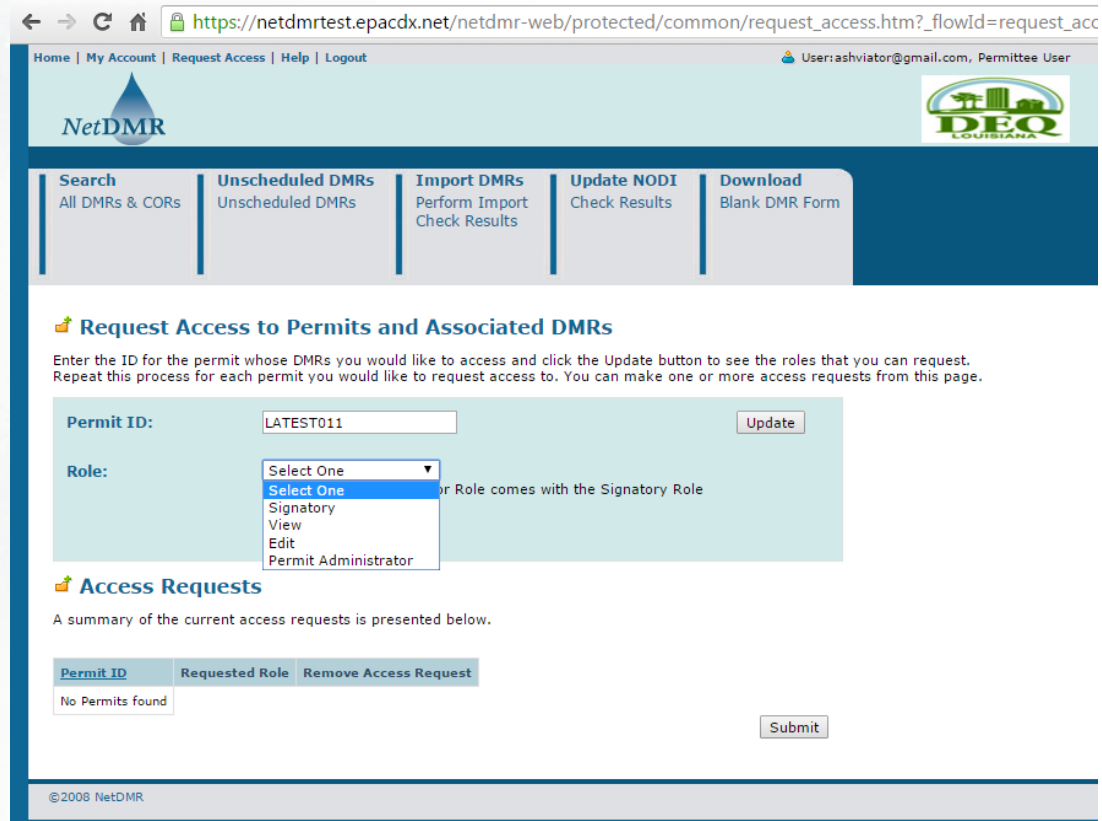
Below this is the "Access Requests" section, which states: "A summary of the current access requests is presented below." It features a table with the following structure:

| Permit ID        | Requested Role | Remove Access Request |
|------------------|----------------|-----------------------|
| No Permits found |                |                       |

A  button is located at the bottom right of the page.


# Selecting a Role

Once a signatory has been established for a permit, other roles become available.



← → ↻ 🏠 [https://netdmrtest.epacdx.net/netdmr-web/protected/common/request\\_access.htm?\\_flowId=request\\_acc](https://netdmrtest.epacdx.net/netdmr-web/protected/common/request_access.htm?_flowId=request_acc)

Home | My Account | Request Access | Help | Logout User: ashviator@gmail.com, Permittee User

**NetDMR** 

**Search**  
All DMRs & CORs

**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**Download**  
Blank DMR Form

### 📌 Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

**Permit ID:**

**Role:**

- Select One
- Select One
- Signatory
- View
- Edit
- Permit Administrator

 or Role comes with the Signatory Role

### 📌 Access Requests

A summary of the current access requests is presented below.

| Permit ID        | Requested Role | Remove Access Request |
|------------------|----------------|-----------------------|
| No Permits found |                |                       |

©2008 NetDMR

# Requesting Access: Signatory

Signatories are required to answer two additional questions.

Monitoring Report

Manage Access Requests | Search All DMRs & CORs | **Unscheduled DMRs** | Import DMRs Perform Import Check Results | Update NODI Check Results | Download Blank DMR Form | Session Lockout Timer: 29:06

### Additional Information Required

Please provide additional information associated with the Signatory role.

| Permit ID | Requested Role | Additional Information  |
|-----------|----------------|---|
| LATEST032 | Signatory      | <p>What is your employer's relationship to the facility or facilities?*</p> <p>Facility <span>1</span></p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> |

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# Requesting Access: Signatory

Network Discharge Monitoring Report

DEQ LOUISIANA

Manage Access Requests | Search All DMRs & CORs | Unscheduled DMRs | Import DMRs Perform Import Check Results | Update NODI Check Results | Download Blank DMR Form

Session Lockout Timer: 29:50

### Confirm Access Requests to a Permit and Associated DMRs


The table below contains the access requests that you have entered.


| Permit ID | Requested Role | Additional Information  |
|-----------|----------------|---|
| LATEST032 | Signatory      | <p>What is your employer's relationship to the facility or facilities?*: <span>Facility ▾</span></p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.<br/>The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p><input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></p> |


- Confirm information and then choose to sign via paper or electronically


# Requesting Access: Signatory

Home | My Account | Request Access | Help | Logout      User: NETDMRTRAIN33@GMAIL.COM, Permittee User

 **NetDMR**  
Network Discharge  
Monitoring Report



**Manage** Access Requests    **Search** All DMRs & CORs    **Unscheduled DMRs** Unscheduled DMRs    **Import DMRs** Perform Import Check Results    **Update NODI** Check Results    **Download** Blank DMR Form     Session

 **Confirm Access Requests to a Permit and Associated DMRs**

The table below contains the access requests that you have entered.

| Permit ID | Requested Role | Additional Information   |
|-----------|----------------|--|
| LATEST032 | Signatory      | <p>What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/></p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input checked="" type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <input type="text" value="Train User 032"/></p> <p>Responsible Official Title: <input type="text" value="Tester"/></p> <p>Responsible Official Phone Number: <input type="text" value="225-219-3752"/></p> <p>Responsible Official Email Address: <input type="text" value="netdmrtrain32@gmail.com"/></p> <p><input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></p> |

- Confirm information and before choosing to sign via paper or electronically:
  - Consult with the Responsible Official (RO) to determine if RO will sign electronically or via paper
  - If RO will sign electronically, RO will be required to have Permittee (signature) rights in CDX
  - If RO does not want a CDX account, a paper Subscriber Agreement must be submitted

# Requesting Access: Signatory

The screenshot displays the NetDMR (Network Discharge Monitoring Report) web application. The top navigation bar includes links for Home, My Account, Request Access, Help, and Logout, along with the user's email address: netdmrtrain32@gmail.com. The main header features the NetDMR logo and the text "Network Discharge Monitoring Report". Below the header is a menu with six categories: Manage Access Requests, Search All DMRs & CORs Permits Users, Unscheduled DMRs, Import DMRs Perform Import Check Results, Update NODI Check Results, and View Permits Users DMR Si. A green dashed box contains a message: "You have chosen to sign a hard copy of your Subscriber Agreement. Your request will be in Pending status until you print and sign the paper Subscriber Agreement(s), and mail it to your Regulatory Authority for the request to be processed. To print additional copies, go to My Account." Below this is a browser window showing the "Subscriber Agreement - Google Chrome" page. The browser address bar shows the URL: https://netdmrtest.epacdx.net/netdmr-web/protected/subscriber\_agreement.htm?\_flowId=subscribe... The page content includes a "Print" and "Close" button, followed by the following information: Agency: Louisiana DEQ, Subscriber Agreement Number: 8b499232-3bc8-47f7-a019-21b4ff0c6598, Generated On: 2017-10-25 16:45:14.0, and Account Reference: 1303. Below this is the "NetDMR Subscriber Agreement Instructions Page" with the text: "This form can be used for permits issued by: Louisiana DEQ, hereafter referred to as 'the Regulatory Authority'". The section "A. Signatory Authority Information" is followed by the text: "The Signatory Authority is the individual that intends to sign DMRs and signs this Subscriber Agreement in Section E." and a list of user details: User Name: netdmrtrain32@gmail.com, Subscriber Name: Training User 32, and Organization: Louisiana Department of Environmental Quality.

- Sign via Paper- Signatories must print, sign, and mail their entire subscriber agreement to LDEQ for approval.
- Signatures must be original, wet ink signatures.


# Requesting Access: Signatory

Home | My Account | Request Access | Help | Logout User: netdmrtrain32@gmail.com, Pe



## NetDMR

Network Discharge  
Monitoring Report



**Manage**  
Access Requests

**Search**  
All DMRs & CORs  
Permits  
Users

**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**View**  
Permits  
Users  
DMR Signing St

**Please sign the Subscriber Agreement(s) by clicking the 'Sign Electronically' button below.**

If you are a **Responsible Official**, your request will be sent directly to the Regulatory Authority via email. If you are a **Duly Authorized Representative**, your Responsible Official must access NetDMR to approve your request before it is sent to the Regulatory Authority.

Your status will be **Pending** until your request is approved by the Regulatory Authority. Thank you for choosing to sign your Subscriber Agreement electronically.

Agency: *Louisiana DEQ*  
Subscriber Agreement Number: *e584d991-dee3-457a-9983-ae2e6590dad1*  
Generated On: *2017-10-25 17:03:04.0*  
Account Reference: *1303*

*NetDMR Subscriber Agreement Instructions Page*  
*This form can be used for permits issued by: Louisiana DEQ, hereafter referred to as "the Regulatory Authority".*

### A. Signatory Authority Information

The Signatory Authority is the individual that intends to sign DMRs and signs this Subscriber Agreement in Section E.

|                         |  |
|-------------------------|--|
| <b>User Name:</b>       | netdmrtrain32@gmail.com                          |
| <b>Subscriber Name:</b> | Training User 32                                 |
| <b>Organization:</b>    | Louisiana Department of Environmental<br>Quality |

- Sign Electronically-Signatories must review the subscriber agreement before the “Sign Subscriber Agreement(s)” button is activated



# Requesting Access: Signatory

- Sign Electronically- Signatories must enter their password, answer a security question and click sign to finish signing electronically

[Home](#) | [My Account](#) | [Request Access](#) | [Help](#) | [Logout](#)

User: netdmrtrain22@gmail.com, Permittee User



**NetDMR**  
Network Discharge  
Monitoring Report



#### Manage

Access Requests

#### Search

All DMRs & CORs  
Permits  
Users

#### Unscheduled DMRs

Unscheduled DMRs

#### Import DMRs

Perform Import  
Check Results

#### Update NODI

Check Results

#### View

Permits  
Users  
DMR Signing Status

#### Down

Blank

## eSignature Authorization

### 1. Authenticate

Login to CDX

**User:**

netdmrtrain22@gmail.com

**Password:**

### 2. Verify

**Question:**

What is the name of your home town newspaper?

**Answer:**

### 3. Sign




# Requesting Access: Signatory

- Sign Electronically- if you do not electronically sign as above, you can go under “my account/my permits” and click sign

## My Permits

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.

