



NetDMR Training

for

Permittees and Data Providers

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Environmental Compliance & Enforcement Division (ECED)

Mississippi Department of Environmental Quality

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- Prior to completing this video training, you need to create a username and password in NetDMR Test.
 - Instructions on how to complete the registration can be found on our website at www.deq.state.ms.us under the NetDMR heading.
 - Print Handout A associated with this video and found on our website.

NetDMR & NPDES E-Reporting Rule

- NPDES E-Rule was promulgated on October 22, 2015. To comply with the rule, **ALL DMRs will have to be submitted electronically to MDEQ using NetDMR by no later than December 21, 2016.**
- NetDMR is a web-based application that allows the electronic submittal of DMRs.
- Any permittee in the state of Mississippi that is required to submit DMRs to demonstrate compliance with their NPDES, Pretreatment, or General Permit, is eligible to submit electronic DMRs.

Benefits of NetDMR

- Eliminates paper DMRs.
- Improves data quality.
- Eliminates MDEQ data entry errors.
- Provides email confirmation that DMRs have been submitted. Automatically sent to the person submitting the DMR.
- Confirmation emails can be sent to multiple persons and non-users of NetDMR by searching by Permit Number and adding the emails at the bottom of the page

NetDMR

- MS has two separate NetDMR environments
 - **NetDMR Test**
 - Can be used to become familiar with the registration process and the submittal of DMRs.
 - It has the same features as NetDMR Production.
 - **NetDMR Production**
 - For the official submittal of DMRs.
 - Data entered into NetDMR Production is automatically uploaded into EPA's ICIS-NPDES database.
 - A submittal in production constitutes an official submittal of a DMR.
- NetDMR Test and NetDMR Production look identical. When submitting DMRs, make sure you are doing so in the correct environment.

NetDMR Test



<https://netdmrtest.epacdx.net/netdmr-web/public/login.htm>

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)



Welcome

Welcome to the Mississippi DEQ installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

New to NetDMR?

- ▶ First time users can [register for a new account](#).
- ▶ If you have any questions about NetDMR, please contact Kayra_Johnson@deq.state.ms.us.

News

- THIS IS A TEST ENVIRONMENT FOR NETDMR AND IS FOR TESTING PURPOSES ONLY. Any submittals made through NetDMR Test are not considered official submittals to demonstrate compliance with permit conditions.

Login to NetDMR

User Name

Password

[Forgot User Name?](#) / [Forgot Password?](#) / [Create a NetDMR Account](#)

Check Your PermitID

- ▶ First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)

NetDMR Production

<https://netdmr.epa.gov/netdmr/public/login.htm>

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)



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News

- USE THIS SITE FOR THE OFFICIAL SUBMITTAL OF DMRs. Any submittals made using NetDMR are considered official submittals for compliance purposes.

Login to NetDMR

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Password

[Forgot User Name?](#) / [Forgot Password?](#) / [Create a NetDMR Account](#)

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Getting an Account

- An account created in NetDMR Test cannot be transferred to NetDMR Production. Separate registration is required for each environment.
- Each user should have his/her own account.
- First person to register in **NetDMR Production** must be a person authorized to sign DMRs for the facility.

NetDMR User Types

- Permittees
 - Designation for facility users
 - Signatory Roles: Responsible Official or Duly Authorized Representative
 - Facility staff who enters DMR data only
 - Permit Administrator
- Data Provider
 - Designation is for anyone contracted to enter data
 - Not employed by the facility.
 - Consultants, Lab personnel, etc
 - Does not allow user to certify DMRs
- Internal Users
 - Designation for EPA and MDEQ NetDMR administrators only.
 - READ ONLY access to all signed and submitted DMRs.
 - In the event an issue arises with a uncertified DMR, a facility can grant READ ONLY access to MDEQ staff so we can help troubleshoot the problem.

Who can sign a DMR?

