Entering DMR Data & Signing-Submitting NetDMRs

1) First, you would need to sign in. Put your **USER ID and PASSWORD**. ***REMEMBER YOUR PASSWORD EXPIRES EVERY 90 DAYS!*** You can either go to:
   https://netdmr.epa.gov

Sign in
or create a new account

✱ = required

User ID ✱

Password ✱

Sign in

Forgot username?

Forgot password?

OR
https://cdx.epa.gov

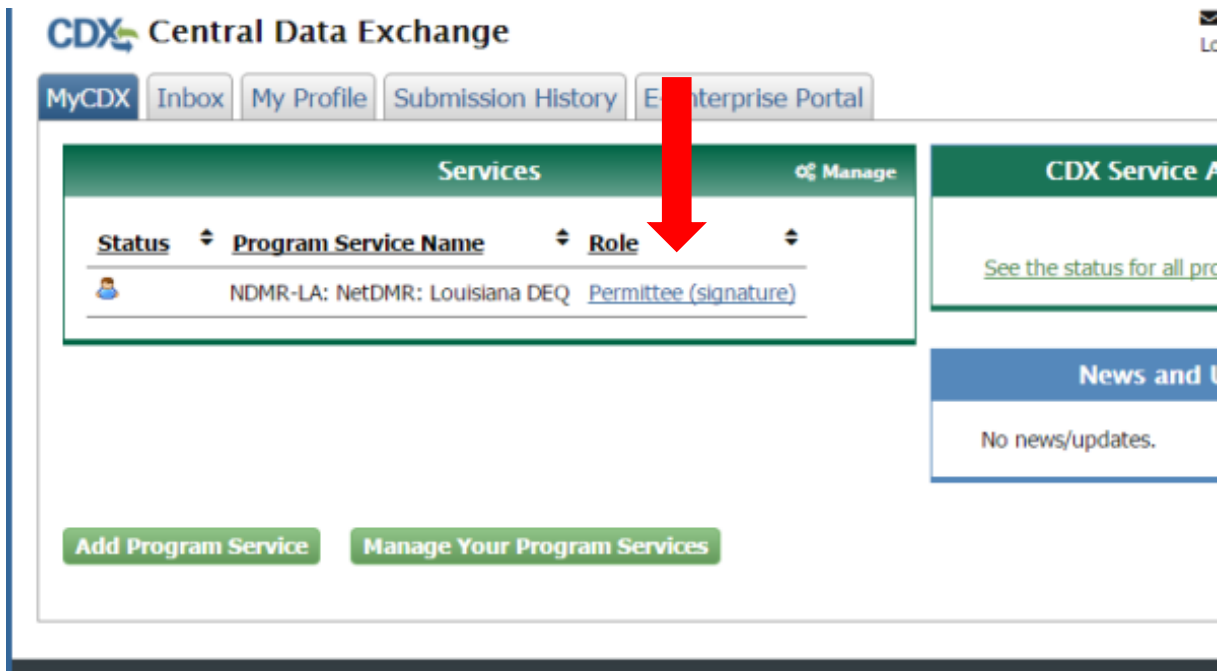**CDX** Central Data Exchange

✉ Contact Us

Log in to CDX

User ID

Password

☐ Show Password
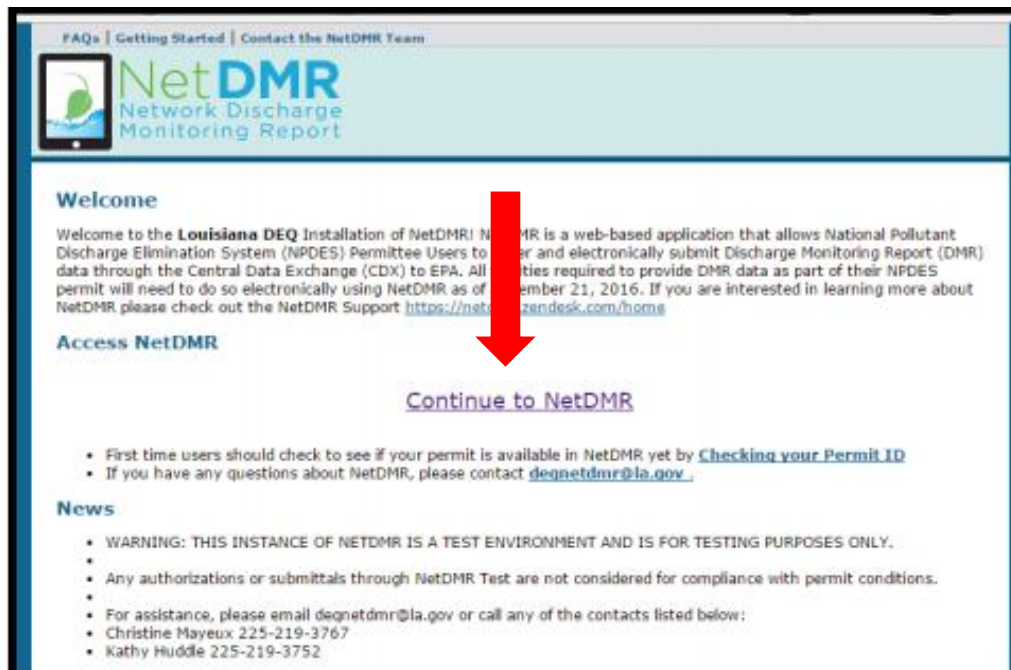
Log In   Register with CDX

Forgot your Password?
Forgot your User ID?
Warning Notice and Privacy Policy

2) Once you are logged in, it will bring you to your **MyCDX PAGE**. You would then click on your **ROLE, PERMITTEE (SIGNATURE)**:

3) Once you click on your **ROLE**, it will bring you to the **LOUISIANA NETDMR PAGE**. You would then click on **CONTINUE TO NETDMR**:

4) Once you click on **CONTINUE TO NETDMR**, it will bring you to the **NETDMR** page. About the middle of the page, you will see **MONITORING PERIOD END DATE RANGE**. Depending on your monitoring period, you would put in the **END DATE** of your **MONITORING PERIOD** in **BOTH BOXES**!

