NetDMR Training

Permittees and Data Providers

Permit Compliance Unit

Water Enforcement Division

LOUISIANA DEPARTMENT OF ENVIRONMENTAL QUALITY

FOR ALL YOUR ENVIRONMENTS

Getting Started

A. Introduction
   1. PCU
   2. About NetDMR
   3. Benefits of NetDMR

B. Create an Account
   1. User Registration
      - NetDMR User Types
   2. Signing In
      - Navigating NetDMR
   3. Request/receive access to permit
      - External User Roles
   4. Creating an Account Demonstration

Submitting DMRs

C. Searching DMRs and Entering Data
   1. DMR Search Results
   2. Enter/Edit DMR Data
   3. Saving DMR Information

D. Sign and Submit DMRs
   1. Identifying DMRs Ready for Submission
   2. Edit DMR Screen
   3. DMR Search Results Screen
   4. Download Copy of Record
   5. Signing and Submitting DMRs Demonstration

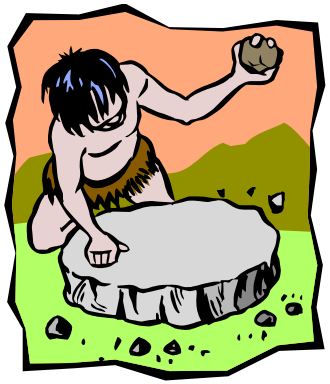
Additional Information

E. Download and View CORs
   1. NetDMR
   2. EDMS
F. Permit Administrator Tasks
   1. Managing Access
   2. Refreshing DMRs
G. Importing DMRs

Permit Compliance Unit
(PCU)

- Receive and track all DMRs
- Collect and maintain data
- Conduct compliance monitoring
- Initiate informal enforcement action
- Generate enforcement referrals

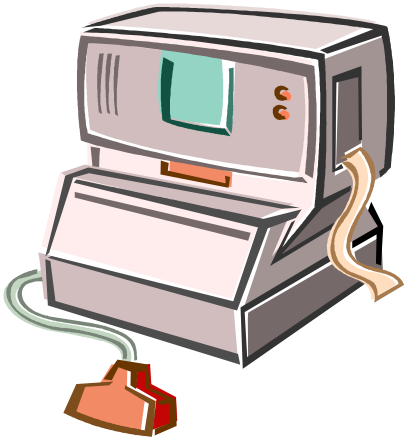
About NetDMR



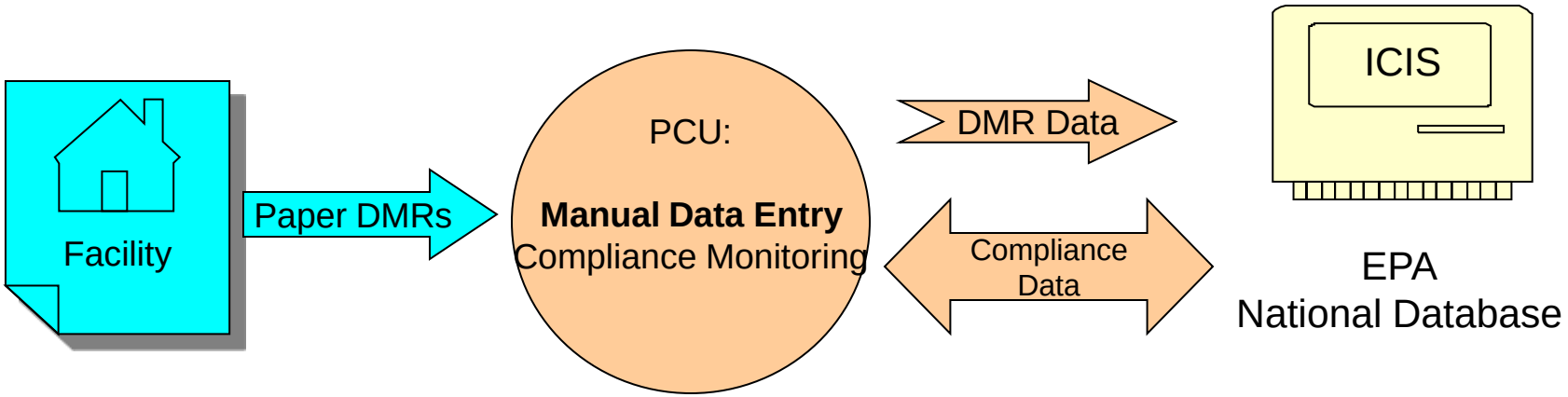
- NetDMR Application Development
  - Collaboration of many states using EPA Challenge Grant money
  - Design began - September 2005
  - Product Delivered to EPA – September 2008
- CROMERR Approval
  - State Regulations Updated – September 2008
  - EPA Approved – April 2009
- NetDMR Released by EPA
  - Made available to states - June 22, 2009

What does NetDMR do?

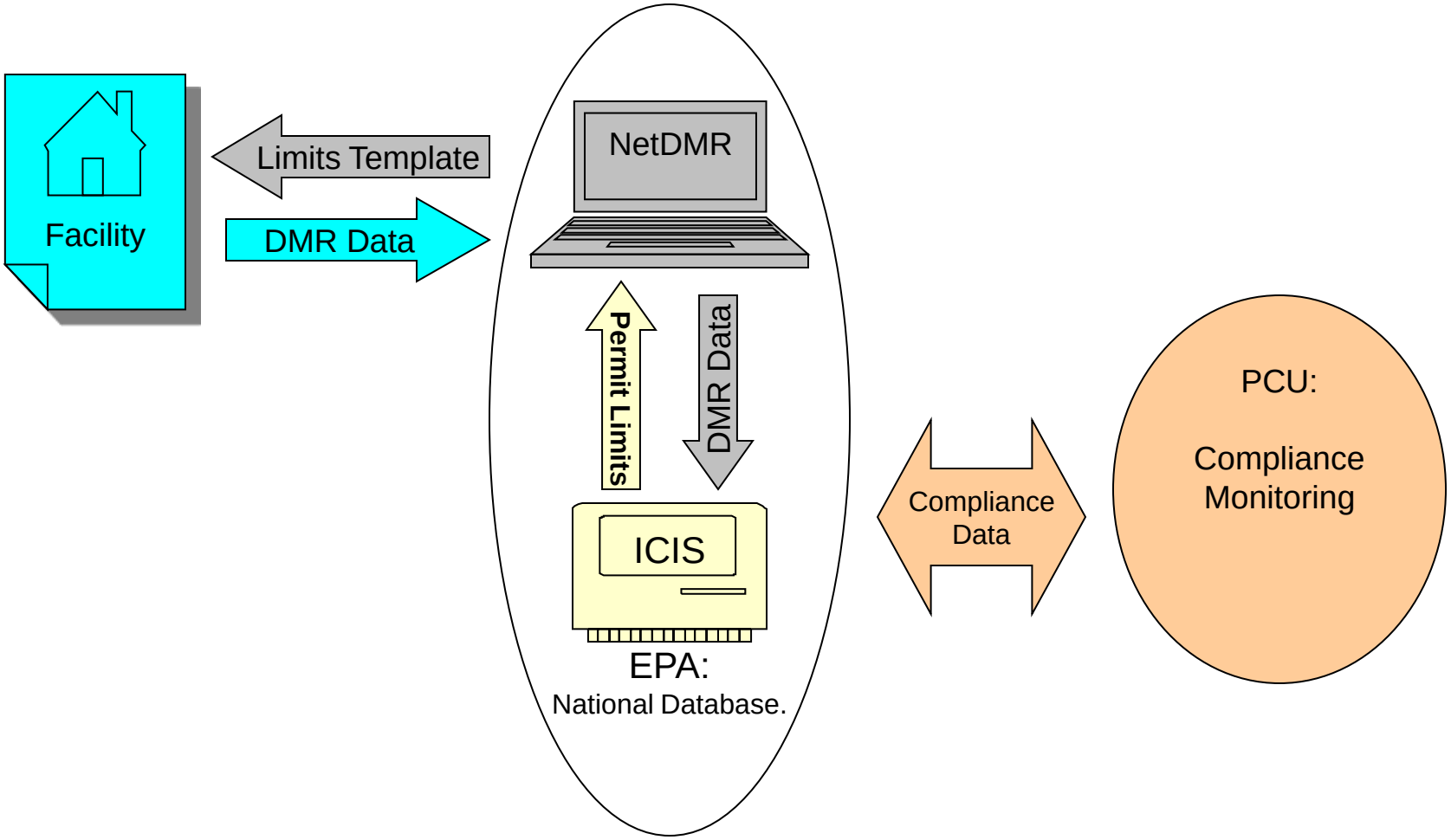
- Accepts DMR submissions and pushes data directly to EPA's national database
- Creates signed XML document as a versatile copy of record
- Improves data flow from facilities to State/EPA



Current DMR Data Flow



DMR Data Flow with NetDMR



Benefits of NetDMR Application

- Eliminates paper DMR data entry
- Improves data quality
- Improves data availability
- Encourages proper reporting
- Provides email confirmation of DMR submission
- Compatible with current state business practices

Where to Find NetDMR

- Production
  https://netdmr.epa.gov/netdmr
- Test
  https://netdmrtest.epacdx.net/netdmr-web

NetDMR

Welcome

Welcome to NetDMR! If you are a permittee, you may be able to use this web site to complete and submit DMRs electronically for your facility.

News

- None.

Select Regulatory Authority: Connecticut DEP Go

Warning Notice

The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the National Installation of NetDMR site at the Central Data Exchange and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013]

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Selecting the Right Instance

- Each state or EPA region participating in NetDMR has their own instance
- Selecting the right instance depends on who normally receives your DMRs
  - If LDEQ has delegation of your permit, then you will select the Louisiana DEQ instance of NetDMR
  - If EPA has retained delegation of your permit, then you will select the EPA Region 6 instance

Welcome

Welcome to NetDMR! If you are a permittee, you may be able to use this web site to complete and submit DMRs electronically for your facility.

News

- None.

Select Regulatory Authority: Arkansas DEQ Go

- Arkansas DEQ
- BAH Delaware
- BAH Michigan
- Colorado DPH WQCD
- Connecticut DEP
- EPA HQ – IL
- EPA Region 1 CT-MA-NH-RI
- EPA Region 10 - ID
- EPA Region 2 - PR-VI-SR
- EPA Region 3 - DC
- EPA Region 9 – CA-GU-NN
- EPA Rg 08 - CO-MT-SD-UT
- EPA Rg 6 - GM-LA-NM-TX
- HI - Dept of Health - CWB
- Louisiana DEQ
- New York - NY
- Tennessee DWPC
- Test V1.1 - OK
- Utah DWQ

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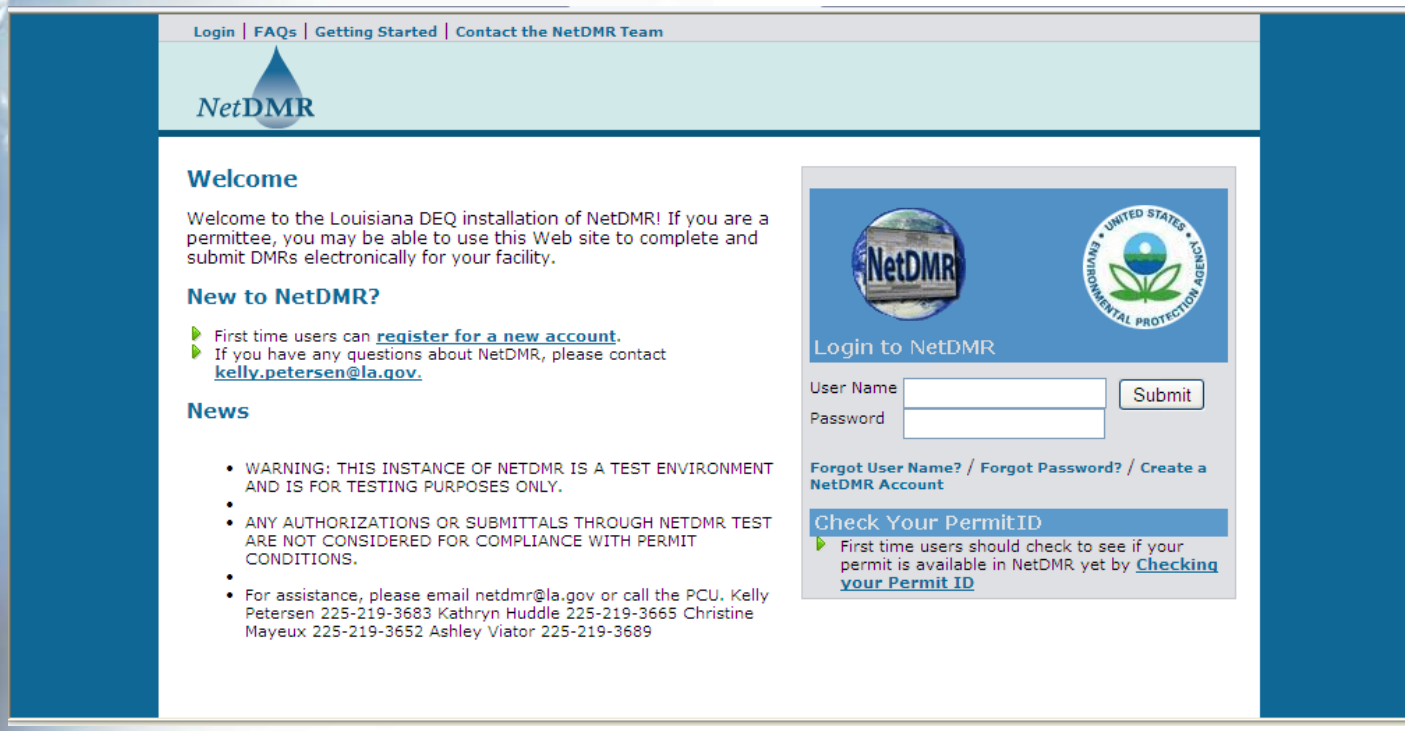
Privacy Statement

EPA will use the personal identifying information which you provide for the expressed ational Installation of NetDMR site at the Central Data Exchange and for updating and correct databases as necessary. The Agency will not make this information available for othe w. EPA does not sell or otherwise transfer personal information to an outside third party. [Fe (Volume 67, Number 52)][Page 12010-12013]

LDEQ Instance Home Page

- Contact info
- Check your permit ID for eligibility
- Creating a new account
- Forgot user name / password