- **A Responsible Official and/or a Duly Authorized Representative can sign DMRs** if they meet the definition found in in Miss. Admin. Code, Part 6, Chapter 1, Rule 1.1.2.C .These definitions apply only for signature of REPORTS, not permit applications.
- Responsible Official (RO) is:
 - For a corporation:
 - By a responsible corporate officer. For the purpose of this section, a responsible corporate officer means: (i) **A president, secretary, treasurer, or vice-president of the corporation** in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
 - (ii) **the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility** including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedure **(Emphasis added)**

Who can sign a DMR?

continued

A responsible official is:

- For a partnership, a general partner.
- For a sole proprietorship, the proprietor.
- For a municipal, state, or other public facility, either a principal executive officer, the mayor, or ranking elected official.

Who can sign a DMR?

continued

- A person is a Duly Authorized Representative (DAR) when:
 - Authorization is made in writing by a Responsible Official.
 - **The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity including, but not limited to, the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company (a duly authorized representative may be either a specified individual or position) and,**
 - The written authorization is submitted to the Permit Board. (11 Miss.Admin. Code, Part 6, Chapter 1, Rule 1.1.2.C)

Important Things to Remember

- Passwords for both NetDMR TEST and Production expire **every 90 days**.
 - If you submit semi-annual or annual DMRs, you will need to change your password when you get ready to submit.
- If your password is expired and you try to log in, the system will automatically ask you to create a new one.
- Answers to the security questions are case sensitive.
 - Each answer has to be unique; no two answers can be the same.
 - You will need to answer one of these questions when you sign and submit your DMRs.

Important Things to Remember

- After each use, clear your browser history to prevent log in issues.
- Forgotten username/passwords may be retrieved or reset online.
 - Reset Password– NetDMR will send a verification email with a link.
 - Retrieve Password-by answering a security question
 - **Do not reset your password unless you have cleared your browser history and are still having issues.**



Hands On Exercise

Request Access to your Facility's Permit

- Log in to NetDMR Test
 - <https://netdmrtest.epacdx.net>
- In order to see DMRs, you will have to request access to your facility's Permit.
- Click on Request Access at the top of the screen



Home | My Account | Request Access | Help | Logout

User:panama10, Permittee User

NetDMR

Mississippi DEQ

Request Access to Permit

- Type your facility's Permit Number
- Click **Update**
- Select a Role
 - If you are a Permittee- Choose Signatory or Edit
 - **If you are a Data Provider- You will not be able to proceed if your client hasn't requested access as a signatory for their permit.**
 - **For Permit Administrator: role will be defined further in this training.**
- Click Add Request
- Click Submit
- If you have additional permits you want access to, go back to the top, enter the next permit number and proceed as described.

If you chose Signatory Role...

- You will be taken to another screen once you click Submit.
- In this screen, you will further define your role.
- Define your employer's relationship to the facility (are you employed by the parent company, or the facility)
- If you are Responsible Official-choose the first option.
- If you are a Duly Authorized Representative, choose the second option and type the name of the Responsible Official who delegated you the signatory responsibilities.

NetDMR SUBSCRIBER AGREEMENT

- For TEST purposes, you do not need to print a copy. Once you complete the process, send an email to netdmrhelp@mdeq.ms.gov asking for your request to be approved.
- Once it is approved, you will receive an email notifying you approval was granted.
- For PRODUCTION, in order to receive approval, you **must**:
 - Print a copy of the entire subscriber agreement
 - Sign and date (all signatures must be present)
 - MAIL it to MDEQ
- If form is complete and correct, it will be approved 5-10 business days from the day of receipt.

Permit Administrator Role

- Permit Administrator controls the roles and access of other users.
- Manages access to permit(s) for Data Providers and MDEQ staff.
 - Can be requested in addition to edit roles.
- Signatory roles are automatically assigned Permit Administrator roles.
- Non Signatory: Create a Permittee user account, then request access as Permit Administrator.
- Additional permit administrators may be approved.

For Permit Administrators

- You can view more details about a user by clicking on the icon on the far right.
- For users requesting signatory access, the boxes will be grayed out. These requests are handled by MDEQ only.
- If you deny someone access, you must include a comment in the comment section.
- Click submit and then confirm to grant access.