   a) If you have an **ANNUAL** monitoring period, your end date is 12/31/YEAR.

   b) If you have a **SEMI-ANNUAL** monitoring period, your end date for the 1st half of the year is 06/30/YEAR and for the 2nd half of the year is 12/31/YEAR.

   c) If you have a **QUARTERLY** monitoring period, your end dates are the following: 1st quarter, 03/31/YEAR; 2nd quarter, 06/30/YEAR; 3rd quarter, 09/30/YEAR; and 4th quarter, 12/31/YEAR.

   d) If you have a **MONTHLY** monitoring period that is **DUE QUARTERLY**, you would need to do it a bit differently. You would need to put the FIRST DAY OF THE 1ST MONTH ON THE FIRST BOX AND THEN THE LAST DAY OF THE 3RD MONTH ON THE SECOND BOX (for example, the 2nd quarter would be inputted as - FIRST BOX: 04/01/YEAR and SECOND BOX: 06/30/YEAR).

   NOTE: YOU HAVE TO PUT 4 DIGITS FOR THE YEAR!

5) Then, click the **ALL** button for **STATUS** so you can see all the DMRs you need to submit:

6) And then, click **SEARCH**:

7) This will then bring you to the **DMR/COR SEARCH RESULTS** page. You will then see the DMRs that are ready for you to **EDIT**. You will click the **GO** button:

8) Once you click on the **GO** button, it will bring you to the **EDIT DMR** page. If your facility has **NO DISCHARGE**, you would click the **DOWN ARROW** on **FORM NODI**. This is under the **GRAY BAR – NO DATA INDICATOR (NODI)**:
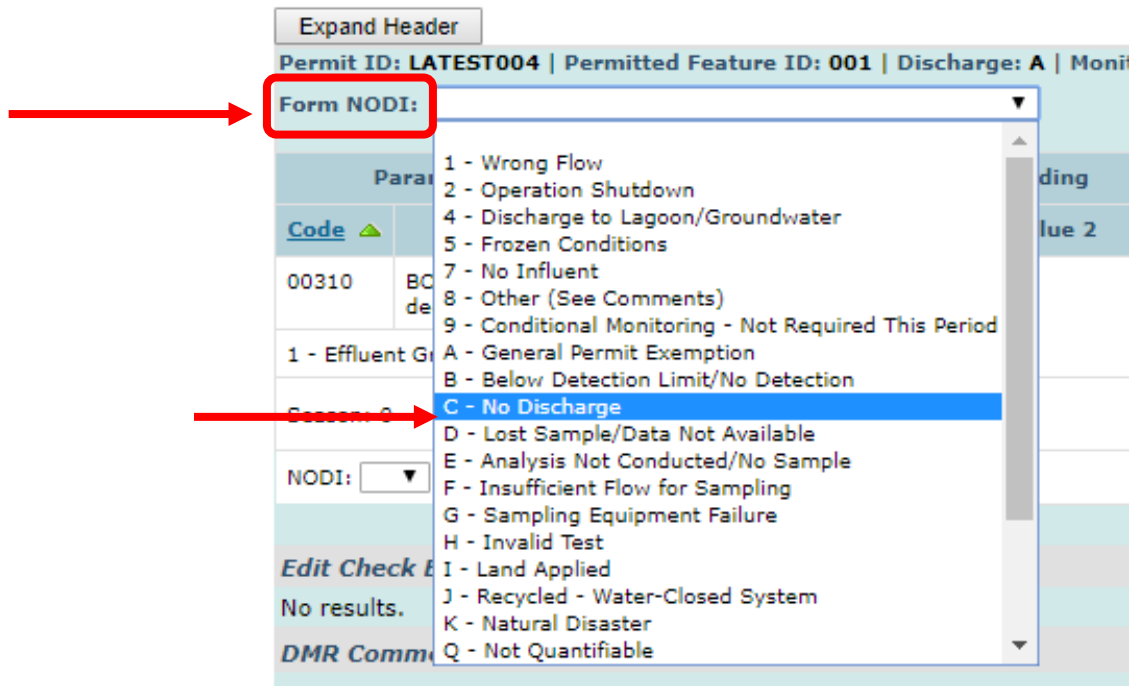
9) This is what will pop down from the **MENU**. Choose **C for NO DISCHARGE** (**IT WILL AUTOMATICALLY POPULATE YOUR PARAMETERS WITH NODI C**):

.

Then, proceed to **STEP 13**!

10) If you have a flow and have gotten your **RESULTS** from your **LABORATORY**, you would then put the results in their appropriate **BOXES: *NOTE: ASK YOUR LAB, THEY MAY BE ABLE TO PUT IN YOUR RESULTS FOR YOU. BE AWARE THAT THIS MAY BE AN ADDITIONAL CHARGE.***
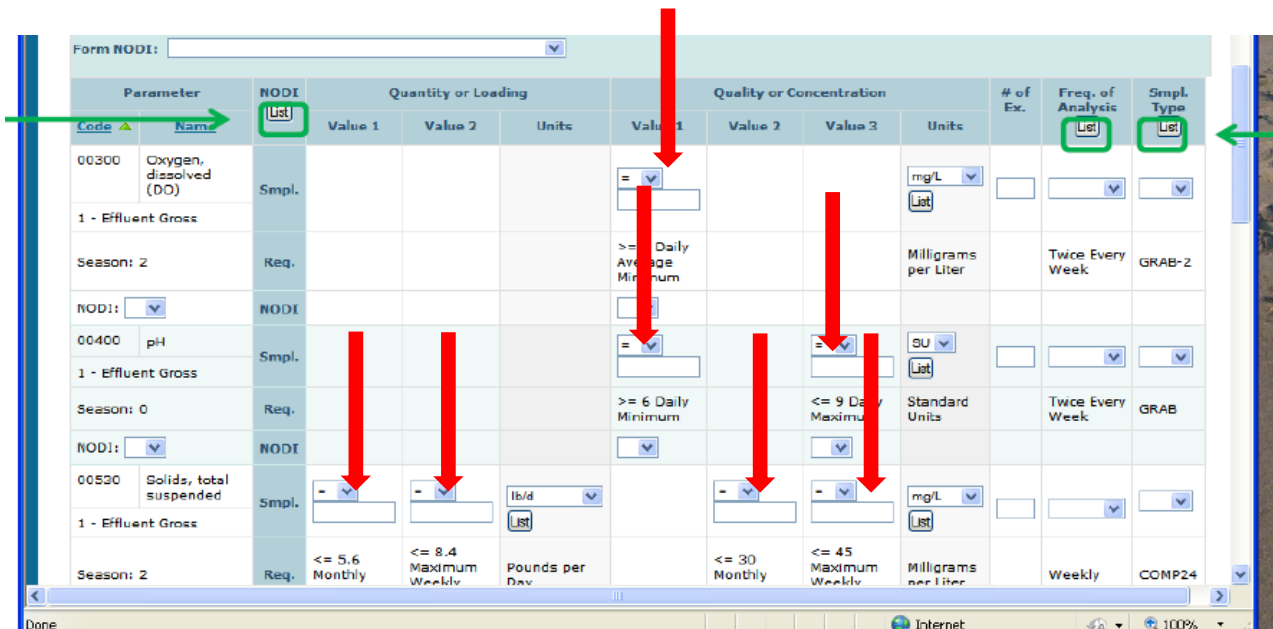
11) If you see any parameters that are **NOT REQUIRED** by your permit, you can either put in the NODI code for **9 for CONDITIONAL MONITORING – NOT REQUIRED THIS MONITORING PERIOD** or **EMAIL** deqnetdmr@la.gov. The NetDMR staff will review the permit to be sure it can be deleted.