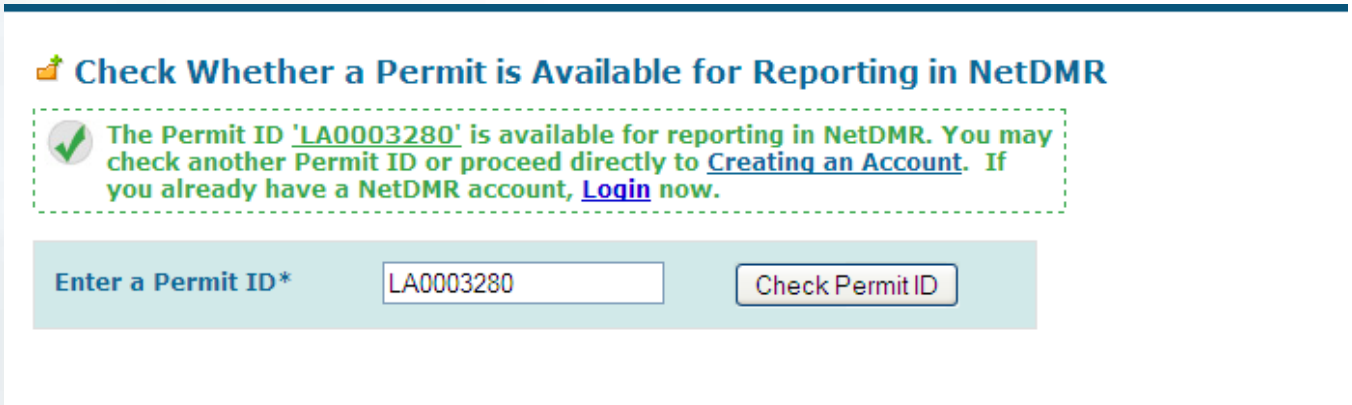


Checking Your Permit ID

- Ensures your permit number is available on selected instance
  - All permits that require DMRs to be submitted to LDEQ are available
  - Move forward with registration and completing a subscriber agreement
- Does <u>not</u> ensure that your permit limits are coded
  - LDEQ must code permit limits into the EPA national database to submit electronically through NetDMR
  - Major, 92-500 and significant minor permits were coded prior to the release of NetDMR
  - Most minor permit limits are not coded in NetDMR
    - Must request access through email or phone call, or by sending us your subscriber agreement
    - We will add your permit(s) to the Priority Permit List and will notify you when limits are ready for NetDMR

Checking Your Permit ID

- Enter Permit ID
- If you receive this message, your permit is eligible for NetDMR
- You may now create your account, or login if you have already established an account



B. Account Creation

1. User Registration
   - Establishes your identity
   - Each user should have a unique account
2. Request/Receive Access to Permit
   - Associates your user account with specific permits
   - Identifies your role in NetDMR for each permit

Step 1: User Registration

- Have a valid email address
- Provide basic identifying information
  - Name
  - Email address
  - Organization
  - *User Type
- Provide answers to 5 security questions (case sensitive)
- Click link in verification email

* Selecting the correct user type is important because it cannot be changed later.

NetDMR User Types

- System Administrator
  - EPA/NetDMR Host

- Internal Users
  - State and Federal Agency Users
    - Read-only access to all signed and submitted reports
    - Partially completed DMRs only able to be viewed when specifically requested and authorized by facility

- External Users
  - Permittees
  - Data providers
    (contractors and labs)

General Account Information

Please provide the information requested below to create a NetDMR account. A '*' indicates a required entry.

Email Address:*

Enter Email Address Again:*

User Name:*

- ◉ Use my email address as my user name
- ○ Create my own user name

First Name:*

Last Name:*

Telephone Number:* (###-###-####)

Organization:*

Type of User:* Select One

Selected Security Questions

Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive.

Question 1*

Select One

Question 2*

Select One

Question 3*

Select One

Question 4*

Select One

Question 5*

Select One

Submit Reset Cancel

Account Verification

- You will receive a verification email from NetDMR; click the link within to complete the account verification process
- The link will expire in 60 days

Activate Your NetDMR Account Inbox | X

netdmr-notification@epa.gov to me show details 9:39 AM (17 minutes ago) Reply

Ashley Viator,

Your NetDMR account must be finalized before you can log into the system and request access to your permits. Please click on the following link.

https://netdmrtest.epacdx.net/netdmr-web/public/verification.htm?key=5b9c7875c28525c0dbe92342bcf2e5ba743c366820a0eec6f242b424f04e62ee&userId=596

The link to finish creating your account will expire in 60 days. If you do not complete the account creation process within 60 days, you will need to provide the information requested on the Create a NetDMR Account page again. If the Complete the NetDMR Account Creation Process page is not displayed after clicking the above link, copy and paste the entire link into you browser address bar and then click enter to access the page.

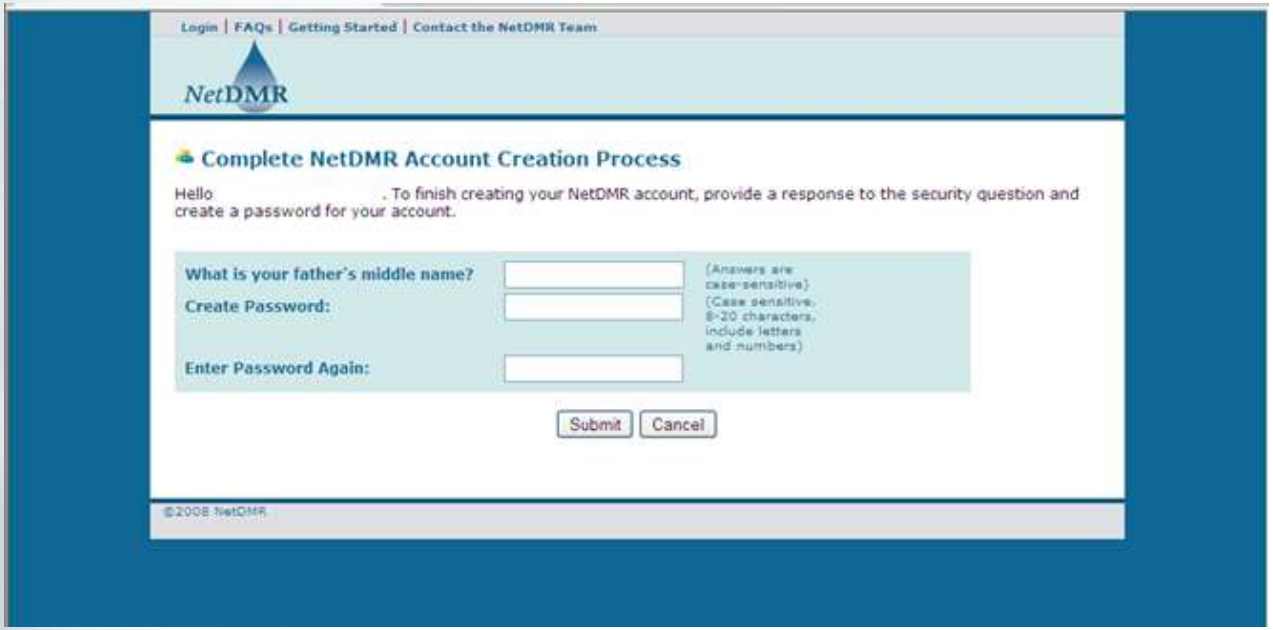
Thank you.

THIS EMAIL IS FROM THE NETDMR TEST ENVIRONMENT AND IS FOR TESTING PURPOSES ONLY.

ANY AUTHORIZATIONS OR SUBMITTALS THROUGH NETDMR TEST ARE NOT CONSIDERED FOR COMPLIANCE WITH PERMIT CONDITIONS.

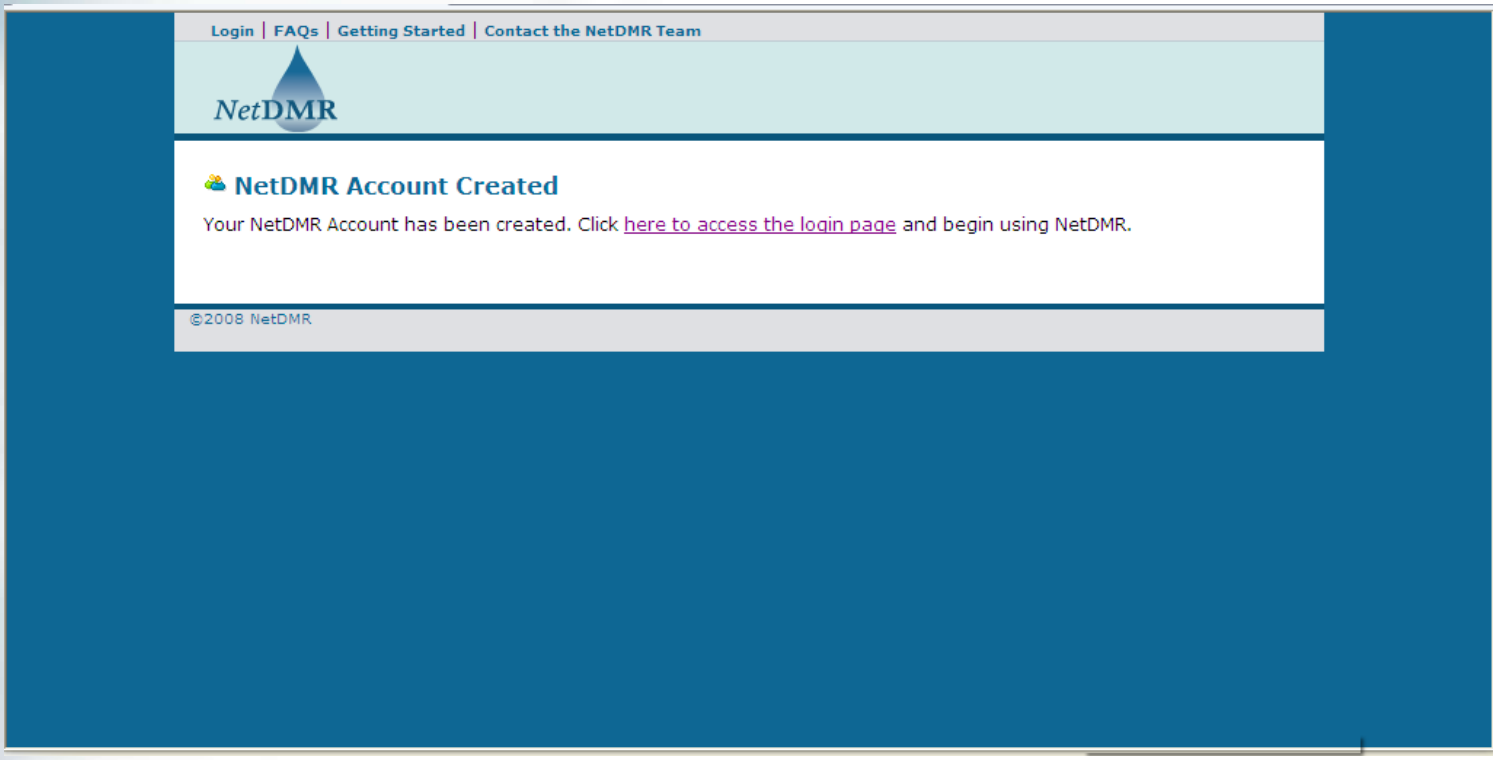
Account Verification

- Fill in security answer
  - Case sensitive
- Create a password, and then retype to confirm
  - Also case sensitive; expires every 90 days
  - 8-20 characters; must contain at least 1 letter and 1 number



Account Verification

- You've finished creating your account!
- Click the link to login



Follow Along in Test

- Navigate to NetDMR Test
- Select Louisiana DEQ Instance
- Check your Permit ID
- Register as a User

Time for a Break!

Account Creation

2 Part Process

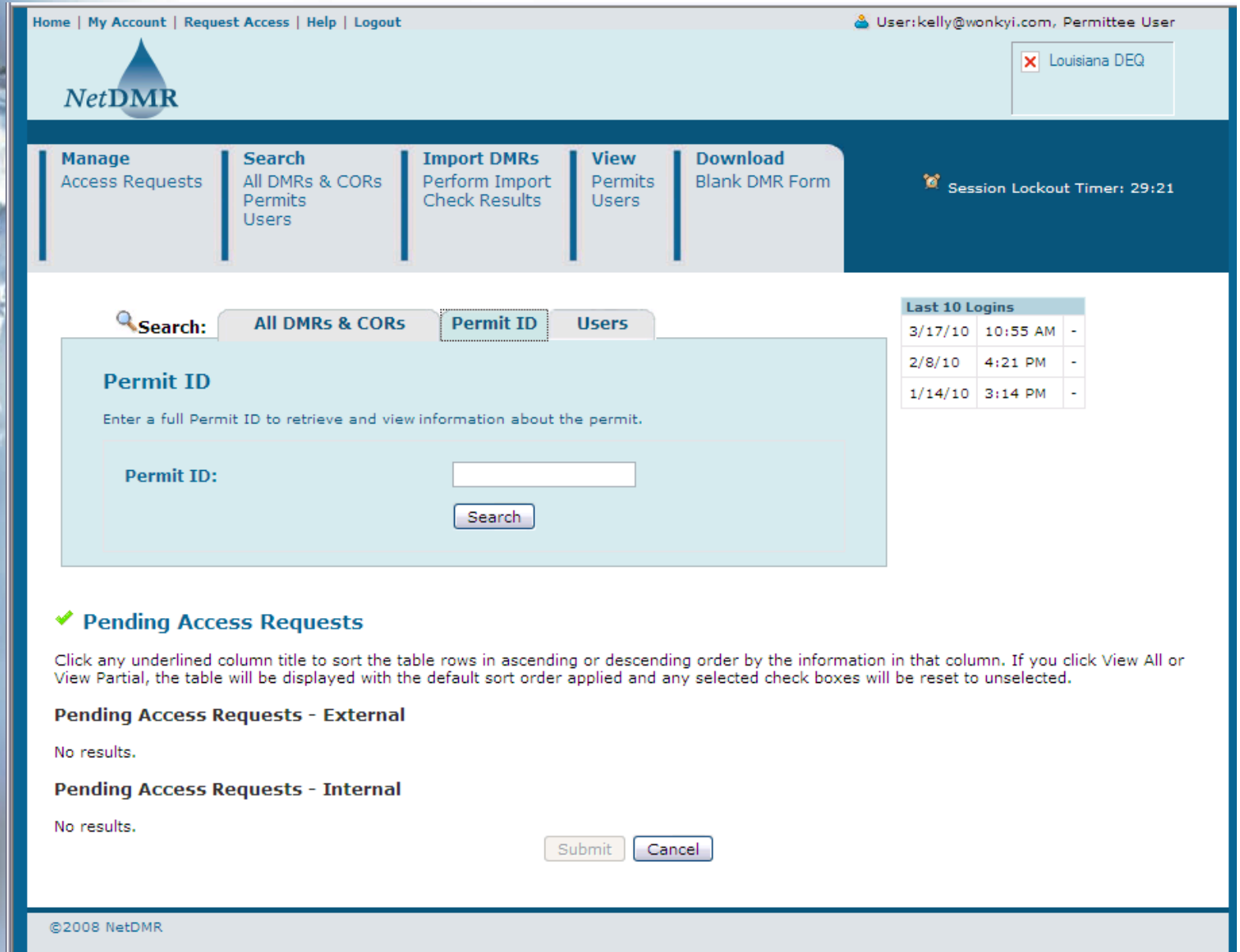
1. Register as a User ✓
2. Request Access to Permits

After registering as a user you are able to log-in for the first time.