Showing 4 Permits

| <u>Permit Id</u> | <u>Access Rights</u> | <u>Access Status</u> | <u>Subscriber Agreement</u>  |  | <u>Responsible Official Email</u> | <u>Process</u> | <u>Request Date</u>  | <u>Update Date</u>   | <u>Delete Access Rights</u> |
|------------------|----------------------|----------------------|--|--|-----------------------------------|----------------|----------------------|----------------------|-----------------------------|
| LATEST031        | Signatory            | Pending              |  832a8a0a-5a6b-4daa-b700-7366ec9fc6ac   |  | kan152528@gmail.com               | Electronic     | 06/15/17<br>02:30 PM | 06/15/17<br>02:30 PM | <input type="checkbox"/>    |
| LATEST022        | View                 | Approved             |  |  |                                   |                | 12/06/13<br>03:15 PM | 12/06/13<br>03:15 PM | <input type="checkbox"/>    |
| LATEST022        | Permit Administrator | Approved             |  |  |                                   |                | 06/30/16<br>08:40 AM | 06/11/17<br>02:55 AM | <input type="checkbox"/>    |
| LATEST022        | Signatory            | Approved             |  612aca99-821f-4e86-8c5c-995d9f54d2d2 |  |                                   | Paper          | 06/29/16<br>03:01 PM | 06/11/17<br>02:55 AM | <input type="checkbox"/>    |

# Subscriber Agreement: For Signatories Only

[Home](#) | [My Account](#) | [Request Access](#) | [Help](#) | [Logout](#)

User: netdmrtrain30@gmail.com, Permittee User



**Manage**  
Access Requests

**Search**  
All DMRs & CORs  
Permits  
Users

**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**View**  
Permits  
Users  
DMR Signing Status

**Download**  
Blank DMR Form

## Manage Access Requests

### Pending Access Requests - Internal

No results.



### Pending Access Requests - External

No results.

### Pending Access Requests - External Signatory

Click the link in the Subscriber Agreement column to review the subscriber agreement before signing.

One item found

| Name             | User Name               | Permit ID | Facility  | Request Date | Update Date | Responsible Official Email | Approve                             | Deny                                | Comment              | Subscriber Agreement  | View Details  |
|------------------|-------------------------|-----------|-----------|--------------|-------------|----------------------------|-------------------------------------|-------------------------------------|----------------------|---|---|
| Training User 32 | netdmrtrain32@gmail.com | LATEST030 | LATEST030 | 10/25/17     | 10/25/17    | netdmrtrain30@gmail.com    | <input type="button" value="Sign"/> | <input type="button" value="Deny"/> | <input type="text"/> |  |  |

# Subscriber Agreement: For Signatories Only

[Home](#) | [My Account](#) | [Request Access](#) | [Help](#) | [Logout](#)

User: netdmrtrain30@gmail.com, Permittee User



**NetDMR**  
Network Discharge  
Monitoring Report



## Manage

Access Requests

## Search

All DMRs & CORs  
Permits  
Users

## Unscheduled DMRs

Unscheduled DMRs

## Import DMRs

Perform Import  
Check Results

## Update NODI

Check Results

## View

Permits  
Users  
DMR Signing Status

## Download



Blank DMR Form

## Manage Access Requests



You have requested to sign the following Signatory request. Please confirm.

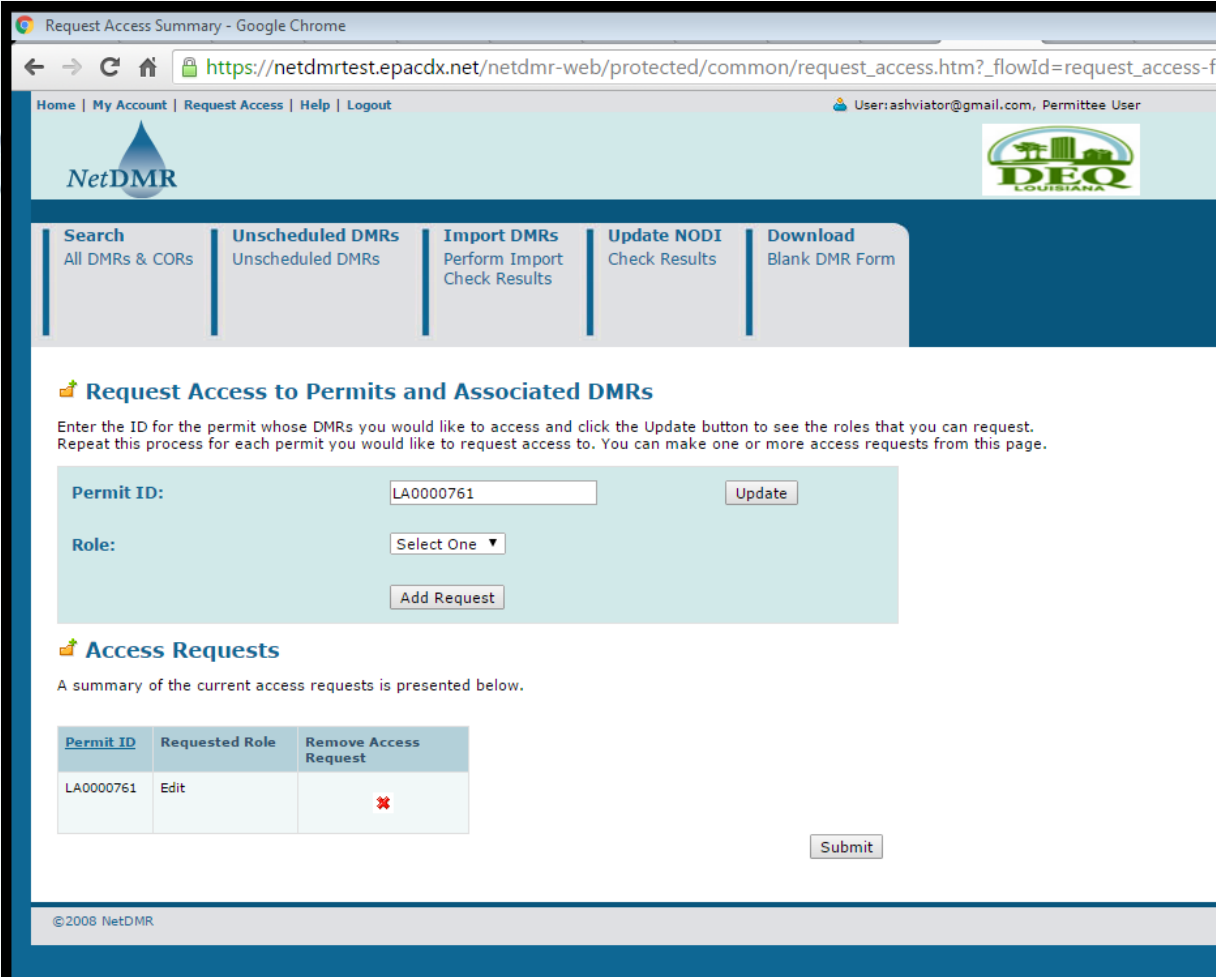
### Pending Access Requests - External Signatory

| Name             | User Name               | Permit ID | Facility  | Request Date | Update Date | Responsible Official Email | Comment | Subscriber Agreement  | View Details  |
|------------------|-------------------------|-----------|-----------|--------------|-------------|----------------------------|---------|---|---|
| Training User 32 | netdmrtrain32@gmail.com | LATEST030 | LATEST030 | 10/25/17     | 10/25/17    | netdmrtrain30@gmail.com    |         |  |  |

Submit

Cancel

# Requesting Access: Edit, View, or Permit Administrator



Request Access Summary - Google Chrome

https://netdmrtest.epacdx.net/netdmr-web/protected/common/request\_access.htm?\_flowId=request\_access-f

Home | My Account | Request Access | Help | Logout

User: ashviator@gmail.com, Permittee User

**NetDMR**

**DEQ LOUISIANA**

- Search**  
All DMRs & CORs
- Unscheduled DMRs**  
Unscheduled DMRs
- Import DMRs**  
Perform Import Check Results
- Update NODI**  
Check Results
- Download**  
Blank DMR Form

### Request Access to Permits and Associated DMRs


Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Permit ID:

Role:

### Access Requests

A summary of the current access requests is presented below.

| Permit ID | Requested Role | Remove Access Request   |
|-----------|----------------|---|
| LA0000761 | Edit           |  |

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# Requesting Access: Edit, View, or Permit Administrator

Confirm Access Requests - Google Chrome  
https://netdmrtest.epacdx.net/netdmr-web/protected/common/request\_access.htm?\_flowId=request\_access-flow&\_flowExecutionKey=e2s10

Home | My Account | Request Access | Help | Logout  
User:ashviator@gmail.com, Permittee User

NetDMR DEQ LOUISIANA

Search: All DMRs & CORs | Unscheduled DMRs | Import DMRs: Perform Import Check Results | Update NODI: Check Results | Download: Blank DMR Form

Session Lockout Timer: 29:51

### Confirm Access Requests

The table below contains the access requests that you have entered. Click *Confirm* to complete submission of these access requests.

| Permit ID | Requested Role | Additional Information |
|-----------|----------------|------------------------|
| LA0000761 | Edit           | N/A                    |

Confirm Cancel

©2008 NetDMR

Access Request(s) Sent - Google Chrome  
https://netdmrtest.epacdx.net/netdmr-web/protected/common/request\_access.htm?\_flowId=request\_access-flow&\_flowExecutionKey=e2s11

Home | My Account | Request Access | Help | Logout  
User:ashviator@gmail.com, Permittee User

NetDMR DEQ LOUISIANA

Search: All DMRs & CORs | Unscheduled DMRs | Import DMRs: Perform Import Check Results | Update NODI: Check Results | Download: Blank DMR Form

Timer: 29:46

### Request Access to a Permit and Associated DMRs

Your access request(s) have been submitted for approval.

Back

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A decorative background on the left side of the slide featuring a close-up, high-speed photograph of water splashing, with numerous clear droplets and bubbles against a light blue background.

# Getting Approved: Signatories

- Subscriber agreements are received (through email or the mail), reviewed, and processed by the Permit Compliance Unit (PCU)
- Subscriber agreement is reviewed for the following:
  - Can the person have signatory rights?
  - Should the signatory be delegated?
  - Did the right person delegate signatory authority?
  - If signed via paper:
    - Is the subscriber agreement complete?
    - Is the signature an original signature?

# Getting Approved: Signatories

- PCU staff prepares the permit for NetDMR reporting
- After the signatory has been approved, a PCU staff member will send an approval email to the signatory
  - Electronically = estimate up to 1 week
  - Via paper = estimate up to 4 weeks for approval





A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Getting Approved: All Other User Roles

- Edit, View, and Permit Administrator users do not have subscriber agreements
- These users may be approved by a Permit Administrator
- Once approved, Edit, View, and Permit Administrator users gain access by the next business day

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Getting Approved: All Other User Roles

- What is a Permit Administrator?
  - Sole function is to approve NetDMR access requests
  - All signatories are Permit Administrators
  - Other users may request Permit Administrator access
    - A Permit Administrator can approve a pending Permit Administrator request.

