



# NETDMR ELECTRONIC REPORTING IS HERE

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By now you have probably received your letter from Albany inviting you to set up your account for NetDMR, the long-anticipated electronic filing of your Wastewater Discharge Monitoring Report (DMR). To be clear, this is not solely a New York State requirement, it is a nationwide mandate. The Environmental Protection Agency (EPA) has promulgated the Electronic Reporting Rule to modernize Clean Water Act (CWA) reporting for municipalities, industries, and other facilities by converting to an electronic data reporting system. This final rule requires all National Pollutant Discharge Elimination System (NPDES) regulated entities to use existing available information technology to electronically report data and reports required by the NPDES/SPDES permit program instead of filing written paper reports. Phase I implementation is due December 21, 2016. By that date all NPDES/SPDES - permitted facilities required to submit DMRs must submit these reports electronically. New York, as well as many of the other states, are using EPA's NetDMR system to facilitate the implementation of this requirement.

## TRAINING

Although NYSDEC has been accomplishing training on the electronic reporting for the past two years and requesting all systems to participate in the NetDMR test environment, there are still some systems that have not received the training or those that would like to attend a refresher class. If you can't find a class near you, another option would be to attend one of the monthly NetDMR training webinars conducted by EPA headquarters for permittees. Dates are as follows: June 14th, July 19th, August 16th, September 13th, October 18th, November 15th, and December 13th. To register for the EPA webinar monthly training, visit: <https://netdmr.zendesk.com/home>. On that site, scroll down to "Training Announcements" and choose which event you would like to attend. Note: prior to the webinar, test the computer that you will be using to make sure you have the minimum technical requirements to attend the event. Allow sufficient time prior to the webinar for this test. The test only takes a minute or two, however if your computer does not meet the requirements you will need time to make necessary arrangements. Test at [https://admin.acrobat.com/common/help/en/support/meeting\\_test.htm](https://admin.acrobat.com/common/help/en/support/meeting_test.htm)

With just under four months to meet the EPA deadline, setting up your account and practicing your data entry skills is highly

recommended by using the online test site. The test site exists for practice, with the intent to flush out any bugs, and develop competency with the data entry fields. The test site looks and performs exactly like the production site, but is not connected to the production. All information entered in the test site stays in the test site. This site has been up and operational for over three years for any and all systems to practice with. NYSDEC does require all users planning to submit electronic DMRs to submit at least one DMR in the test site.

## GETTING STARTED

Copy and paste the NYSDEC webpage <http://www.dec.ny.gov/chemical/103774.html> to your browser to quickly get you to the NetDMR introduction and instructions. From that site you can access the test site by this address: <https://netdmrtest.epacdx.net/netdmr-web/public/home.htm>. This is the "Welcome" page that all users start out from. The regulatory authorities are listed alphabetical and **Alaska – DMR** is usually the first option, use the down arrow next to Alaska – DMR to scroll down to **NYSDEC**, highlight it and press **Go**. This will bring you to the test site login: <https://netdmrtest.epacdx.net/netdmr-web/public/login.htm> If this is your first time, click on "**register for a new account**". Fill in your general account information and select '**Permittee User**' for Type of User. Then choose and answer each of the three security questions which are CASE SENSITIVE. When you are finished select '**Submit**'. The page will ask you to review your information and when everything is satisfactory, select '**Verify**'. At this point an email will be sent to your account that you provided. Logout and check for an email and confirm its receipt by following the link provided. Answer one of your security questions and create a password for your NetDMR account. A second email will be sent to you from the EPA confirming the creation of your NetDMR account.

## UNDERSTANDING NETDMR ROLES

From your NetDMR home page, select '**Request Access**' from the top left hand side of the page to link your account to your permit. Based upon what Role you request, you'll be given access to your SPDES permit DMR. A single person may be granted multiple Role assignments. The four Role types –

**VIEW** – If you request access to a Permit-ID with its >>>

associated DMRs and are granted the View Role, you may only view DMRs. This is a good Role for interested elected officials, and supervisors who do not perform the calculations, fill out the DMR, or sign and submit the DMR.

**EDIT** – If you request access and are granted the Edit Role, you may both View and Edit a DMR. So you are able to make changes to existing data, and/or enter new information. This is a good Role for an individual that is responsible for lab data or calculating and filling out the DMR.

**PERMIT ADMINISTRATOR** – If you request access to a Permit-ID with its associated DMRs and are granted the Permit Administrator Role, you may view existing DMRs – but you cannot Edit or add any information. Rather, the Permit Administrator decides who will be granted or denied DMR view and edit access.

**SIGNATORY** – This is the most privileged Role. A Signatory may View and Edit DMRs and they alone have the authority to submit a completed form to the EPA. The way the NetDMR system is designed, the first person (and only the first) requesting a Role for a particular Permit-ID must request the Signatory Role. You will know if you are the first if '**Signatory**' is the only role available. If granted the Signatory Role, this first User will also be given the Permit Administrator Role. Because the Signatory Role carries so much legal liability, the NYSDEC has to approve all Signatory Role requests; it is the one Role request that cannot be granted by the Permit Administrator. NYSDEC recommends that a facility have more than one user with the Signatory role.