Signing In

- Four attempts to log-in before account is locked
  - Must answer security question correctly to unlock
- Forgotten username/passwords may be retrieved or reset online
  - Reset with verification email
  - Retrieve/change by answering a security question
- Passwords and security questions are case sensitive
- Passwords expire every three months

Your Account Home Page

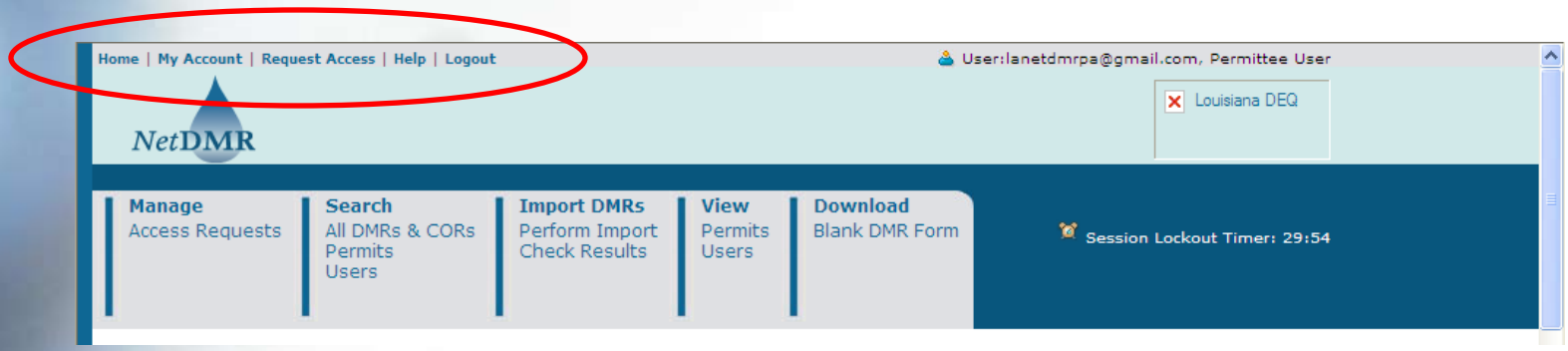


Your NetDMR Home Page

- Top of Screen
- Header Bar
- Last 10 Logins
- Frequently Used Functions

Top of Screen

- Home
  - Brings you back to the home screen
- My Account
  - Allows you to view and edit your account settings
- Request Access
  - Request access to permits with specific roles
- Help
- Logout



My Account

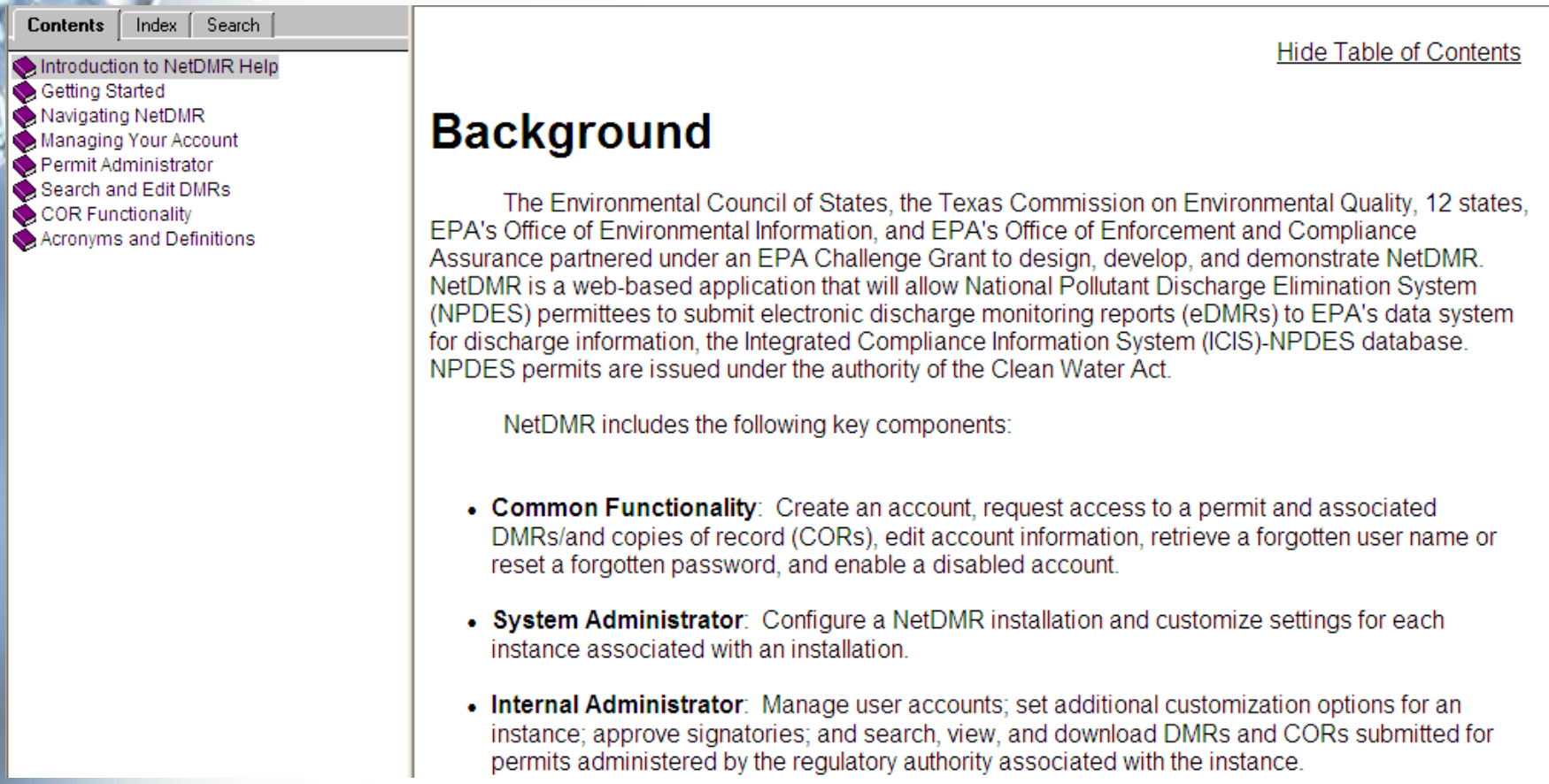
- View Account Information
  - Basic Information
  - Selected Security Questions
  - My Permits
- Edit Account

Edit My Account

- General Account Information
  - Cannot change user type, must contact DEQ
- My Permits
  - Access subscriber agreements
  - Remove unnecessary access to permits
- Security Questions and Answers
- Change Your Password
- Lock Your Account

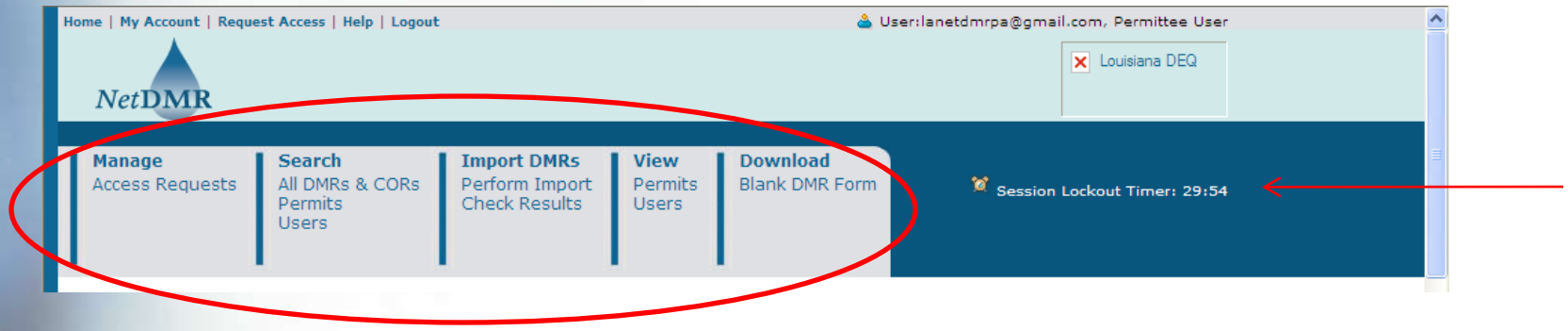
Help

- Clicking the Help link will bring you to the NetDMR User Guide



Header Bar

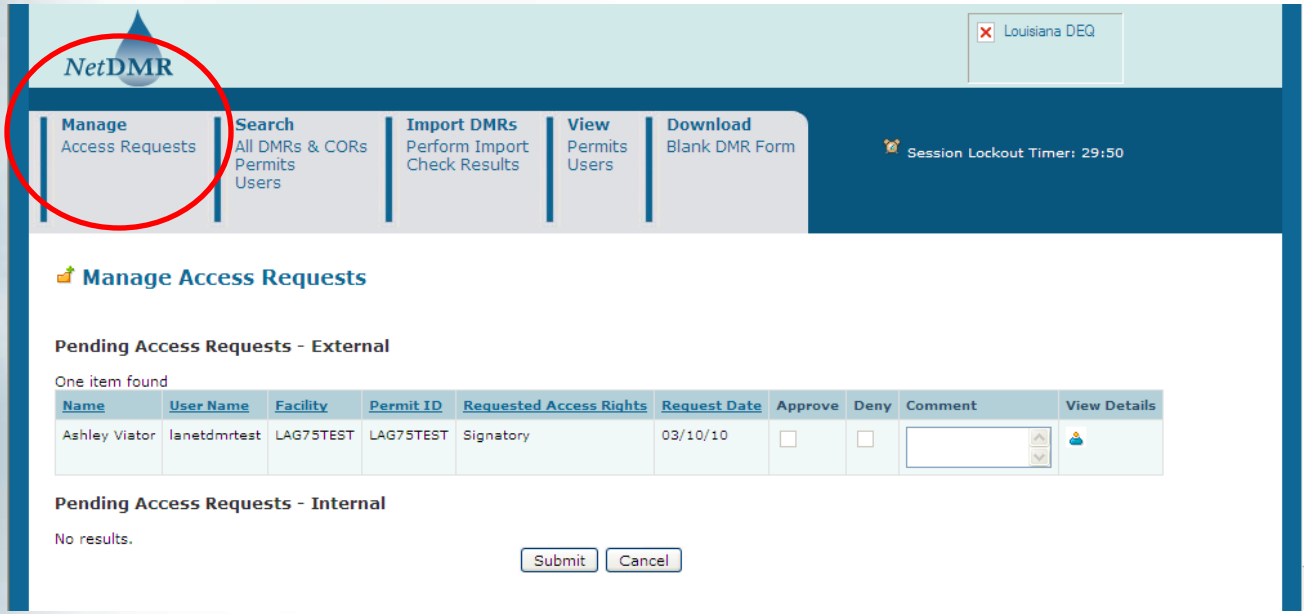
- **Manage** Access Requests
- **Search** All DMRs & CORs, Permits, Users
- **Import DMRs** Perform Import or Check your Results
- **View** Permits or Users
- **Download** Blank DMR form
  - Note the **Session Lockout Timer**: you will be logged out after 30 min of inactivity



*Visibility of header bar options is dependent on user type

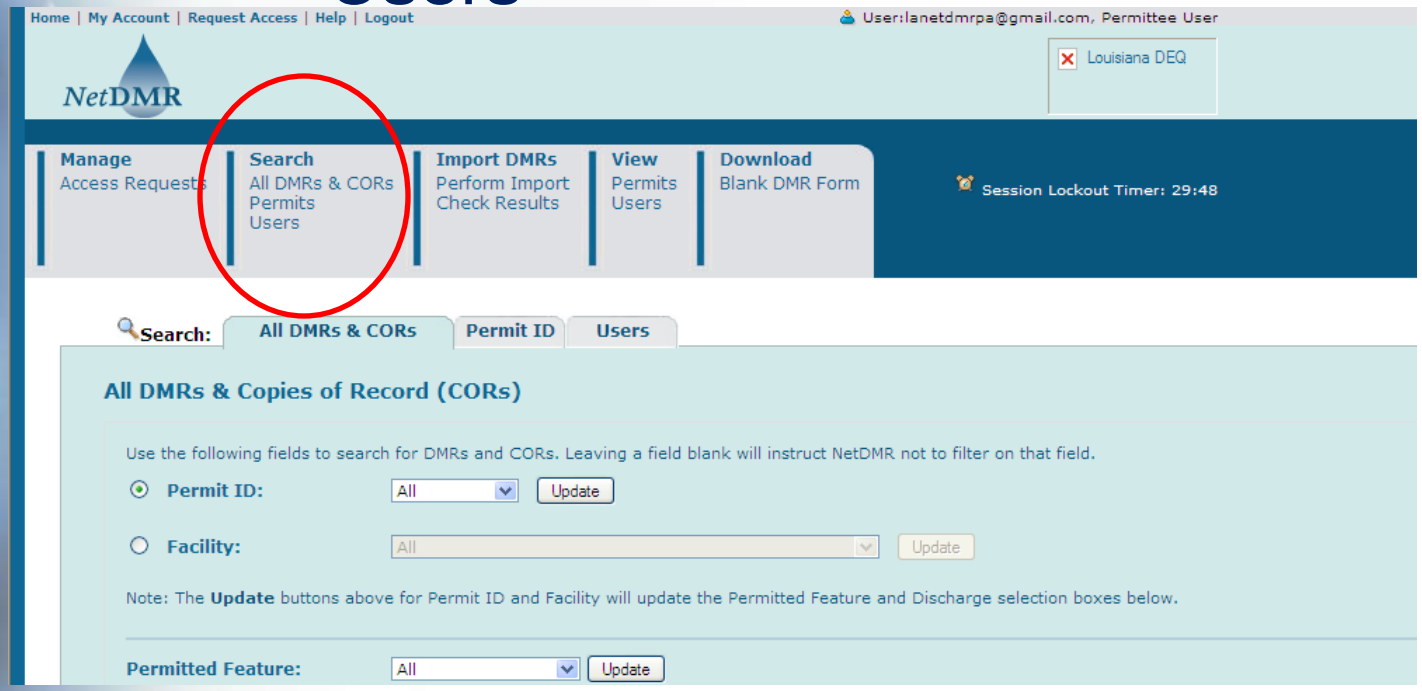
Manage Access Requests

- If you have the Permit Administrator role, you would come here to approve access requests
  - Note: As Permit Administrator, you cannot approve signatory roles.



