

## 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](#)

A banner image for the CDX login page. It features a dark blue background with a large, stylized '01' in the foreground. Behind the '01', there are faint, glowing binary digits (0s and 1s) and a circular graphic element. The overall aesthetic is digital and data-oriented.

Log in to CDX

User ID

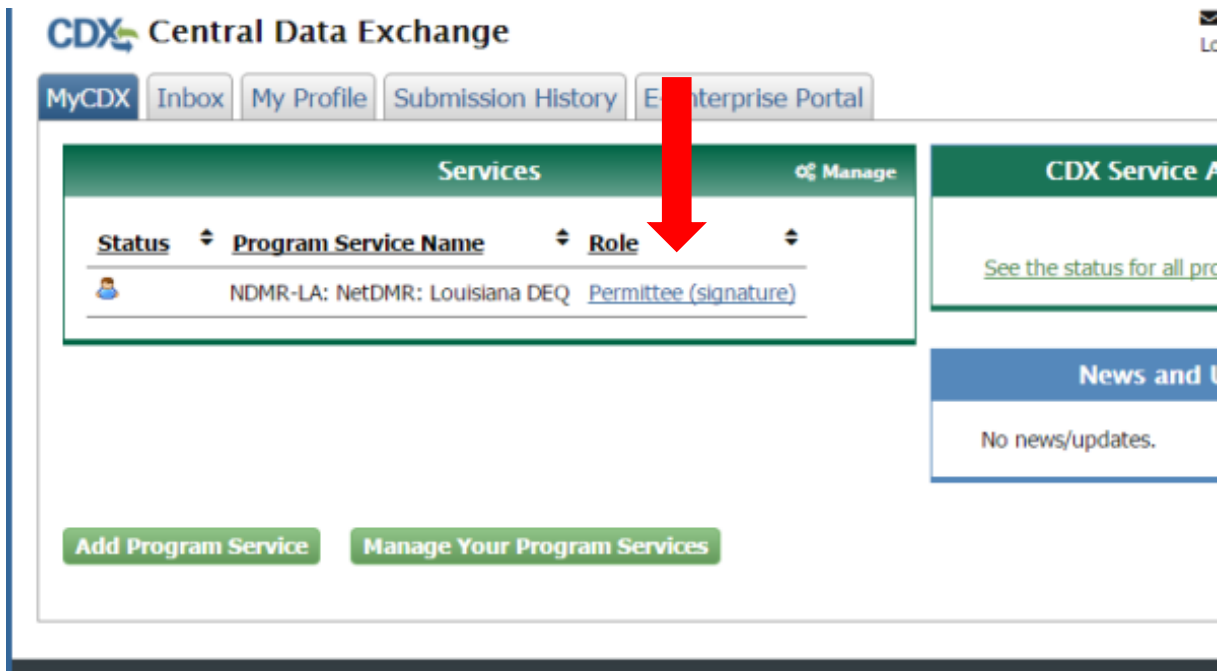
Password

Show Password

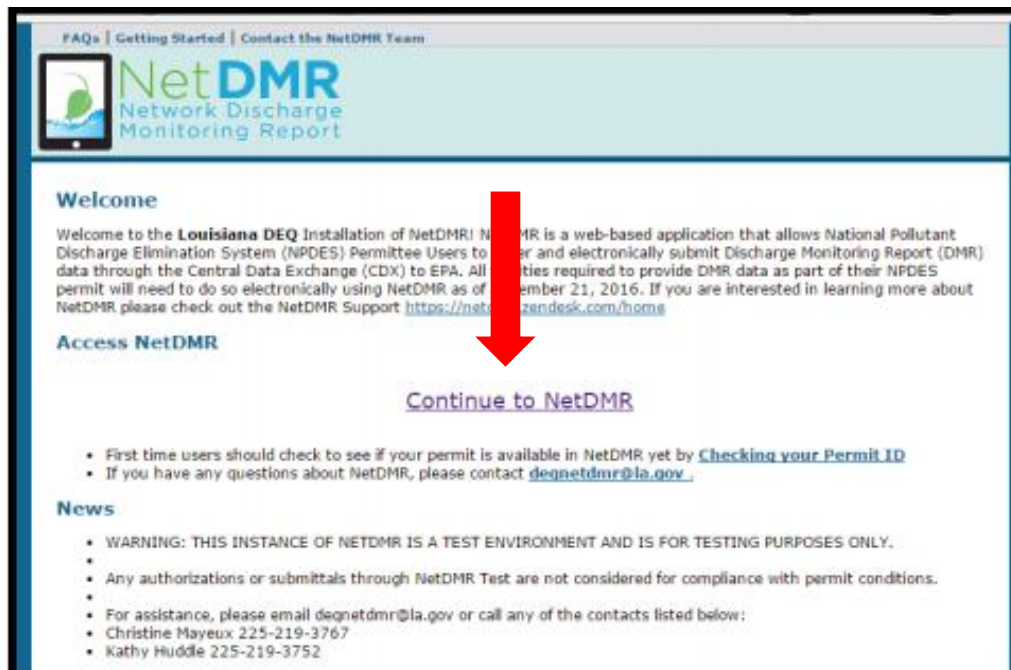
[Log In](#) [Register with CDX](#)