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Follow Along in Test

- Use the log-in information from the cover of your card
- You are already approved as signatory and permit administrator on the permit on your card

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Request Access in Test

- Request “Signatory” to permit #  
LATEST001
- Request “Edit or View” to your  
neighbor’s card permit #

# Time for a Break!



# Entering DMR Data



- Things to consider:
  - Who currently fills out my DMRs?  
Yourself, a lab, or a consultant?
    - Whomever is responsible for entering the DMR data will need their own account, and will need to request access to your permit(s) as an Edit user
  - Backup Edit users are recommended
  - Some permittees designate Edit users to review DMR data
  - There is no limit to the number of Edit users

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Entering DMR Data

- Before you begin:
  - Gather your sample data, and make all necessary calculations prior to data entry
    - NetDMR will not make calculations for you
  - Permit limits, sample type, and frequency of analysis are hard coded to permit specifications

# Entering DMR Data

## 1. Search for DMRs

Recommended:  
Search by  
Permit ID and  
Monitoring  
Period End Date  
Range

The screenshot shows the NetDMR web application interface. The browser address bar displays the URL: [https://netdmrtest.epacdx.net/netdmr-web/protected/permitadmin\\_access\\_request.htm?\\_flowId=permitadmin\\_access\\_request\\_user-flow&\\_flowExecut](https://netdmrtest.epacdx.net/netdmr-web/protected/permitadmin_access_request.htm?_flowId=permitadmin_access_request_user-flow&_flowExecut). The user is logged in as "User:lanetdmrpa@gmail.com, Permittee User".

The main navigation bar includes the following links: Manage Access Requests, Search All DMRs & CORs Permits Users, Unscheduled DMRs Unscheduled DMRs, Import DMRs Perform Import Check Results, Update NODI Check Results, View Permits Users, and Download Blank DMR Form. A session lockout timer shows 29:37.

The search interface is titled "Search:" and has tabs for "All DMRs & CORs", "DMRs Ready to Submit", "Permit ID", and "Users". The "All DMRs & Copies of Record (CORs)" tab is selected.

The search criteria section includes the following fields:

- Permit ID:** All (dropdown) [Update]
- Facility:** All (dropdown) [Update]
- Permitted Feature:** All (dropdown) [Update]
- Discharge:** All (dropdown)
- Monitoring Period End Date Range:** [ ] [ ] (mm/dd/yyyy)
- Edited or Submitted By:** All (dropdown)
- Status:** Ready for Data Entry, NetDMR Validation Errors, NetDMR Validated, Imported, Signed & Submitted, Submission Errors/Warnings, Completed (dropdown) [All] (Hold down CTRL or Mac command key to select/deselect multiple)
- Scheduled/Unscheduled:** All (dropdown)
- COR Confirmation #:** [ ]

Buttons for "Search" and "Clear All Fields" are located at the bottom of the search criteria section.

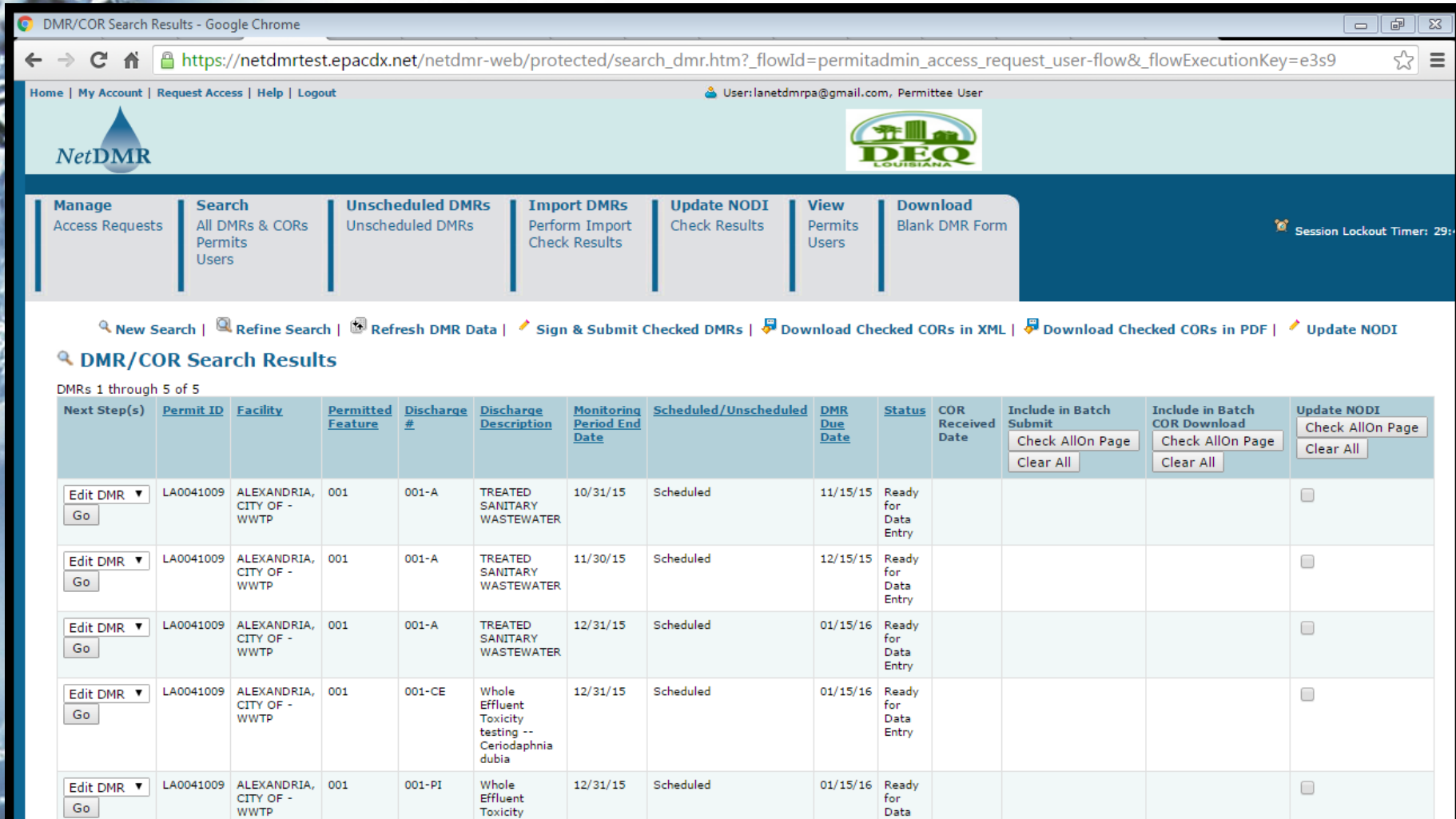
At the bottom left of the page, there is a green checkmark icon and the text "Pending Access Requests".

| Date    | Time     | Action |
|---------|----------|--------|
| 2/2/16  | 2:51 PM  | -      |
| 6/24/15 | 11:39 AM | -      |
| 6/23/15 | 7:57 AM  | -      |
| 6/22/15 | 1:49 PM  | -      |
| 6/22/15 | 1:46 PM  | -      |
| 10/8/14 | 1:20 PM  | -      |
| 8/4/14  | 9:32 AM  | -      |
| 7/15/14 | 8:11 AM  | -      |
| 7/11/14 | 8:57 AM  | -      |
| 7/11/14 | 8:57 AM  | -      |



# Entering DMR Data

## 2. Select Edit DMR; Click Go



The screenshot shows the NetDMR web application interface. At the top, there is a navigation bar with links for Home, My Account, Request Access, Help, and Logout. The user is logged in as 'lanetdmrpa@gmail.com, Permittee User'. The main header features the NetDMR logo and the Louisiana Department of Environmental Quality (DEQ) logo. Below the header is a menu with options: Manage Access Requests, Search All DMRs & CORs Permits Users, Unscheduled DMRs Unscheduled DMRs, Import DMRs Perform Import Check Results, Update NODI Check Results, View Permits Users, and Download Blank DMR Form. A session lockout timer is visible in the top right corner.

Below the menu, there are several action links: New Search, Refine Search, Refresh DMR Data, Sign & Submit Checked DMRs, Download Checked CORs in XML, Download Checked CORs in PDF, and Update NODI.

The main content area is titled 'DMR/COR Search Results' and shows 'DMRs 1 through 5 of 5'. A table displays the search results with columns for Next Step(s), Permit ID, Facility, Permitted Feature, Discharge #, Discharge Description, Monitoring Period End Date, Scheduled/Unscheduled, DMR Due Date, Status, COR Received Date, Include in Batch Submit, Include in Batch COR Download, and Update NODI. Each row includes an 'Edit DMR' dropdown menu and a 'Go' button.

| Next Step(s)   | Permit ID | Facility                   | Permitted Feature | Discharge # | Discharge Description                                 | Monitoring Period End Date | Scheduled/Unscheduled | DMR Due Date | Status               | COR Received Date | Include in Batch Submit        | Include in Batch COR Download  | Update NODI                    |
|----------------|-----------|----------------------------|-------------------|-------------|---|----------------------------|-----------------------|--------------|----------------------|-------------------|--------------------------------|--------------------------------|--------------------------------|
| Edit DMR<br>Go | LA0041009 | ALEXANDRIA, CITY OF - WWTP | 001               | 001-A       | TREATED SANITARY WASTEWATER                           | 10/31/15                   | Scheduled             | 11/15/15     | Ready for Data Entry |                   | Check All On Page<br>Clear All | Check All On Page<br>Clear All | Check All On Page<br>Clear All |
| Edit DMR<br>Go | LA0041009 | ALEXANDRIA, CITY OF - WWTP | 001               | 001-A       | TREATED SANITARY WASTEWATER                           | 11/30/15                   | Scheduled             | 12/15/15     | Ready for Data Entry |                   |                                |                                | Check All On Page<br>Clear All |
| Edit DMR<br>Go | LA0041009 | ALEXANDRIA, CITY OF - WWTP | 001               | 001-A       | TREATED SANITARY WASTEWATER                           | 12/31/15                   | Scheduled             | 01/15/16     | Ready for Data Entry |                   |                                |                                | Check All On Page<br>Clear All |
| Edit DMR<br>Go | LA0041009 | ALEXANDRIA, CITY OF - WWTP | 001               | 001-CE      | Whole Effluent Toxicity testing -- Ceriodaphnia dubia | 12/31/15                   | Scheduled             | 01/15/16     | Ready for Data Entry |                   |                                |                                | Check All On Page<br>Clear All |
| Edit DMR<br>Go | LA0041009 | ALEXANDRIA, CITY OF - WWTP | 001               | 001-PI      | Whole Effluent Toxicity                               | 12/31/15                   | Scheduled             | 01/15/16     | Ready for Data       |                   |                                |                                | Check All On Page<br>Clear All |



A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Entering DMR Data

- Three types of lists:
  - Frequency of Analysis
  - Sample Type
  - Units
- All are coded to permit specifications, but may be changed to reflect what actually occurred during the monitoring period

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Frequency of Analysis

- Common Frequency of Analysis codes:
  - 01/30, 01/07, 01/90, etc.
  - Can't find a code that applies? Use 999; stands for "See Comments" and write the frequency of analysis in the comment section.
    - Example: sample pulled 5 times in a quarter; there is no 05/90 code. Use 999 and write in the comment section "Frequency of Analysis for this monitoring period was five times per quarter."

# Sample Type

- Common Sample Type codes:
  - GR, 24, RC, ES, etc.  
grab, 24 hr composite, recorder, estimate
  - Can't find a code that applies? Use 999; stands for "See Comments" and write the sample type in the comment section.
    - Example: Permit requires continuous monitoring but the flow meter goes down; personnel might need to report estimated or measured flow values. Use 999 and document in comment section if can't find appropriate code.