(**FOR EXAMPLE**, your facility does not need DISSOLVED OXYGEN above. You would click the DOWN ARROW for that parameter and ONLY that parameter's NODI and choose 9.)

12) If any of the parameters go over their limits or if you have **NO DATA** for a certain parameter, you would need to put a **COMMENT** on the **COMMENTS** section to provide an explanation. You can also submit a **NON-COMPLIANCE REPORT FORM**. *REMEMBER IT HAS TO BE A PDF ATTACHMENT!*

Non-Compliance Report Form

Facility Name: _____ **Date:** _____

Facility Address: _____

Person Reporting: _____ **Title:** _____

Phone Number: _____ **Parish:** _____

LPDES Number: LA_____ **AI#:** _____

Receiving Waters: _____
(Refer to Subject Line on Permit Cover Letter)

Date of Non-Compliance	Parameter/ Description (e.g. TSS, Overflow)	Outfall No./ Location (e.g. 001, 123 Main St.)	Permit Limit	Reported Value

Cause of Violation(s): _____
_____
_____
_____
_____
_____

Corrective Action/Preventative Measures/Remediation: _____
_____
_____
_____
_____
_____
_____

Please submit as a PDF attachment in NetDMR or mail non-compliance reports to the following address:

Office of Environmental Compliance
Attn: Permit Compliance Unit
P.O. Box 4312
Baton Rouge, LA 70821-4312

13) You can then click on **SAVE & CONTINUE**:

14) Errors (permit limit excursions) will be identified, if there are any, after saving. The errors will become highlighted in **PINK** and have an **EXCLAMATION POINT** by the parameter. The errors will be addressed under **EDIT CHECK ERRORS**. You would then need to **ACKNOWLEDGE THE ERRORS BY CHECKING THE APPROPRIATE BOXES**:

15) After acknowledging the errors, click on **SAVE & CONTINUE** one more time.

16) After saving, you can then click on **SIGN & SUBMIT**.

17) It will then bring you to the **SIGN & SUBMIT DMR** page. You would have to check the first box, **INCLUDE IN SUBMISSION**, to submit the DMR. You can also check the second box if you want to send a copy of the DMR, or **COR**, to your email. Once you check the boxes, put your **PASSWORD** and hit **SUBMIT**:

18) After submitting your password, it will then randomly ask **ONE OF YOUR FIVE SECURITY QUESTIONS**. Answer the question and click on **SUBMIT**.

19) Afterwards, it will bring you to the **SUBMISSION CONFIRMATION** page.

OTHER USEFUL INFORMATION:

Some other NODI codes that can be used:

a) NODI E – Analysis Not Conducted/No Sample Taken
b) NODI G – Sampling Equipment Failure
c) NODI D – Lost Sample/Date Not Available

CONTACT INFORMATION (if you have any further questions):

1) NetDMR Staff: deqnetdmr@la.gov
2) SBA Staff: 1-800-259-2890 or sbap@la.gov