[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!**
- If you have an **ANNUAL** monitoring period, your end date is 12/31/YEAR.
  - If you have a **SEMI-ANNUAL** monitoring period, your end date for the 1<sup>st</sup> half of the year is 06/30/YEAR and for the 2<sup>nd</sup> half of the year is 12/31/YEAR.
  - If you have a **QUARTERLY** monitoring period, your end dates are the following: 1<sup>st</sup> quarter, 03/31/YEAR; 2<sup>nd</sup> quarter, 06/30/YEAR; 3<sup>rd</sup> quarter, 09/30/YEAR; and 4<sup>th</sup> quarter, 12/31/YEAR.
  - 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 1<sup>ST</sup> MONTH ON THE FIRST BOX AND THEN THE LAST DAY OF THE 3<sup>RD</sup> MONTH ON THE SECOND BOX** (for example, the 2<sup>nd</sup> 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:

 **DMR/COR Search Results**

One item found

<a href="#">Next Step(s)</a>	<a href="#">Permit ID</a>	<a href="#">Facility</a>	<a href="#">Permitted Feature</a>	<a href="#">Discharge #</a>	<a href="#">Discharge Description</a>
<a href="#">Edit DMR</a> ▼ <b>Go</b>	LATEST004	LATEST004	001	001-A	(no description)


- 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)**:

 **Edit DMR**

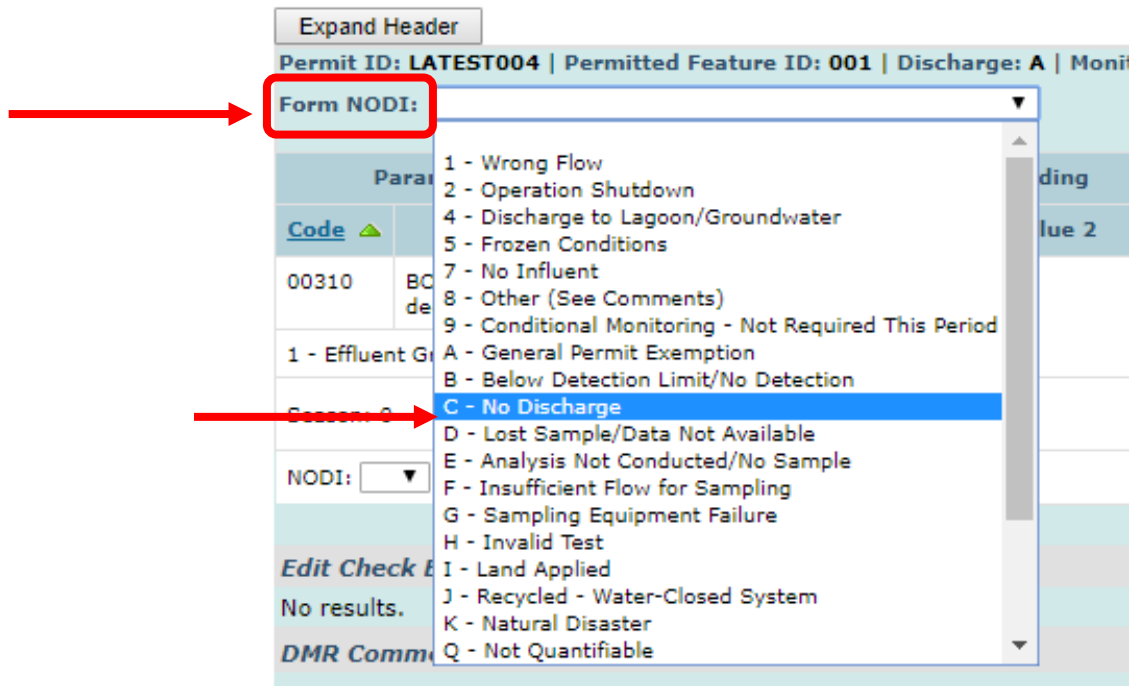
*Permit*  
Permit ID: LATEST004 Major:   
Permittee: LATEST004 Permittee Address: 602 NORTH 5TH STREET  
Facility: LATEST004 Facility Location: BATON ROUGE, LA 70802  
602 NORTH 5TH STREET  
Permitted Feature: 001 - External Outfall Discharge: BATON ROUGE, LA 70802  
A - (no description)

*Report Dates & Status*  
Monitoring Period: From 05/01/19 to 05/31/19 DMR Due Date: 07/28/19  
Status: **Ready for Data Entry**