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Units of Measurement

- Common Unit codes:
  - 19, 12, 03, etc.  
Stands for: mg/l, Standard Units (pH), Million Gallons per Day (MGD)
- Typically, unit codes won't change
  - Exception: permit requires flow to be reported in Gallons Per Day; flow meter records in MGD.
  - You can either make the conversion or type in the data as is and change unit code.

# Entering DMR Data

## 4. Click Save & Continue; address Edit Check Errors (if any)

Edit DMR - Google Chrome  
[https://netdmrtest.epacdx.net/netdmr-web/protected/edit\\_dmr.htm?\\_flowid=permitadmin\\_access\\_request\\_user-flow&\\_flowExecutionKey=e3s11](https://netdmrtest.epacdx.net/netdmr-web/protected/edit_dmr.htm?_flowid=permitadmin_access_request_user-flow&_flowExecutionKey=e3s11)

| Code               | Name                                     | NODI                    | Quantity or Loading    |         |                            | Quality or Concentration         |                                 |                            | # of Ex. | Freq. of Analysis | Smpl. Type      |
|--------------------|--|-------------------------|------------------------|---------|----------------------------|----------------------------------|---------------------------------|----------------------------|----------|-------------------|-----------------|
|                    |  |                         | Value 1                | Value 2 | Units                      | Value 1                          | Value 2                         | Value 3                    |          |                   |                 |
| 00310              | BOD, 5-day, 20 deg. C                    | Smpl.                   | 3289                   |         | lb/d                       | 15                               | 23                              | mg/L                       |          | 03/07             | 12              |
| 1 - Effluent Gross |  |                         |                        |         |                            |                                  |                                 |                            |          |                   |                 |
| Season: 0          | Req.                                     | <= 5504 Monthly Average |                        |         | Pounds per Day             | <= 30 Monthly Average            | <= 45 Weekly Average            | Milligrams per Liter       |          | Three Per Week    | COMP12          |
| NODI: ▾            | NODI                                     | ▾                       |                        |         |                            | ▾                                | ▾                               |                            |          |                   |                 |
| 00400              | pH                                       | Smpl.                   |                        |         |                            | 7.2                              | 7.8                             | SU                         |          | 03/07             | GR              |
| 1 - Effluent Gross |  |                         |                        |         |                            |                                  |                                 |                            |          |                   |                 |
| Season: 0          | Req.                                     |                         |                        |         | >= 6 Instantaneous Minimum |                                  | <= 9 Instantaneous Maximum      | Standard Units             |          | Three Per Week    | GRAB            |
| NODI: ▾            | NODI                                     |                         |                        |         | ▾                          |                                  | ▾                               |                            |          |                   |                 |
| 00530              | Solids, total suspended                  | Smpl.                   | 8723                   |         | lb/d                       | 40                               | 57                              | mg/L                       |          | 03/07             | 12              |
| 1 - Effluent Gross |  |                         |                        |         |                            |                                  |                                 |                            |          |                   |                 |
| Season: 0          | Req.                                     | <= 5504 Monthly Average |                        |         | Pounds per Day             | <= 30 Monthly Average            | <= 45 Weekly Average            | Milligrams per Liter       |          | Three Per Week    | COMP12          |
| NODI: ▾            | NODI                                     | ▾                       |                        |         |                            | ▾                                | ▾                               |                            |          |                   |                 |
| 50050              | Flow, in conduit or thru treatment plant | Smpl.                   | 1,456                  | 2/312   | MGD                        |                                  |                                 |                            |          | 09/09             | RC              |
| 1 - Effluent Gross |  |                         |                        |         |                            |                                  |                                 |                            |          |                   |                 |
| Season: 0          | Req.                                     | Req Mon Monthly Average | Req Mon Weekly Average |         | Million Gallons per Day    |                                  |                                 |                            |          | Continuous        | Recorder (auto) |
| NODI: ▾            | NODI                                     | ▾                       | ▾                      |         |                            |                                  |                                 |                            |          |                   |                 |
| 74055              | Coliform, fecal general                  | Smpl.                   |                        |         |                            |                                  |                                 | 0000                       | 0000     | #/100mL           | GR              |
| 1 - Effluent Gross |  |                         |                        |         |                            |                                  |                                 |                            |          |                   |                 |
| Season: 0          | Req.                                     |                         |                        |         |                            | <= 200 Monthly Average Geometric | <= 400 Weekly Average Geometric | Number per 100 Milliliters |          | Three Per Week    | GRAB            |
| NODI: ▾            | NODI                                     |                         |                        |         |                            | ▾                                | ▾                               |                            |          |                   |                 |

**Edit Check Errors**




| Code  | Name                                     | Monitoring Location | Season ID | Field                                   | Type | Description  | Acknowledge              |
|-------|--|---------------------|-----------|---|------|--|--------------------------|
| 00530 | Solids, total suspended                  | Effluent Gross      | 0         | Quantity or Loading Sample Value 1      | Soft | The provided sample value is outside the permit limit.                               | <input type="checkbox"/> |
| 00530 | Solids, total suspended                  | Effluent Gross      | 0         | Quality or Concentration Sample Value 2 | Soft | The provided sample value is outside the permit limit.                               | <input type="checkbox"/> |
| 00530 | Solids, total suspended                  | Effluent Gross      | 0         | Quality or Concentration Sample Value 3 | Soft | The provided sample value is outside the permit limit.                               | <input type="checkbox"/> |
| 50050 | Flow, in conduit or thru treatment plant | Effluent Gross      | 0         | Quantity or Loading Sample Value 2      | Hard | Value fields may contain numbers and special characters "*", "-", "+", and "." only. | <input type="checkbox"/> |
| 74055 | Coliform, fecal general                  | Effluent Gross      | 0         | Quality or Concentration Sample Value 2 | Soft | The provided sample value is outside the permit limit.                               | <input type="checkbox"/> |
| 74055 | Coliform, fecal general                  | Effluent Gross      | 0         | Quality or Concentration Sample Value 3 | Soft | The provided sample value is outside the permit limit.                               | <input type="checkbox"/> |

# Edit Check Errors

- Two types of Edit Check Errors:
  - Hard errors: must be **fixed** before DMR data can be saved.
  - Soft errors: must be **fixed** or **acknowledged** before DMR data can be saved.



# Edit Check Errors

|   |  |       |                         |                        |                                  |                                 |                            |  |                |                 |
|---|--|-------|-------------------------|------------------------|----------------------------------|---------------------------------|----------------------------|--|----------------|-----------------|
|  | Solids, total suspended                  | Smpl. | = ▾ 6723                | lb/d<br>List ▾         | = ▾ 40                           | = ▾ 57                          | mg/L<br>List ▾             |  | 03/07 ▾        | 12 ▾            |
| 1 - Effluent Gross  |  | Req.  | <= 5504 Monthly Average | Pounds per Day         | <= 30 Monthly Average            | <= 45 Weekly Average            | Milligrams per Liter       |  | Three Per Week | COMP12          |
| Season:   | 0  | NODI: | ▾                       |                        | ▾                                | ▾                               |                            |  |                |                 |
|  | Flow, in conduit or thru treatment plant | Smpl. | = ▾ 1.456               | MGD<br>List ▾          | = ▾ 2/312                        |                                 |                            |  | 99/99 ▾        | RC ▾            |
| 1 - Effluent Gross  |  | Req.  | Req Mon Monthly Average | Req Mon Weekly Average | Million Gallons per Day          |                                 |                            |  | Continuous     | Recorder (auto) |
| Season:   | 0  | NODI: | ▾                       | ▾                      |                                  |                                 |                            |  |                |                 |
|  | Coliform, fecal general                  | Smpl. |                         |                        | > ▾ 6000                         | > ▾ 6000                        | #/100mL<br>List ▾          |  | 03/07 ▾        | GR ▾            |
| 1 - Effluent Gross  |  | Req.  |                         |                        | <= 200 Monthly Average Geometric | <= 400 Weekly Average Geometric | Number per 100 Milliliters |  | Three Per Week | GRAB            |
| Season:   | 0  | NODI: | ▾                       | ▾                      | ▾                                | ▾                               |                            |  |                |                 |

## Edit Check Errors

| Code  | Name                                     | Monitoring Location | Season ID | Field                                   | Type | Description   | Acknowledge              |
|-------|--|---------------------|-----------|---|------|---|--------------------------|
| 00530 | Solids, total suspended                  | Effluent Gross      | 0         | Quantity or Loading Sample Value 1      | Soft | The provided sample value is outside the permit limit.                                | <input type="checkbox"/> |
| 00530 | Solids, total suspended                  | Effluent Gross      | 0         | Quality or Concentration Sample Value 2 | Soft | The provided sample value is outside the permit limit.                                | <input type="checkbox"/> |
| 00530 | Solids, total suspended                  | Effluent Gross      | 0         | Quality or Concentration Sample Value 3 | Soft | The provided sample value is outside the permit limit.                                | <input type="checkbox"/> |
| 50050 | Flow, in conduit or thru treatment plant | Effluent Gross      | 0         | Quantity or Loading Sample Value 2      | Hard | Value fields may contain numbers and special characters ".", "-", "+", and ":", only. | <input type="checkbox"/> |
| 74055 | Coliform, fecal general                  | Effluent Gross      | 0         | Quality or Concentration Sample Value 2 | Soft | The provided sample value is outside the permit limit.                                | <input type="checkbox"/> |
| 74055 | Coliform, fecal general                  | Effluent Gross      | 0         | Quality or Concentration Sample Value 3 | Soft | The provided sample value is outside the permit limit.                                | <input type="checkbox"/> |

# Edit Check Errors

- Hard Error
  - Example: Typing in 2/312 instead of 2.312
  - How to fix it: Correct the typo and click Save & Continue
- Soft Error
  - Examples: violations exceeding the permit limit; leaving a data entry field blank
  - How to fix it: Verify that the data was entered correctly; click Acknowledge checkbox; click Save & Continue

# No Data Indicator (NODI)

- Indicates a reason for no sample results
- 3 Options:
  - Form Level (#1): applies to entire DMR
  - Parameter Level (#2): applies to entire parameter
  - Individual Value Field (#3): applies only to an individual field for that parameter

#1

**No Data Indicator (NODI)**

Form NODI:

| Parameter                  |                       | NODI<br><input type="button" value="List"/> | Quantity or Loading |         |       | Quality or Concentration |         |                         |  | # of Ex. | Freq. of Analysis<br><input type="button" value="List"/> | Smpl. Type<br><input type="button" value="List"/> |
|----------------------------|-----------------------|---|---------------------|---------|-------|--------------------------|---------|-------------------------|--|----------|--|---|
| Code ▲                     | Name                  |   | Value 1             | Value 2 | Units | Value 1                  | Value 2 | Value 3                 | Units                                    |          |  |   |
| 00310                      | BOD, 5-day, 20 deg. C | Smpl.                                       |                     |         |       |                          |         | = <input type="text"/>  | mg/L <input type="button" value="List"/> |          |  |   |
| 1 - Effluent Gross         |                       |   |                     |         |       |                          |         |                         |  |          | 02/YR <input type="button" value="List"/>                | GR <input type="button" value="List"/>            |
| Season: 0                  |                       | Req.  |                     |         |       |                          |         | #3 <= 45 Weekly Average | Milligrams per Liter                     |          | Semiannual   | GRAB  |
| NODI: <input type="text"/> |                       | NODI  |                     |         |       |                          |         | <input type="text"/>    |  |          |  |   |

#2

#3

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# No Data Indicator (NODI)