**LOG IN
TO
NetDMR TEST**

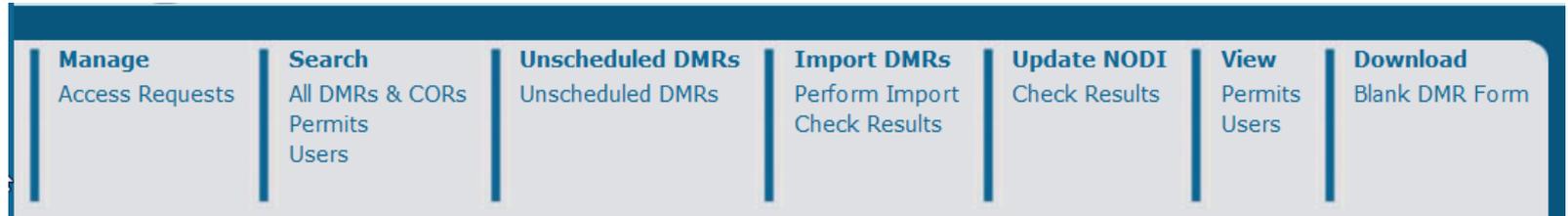
Navigating around NetDMR

- Header Bar



- My account: Allows you to update your account information.
 - You cannot change your user type, contact MDEQ if a change is needed.
- Request Access: To request access to permits

Toolbar



- Different options depending on the type of user.
 - Manage access requests- available only to Permit Administrators
 - Only available for permit administrators.
 - Used to grant access to data providers.
- Search all DMRs and Copy of Records (CORs), Permits, Users.
- Import DMRs, and check your results.
- View Permits or Users
 - Search for permit to see who has access to DMRs
 - Search by user will allow you to see which permit (of those you administer) they have access to
- Download Blank DMR- will download a blank form (no limits, no permit number)

Search Section

Search:

All DMRs & CORs

Permit ID

Users

All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

Permit ID:

Facility:

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

Permitted Feature:

Discharge:

Monitoring Period End Date Range: (mm/dd/yyyy)

Edited or Submitted By:

Status:

 (Hold down CTRL or Mac command key to select/deselect multiple)

Scheduled/Unscheduled:

Last 10 Logins		
1/19/16	12:12 PM	-
1/19/16	11:08 AM	-
1/19/16	10:49 AM	-
1/11/16	2:14 PM	-
1/11/16	12:29 PM	-
1/4/16	3:32 PM	-
12/15/15	10:14 AM	1 DMR submitted.
12/15/15	9:44 AM	-
12/7/15	9:33 AM	-
12/3/15	12:45 PM	-

Search Section

- Search by Permit ID- Make sure to click Update after choosing permit
- You should narrow down your search by the Monitoring Period (i.e. January DMR-search January 1- January 31)
- If you need a blank DMR-Ready for Data Entry
- If you need to print your Copy of Record (COR) search for Signed and Submitted.
- Last 10 Logins will show on this screen. If a DMR was submitted during a login, a link will be provided.

Search DMR in NetDMR

- Choose your permit ID in the search section-Click Update
- Monitoring Period-
- Status- Ready for Data Entry
- Click Search
- The next screen will show you the blank DMRs available for that time period.
- Choose one and click Go

Entering DMR data

- DMR closely resembles a paper DMR form.
 - Provides current limit information.
 - Only allows data entry in the required/optional fields.
- FORM NODI- if you choose a code here, it will be applied to EVERY blank in the DMR.
- Parameter NODI- it is applied to that parameter only.
- Value NODI- it is applied for that value only.

Saving DMR data

- Save and Continue
 - Easiest way to view any DMR errors.
 - Errors will be highlighted for your review.
 - Once saved, you will remain in the same page.
- Save and Exit
 - You will not see any DMR errors.
 - It will bring you back to the Search screen.
 - To view errors, search for DMRs with status “NetDMR validation errors”.
 - For DMRs that have been validated, search for “NetDMR validated”.