Search

- Similar to the tabs on the home page, you may search:
  - All DMRs & CORs
  - Permits
  - Users

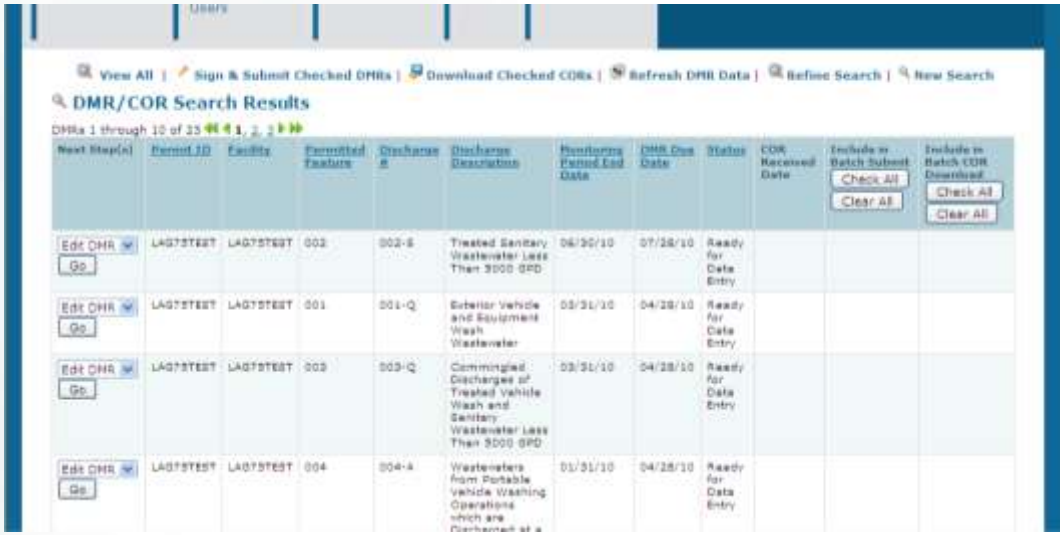


Search All DMRs & CORs

- You can filter your search criteria by:
  - Permit Number
  - Permitted Feature (001)
  - Discharge (A, Q, Y)
  - Monitoring Period End Date Range
  - Edited or Submitted by:
  - Status
  - COR confirmation #

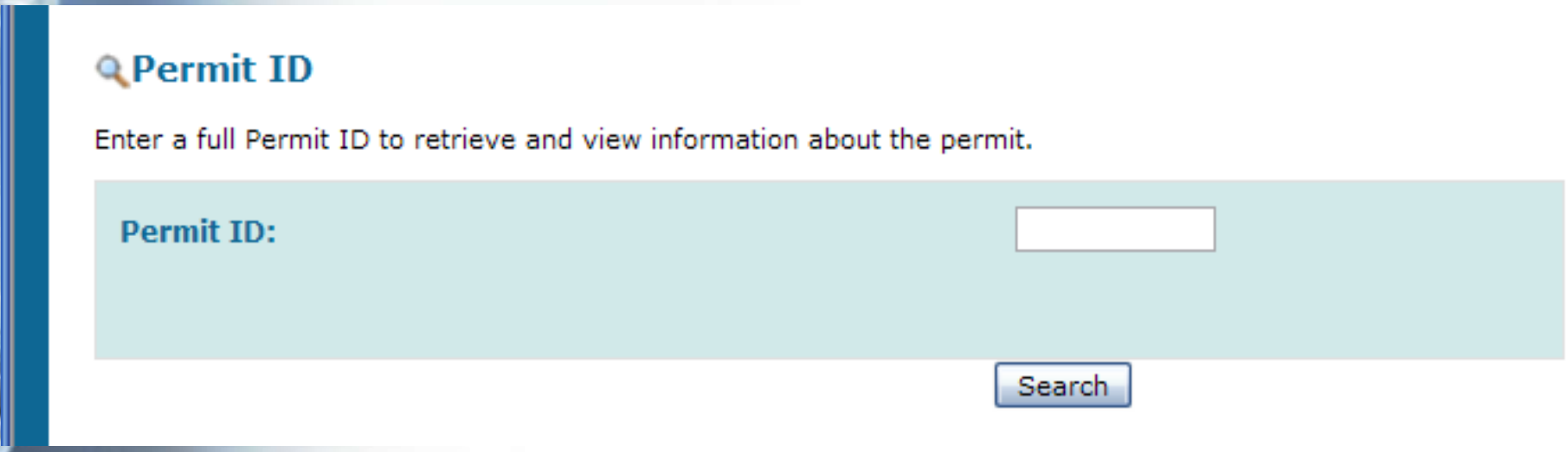
Search All DMRs & CORs

- You can sort your search results by clicking on any column with a hyperlink
- Watch out for multiple pages of DMRs!



Search Permits

- This will bring you to a screen where you can view:
  - Permit details
  - Applicable users/roles
  - Pending Access Requests
- Permit Administrators can also enter email addresses for DMR submittal notifications

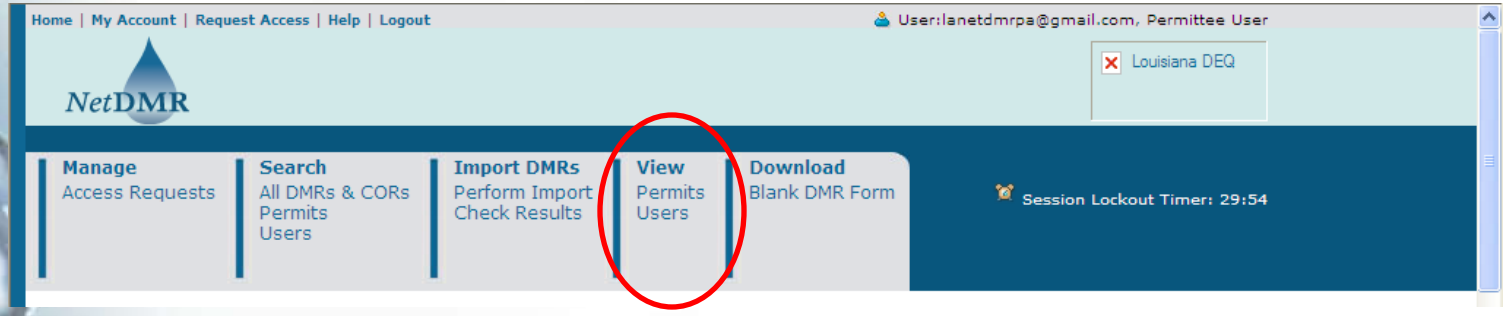


Search Users

(limited to persons associated with your permits only)

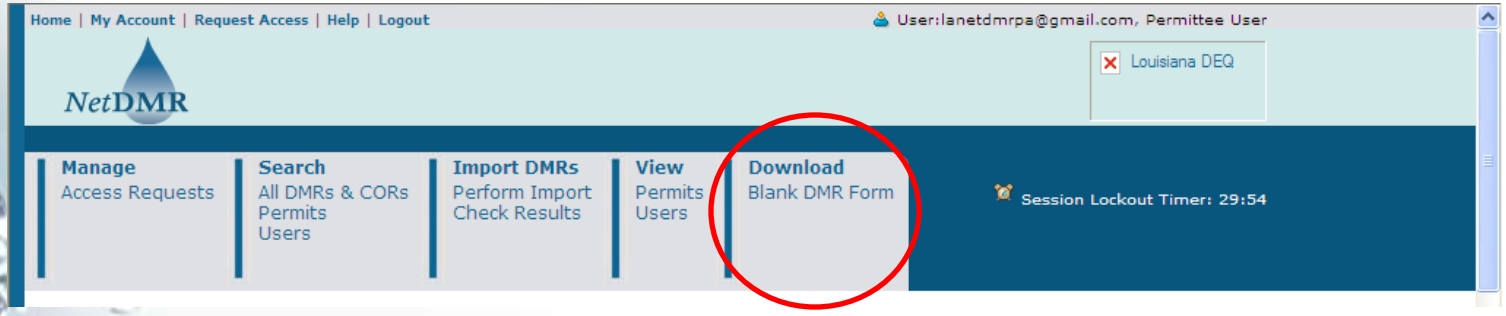
- To search for a specific user, type information to narrow down the results
- You may also enter partial information if you are unsure of spelling
- Searching with no information filled in will return a list of all users for all permits you have access to

View

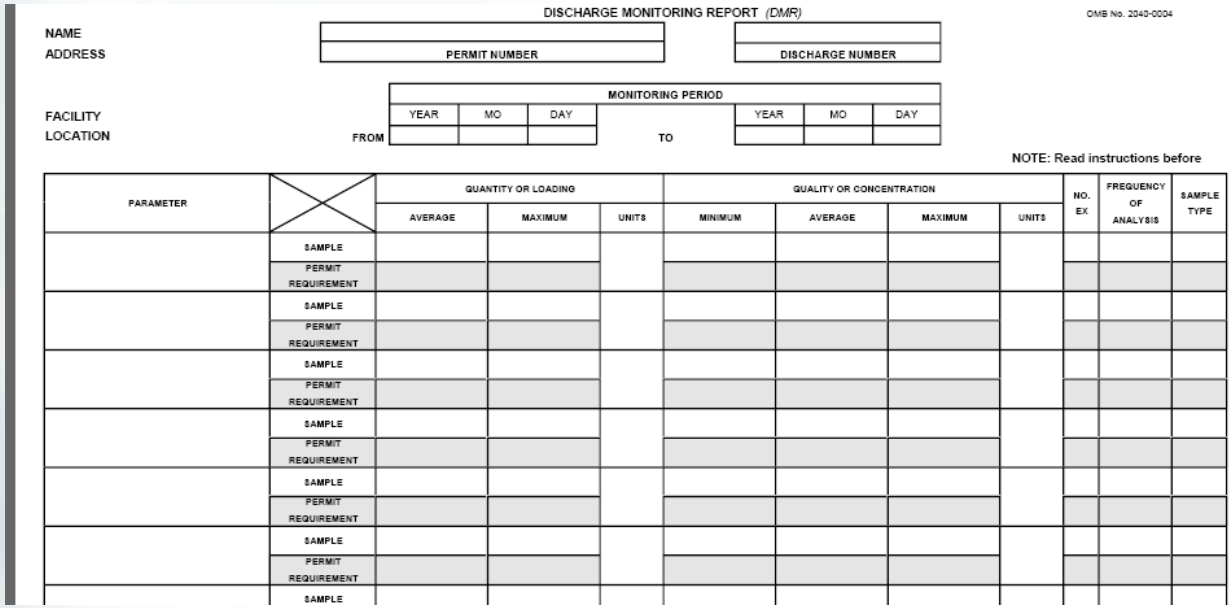


- Permits
  - List of all permits for which you have access
- Users
  - You can view a list of all users associated your permit(s)

Download



- Downloads a blank DMR form
- No DMR limits or data



DISCHARGE MONITORING REPORT *(DMR)*

OMB No. 2040-0004

NAME
ADDRESS

PERMIT NUMBER

DISCHARGE NUMBER

FACILITY
LOCATION

MONITORING PERIOD						
	YEAR	MO	DAY		YEAR	MO	DAY
FROM				TO			

NOTE: Read instructions before

PARAMETER		QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
	SAMPLE										
	PERMIT REQUIREMENT										
	SAMPLE										
	PERMIT REQUIREMENT										
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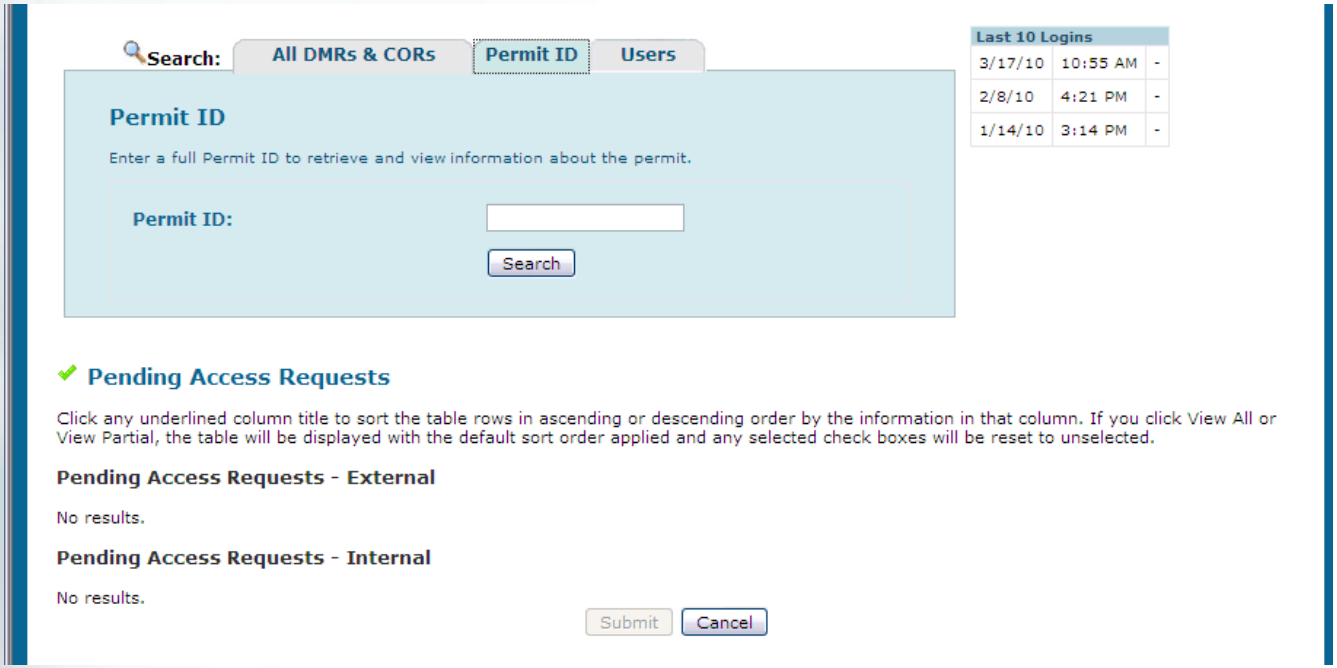
	SAMPLE										
	PERMIT REQUIREMENT										
	SAMPLE										

Frequently Used Functions

- Added way to search and view pending access requests quickly from Home screen
  - Search
  - Pending Access Requests
- Works the same as using the header bar



Account Creation

2 Part Process

1. Register as a User ✓
2. Request Access to Permits

After registering as a user you are able to log-in for the first time.