- Common NODI codes:
  - **NODI C:** No Discharge; form level
  - **NODI E:** Analysis Not Conducted/No Sample Taken; form level or parameter level
  - **NODI 9:** Conditional Monitoring/Not Required This Period (applies for biomonitoring retests when no retest was needed, etc.); parameter level or individual value level

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# No Data Indicator (NODI)

- Common NODI codes, continued:
  - **NODI D:** Lost Sample/Data Not Available (applies if lab exceeded holding time); parameter level or individual value level
  - **NODI G:** Sampling Equipment Failure (applies if flow meter is down); parameter level or individual value level
  - **NODI 8:** Other (See comments); *use as last resort*

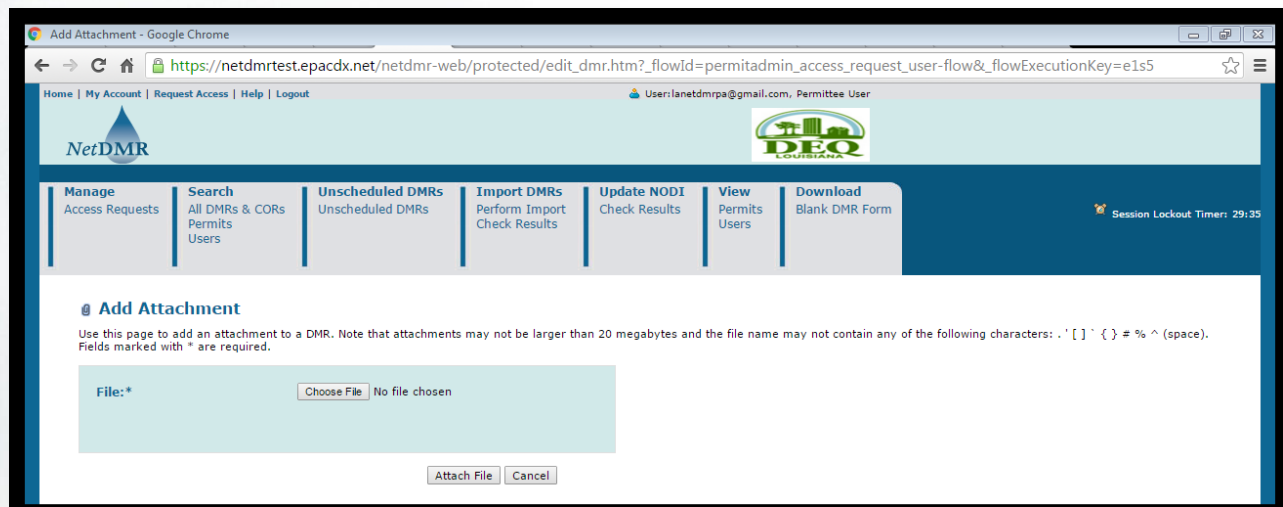
A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Comments Field

- Can be used to provide additional information using the comments field (>2000 characters)
- Examples:
  - Non-Compliance Report information, in paragraph form
  - Additional information to know about a particular DMR

# Attachments

- Attachments work similarly to email attachments
- Click Add Attachment, browse computer files



The screenshot shows a web browser window with the URL [https://netdmrtest.epacdx.net/netdmr-web/protected/edit\\_dmr.htm?\\_flowId=permitadmin\\_access\\_request\\_user-flow&\\_flowExecutionKey=e1s5](https://netdmrtest.epacdx.net/netdmr-web/protected/edit_dmr.htm?_flowId=permitadmin_access_request_user-flow&_flowExecutionKey=e1s5). The page title is "Add Attachment - Google Chrome". The browser's address bar shows the URL. The page header includes navigation links: Home | My Account | Request Access | Help | Logout. The user is logged in as "User:lanetdmrpa@gmail.com, Permittee User". The page features the NetDMR logo and the DEQ logo. A navigation menu contains the following items: Manage Access Requests, Search All DMRs & CORs Permits Users, Unscheduled DMRs Unscheduled DMRs, Import DMRs Perform Import Check Results, Update NODI Check Results, View Permits Users, and Download Blank DMR Form. A "Session Lockout Timer: 29:35" is displayed in the top right corner. The main content area is titled "Add Attachment" and contains the following text: "Use this page to add an attachment to a DMR. Note that attachments may not be larger than 20 megabytes and the file name may not contain any of the following characters: . ' [ ] { } # % ^ (space). Fields marked with \* are required." Below this text is a file selection area with a "File:\*" label, a "Choose File" button, and the text "No file chosen". At the bottom of the form are "Attach File" and "Cancel" buttons.

# Attachments

- **PDF format is required**
  - NetDMR will accept other file formats, but LDEQ requires PDF format for proper transfer to EDMS
- Recommendations:
  - short, simple file names
  - no spaces/ special characters in file name
  - no zip files



A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Review Your DMR

- ✓ Data has been entered
- ✓ Edit Check Errors have been addressed and acknowledged
- ✓ Comments and/or attachments have been added
- Review the DMR data before signing and submitting

# DMR Statuses

- Every DMR has a status
- Common DMR Statuses:
  - Blank DMR Status: **Ready for Data Entry**
  - DMR with saved data, ready to be signed and submitted: **NetDMR Validated**
  - DMR with saved data, but contains errors: **NetDMR Validation Errors**

# DMR Statuses

- In order to be signed, the DMR Status must be “NetDMR Validated”
- A DMR with “NetDMR Validation Errors” must be addressed before being signed and submitted
  - Examples that could cause errors: unaddressed hard errors or unacknowledged soft errors
  - How to fix it: address or acknowledge errors and click Save & Continue

# COR Statuses

- A DMR that has been signed and submitted is considered a Copy of Record (COR)
- Common COR Statuses:
  - DMR that has been signed, but data has not been transferred to EPA's national database: **Signed & Submitted**
  - DMR that has been signed, and data has been transferred to EPA's national database: **Completed**

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# Signing and Submitting DMRs

- ✓ Data has been entered
- ✓ Edit Check Errors have been addressed and acknowledged
- ✓ Comments and/or attachments have been added
- ✓ Review the DMR data before signing and submitting
- Signatory: Sign and Submit DMR

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Signing and Submitting DMRs

- Before you begin:
  - Edit user should notify Signatory that there are DMRs ready to be signed and submitted; NetDMR will not do this for you

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# Signing and Submitting DMRs

- The Signatory should log in to his account
- Click on the “DMRs Ready to Submit” tab
- Submit DMRs through a batch sign & submit process

# Signing and Submitting DMRs

1. Click on the “DMRs Ready to Submit” tab

The screenshot displays the NetDMR web application interface. The browser address bar shows the URL: [https://netdmrtest.epacdx.net/netdmr-web/protected/permitadmin\\_access\\_request.htm?\\_flowId=permitadmin\\_access\\_request\\_user-flow&\\_flowExecut](https://netdmrtest.epacdx.net/netdmr-web/protected/permitadmin_access_request.htm?_flowId=permitadmin_access_request_user-flow&_flowExecut). The user is logged in as 'lanetdmpa@gmail.com, Permittee User'. The interface features a navigation menu with tabs: 'All DMRs & CORs', 'DMRs Ready to Submit', 'Permit ID', and 'Users'. The 'DMRs Ready to Submit' tab is highlighted with a red circle and a red '1' next to it. Below the navigation menu, there is a search section with various filters: Permit ID, Facility, Permitted Feature, Discharge, Monitoring Period End Date Range, Edited or Submitted By, Status, and Scheduled/Unscheduled. The Status dropdown menu is open, showing options: 'Ready for Data Entry', 'NetDMR Validation Errors', 'NetDMR Validated', 'Imported', 'Signed & Submitted', 'Submission Errors/Warnings', and 'Completed'. A 'Last 10 Logins' table is visible on the right side of the page.

| Last 10 Logins |          |   |
|----------------|----------|---|
| 2/3/16         | 1:05 PM  | - |
| 2/3/16         | 9:38 AM  | - |
| 2/2/16         | 2:51 PM  | - |
| 6/24/15        | 11:39 AM | - |
| 6/23/15        | 7:57 AM  | - |
| 6/22/15        | 1:49 PM  | - |
| 6/22/15        | 1:46 PM  | - |
| 10/8/14        | 1:20 PM  | - |
| 8/4/14         | 9:32 AM  | - |
| 7/15/14        | 8:11 AM  | - |

At the bottom of the page, there is a green checkmark icon and the text 'Pending Access Requests'.



# Signing and Submitting DMRs

## 2. Click Search under All DMRs

The screenshot shows the NetDMR web application interface. The browser address bar displays the URL: [https://netdmrtest.epacdx.net/netdmr-web/protected/permitadmin\\_access\\_request.htm?\\_flowId=permitadm](https://netdmrtest.epacdx.net/netdmr-web/protected/permitadmin_access_request.htm?_flowId=permitadm). The user is logged in as 'lanetdmrpa@gmail.com, Permittee User'. The main navigation bar includes links for Home, My Account, Request Access, Help, and Logout. The NetDMR logo and the Louisiana Department of Environmental Quality (DEQ) logo are visible. The main content area features several tabs: Manage Access Requests, Search All DMRs & CORs Permits Users, Unscheduled DMRs, Import DMRs, Update NODI, View Permits Users, and Download Blank DMR Form. The 'Search' tab is active, and the 'All DMRs & CORs' sub-tab is selected. Below the tabs, there is a section titled 'DMRs Ready to Submit' with a search bar and a 'Search' button. A red circle highlights the 'Search' button, and a blue circle with the number '2' is placed next to it. Below the search bar, there are dropdown menus for 'DMRs for Permit ID' (with value 'LA0059951') and 'DMRs for Facility' (with value 'CHEMICAL WASTE MANAGEMENT, INC'). To the right of the search section, there is a 'Last 10 Logins' table.

| Last 10 Logins |          |                                  |
|----------------|----------|----------------------------------|
| 2/3/16         | 1:05 PM  | <a href="#">1 DMR submitted.</a> |
| 2/3/16         | 9:38 AM  | -                                |
| 2/2/16         | 2:51 PM  | -                                |
| 6/24/15        | 11:39 AM | -                                |
| 6/23/15        | 7:57 AM  | -                                |
| 6/22/15        | 1:49 PM  | -                                |
| 6/22/15        | 1:46 PM  | -                                |
| 10/8/14        | 1:20 PM  | -                                |
| 8/4/14         | 9:32 AM  | -                                |
| 7/15/14        | 8:11 AM  | -                                |

# Signing and Submitting DMRs

3. Click the “Check All on Page” button under “Include in Batch Submit” header
4. Click “Sign & Submit Checked DMRs”

Do you see all of the DMRs that you expect to submit?