Entering DMR Data

- Go ahead and complete the DMR on your screen.
 - Make sure to enter values above the permit limit
 - Type a symbol in place of a number value.
- After you have entered data, click Save and Continue.
- Check the Status of your DMR on the Header section of your DMR.
- You will have some validation errors.

Entering DMR data

- Every time you click on Save and Continue, NetDMR validates the data you entered and the status of your DMR will change.
- Hard Errors-DMR cannot be submitted until these are corrected.
 - Examples: Entered a value and NODI code for the same parameter. Entered an alphanumeric character in a numeric only field.
- Soft Errors-Informational alerts only. You do not have to make changes in order to submit the DMR. However, you will have to acknowledge these errors.
 - Examples: Values entered exceed permit limits.
- Once you have corrected/acknowledge the errors, click Save and Continue.
- If you are a Data Provider, this is as far as you can go.

DMR Attachments

- Attachments should be submitted in PDF or Word format.
- Allowed attachments: any explanation of permit noncompliance (including permit limit exceedences, missed samples, etc). Anything you would type in the comment section should be attached to the DMR.
- Please do not attach laboratory analysis reports to your NetDMR UNLESS required by your permit or requested by a MDEQ representative.
- All other submittals should be sent via regular mail.

Sign and Submit

- If you are a Signatory person, click on Sign and Submit.
- If you are a data entry person or data provider, click Save and Exit. You do not have rights to the signatory screens.
- You will now be taken to the section where you can sign your electronic DMR.
- If someone else enters the data and you sign the DMRs, you will have a tab on your home screen that says “DMRs ready to submit”.

DMR Submittal/Confirmation

- After you sign and submit, you will see a confirmation screen.
 - From this screen, you may download your copy of record (COR).
- You will receive an automated email confirming that the DMR has been received by MDEQ.

Importing Data

- You may import data for one or more DMRs by uploading a text file.
- For specific instructions and file format specifications, contact our office.
- After the data is imported, the Responsible Official must sign the completed DMR.

Next Step

- You may continue to get familiar with NetDMR by using NetDMR Test.
- Once you are ready to begin official submittal of your DMRs in NetDMR Production, follow the instructions on the handout B “To Officially Submit DMRs”
- If others at your facility will be using NetDMR, they should consider attending a class or watching this video

TROUBLESHOOTING NetDMR

- NetDMR won't let you log in
 - Check that you are in the MS NetDMR page.
 - Clear the history/cookies on your browser. If you need assistance, contact your IT person.
 - Did you use uppercase in your username/password? Both username and password are case sensitive.
- Having trouble signing a DMR-NetDMR won't accept your password
 - Clear the history/cookies on your browser.

TROUBLESHOOTING NetDMR

- Before you SIGN a DMR, make sure you are in NetDMR Production.
 - You should see the MDEQ logo at top of the page
 - The web address should say netdmr.epa.gov
 - DMRs submitted in NetDMR Test are NOT official submittals
- I submitted a DMR in paper but it's showing up blank in NetDMR, why?
 - NetDMR doesn't know the data has been received from paper DMRs.
 - DO NOT RESUBMIT THE DMR.

For additional information

- MDEQ's website
 - http://www.deq.state.ms.us/MDEQ.nsf/page/NetDMR_NetDMRClassroomTraining?OpenDocument
- MDEQ NetDMR Help Desk
 - netdmrhelp@mdeq.ms.gov
- EPA's NetDMR support
 - <https://netdmr.zendesk.com/home>

- Annette Brocks- MDEQ-NetDMR
Contact
 - 601-961-5252 or
Annette_Brocks@deq.state.ms.us
- Kayra Johnson-MDEQ-Data
Administration Branch
 - 601-961-5106
Kayra_Johnson@deq.state.ms.us

NetDMR

- NetDMR TEST
 - <https://netdmrtest.epacdx.net>
-
- NetDMR PRODUCTION
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