Step 2: Request/Receive Access

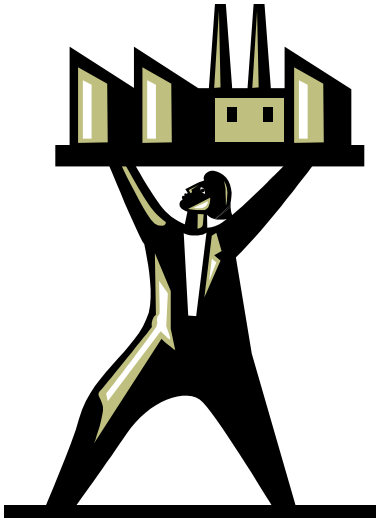
- Identifies within NetDMR the permits you have permission to view/manage information
- Establishes your role in NetDMR
- First person to request access must be a signatory and automatically becomes permit administrator
- Permit Administrator controls the roles and access for other users
- Additional permit administrators may be approved

External User Roles

- Permit Administrator
- Signatory
- Edit
- View

Permit Administrator

- Manages access for permit(s)
  - Approves/denies requests for administrator, edit, and view access
  - Can be requested in addition to edit or signatory roles



Signatory

- Must sign and mail subscriber agreement to LDEQ
- Grants permission to
  - Sign and submit DMRs
  - Refresh and delete DMRs
  - Initiate repudiation of unauthorized DMRs
- Automatically has the role permissions for
  - Edit
  - View

Edit

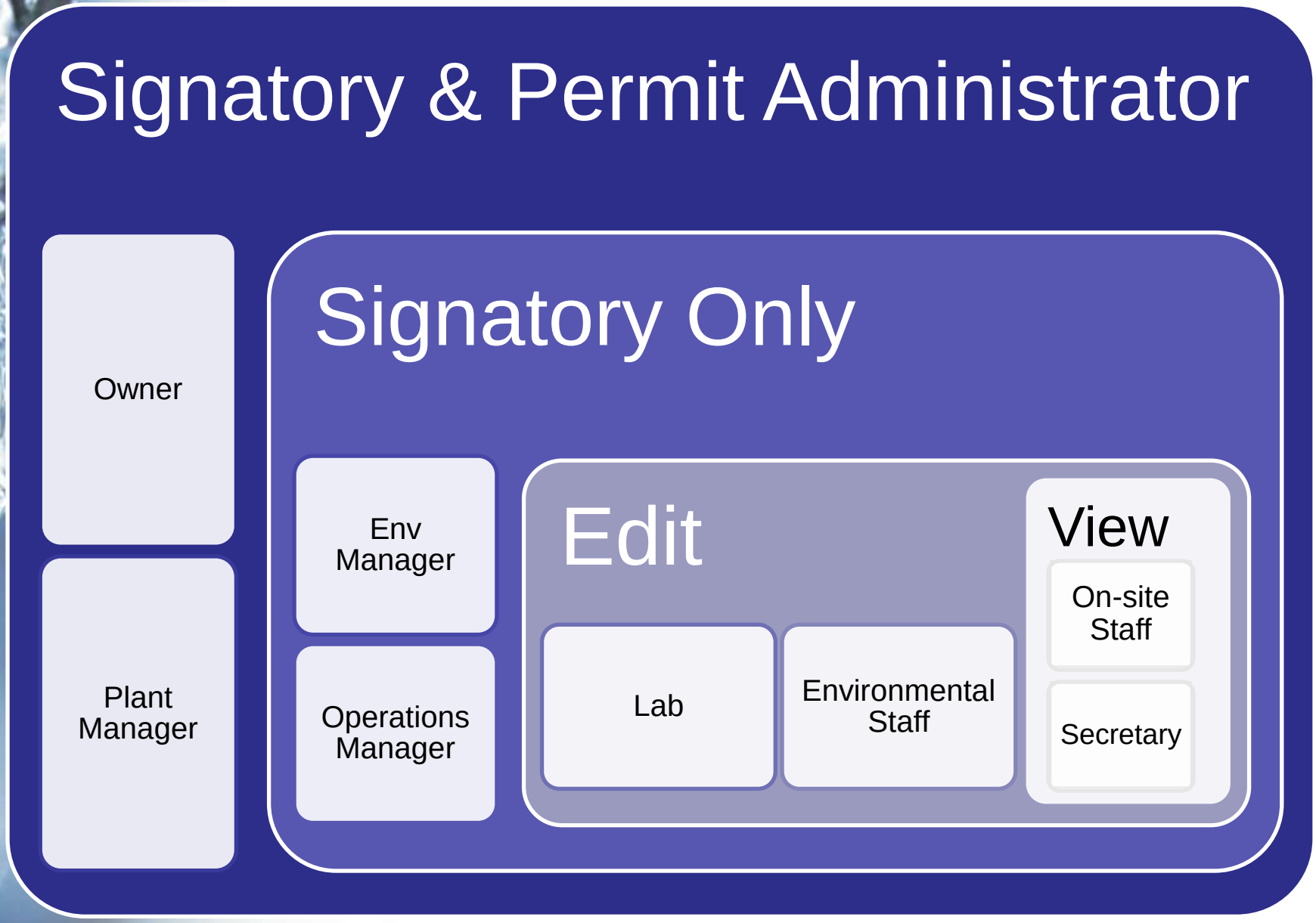
- Has permission to
  - Enter, edit and import DMR data
  - Delete unsubmitted DMRs

View

- Can only view DMRs (both submitted and pending)

Partial View

- Special request by regulatory authority to view partially completed (unsubmitted) DMRs
- Typically only used for troubleshooting


Signatory & Permit Administrator
Owner
Plant Manager
Signatory Only
Env Manager
Operations Manager
Edit
Lab
Environmental Staff
View
On-site Staff
Secretary

Requesting Access

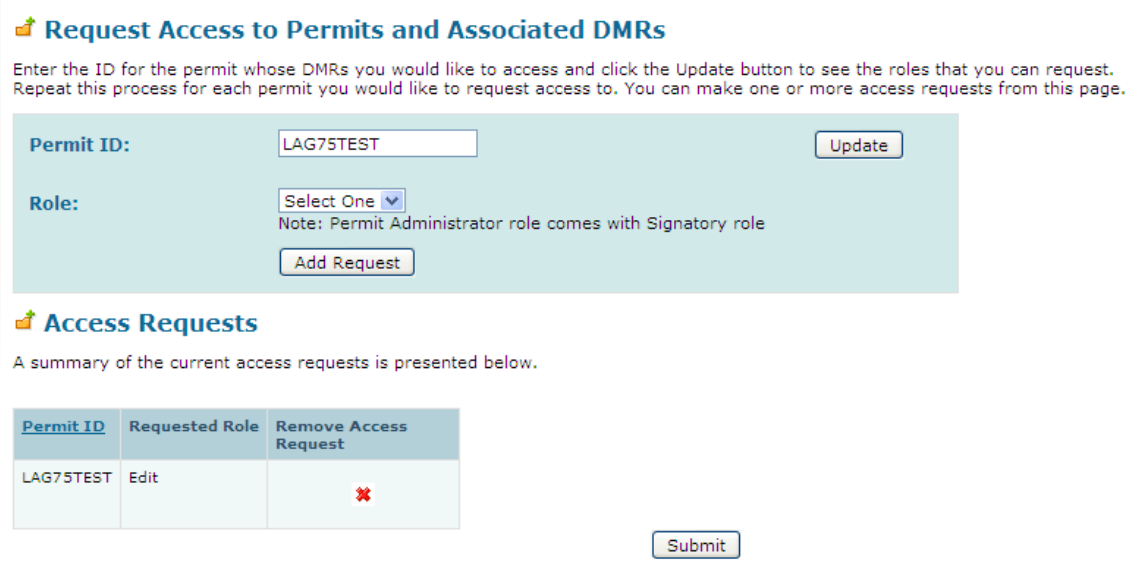
- Account home page
  - Request Access link

Requesting Access

- Type in your 9 digit permit number
  - Click Update
- The first person to request access to a permit must be a signatory authority
  - Once signatory has been approved by the regulatory authority, you may request signatory, edit, view only, or permit administrator access

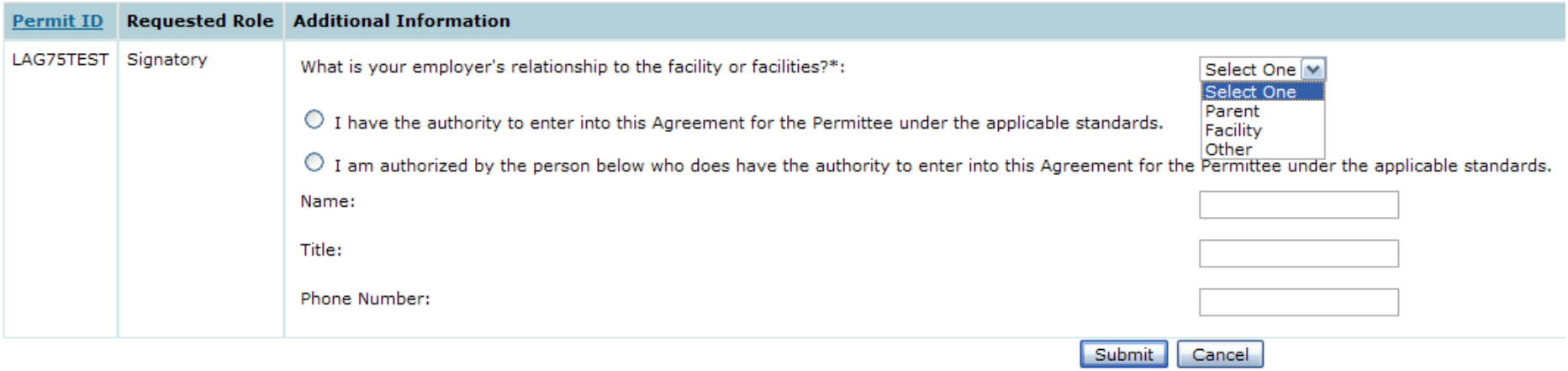
Requesting Access

- Select the applicable role and click Add request
- You will see your access request pending at the bottom of the screen
  - If you've selected the incorrect role, click the red X to delete
  - Add additional permits/roles before clicking Submit



Requesting Access

- If you selected the Signatory role, additional information is required
  - Select relationship to facility
  - If you are already authorized to sign DMRs, choose the first radio button and click Submit
  - If your authorization must be delegated, use the second radio button and enter the information for the delegating official
    - Fill in his/her information and click Submit
  - At next screen, click Confirm



Permit ID	Requested Role	Additional Information
LAG75TEST	Signatory	What is your employer's relationship to the facility or facilities?*: Select One (Select One / Parent / Facility / Other) ○ I have the authority to enter into this Agreement for the Permittee under the applicable standards. ○ 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: Title: Phone Number:

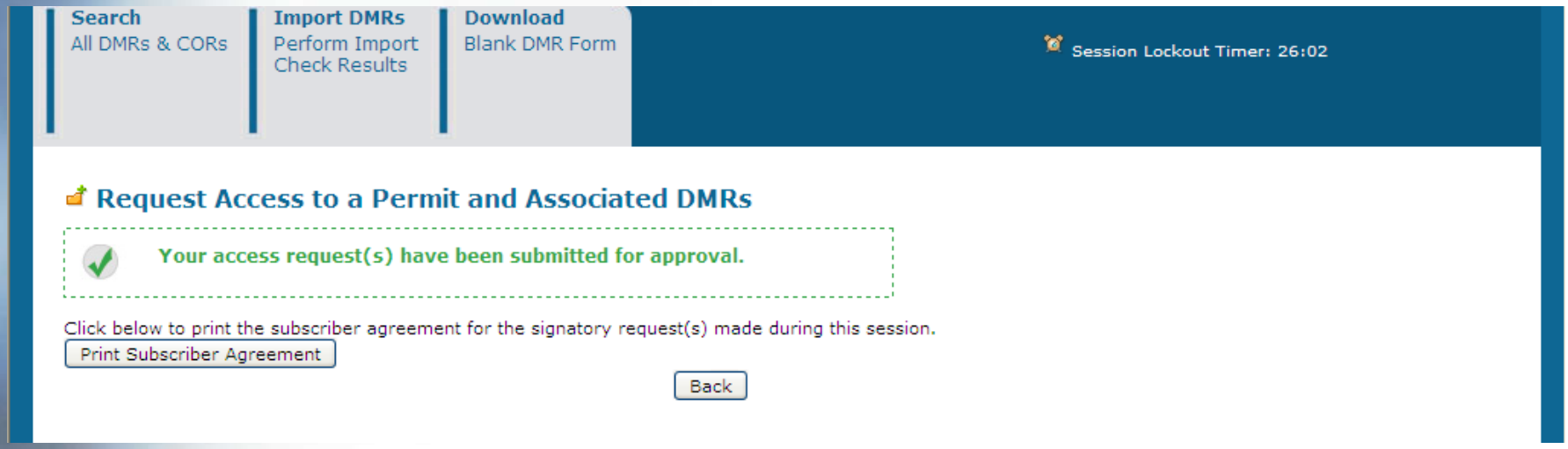
Submit Cancel

Requesting Access

- If you chose a role other than Signatory, you will get a confirmation screen
- The permit administrator can then approve your access request

Requesting Access

- Confirmation Screen
- Print Subscriber Agreement
  - Serves as the wet-ink signature for all signed and submitted DMRs
  - NetDMR Test - not necessary
  - NetDMR Production - REQUIRED



Request Signatory **(first person)**

Signed Subscriber agreement →

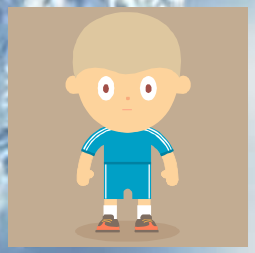
DEQ LOUISIANA

Verifies permit information

Grants access →

Signatory Approved and Permit Admin. established

1 DAY LATER



Requests Signatory

→ DEQ LOUISIANA

Requests Signatory & Permit Admin.