DMR/COR Search Results - Google Chrome

https://netdmrtest.epacdx.net/netdmr-web/protected/search\_dmr.htm?\_flowid=permitadmin\_access\_request\_user-flow&\_flowExecutionKey=e6s2

User:lanetdmrpa@gmail.com, Permittee User

NetDMR

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Manage Access Requests | Search All DMRs & CORs Permits Users | Unscheduled DMRs Unscheduled DMRs | Import DMRs Perform Import Check Results | Update NODI Check Results | View Permits Users | Download Blank DMR Form | Session Logout

New Search | Refine Search | Refresh Data | **4** Sign & Submit Checked DMRs | Download Checked CORs in XML | Download Checked CORs in PDF | Update NODI

DMR/COR Search Results

DMRs 1 through 3 of 3

| Next Step(s)   | Permit ID | Facility        | Permitted Feature | Discharge # | Discharge Description       | Monitoring Period End Date | Scheduled/Unscheduled | DMR Due Date | Status           | Received Date | Include in Batch Submit<br>Check All on Page<br>Clear All | Include in Batch COR Download<br>Check All on Page<br>Clear All | Update NODI<br>Check All on<br>Clear All |
|----------------|-----------|-----------------|-------------------|-------------|-----------------------------|----------------------------|-----------------------|--------------|------------------|---------------|---|---|--|
| Edit DMR<br>Go | LA0059951 | WALKER, TOWN OF | 001               | 001-A       | TREATED SANITARY WASTEWATER | 10/31/15                   | Scheduled             | 11/15/15     | NetDMR Validated |               | <input checked="" type="checkbox"/>                       | <input type="checkbox"/>  | <input type="checkbox"/>                 |
| Edit DMR<br>Go | LA0059951 | WALKER, TOWN OF | 001               | 001-A       | TREATED SANITARY WASTEWATER | 11/30/15                   | Scheduled             | 12/15/15     | NetDMR Validated |               | <input checked="" type="checkbox"/>                       | <input type="checkbox"/>  | <input type="checkbox"/>                 |
| Edit DMR<br>Go | LA0059951 | WALKER, TOWN OF | 001               | 001-A       | TREATED SANITARY WASTEWATER | 12/31/15                   | Scheduled             | 01/15/16     | NetDMR Validated |               | <input checked="" type="checkbox"/>                       | <input type="checkbox"/>  | <input type="checkbox"/>                 |

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# Signing and Submitting DMRs

- Required: click checkbox for “Include in Submission”
- Optional: click checkbox for “Add COR and attachments to Email notification”
- Provide password and click Submit
- Answer security question and click Submit
- Unique Submission Confirmation number is given once DMRs are submitted

# Signing and Submitting DMRs

- Screen contains a DMR summary
- Attachments and limited violation information is shown
- Click magnifying glass to display complete DMR in a new tab or window

Sign & Submit DMR - Google Chrome

https://netdmrtest.epacdx.net/netdmr-web/protected/search\_dmr.htm?\_flowId=permitadmin\_access\_request\_user-flow&\_flowExecutionKey=e3s9

Home | My Account | Request Access | Help | Logout

User: lanetdmrpa@gmail.com, Permittee User

NetDMR

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Manage Access Requests | Search All DMRs & CORs Permits Users | Unscheduled DMRs Unscheduled DMRs | Import DMRs Perform Import Check Results | Update NODI Check Results | View Permits Users | Download Blank DMR Form

Session Logout Timer: 29:50

### Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

| Include in Submission  | Add COR and Attachments to Email Notification | View Completed DMR  | Permit ID                               | Facility   | Permitted Feature | Discharge # | Discharge Description       | Monitoring Period End Date | DMR Due Date | Status           |           |      |                     |                             |             |       |      |  |  |  |       |                                |   |                                    |  |       |                                |   |   |  |       |                                |   |   |  |
|--|---|---------------------|---|--|-------------------|-------------|-----------------------------|----------------------------|--------------|------------------|-----------|------|---------------------|-----------------------------|-------------|-------|------|--|--|--|-------|--------------------------------|---|------------------------------------|--|-------|--------------------------------|---|---|--|-------|--------------------------------|---|---|--|
| <input type="checkbox"/>   | <input type="checkbox"/>                      |                     | LA0059951                               | WALKER, TOWN OF  | 001               | 001-A       | TREATED SANITARY WASTEWATER | 10/31/15                   | 11/15/15     | NetDMR Validated |           |      |                     |                             |             |       |      |  |  |  |       |                                |   |                                    |  |       |                                |   |   |  |       |                                |   |   |  |
| <input type="checkbox"/>   | <input type="checkbox"/>                      |                     | LA0059951                               | WALKER, TOWN OF  | 001               | 001-A       | TREATED SANITARY WASTEWATER | 11/30/15                   | 12/15/15     | NetDMR Validated |           |      |                     |                             |             |       |      |  |  |  |       |                                |   |                                    |  |       |                                |   |   |  |       |                                |   |   |  |
| <b>Acknowledged Soft Edit Check Errors</b>   |   |                     |   |  |                   |             |                             |                            |              |                  |           |      |                     |                             |             |       |      |  |  |  |       |                                |   |                                    |  |       |                                |   |   |  |       |                                |   |   |  |
| <table border="1"> <thead> <tr> <th colspan="2">Parameter</th> <th>Monitoring Location</th> <th>Field</th> <th>Description</th> </tr> <tr> <th>Code</th> <th>Name</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>00610</td> <td>Nitrogen, ammonia total [as N]</td> <td>1</td> <td>Quantity or Loading Sample Value 1</td> <td>The provided sample value is outside the permit limit.</td> </tr> <tr> <td>00610</td> <td>Nitrogen, ammonia total [as N]</td> <td>1</td> <td>Quality or Concentration Sample Value 2</td> <td>The provided sample value is outside the permit limit.</td> </tr> <tr> <td>00610</td> <td>Nitrogen, ammonia total [as N]</td> <td>1</td> <td>Quality or Concentration Sample Value 3</td> <td>The provided sample value is outside the permit limit.</td> </tr> </tbody> </table> |   |                     |   |  |                   |             |                             |                            |              |                  | Parameter |      | Monitoring Location | Field                       | Description | Code  | Name |  |  |  | 00610 | Nitrogen, ammonia total [as N] | 1 | Quantity or Loading Sample Value 1 | The provided sample value is outside the permit limit. | 00610 | Nitrogen, ammonia total [as N] | 1 | Quality or Concentration Sample Value 2 | The provided sample value is outside the permit limit. | 00610 | Nitrogen, ammonia total [as N] | 1 | Quality or Concentration Sample Value 3 | The provided sample value is outside the permit limit. |
| Parameter  |   | Monitoring Location | Field                                   | Description  |                   |             |                             |                            |              |                  |           |      |                     |                             |             |       |      |  |  |  |       |                                |   |                                    |  |       |                                |   |   |  |       |                                |   |   |  |
| Code   | Name  |                     |   |  |                   |             |                             |                            |              |                  |           |      |                     |                             |             |       |      |  |  |  |       |                                |   |                                    |  |       |                                |   |   |  |       |                                |   |   |  |
| 00610  | Nitrogen, ammonia total [as N]                | 1                   | Quantity or Loading Sample Value 1      | The provided sample value is outside the permit limit. |                   |             |                             |                            |              |                  |           |      |                     |                             |             |       |      |  |  |  |       |                                |   |                                    |  |       |                                |   |   |  |       |                                |   |   |  |
| 00610  | Nitrogen, ammonia total [as N]                | 1                   | Quality or Concentration Sample Value 2 | The provided sample value is outside the permit limit. |                   |             |                             |                            |              |                  |           |      |                     |                             |             |       |      |  |  |  |       |                                |   |                                    |  |       |                                |   |   |  |       |                                |   |   |  |
| 00610  | Nitrogen, ammonia total [as N]                | 1                   | Quality or Concentration Sample Value 3 | The provided sample value is outside the permit limit. |                   |             |                             |                            |              |                  |           |      |                     |                             |             |       |      |  |  |  |       |                                |   |                                    |  |       |                                |   |   |  |       |                                |   |   |  |
| <b>Attachments</b>   |   |                     |   |  |                   |             |                             |                            |              |                  |           |      |                     |                             |             |       |      |  |  |  |       |                                |   |                                    |  |       |                                |   |   |  |       |                                |   |   |  |
| <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>NonComplianceReportForm.doc</td> <td>doc</td> <td>37888</td> </tr> </tbody> </table>   |   |                     |   |  |                   |             |                             |                            |              |                  | Name      | Type | Size                | NonComplianceReportForm.doc | doc         | 37888 |      |  |  |  |       |                                |   |                                    |  |       |                                |   |   |  |       |                                |   |   |  |
| Name   | Type  | Size                |   |  |                   |             |                             |                            |              |                  |           |      |                     |                             |             |       |      |  |  |  |       |                                |   |                                    |  |       |                                |   |   |  |       |                                |   |   |  |
| NonComplianceReportForm.doc  | doc   | 37888               |   |  |                   |             |                             |                            |              |                  |           |      |                     |                             |             |       |      |  |  |  |       |                                |   |                                    |  |       |                                |   |   |  |       |                                |   |   |  |
| <input type="checkbox"/>   | <input type="checkbox"/>                      |                     | LA0059951                               | WALKER, TOWN OF  | 001               | 001-A       | TREATED SANITARY WASTEWATER | 12/31/15                   | 01/15/16     | NetDMR Validated |           |      |                     |                             |             |       |      |  |  |  |       |                                |   |                                    |  |       |                                |   |   |  |       |                                |   |   |  |

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

1. I am Ashley Viator.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.

# Signing and Submitting DMRs

- Signatory can click magnifying glass to open DMR in a new window; Data entry fields cannot be edited from this screen.

DMR Copy of Record - Google Chrome  
[https://netdmrtest.epacdx.net/netdmr-web/protected/display\\_readytosign\\_dmr.htm?dmrId=70131](https://netdmrtest.epacdx.net/netdmr-web/protected/display_readytosign_dmr.htm?dmrId=70131)

### DMR Copy of Record

**Permit**  
 Permit #: LA0059951 | Permittee: Town of Walker | Facility: WALKER, TOWN OF  
 Major: Yes | Permittee Address: P.O. Box 217 Walker, LA 70785 | Facility Location: PLEASANT RIDGE AND BETTY DRIVE WALKER, LA 70785  
 Permitted Feature: 001 External Outfall | Discharge: 001-A TREATED SANITARY WASTEWATER

**Report Dates & Status**  
 Monitoring Period: From 11/01/15 to 11/30/15 | DMR Due Date: 12/15/15 | Status: NetDMR Validated

**Considerations for Form Completion**

**Principal Executive Officer**  
 First Name: | Title: | Telephone: |  
 Last Name: |

**No Data Indicator (NODI)**  
 Form NODI: --

| Code  | Parameter Name                           | Monitoring Location | Season # | Param. NODI | Quantity or Loading           |         |             |         | Quality or Concentration |         |             |         | Units | # of Ex.     | Frequency of Analysis    | Sample Type          |
|-------|--|---------------------|----------|-------------|-------------------------------|---------|-------------|---------|--------------------------|---------|-------------|---------|-------|--------------|--------------------------|----------------------|
|       |  |                     |          |             | Qualifier 1                   | Value 1 | Qualifier 2 | Value 2 | Qualifier 1              | Value 1 | Qualifier 2 | Value 2 |       |              |                          |                      |
| 00300 | Oxygen, dissolved [DO]                   | 1 - Effluent Gross  | 0        | --          | Sample Permit Req. Value NODI |         |             |         |                          | =       | 4.8         |         |       | 19 - mg/L    | 02/02 - Twice Per Week   | GR - GRAB            |
| 00400 | pH                                       | 1 - Effluent Gross  | 0        | --          | Sample Permit Req. Value NODI |         |             |         |                          | =       | 7.6         |         |       | 12 - SU      | 02/07 - Twice Every Week | GR - GRAB            |
| 00530 | Solids, total suspended                  | 1 - Effluent Gross  | 0        | --          | Sample Permit Req. Value NODI | =       | 145         |         |                          | =       | 12          |         |       | 19 - mg/L    | 02/07 - Twice Every Week | 06 - COMP-6          |
| 00610 | Nitrogen, ammonia total [as N]           | 1 - Effluent Gross  | 0        | --          | Sample Permit Req. Value NODI | =       | 35          |         |                          | =       | 4.8         |         |       | 19 - mg/L    | 02/07 - Twice Every Week | 06 - COMP-6          |
| 50050 | Flow, in conduit or thru treatment plant | 1 - Effluent Gross  | 0        | --          | Sample Permit Req. Value NODI | =       | 1,356       | =       | 1,789                    |         | 03 - MGD    |         |       |              | 99/99 - Continuous       | RC - Recorder (auto) |
| 74055 | Coliform, fecal general                  | 1 - Effluent Gross  | 0        | --          | Sample Permit Req. Value NODI |         |             |         |                          | =       | 10          |         |       | 13 - #/100mL | 02/07 - Twice Every Week | GR - GRAB            |
| 80082 | BOD, carbonaceous [5 day, 20 C]          | 1 - Effluent Gross  | 0        | --          | Sample Permit Req. Value NODI | =       | 78          |         |                          | =       | 4.5         |         |       | 19 - mg/L    | 02/07 - Twice Every Week | 06 - COMP-6          |

**Submission Note**  
 If a parameter row does not contain any values for the Sample nor Effluent Trading, then none of the following fields will be submitted for that row: Units, Number of Excursions, Frequency of Analysis, and Sample Type.