After selecting the '**Request Access**' link, enter the Permit – ID and select '**Update**'. Choose the Role that you will fulfill from the dropdown menu and select '**Add Request**'. Submit and Confirm and then follow any additional instructions required for your role. Once you complete your role request, logout to check your email for your approval.

## ENTERING DATA

After you have received approval for your Role, you will want to start entering data to get used to navigating the pages. Login with your username and password. Select '**Search All DMRs & CORs Permits Users**' tab at the top of the page. COR stands for Copies of Record. After '**Permit ID**' highlight your permit number and select '**Update**'. Always select 'Update' because it functions like the Enter Key would, acknowledging your choice. After '**Permitted Feature**', highlight the DMR you intend to work with, (some permits have more than one permitted outfall). Select '**Update**'.

After '**Monitoring Period End**', choose the beginning and ending dates for the DMR you intend to fill out and submit. The calendar feature can be a bit tricky if you are not used to navigating calendars. For instance, the double arrow will jump you back to the previous year...don't click on that. Select the calendar icon, then to go back to the previous month, click on the single arrow only

once. So if it is now August and you wish to enter July data, click the back arrow once. Choose the first day of the month. Do the same for the ending date. Select the calendar icon, then click the back arrow once, and select the last day of the month.

After '**Status**', highlight the '**Ready for Data Entry**' and select '**Search**' from the bottom of the page. A list of DMRs for the permitted facility you entered will appear on the screen. The very left hand column is titled; Next Step(s). Highlight the '**Edit DMR**' choice and select '**Go**'.

Once you are at your DMR that is ready for data entry, fill in the Principal Executive Officer information. Scroll down the page and the fields with rows and columns will appear very similar to your paper DMR. Now, follow your filled out (by you) paper DMR as a guide until you get comfortable with the electronic data entry. Your data and calculated results will be entered in the **Value** columns. Only enter numbers in these columns. Some of your results will require a '**Qualifier**' or **Less than/Greater than** symbol. Be sure to choose the correct symbol when your results require it in the **Qualifier** column next to the **Value** column. For each parameter, you will fill in the **# of Ex.**, just the same as you have done for your paper DMRs.

## SAVE YOUR WORK

The online NetDMR is designed to time out after 30 minutes of inactivity, so if you are filing in your DMR and the phone rings..... SAVE your work! This is extremely important. If your session times out and closes, you will lose your data entries if you did not SAVE your work. You don't have to fill in and finish the DMR all at once, just remember to SAVE your work. Select the '**Save & Continue**' button at the bottom of the page frequently. Remember; *"only save what you do not want to type in again"*!

Since there is time... a little under 4 months, I recommend creating your user account and practicing with this year's DMRs. Start with January, if you haven't already. On the following week enter February, and do a submittal once per week until you bring yourself up-to-date. While you are in the test site, make some errors on purpose. There are two types of errors; soft errors and hard errors. Soft errors must be acknowledged before you can save your data and are usually permit violations or missing data. Hard errors occur when the form is not completed correctly and must be fixed before you can save your data and sign the DMR. The DMR cannot be validated and signed until all hard errors are fixed, and all soft errors are acknowledged.

## LIVE PRODUCTION SITE

After you have established a core competency with the test site, transitioning into the live production site will be necessary to fulfill the electronic filing requirement. There are just a few differences between the Test site and the Live Production site. The address for the Live Production site is; <https://netdmr. >>>>

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[zendesk.com/home](https://zendesk.com/home). Select the NetDMR login link "For Returning Users". Just like the Test Site, you will need to create a NetDMR account. There are five security questions that are case sensitive. Most importantly when requesting the '**Signatory**' role you must print the Subscriber Agreement, read through all seven pages, sign it and physically mail the agreement to NYSDEC. This will be the only paper form you will have to send when working with NetDMR. You will need to wait for NYSDEC approval before you can begin working with DMRs as the Signatory. Once approved, you will receive a confirmation email. You can also check the status by clicking the '**My Account**' link at the upper left corner of the NetDMR screen.

## ATTACHMENTS

You may also wish to send attachments with your NetDMR form. Documents like your monthly operating report, reports of noncompliance or other documents. There are certain requirements that must be followed for attaching a file. On the left hand side of your screen below the **Comments** box you will see **Attachments**, click on **Add Attachment** and then search for the file you want to attach. Files may not be larger than 20 megabytes, so consider creating a .zip file. The filename must not contain any spaces. There are certain file formats that are not allowed, such as: .com .dll .exe or vbs.

Need some help getting set up, give a call anytime (518) 828-3155, extension 14. Yvonne Tucker, Wastewater Trainer/Technician.

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*References: The training handouts prepared by the New York State Department of Environmental Conservation, the NYSDEC website, the Maryland Dept. of the Environment website, and the Environmental Protection Agency website. 💧💧*

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