Requests Edit

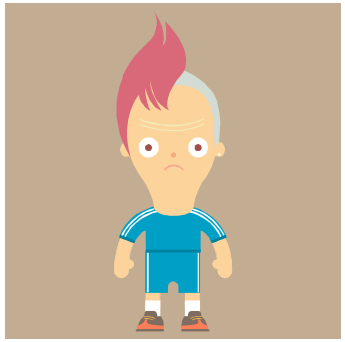
→

Signatory → DEQ LOUISIANA

Admin →

3 MONTHS LATER

Requests Edit



Requests View

OR

Follow Along in Test

- Use the log-in information from the cover of your folder
- You are already approved as signatory and permit administrator on the permit on your folder.

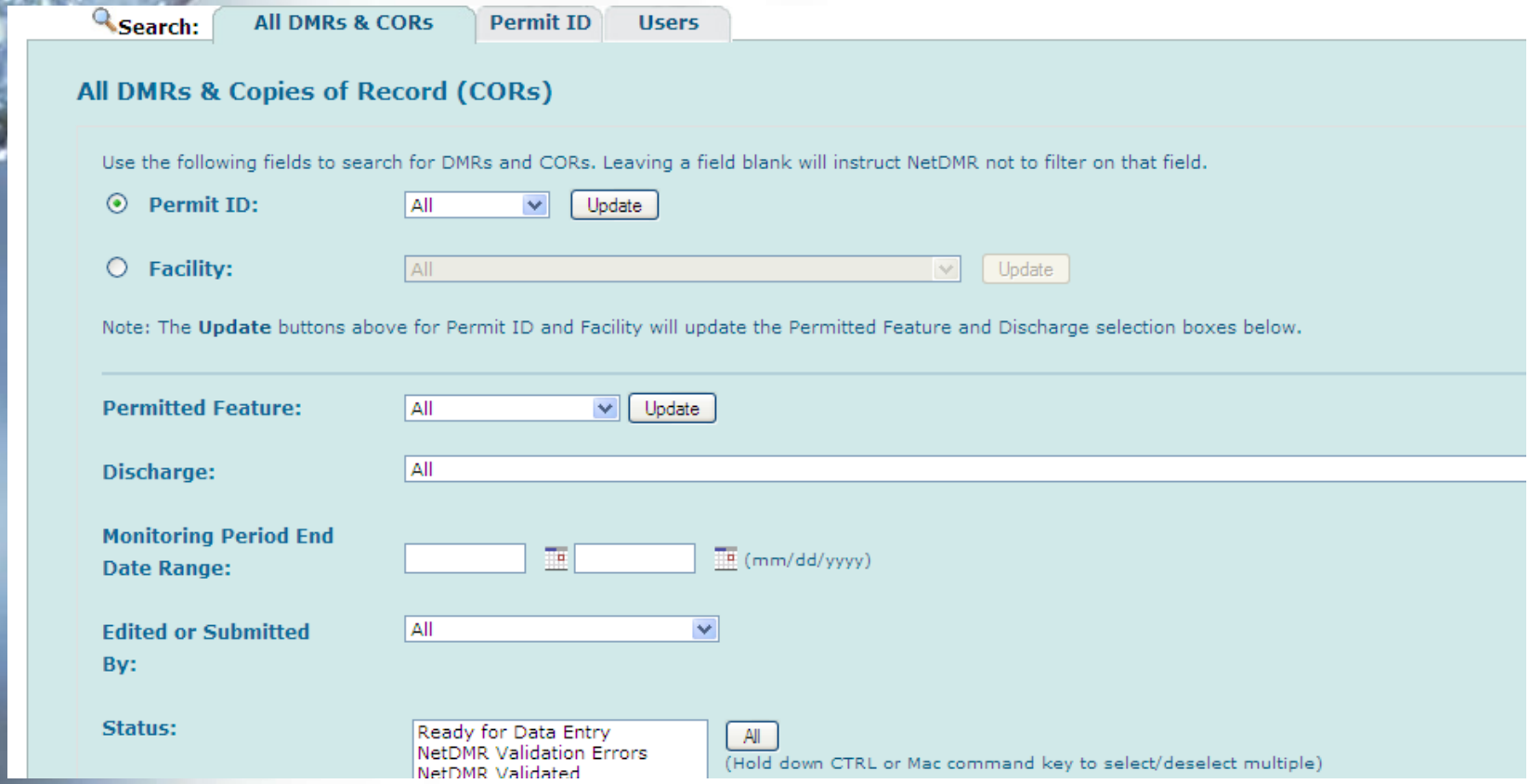
Request Access in Test

- Request “Signatory” to permit # LA7654321
- Request “Edit or View” to your neighbor’s folder permit #

Time for a Break!

C. Search DMRs

- Multiple search options
- Can search and access multiple permits through one account



DMR Search Results

- Results Header
- DMR Search Results

View All | Sign & Submit Checked DMRs | Download Checked CORs | Refresh DMR Data | Refine Search | New Search

DMR/COR Search Results

DMRs 1 through 10 of 23 1, 2, 3

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit (Check All / Clear All)	Include in Batch COR Download (Check All / Clear All)
Edit DMR Go	LAG75TEST	LAG75TEST	002	002-S	Treated Sanitary Wastewater Less Than 5000 GPD	06/30/10	07/28/10	Ready for Data Entry			
Edit DMR Go	LAG75TEST	LAG75TEST	001	001-Q	Exterior Vehicle and Equipment Wash Wastewater	03/31/10	04/28/10	Ready for Data Entry			
Edit DMR Go	LAG75TEST	LAG75TEST	003	003-Q	Commingled Discharges of Treated Vehicle Wash and Sanitary Wastewater Less Than 5000 GPD	03/31/10	04/28/10	Ready for Data Entry			
Edit DMR Go	LAG75TEST	LAG75TEST	004	004-A	Wastewaters from Portable Vehicle Washing Operations which are Discharged at a	01/31/10	04/28/10	Ready for Data Entry			

DMR Search Results Header

- View All
- Sign & Submit
- Download COR
- Refresh DMR Data
- Refine & New Search

View All | Sign & Submit Checked DMRs | Download Checked CORs | Refresh DMR Data | Refine Search | New Search

DMR/COR Search Results

DMRs 1 through 10 of 23 1, 2, 3

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit Check All Clear All	Include in Batch COR Download Check All Clear All
Edit DMR Go	LAG75TEST	LAG75TEST	002	002-S	Treated Sanitary Wastewater Less Than 5000 GPD	06/30/10	07/28/10	Ready for Data			

DMR Search Results

- Next Step Drop Down
- Batch Submit
- Batch Download

Page 1 Go

Showing reports 1-9 of 9

Next Step(s)	Permit #	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit (Check All / Clear All)	Include in Batch COR Download (Check All / Clear All)
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	9/30/07	10/31/07	Ready for Data Entry			
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	8/31/07	9/30/07	NetDMR Validation Errors			
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	7/31/07	8/31/07	NetDMR Validated		☐	
Select One Go Select One Correct DMR View CORs Download CORs Review Last Submission's Errors	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	6/30/07	7/31/07	Submission Errors	7/15/07		☐
	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	5/31/07	6/30/07	Completed	6/18/07 6/15/07 6/10/07		☐
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-T	Toxicity once during life of permit	12/31/10	1/31/11	Signed & Submitted	11/1/07		☐
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SUMP	9/30/07	10/31/07	Partially Completed			

Enter/Edit DMR Data

- Web Form
- DMR Form Layout
- Helpful Features

Web Form

- Closely resembles paper DMR form
- Provides current limit information
- Only allows data input in required/optional fields
- Allows for attachments (PDF only)

DMR Form Layout

- Top of Form
- Collapsible Header
- Limits/Results
- Bottom of Form

Top of Form

- Clear parameter fields
  - Clears all data
- Save & Continue
  - Saves the data but does not move away from the page
- Save & Exit
  - Saves the data and exits to home page
- Sign & Submit
  - Saves the data and prompts for electronic signature
- Print Friendly View
- DMR/COR Search Results
  - Brings you back to the search results page

Collapsible Header

- Contains facility and DMR Info
- Enter Principle Executive Officer
- Form Level No Data Indicator (NODI)

Edit DMR

Collapse Header

Permit

Permit ID:	LAG75TEST	**Major:**	
Permittee:	LAG75TEST	**Permittee Address:**	602 North 5th Street Baton Rouge, LA 70802
Facility:	LAG75TEST	**Facility Location:**	602 NORTH 5TH STREEET BATON ROUGE, LA 70802
Permitted Feature:	002 - External Outfall	**Discharge:**	S - Treated Sanitary Wastewater Less Than 5000 GPD

Report Dates & Status

Monitoring Period:	From 01/01/10 to 06/30/10	**DMR Due Date:**	07/28/10
Status:	**Ready for Data Entry**		

Considerations for Form Completion

The TSS limit for an oxidation pond shall be 135 mg/L weekly average. The Fecal Coliform limit for an oyster propagation area shall be 43 colonies/100ml daily max.

Principal Executive Officer

First Name:		**Last Name:**	
Title:		**Telephone:**	

No Data Indicator (NODI)

Form NODI: Apply

Limits/Results

- Parameters
- Permit Limits (hard-coded)
- NODI, Frequency of Analysis, Sample Frequency (lists)

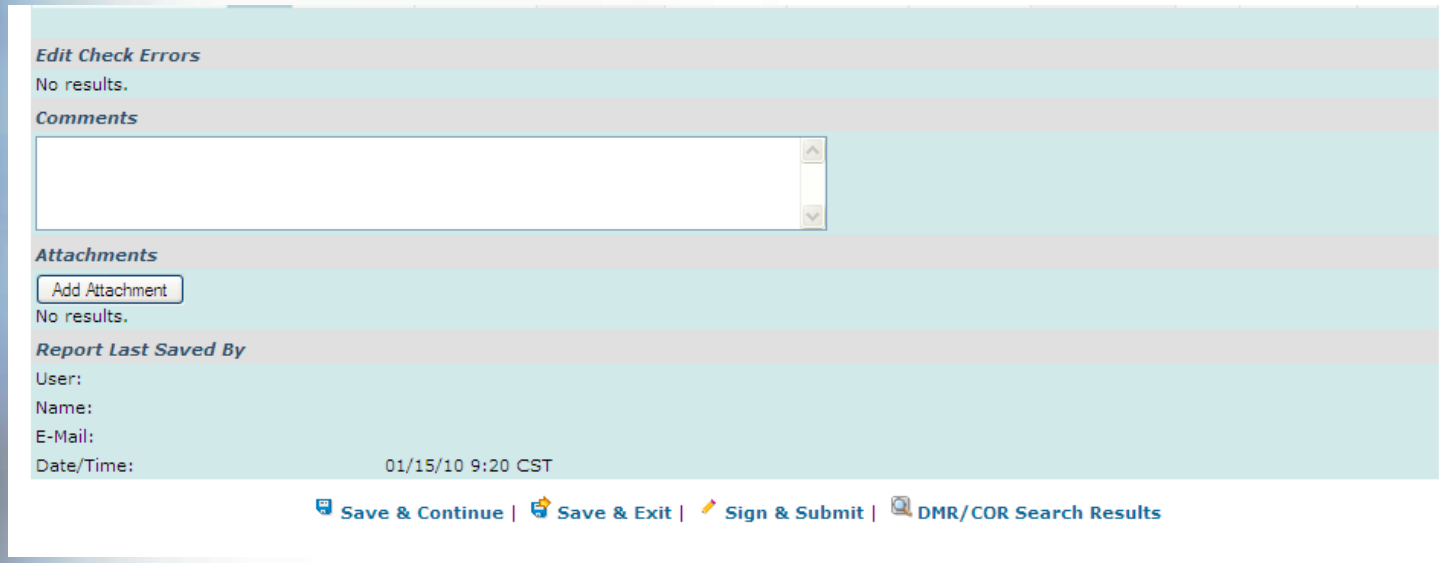
No Data Indicator (NODI)

Form NODI: [ ] Apply

Parameter		NODI List	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis List	Smpl. Type List
Code	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
00310	BOD, 5-day, 20 deg. C	Smpl.						=	mg/L List		02/YR	GR
1 - Effluent Gross												
Season: 0		Req.						<= 45 Weekly Average	Milligrams per Liter		Semiannual	GRAB
NODI: Apply		NODI										
00400	pH	Smpl.				=		=	SU List		02/YR	GR
1 - Effluent Gross												
Season: 0		Req.				>= 6 Minimum		<= 9 Maximum	Standard Units		Semiannual	GRAB
NODI: Apply		NODI										
00530	Solids, total suspended	Smpl.						=	mg/L List		02/YR	GR
1 - Effluent Gross												
Season: 0		Req.						<= 45 Weekly	Milligrams per Liter		Semiannual	GRAB

Bottom of Form

- Edit Check Errors
- Comments – large enough for NCR info
- Add Attachments (PDF only)
- Report Last Saved By
- Save & Continue, Save & Exit, Sign & Submit, DMR/COR Search Results



Helpful Features

- Data validity checks
- Ability to note reasons for missing data
- Large comment area to include non-compliance report information
- Ability to attach documents (PDF only)

Data Validity Checks

- Hard Errors
  - DMR will not be accepted
    - e.g. alpha character in a numeric only field
  - Must be corrected *before* DMR can be SAVED

- Soft Errors
  - Informational Alerts
    - e.g. values which are exceedances of the permitted limit
  - You are not required to change DMR data based on these errors but they must be *acknowledged*

Hard Error Example

- An unacceptable special character was entered into a DMR data field
- Character must be removed before DMR can be saved.