[Edit Check Errors](#)

# Signing and Submitting DMRs

Required:

- Click checkboxes in “Include in Submission” column
- Provide password and click submit

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

| Include in Submission    | Add Copy of Submission and Attachments to Email Notification | View Completed DMR | Permit ID ▲ | Facility  | Permitted Feature | Discharge # | Discharge Description | Monitoring Period End Date | DMR Due Date | Status           |
|--------------------------|--|--------------------|-------------|-----------|-------------------|-------------|-----------------------|----------------------------|--------------|------------------|
| <input type="checkbox"/> | <input type="checkbox"/>                                     |                    | LATEST032   | LATEST032 | 001               | 001-A       | (no description)      | 01/31/17                   | 04/28/17     | NetDMR Validated |

*I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:*

*By entering my password and security question answer and pressing the Submit button, I agree that:*

1. I am Kathy Huddle.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit these data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

**Password**

Certification  
Statement

# Signing and Submitting DMRs

Required:

- Answer security question and click Submit

| Include in Submission               | Add Copy of Submission and Attachments to Email Notification | View Completed DMR | Permit ID ▲ | Facility  | Permitted Feature | Discharge # | Discharge Description | Monitoring Period End Date | DMR Due Date | Status           |
|-------------------------------------|--|--------------------|-------------|-----------|-------------------|-------------|-----------------------|----------------------------|--------------|------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/>                                     |                    | LATEST032   | LATEST032 | 001               | 001-A       | (no description)      | 01/31/17                   | 04/28/17     | NetDMR Validated |

*I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:*

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What is your favorite movie?  ←


©2008 NetDMR

# Signing and Submitting DMRs

Home | My Account | Request Access | Help | Logout User: KAT152528@GMAIL.COM, Permittee User



**NetDMR**  
Network Discharge  
Monitoring Report



**Manage**  
Access Requests

**Search**  
All DMRs & CORs  
Permits  
Users


**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results


**Update NODI**  
Check Results

**View**  
Permits  
Users  
DMR Signing Status


**Download**  
Blank DMR Form

  
Session  
Lockout  
Timer:  
29:57

[View All Copies of Submissions](#) | [DMR/COR Search Results](#) | [View DMR Signing Status](#)

 **Signing Process Confirmation - CDX Activity ID: \_f3306c86-883f-43b6-8b9f-c2b417769257**

Your DMRs are undergoing the Signing Process

| Permit ID | Facility  | Permitted Feature | Discharge # | Discharge Description | Monitoring Period End Date | DMR Due Date | View Copy of Submission  |
|-----------|-----------|-------------------|-------------|-----------------------|----------------------------|--------------|--|
| LATEST032 | LATEST032 | 001               | 001-A       | (no description)      | 01/31/17                   | 04/28/17     |  |

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A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Signing and Submitting DMRs

- Submitted DMRs are now CORs (Copies of Record)
  - Status changes from “NetDMR Validated” to “Signed and Submitted” (temporary) then to “Completed”

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Signing and Submitting DMRs

- COR Status will remain as “Completed” unless user opens DMR and clicks Save & Continue
  - Data does not have to change for a status to change
  - DMR will need to be signed and submitted again to change the status back to “Completed”

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Signing and Submitting DMRs

- Signatory will receive three confirmation emails:
  1. NetDMR confirmation: received on the same day as submittal
  2. Proper transfer to EPA's national database: received by the next business day after submittal
  3. Proper transfer to LDEQ's Electronic Document Management System (EDMS): received once document is available in EDMS

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Follow Along in Test

(use permit from folder)

- Search for DMRs
- Enter Data and Save
- Sign and Submit
- View Submittal Confirmation

# Time for a Break!



# Common Questions



A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Maintaining Records

- Question: How should I maintain my records? Do I need to print my NetDMR Submittal?
- Answer: You may maintain your records electronically, beginning with your first NetDMR submittal.

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Maintaining Records

- Two options for maintaining records electronically:
  1. Download CORs from NetDMR
  2. Download documents from EDMS (preferred)



A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Maintaining Records – Download from NetDMR

- Search for CORs you wish to download
- Click checkbox under “Include in Batch COR Download” (check all is available)
- Click “Download Checked CORs in PDF”
- Open zip folder and save files to a dedicated folder on your computer

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Maintaining Records – Download from EDMS

- Wait to receive EDMS email confirmation
  - Follow the link within the email
- or*
- Go to [www.edms.deq.louisiana.gov](http://www.edms.deq.louisiana.gov)
    - Search by your Agency Interest (AI) Number
    - Select Media > *Surface Water* and Function > *Enforcement*

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Maintaining Records – Download from EDMS

- Each DMR will be listed as its own document; click checkbox and then click double arrow
- A new window will open; click “Pickup Documents Here”; click Save As
- Save in designated folder on your computer
  - Note: At this time, EDMS does not work with Google Chrome internet browser.

# Maintaining Records – Download from EDMS

The screenshot displays the EDMS Louisiana DEQ website interface. At the top, the browser address bar shows the URL: <http://edms.deq.louisiana.gov/app/doc/queryre>. The page title is "EDMS @ LOUISIANA DEQ".

The main content area is titled "Document Search Results". It shows a list of 22 documents, with the first 22 results displayed. The search criteria are "results 1 - 22 of 22" and "100 results per page".

The document list includes the following columns: Document ID, AI, Document Type, Document Subtype, Date, Description, Media, Function, and Pgs. All documents are of type "Reports" and subtype "DMR", dated "12/31/2015", and have a function of "Enforcement". The media type for all is "Surface Water".

The left sidebar contains navigation links for "Find Documents", "Submittals", and "Help". The "Help" section includes links for "About EDMS", "FAQ", "Troubleshooting Guides & Manuals", "Contact Us", and "What's New?". A status bar at the bottom of the sidebar indicates the user is logged on as "swe\P00233787" with "loqoff :: preferences".

|    | Document ID              | AI  | Document Type | Document Subtype | Date       | Description          | Media         | Function    | Pgs |
|----|--------------------------|-----|---------------|------------------|------------|----------------------|---------------|-------------|-----|
| 1  | <a href="#">10043196</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 001 - Q  | Surface Water | Enforcement | 2   |
| 2  | <a href="#">10043198</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 001 - Y  | Surface Water | Enforcement | 2   |
| 3  | <a href="#">10043199</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 002 - A  | Surface Water | Enforcement | 3   |
| 4  | <a href="#">10043200</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 002 - CE | Surface Water | Enforcement | 3   |
| 5  | <a href="#">10043201</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 002 - PI | Surface Water | Enforcement | 3   |
| 6  | <a href="#">10043202</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 002 - S  | Surface Water | Enforcement | 48  |
| 7  | <a href="#">10043203</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 003 - Q  | Surface Water | Enforcement | 2   |
| 8  | <a href="#">10043205</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 003 - Y  | Surface Water | Enforcement | 2   |
| 9  | <a href="#">10043206</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 009 - Q  | Surface Water | Enforcement | 2   |
| 10 | <a href="#">10043207</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 010 - Q  | Surface Water | Enforcement | 2   |
| 11 | <a href="#">10043208</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 011 - Q  | Surface Water | Enforcement | 2   |
| 12 | <a href="#">10043209</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 012 - Q  | Surface Water | Enforcement | 2   |
| 13 | <a href="#">10043210</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 015 - Q  | Surface Water | Enforcement | 2   |
| 14 | <a href="#">10043212</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 015 - Y  | Surface Water | Enforcement | 2   |
| 15 | <a href="#">10043213</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 016 - Q  | Surface Water | Enforcement | 2   |
| 16 | <a href="#">10043214</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 016 - S  | Surface Water | Enforcement | 50  |
| 17 | <a href="#">10043215</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 016 - Y  | Surface Water | Enforcement | 2   |
| 18 | <a href="#">10043216</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 017 - A  | Surface Water | Enforcement | 3   |
| 19 | <a href="#">10043217</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 017 - Q  | Surface Water | Enforcement | 2   |
| 20 | <a href="#">10043219</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 04A - S  | Surface Water | Enforcement | 2   |
| 21 | <a href="#">10043220</a> | 742 | Reports       | DMR              | 12/31/2015 | LA0054828 - 04B - Q  | Surface Water | Enforcement | 2   |
| 22 | <a href="#">10043900</a> | 742 | Reports       | DMR              | 12/31/2015 | LAG670173 - 001 - Q  | Surface Water | Enforcement | 2   |

Goto Page: 1

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Revising DMRs

- Question: A DMR that was previously submitted contains an incorrect value. How do I correct this?
- Answer: Revise your DMR.

# Revising DMRs

- Search for your DMR
- Locate your DMR in the search results
- Select “Correct DMR” on drop down menu; Click Go
- Make changes, and click Save & Continue
  - Make sure status is NetDMR Validated
- Contact signatory to sign & submit

# Revising DMRs

1. Search for your DMR; locate in the search results
2. Select Correct DMR and click Go

The screenshot shows the NetDMR web application interface. At the top, there is a navigation bar with links for Home, My Account, Request Access, Help, and Logout. Below this is a search bar and a table of search results. The table has columns for Next Step(s), Permit ID, Facility, Permitted Feature, Discharge #, Discharge Description, Monitoring Period End Date, Scheduled/Unscheduled, DMR Due Date, Status, COR Received Date, and two 'Include in Batch' options. The row for 'Correct DMR' is highlighted with a red border.

