

To Officially submit DMRs in NetDMR Production

Step 1. Register in NetDMR Production

- Go to NetDMR Production
<https://netdmr.epa.gov>
- Make sure to choose Mississippi DEQ from the drop down menu.
- Create a Username.
 - You will be asked for personal information, including an email address.
 - If you are employed by the facility (including persons authorized to sign DMRs), choose Permittee as type of user
 - If you are a person who only completes DMRs for the facility but is not employed by them (consultant, lab personnel) choose Data Provider as type of user.
 - Internal User is for MDEQ and EPA staff only.
- You will receive a verification email within 10 minutes.
 - Click once on the link included in the email.
 - You will be taken back to NetDMR and asked to create a password.
- If you haven't received the verification email, check the Spam folder in your email, or contact your IT person for assistance. The email is automatically sent by the system and cannot be resent. If you still have issues, please contact us at netdmrhelp@mdeq.ms.gov

Step 2. Request Access to your Facility's Permit(s)

The first person to request access to a permit MUST BE a person who is authorized to sign DMRs (a Responsible Official or a Duly Authorized Representative).

- Log in to NetDMR using your credentials. Make sure you choose Mississippi DEQ's installation of NetDMR.
- Once you log in, at the top of the screen, choose Request Access.

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

- Type your permit number and click Update.

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 are associated with the permit. Repeat this process for each permit you would like to request access to. You can make one or more access requests for a permit.

Permit ID:	<input type="text"/>	<input type="button" value="Update"/>
Role:	Select One ▾ Note: Permit Administrator Role comes with the Signatory Role requested for a Permit.	<input type="button" value="Add Request"/>

- **If the only role available to choose is Signatory, and you are NOT a person authorized to sign DMRs, STOP and contact your Responsible Official or Duly Authorized Representative. They will have to request access before you.**

- If you are the Signatory,

- Enter the Permit number, click Update
- Choose the Signatory Role and click Add Request.
- If you have multiple permits, follow the same process until all have been added to the request.
- Click Submit
- You will be taken to another screen “Additional Information is Required”

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
MS0test18	Signatory	What is your employer's relationship to the facility or facilities?*: <input type="button" value="Select One"/> ▾ <input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards. <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. Name: <input type="text"/> Title: <input type="text"/> Phone Number: <input type="text"/>

- Select your employer's relationship to the facility
- If you are Responsible Official, choose option 1. You must meet the definition of Responsible Official found in 40 CFR 122.22(a)(1)

- If you are Duly Authorized Representative, choose option 2. You must meet the definition found in 40 CFR 122.22(a)(2) and enter the name of the Responsible Official who is delegating the signatory rights to you.
- Click Submit and after verifying all information is correct, click Confirm.

Request Access to a Permit and Associated DMRs



Click below to print the subscriber agreement for the signatory request(s) made during this session.

[Print Subscriber Agreement](#)

[Back](#)

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- The above screen will appear
- Click on Print the Subscriber Agreement.
- Print, sign and mail the COMPLETE agreement (including page 1) to
MDEQ
Attn: Kayra Johnson
PO Box 2261
Jackson, MS 39225
- If the Signatory has already requested access, choose the appropriate role:
 - Signatory: If you are another person who can sign DMRs.
 - Follow the procedures outlined above for signatories, including the signing and mailing of the subscriber agreement.
 - Edit: If you are a person who completes DMRs but does not sign them.
 - Your request will be approved by a signatory person for the facility. You do not have to mail anything to MDEQ.
 - View: You will only be able to see a DMR but cannot edit the information.
 - Your request will be approved by a signatory person for the facility.
 - Permit Administrator: All signatory are automatically designated as Permit Administrators. If you are not a signatory, and you want to be able to approve those who enter data in the DMRs, you can request this role.

Step 3: Receive approval and begin submitting DMRs

- Please allow 5-10 business days for the approval of your completed and signed Subscriber Agreement.
- If there are any issues you will be contacted by MDEQ staff.
- Once you have been granted approval, you will receive an automatic email from NetDMR letting you know approval has been granted.
- Log in to NetDMR and choose the permit number for the DMRs you are submitting.
- Click Update
- Choose the monitoring period for the DMR you are submitting
 - For monthly: choose the beginning and end date of the month.
 - For quarterly: choose the beginning and ending date for the quarter.
 - First quarter 01/01/2016 to 03/31/2016
 - Second quarter 04/01/2016 to 06/31/2016
 - Third Quarter 07/01/2016 to 09/30/2016
 - Fourth Quarter 10/01/2016 to 12/31/2016
 - For semiannual: choose the beginning and ending date for each semiannual period
 - For yearly: choose the beginning and ending date for the year.
- For Status, choose **ready for data entry** and click submit
- You will now see the DMRs available for data entry.

For help, please contact the NetDMR help desk at netdmrhelp@mdeq.ms.gov