50060	Chlorine, total residual	Smpl.						= 9/333	ug/L List		01/01	GR
A - Disinfection, Process Complete												
Season: 0		Req.						<= 11 Instantaneous Maximum	Micrograms per Liter		Daily	GRAB
NODI: Apply		NODI										

Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
50060	Chlorine, total residual	Disinfection, Process Complete	Quality or Concentration Sample Value 3	**Hard**	Value fields may contain numbers and special characters "." , "-", "+" and "," only	

Comments

Soft Error Example

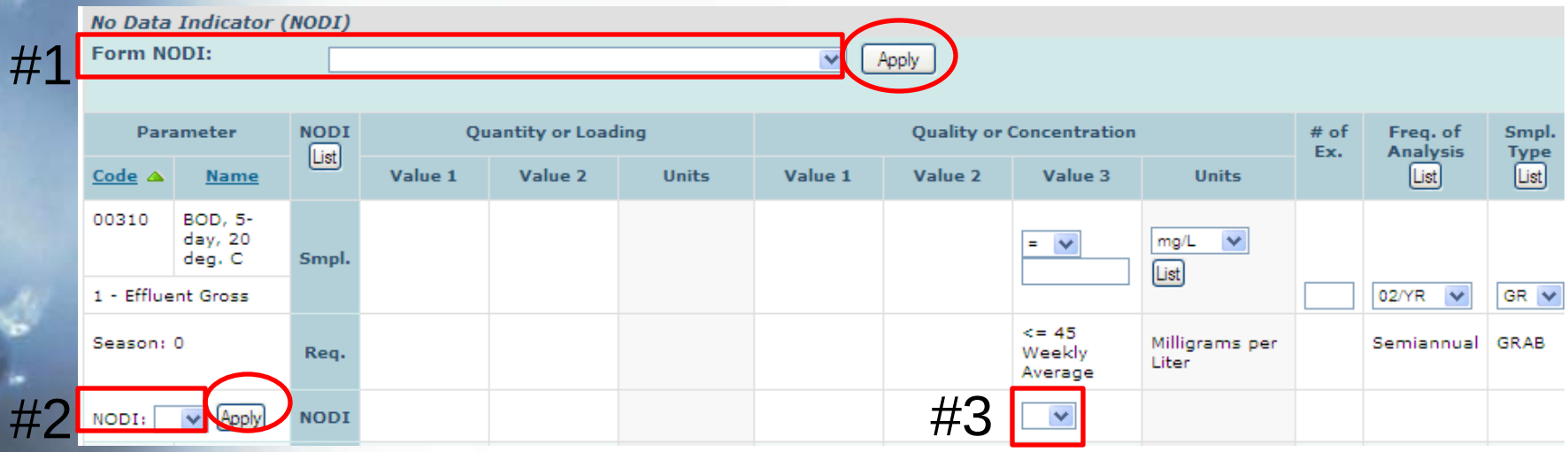
- Use the check box to acknowledge informational errors

Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
00400	pH	Effluent Gross	Quality or Concentration Sample Value 1	**Hard**	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.	
00400	pH	Effluent Gross	Quality or Concentration Sample Value 3	**Hard**	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.	
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	☐
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	☐
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	☐
00530	Solids, total suspended	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	☐
00530	Solids, total suspended	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	☐

No Data Indicator (NODI)

- Indicates a reason for no sample results
- 3 Options:
  - Form Level (#1): applies to entire DMR
  - Parameter Level (#2): applies to entire parameter
  - Individual Value Field (#3): applies only to an individual field for that parameter



Other Codes

- Units of Measurement: Hard-coded to permit specifications
- Frequency of Analysis & Sample Type: prepopulated; if different, choose appropriate code from dropdown menu
  - Lists for each of these are available to help you determine the right option
- Value qualifier dropdown menu

Parameter		NODI List	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis List	Smpl. Type List
Code	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
00310	BOD, 5-day, 20 deg. C	Smpl.						=	mg/L List			
1 - Effluent Gross											02/YR	GR
Season: 0		Req.						<= 45 Weekly Average	Milligrams per Liter		Semiannual	GRAB
NODI: Apply		NODI										

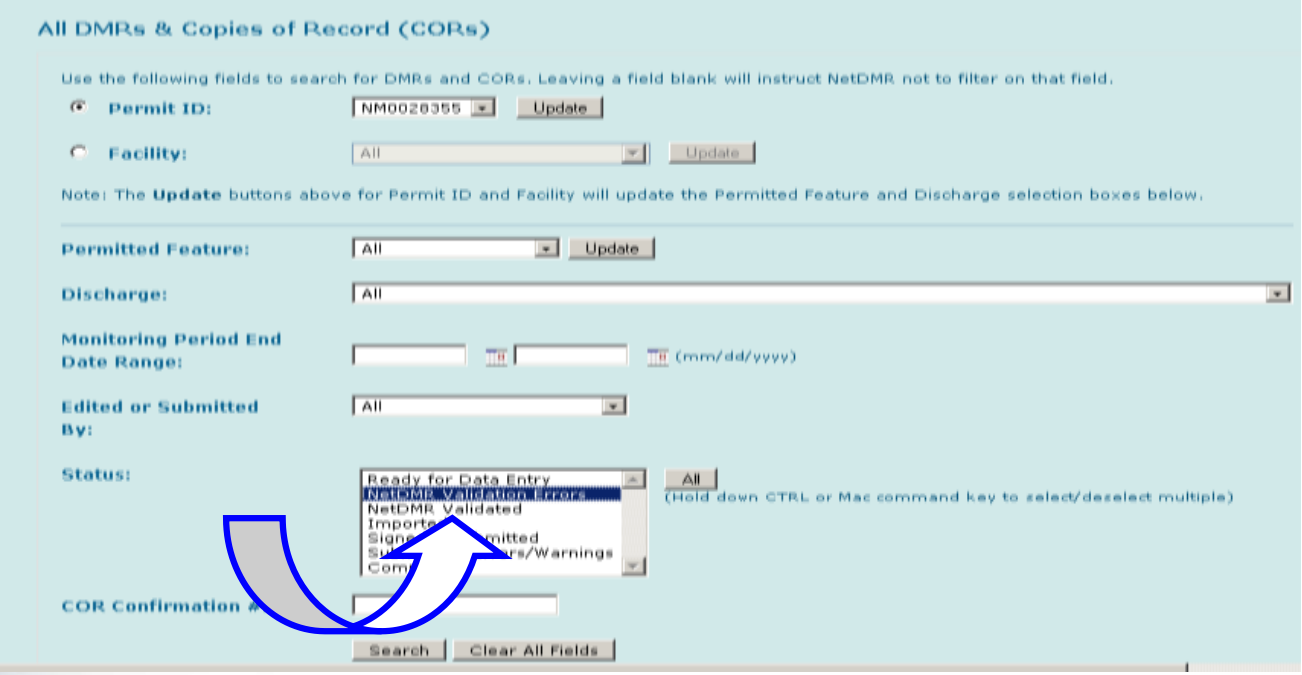
Saving DMR Data

- Easiest way to view DMR errors
- Errors will be highlighted for your review
- Will stay on the same page

- Will not see highlighted errors
- Will bring you back to search results or search page
- To view errors, search for DMRs with the status “NetDMR Validation Errors”

If You Choose Save & Exit…

- Errors will not be highlighted
- To find errors, search for DMRs with the status “NetDMR Validation Errors”



D. Sign and Submit DMRs

- Can sign and submit DMRs several ways
  - Edit DMR Screen - Single DMR
  - Search Screen - One or multiple DMRs
- Summary information provided for each DMR being signed
- Requires password and security statement to submit
- Must have signatory authority role with subscriber agreement on file with LDEQ for options to appear

Identifying DMRs Ready for Submittal

- NetDMR Validated status
  - DMR data has been entered and saved with any errors validated

Sign & Submit Checked DMRs | Download Checked CORs | Refresh DMR Data | Refine Search | New Search

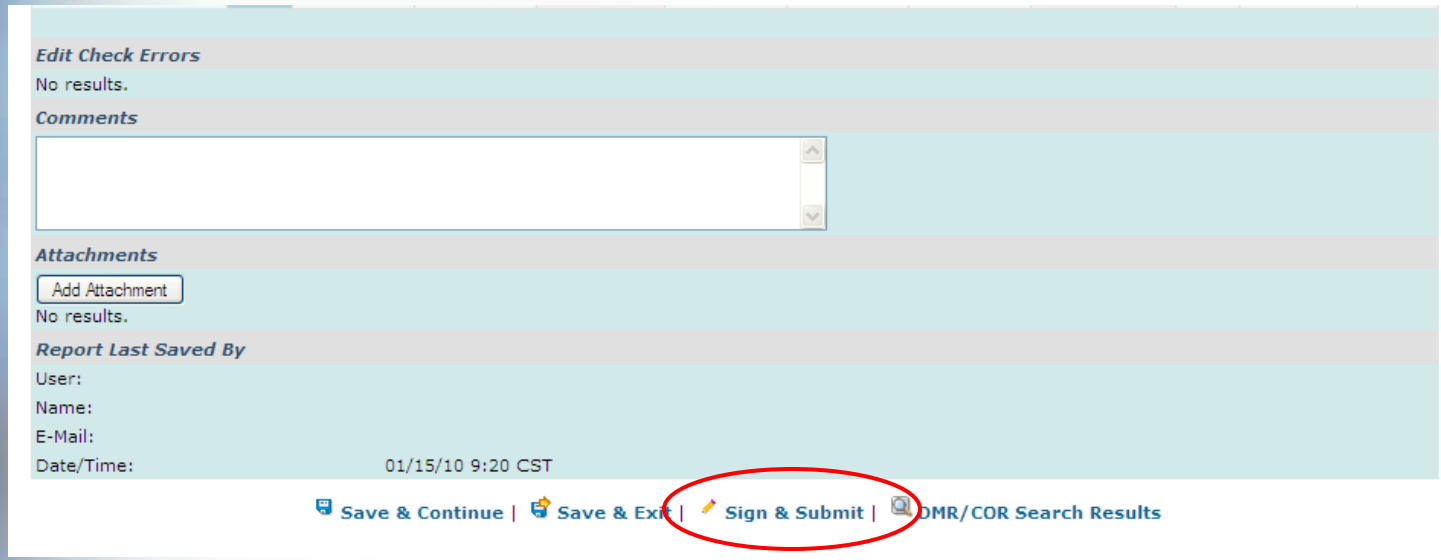
DMR/COR Search Results

DMRs 1 through 7 of 7

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit (Check All / Clear All)	Include in Batch COR Download (Check A / Clear Al)
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	129	129-A	BOILER BLOWDOWN, WATER SOFTENER WASTEWATER	05/31/09	06/28/09	NetDMR Validated		☐	
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	021	021-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated		☐	
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	051	051-A	TREATED RADIOACTIVE LIQUID WASTE TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated		☐	

Edit DMR Screen

- Select DMR from Search Results
- Verify that data is complete and errors acknowledged
- Click “Sign & Submit” at top or bottom of form



Search Screen (Single DMR)

- From the “Next Step(s)” dropdown menu, choose “Sign & Submit,” then click Go

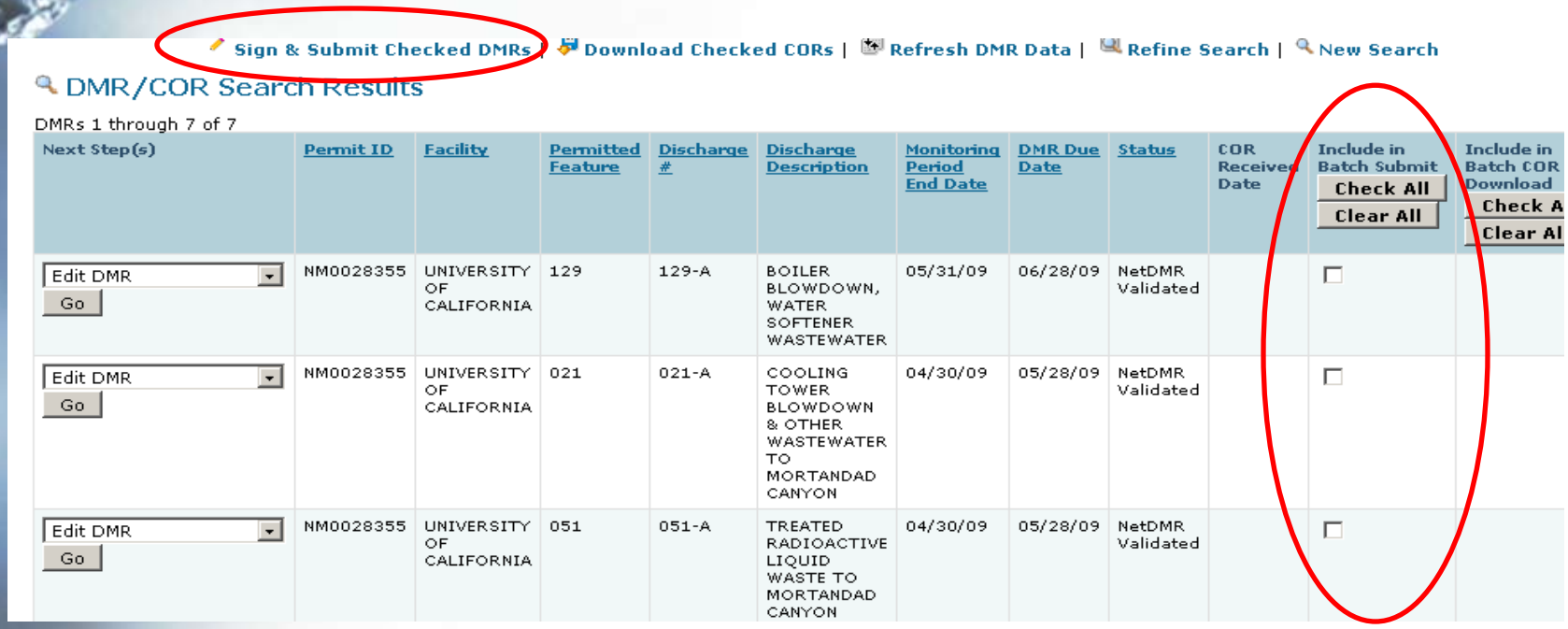
DMR/COR Search Results

DMRs 1 through 7 of 7

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Date
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	129	129-A	BOILER BLOWDOWN, WATER SOFTENER WASTEWATER	05/31/09	06/28
Edit DMR Edit DMR Sign and Submit DMR	NM0028355	UNIVERSITY OF CALIFORNIA	021	021-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD	04/30/09	05/28

Search Screen (Multiple DMRs)

- Select the DMRs you want to submit using the checkboxes under “Include in Batch Submit”
  - Check all/Clear all buttons available
- Click “Sign & Submit Checked DMRs”



Sign & Submit Checked DMRs | Download Checked CORs | Refresh DMR Data | Refine Search | New Search

DMR/COR Search Results

DMRs 1 through 7 of 7

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit (Check All / Clear All)	Include in Batch COR Download (Check A / Clear Al)
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	129	129-A	BOILER BLOWDOWN, WATER SOFTENER WASTEWATER	05/31/09	06/28/09	NetDMR Validated		☐	
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	021	021-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated		☐	
Edit DMR Go	NM0028355	UNIVERSITY OF CALIFORNIA	051	051-A	TREATED RADIOACTIVE LIQUID WASTE TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated		☐	

Sign & Submit

- A list of DMRs to be submitted including all soft errors for the Signatory's review
- From this screen, the Signatory can also:
  - View completed DMRs before signing
  - Sort on any of the columns with a hyperlink

Sign & Submit Screen

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	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
☐		LA0054828	CHEMICAL WASTE MANAGEMENT, INC	001	001-S	STORMWATER RUNOFF	06/30/10	07/15/10	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 Kelly Petersen.*
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.*

What is your mother's maiden name?