| Next Step(s)      | Permit ID | Facility        | Permitted Feature | Discharge # | Discharge Description                                | Monitoring Period End Date | Scheduled/Unscheduled | DMR Due Date | Status             | COR Received Date | Include in Batch Submit  | Include in Batch COR Download | Update NOI               |
|-------------------|-----------|-----------------|-------------------|-------------|--|----------------------------|-----------------------|--------------|--------------------|-------------------|--------------------------|-------------------------------|--------------------------|
| View CORs<br>Go   | LA0059951 | WALKER, TOWN OF | 001               | 001-A       | TREATED SANITARY WASTEWATER                          | 10/31/15                   | Scheduled             | 11/15/15     | Signed & Submitted | 02/04/16          | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> |
| View CORs<br>Go   | LA0059951 | WALKER, TOWN OF | 001               | 001-A       | TREATED SANITARY WASTEWATER                          | 11/30/15                   | Scheduled             | 12/15/15     | Signed & Submitted | 02/04/16          | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> |
| Correct DMR<br>Go | LA0059951 | WALKER, TOWN OF | 001               | 001-A       | TREATED SANITARY WASTEWATER                          | 12/31/15                   | Scheduled             | 01/15/16     | Signed & Submitted | 02/04/16          | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> |
| View CORs<br>Go   | LA0059951 | WALKER, TOWN OF | 001               | 001-CE      | Whoe Effluent Toxicity Testing - Ceriodaphnia dubia  | 12/31/15                   | Scheduled             | 01/15/16     | Signed & Submitted | 02/03/16          | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> |
| View CORs<br>Go   | LA0059951 | WALKER, TOWN OF | 001               | 001-PI      | Whoe Effluent Toxicity Testing - Pimephales promelas | 12/31/15                   | Scheduled             | 01/15/16     | Signed & Submitted | 02/03/16          | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> |
| View CORs<br>Go   | LA0059951 | WALKER, TOWN OF | 001               | 001-Q       | QUARTERLY RPT FOR 001                                | 12/31/15                   | Scheduled             | 01/15/16     | Signed & Submitted | 02/03/16          | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> |

# Revising DMRs

3. Make changes; click Save and Continue
  - Verify status changed from Signed & Submitted to NetDMR Validated

Browser: Edit DMR - Google Chrome  
URL: https://netdmrtest.epacdx.net/netdmr-web/protected/edit\_dmr.htm?\_flowId=permitadmin\_access\_request\_user-flow&\_flowExecutionKey=e2s5

**Permit**  
Permit ID: LA0059951 Major:   
Permittee: Town of Walker Permittee Address: P.O. Box 217  
Facility: WALKER, TOWN OF Facility Location: Walker, LA 70785  
PLEASANT RIDGE AND BETTY DRIVE  
WALKER, LA 70785  
Permitted Feature: 001 - External Outfall Discharge: A - TREATED SANITARY WASTEWATER

**Report Dates & Status**  
Monitoring Period: From 12/01/15 to 12/31/15 DMR Due Date: 01/15/16  
Status: **NetDMR Validated**

**Principal Executive Officer**  
First Name:  Last Name:   
Title:  Telephone:   
No Data Indicator (NODI) Form NODI:

| Parameter Code     | Name                           | NODI [List] | Quantity or Loading    |         |                | Quality or Concentration         |                       |                            | # of Ex.             | Freq. of Analysis [List] | Smpl. Type [List] |
|--------------------|--------------------------------|-------------|------------------------|---------|----------------|----------------------------------|-----------------------|----------------------------|----------------------|--------------------------|-------------------|
|                    |                                |             | Value 1                | Value 2 | Units          | Value 1                          | Value 2               | Value 3                    |                      |                          |                   |
| 00300              | Oxygen, dissolved [DO]         | Smpl.       |                        |         |                | = 5.2                            |                       | mg/L [List]                |                      |                          | GR                |
| 1 - Effluent Gross |                                |             |                        |         |                |                                  |                       |                            |                      |                          |                   |
| Season: 0          |                                | Req.        |                        |         |                | Req. Mon Monthly Average Minimum |                       | Milligrams per Liter       |                      |                          | GRAB              |
| NODI: [List]       |                                | NODI        |                        |         |                |                                  |                       |                            |                      |                          |                   |
| 00400              | pH                             | Smpl.       |                        |         |                | = 6.7                            |                       | = 7.2 SU [List]            |                      | 02/07                    | GR                |
| 1 - Effluent Gross |                                |             |                        |         |                |                                  |                       |                            |                      |                          |                   |
| Season: 0          |                                | Req.        |                        |         |                | >= 6 Instantaneous Minimum       |                       | <= 9 Instantaneous Maximum | Standard Units       | Twice Every Week         | GRAB              |
| NODI: [List]       |                                | NODI        |                        |         |                |                                  |                       |                            |                      |                          |                   |
| 00530              | Solids, total suspended        | Smpl.       | = 188                  |         | lb/d [List]    |                                  | = 12                  | = 21 mg/L [List]           |                      | 02/07                    | 00                |
| 1 - Effluent Gross |                                |             |                        |         |                |                                  |                       |                            |                      |                          |                   |
| Season: 0          |                                | Req.        | <= 188 Monthly Average |         | Pounds per Day |                                  | <= 15 Monthly Average | <= 23 Weekly Average       | Milligrams per Liter | Twice Every Week         | COMP-6            |
| NODI: [List]       |                                | NODI        |                        |         |                |                                  |                       |                            |                      |                          |                   |
| 00610              | Nitrogen, ammonia total [as N] | Smpl.       | = 48                   |         | lb/d [List]    |                                  | = 2.7                 | = 8 mg/L [List]            |                      | 02/07                    | 00                |
| 1 - Effluent Gross |                                |             |                        |         |                |                                  |                       |                            |                      |                          |                   |
| Season: 0          |                                | Req.        | <= 50 Monthly Average  |         | Pounds per Day |                                  | <= 4 Monthly Average  | <= 8 Weekly Average        | Milligrams per Liter | Twice Every Week         | COMP-6            |
| NODI: [List]       |                                | NODI        |                        |         |                |                                  |                       |                            |                      |                          |                   |
| 50050              | Flow, in conduit or thru       |             |                        |         | MGD [List]     |                                  |                       |                            |                      |                          |                   |



# Revising DMRs

4. Have signatory resubmit the DMR
  - Now you will see two COR Received Dates
  - Status is Signed & Submitted (or Completed) again

DMR/COR Search Results - Google Chrome

https://netdmrtest.epacdx.net/netdmr-web/protected/search\_dmr.htm?\_flowId=permitadmin\_access\_request\_user-flow&\_flowExecutionKey=e2s3

Home | My Account | Request Access | Help | Logout

User:lanetdmrpa@gmail.com, Permittee User

NetDMR DEQ LOUISIANA

Manage Access Requests | Search All DMRs & CORs Permits Users | Unscheduled DMRs | Import DMRs Perform Import Check Results | Update NODI Check Results | View Permits Users | Download Blank DMR Form

Session Lock

New Search | Refine Search | Refresh DMR Data | Sign & Submit Checked DMRs | Download Checked CORs in XML | Download Checked CORs in PDF | Update NODI

### DMR/COR Search Results

DMRs 1 through 6 of 6

| Next Step(s)  | Permit ID | Facility        | Permitted Feature | Discharge # | Discharge Description                               | Monitoring Period End Date | Scheduled/Unscheduled | DMR Due Date | Status             | COR Received Date    | Include in Batch Submit  | Include in Batch COR Download  | Update NODI  |
|---|-----------|-----------------|-------------------|-------------|---|----------------------------|-----------------------|--------------|--------------------|----------------------|--|--|--|
|   |           |                 |                   |             |   |                            |                       |              |                    |                      | <input type="checkbox"/> Check All On Page<br><input type="button" value="Clear All"/> | <input type="checkbox"/> Check All On Page<br><input type="button" value="Clear All"/> | <input type="checkbox"/> Check All<br><input type="button" value="Clear All"/> |
| <input type="button" value="View CORs"/><br><input type="button" value="Go"/> | LA0059951 | WALKER, TOWN OF | 001               | 001-A       | TREATED SANITARY WASTEWATER                         | 10/31/15                   | Scheduled             | 11/15/15     | Signed & Submitted | 02/04/16             | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   |
| <input type="button" value="View CORs"/><br><input type="button" value="Go"/> | LA0059951 | WALKER, TOWN OF | 001               | 001-A       | TREATED SANITARY WASTEWATER                         | 11/30/15                   | Scheduled             | 12/15/15     | Signed & Submitted | 02/04/16             | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   |
| <input type="button" value="View CORs"/><br><input type="button" value="Go"/> | LA0059951 | WALKER, TOWN OF | 001               | 001-A       | TREATED SANITARY WASTEWATER                         | 12/31/15                   | Scheduled             | 01/15/16     | Signed & Submitted | 02/04/16<br>02/04/16 | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   |
| <input type="button" value="View CORs"/><br><input type="button" value="Go"/> | LA0059951 | WALKER, TOWN OF | 001               | 001-CE      | Who Effluent Toxicity Testing - Ceriodaphnia dubia  | 12/31/15                   | Scheduled             | 01/15/16     | Signed & Submitted | 02/03/16             | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   |
| <input type="button" value="View CORs"/><br><input type="button" value="Go"/> | LA0059951 | WALKER, TOWN OF | 001               | 001-PI      | Who Effluent Toxicity Testing - Pimephales promelas | 12/31/15                   | Scheduled             | 01/15/16     | Signed & Submitted | 02/03/16             | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   |
| <input type="button" value="View CORs"/><br><input type="button" value="Go"/> | LA0059951 | WALKER, TOWN OF | 001               | 001-Q       | QUARTERLY RPT FOR 001                               | 12/31/15                   | Scheduled             | 01/15/16     | Signed & Submitted | 02/03/16             | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/>   |

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A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Adding Additional Email Addresses for Confirmation

- Question: I am not the signatory, but I would like to receive email confirmation that my facility's DMRs have been submitted.
- Answer: Have a permit administrator (signatory) add your email address to DMR Submission Notifications.

# Adding Additional Email Addresses for Confirmation

- Under Search > Permits, type in Permit Number
- Add addresses one at a time; click Add

Search Permit ID Results - Google Chrome

https://netdmrtest.epacdx.net/netdmr-web/protected/permitadmin\_search\_permitid.htm?\_flowId=permitadmin\_search\_page\_permitid-flow&\_flowExecut

Permits Users Check Results Users Session Lockout Timer: 23:40

### View Permit Details

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.

**Permit ID** LA0041009

**Facility Name** ALEXANDRIA, CITY OF - WWTP

**Facility Location** 1212 HUDSON BLVD.  
ALEXANDRIA, LA 71302

#### Users and Roles

3 Users/Roles found, displaying all Users/Roles

| User Name            | Organization | User Type | Access Rights        | Access Right Status | View Details |
|----------------------|--------------|-----------|----------------------|---------------------|--------------|
| lanetdmrpa@gmail.com | Louisiana    | External  | Signatory            | Approved            |              |
| lanetdmrpa@gmail.com | Louisiana    | External  | View                 | Approved            |              |
| lanetdmrpa@gmail.com | Louisiana    | External  | Permit Administrator | Approved            |              |

#### Pending Access Requests - External

No results.

#### Pending Access Requests - Internal

No results.

#### DMR Submission Notifications

Edit the email addresses that are sent submission acknowledgments any time a DMR is submitted for this permit.

Enter another email address:

| User Email           | Delete User                      |
|----------------------|----------------------------------|
| ashley.viator@la.gov | <input type="button" value="X"/> |

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# Additional Resources



A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Additional Resources

- LDEQ's public website
  - [www.deq.louisiana.gov](http://www.deq.louisiana.gov)
  - Water > Enforcement > NetDMR
    - Training Information & Materials
      - Step by step guides
      - Presentation
    - FAQs
      - Frequently asked questions
  - EDMS

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets, rendered in shades of blue and white.

# Additional Resources

- EPA's NetDMR Zendesk website
  - <https://netdmr.zendesk.com>
  - Search the knowledge base
  - NetDMR Login
  - Helpful Information Categories
    - Assist (includes user guides)
    - Maintain (clearing internet history)
    - Learn (includes training information)
    - Announcements (includes training schedule)

A decorative graphic on the left side of the slide showing a splash of water with bubbles and droplets against a light blue background.

# Contact Information

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