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

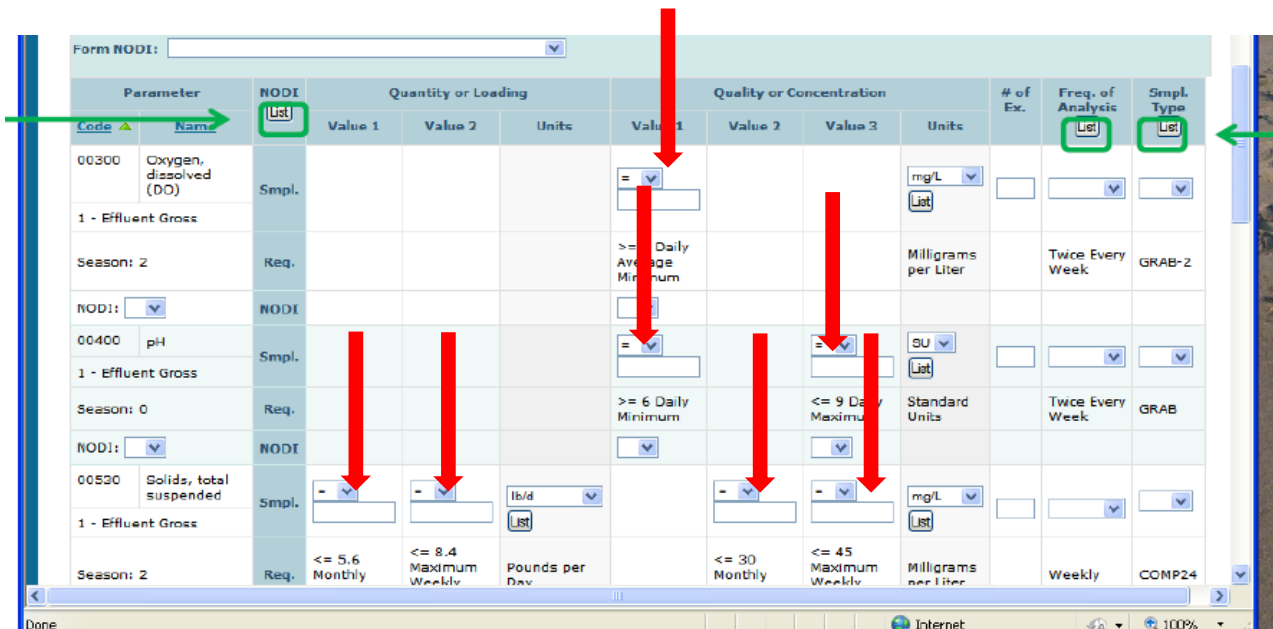
*No Data Indicator (NODI)*  
Form NODI:  

- 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](mailto:deqnetdmr@la.gov). The NetDMR staff will review the permit to be sure it can be deleted.

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name	List	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units		List	List
00300	Oxygen, dissolved (DO)	Smpl.				=			mg/L			
1 - Effluent Gross									List			
Season: 2		Req.				>= 5 Daily Average Minimum			Milligrams per Liter		Twice Every Week	GRAB-2
NODI:												
00400	pH	Smpl.				=		=	SU			
1 - Effluent Gross									List			
Season: 0		Req.				>= 6 Daily Minimum		<= 9 Daily Maximum	Standard Units		Twice Every Week	GRAB
NODI:		NODI										
00530	Solids, total suspended	Smpl.	-	-	lb/d		-	-	mg/L			
1 - Effluent Gross					List				List			
Season: 2		Req.	<= 5.6 Monthly	<= 8.4 Maximum Weekly	Pounds per Day		<= 30 Monthly	<= 45 Maximum Weekly	Milligrams per Liter		Weekly	COMP24

(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!\***

**Comments**

DO only sampled once during first week of the month due to frozen conditions.

**Attachments**

Add Attachment

No results.



## 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**:

Code	Name	Monitoring Location	Field	Type	Description	Acknowledged
80082	BOD, carbonaceous, 05 day, 20 C	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input checked="" type="checkbox"/>
80082	BOD, carbonaceous, 05 day, 20 C	Effluent Gross	Quantity or Loading Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input checked="" type="checkbox"/>

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**:

**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 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"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>		LATEST004	LATEST004	001	001-A	(no description)	06/30/19	07/28/19	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 Training User 004.
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

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

**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 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 checked="" type="checkbox"/>		LATEST004	LATEST004	001	001-A	(no description)	06/30/19	07/28/19	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 Training User 004.
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.

Who is your favorite author?

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

Home | My Account | Request Access | Help | Logout User:netdmrtrain4@gmail.com, Permittee User

**NetDMR**  
Network Discharge  
Monitoring Report

DEQ  
LOUISIANA

Manage Access Requests | Search All DMRs & CORs Permits Users | **View All Copies of Submissions** | Unscheduled DMRs | Import DMRs Perform Import Check Results | Update NODI Check Results | View Permits Users DMR Signing Status | Download Blank DMR Form

DMR/COR Search Results | View DMR Signing Status

**Signing Process Confirmation - CDX Activity ID: \_fa2d3e6a-412f-405b-845c-d94f796066d0**

Your DMRs are undergoing the Signing Process

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date
LATEST004	LATEST004	001	001-A	(no description)	06/30/19	07/28/19

©2008 NetDMR

**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](mailto:deqnetdmr@la.gov)
- 2) SBA Staff: 1-800-259-2890 or [sbap@la.gov](mailto:sbap@la.gov)