Password

Submit | Do Not Submit

Signing DMRs - Batch

Include in Submission	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
☑		NM0028355	UNIVERSITY OF CALIFORNIA	022	022-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO MORTANDAD CANYON	04/30/09	05/28/09	NetDMR Validated

Acknowledged Soft Edit Check Errors

Parameter		Monitoring Location	Field	Description
Code	Name			
50060	Chlorine, total residual	1	Excursion	The number of excursions should be greater than zero.
50060	Chlorine, total residual	1	Quality or Concentration Sample Value 3	The provided sample value is outside the permit limit.

Include in Submission	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
☑		NM0028355	UNIVERSITY OF CALIFORNIA	027	027-A	COOLING TOWER BLOWDOWN & OTHER WASTEWATER TO SANDIA CANYON	04/30/09	05/28/09	NetDMR Validated

Acknowledged Soft Edit Check Errors

Parameter		Monitoring Location	Field	Description
Code	Name			
50060	Chlorine, total residual	1	Excursion	The number of excursions should be greater than zero.
50060	Chlorine, total residual	1	Quality or Concentration Sample Value 3	The provided sample value is outside the permit limit.

Signing DMRs

- To officially sign, you must answer the required security question(s) and enter your password

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 Cathy Bius.*
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.*

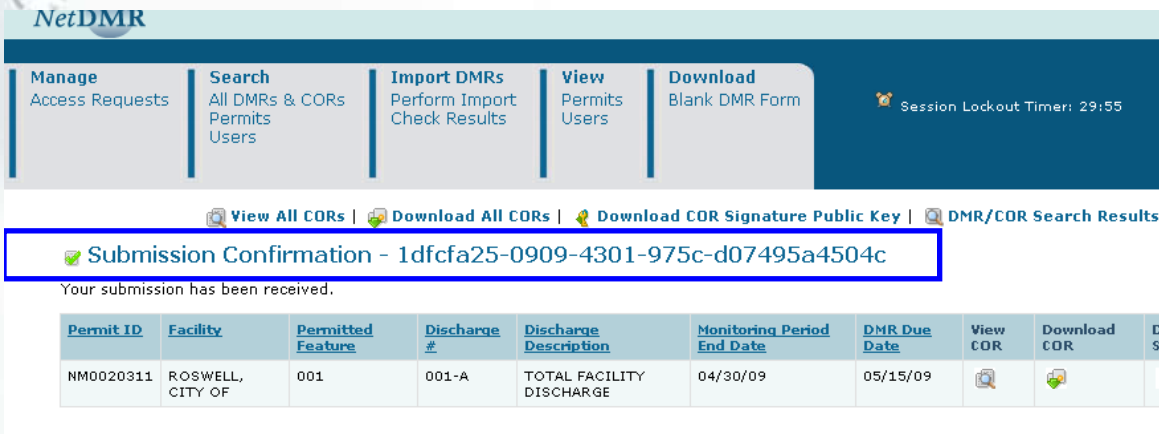
What is your favorite city?

Password

Submit | Do Not Submit

DMR Submittal Confirmation

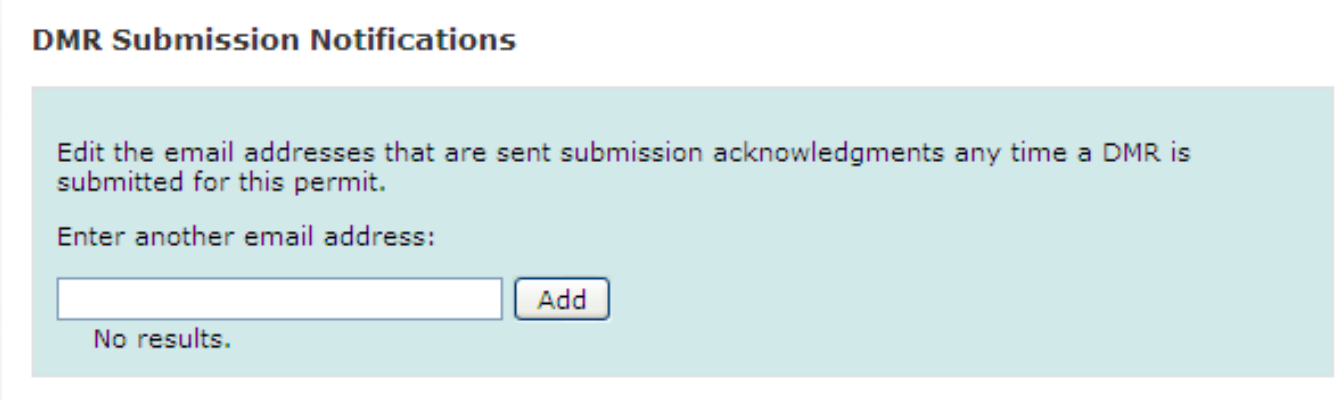
- After you sign and submit DMRs, you will receive this confirmation screen:



- You may also View or Download your COR (copy of record) on this screen

Email Confirmation

- Email notifications can be sent confirming DMR submissions
  - Emails will also notify of any possible warnings, errors, or violations >500%
- To add someone's email address to the notification list, Search by Permit



Email Confirmation

- Email confirmations will let you know if:
  - DMRs have been submitted
  - COR Submissions have been received by the LDEQ
  - a DMR contains possible warnings or errors

Sender	Subject	Date	Size
netdmr-notification	NetDMR DMR(s) Submittal Processed with possible Warnings or Errors	04/30/2009 05:40 PM	3,446
netdmr-notification	NetDMR DMR(s) Submitted	04/30/2009 05:20 PM	3,168
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,432
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,441
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,438
netdmr-notification	NetDMR COR Submission Received	04/30/2009 05:19 PM	3,430

Follow Along in Test

- Search for DMRs
- Enter Data and Save
- Sign and Submit
- View Submittal Confirmation

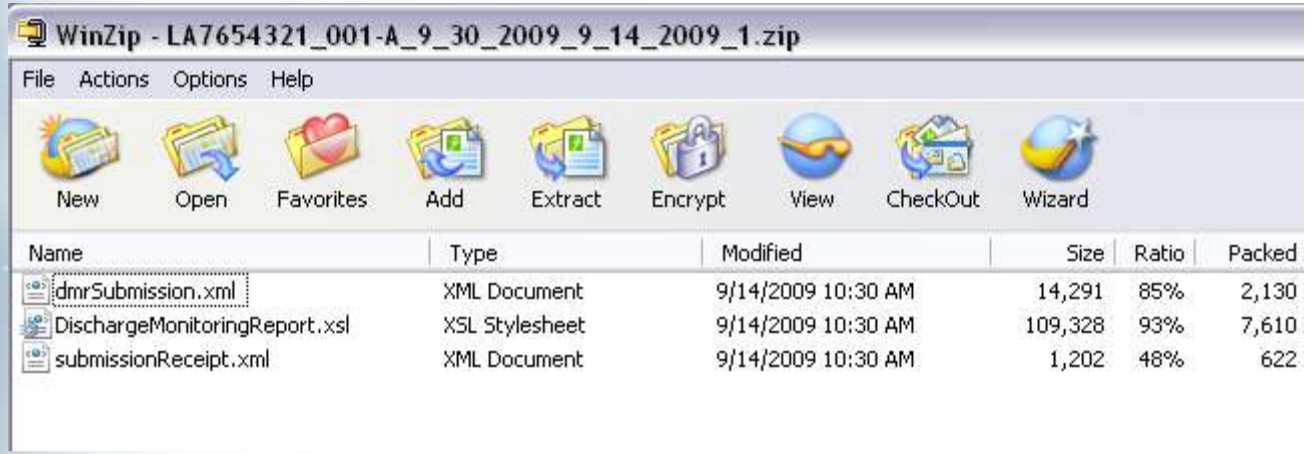
Time for a Break!

E. Download and View DMRs

- Download Copy of Record (COR) from NetDMR
- View DMR in the LDEQ Electronic Document Management System (EDMS)

Download DMR Copy of Record (COR)

- Select the DMRs from the search results screen
- Creates zip file for each DMR report
  - DMR XML (dmrSubmission.xml)
  - Style Sheet (DischargeMonitoringReport.xls)
  - Submission Receipt XML (submissionReceipt.xml)
  - Must extract files for the style sheet to apply



Select CORs to Download

Home | My Account | Request Access | Help | Logout

User: SampleFacilityUser

NetDMR

Rhode Island Department of Environmental Management

Search
All DMRs & CORs
DMRs Ready to Submit

Import DMRs
Perform Import
Check Results

Download
Blank DMR Form

Session Lockout Timer: 19 min

View All | Sign & Submit Checked DMRs | Download Checked CORs | Refresh Permit Data | Print Friendly View | Refine Search | New Search

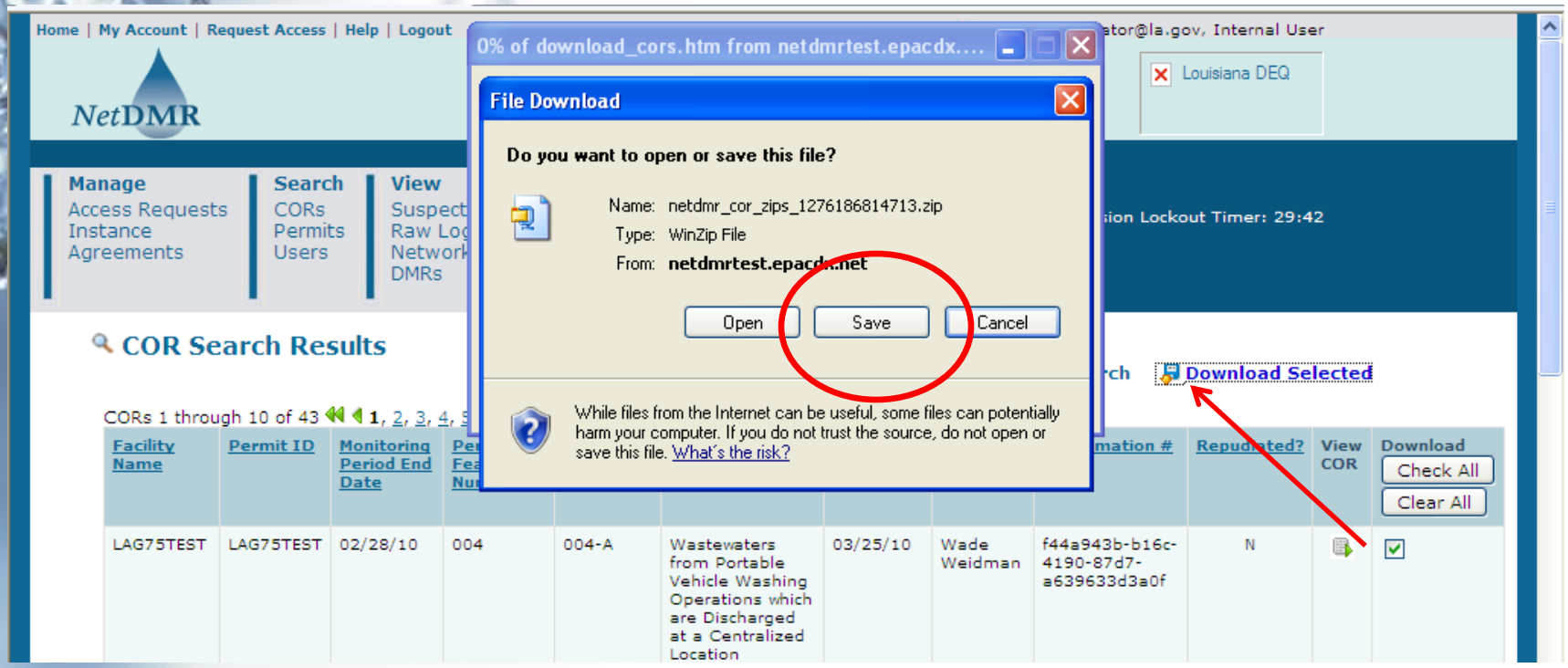
DMR/COR Search Results

Page 1 Go

Showing reports 1-9 of 9

Next Step(s)	Permit #	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit (Check All / Clear All)	Include in Batch COR Download (Check All / Clear All)
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	9/30/07	10/31/07	Ready for Data Entry			
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	8/31/07	9/30/07	NetDMR Validation Errors			
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	7/31/07	8/31/07	NetDMR Validated		☐	
Select One Go Select One Correct DMR View CORs Download CORs Review Last Submission's Errors	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	6/30/07	7/31/07	Submission Errors	7/15/07		☐
	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-A	CONDENSER UNITS 6, 8, 9	5/31/07	6/30/07	Completed	6/18/07 6/15/07 6/10/07		☐
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	001	001-T	Toxicity once during life of permit	12/31/10	1/31/11	Signed & Submitted	11/1/07		☐
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SUMP	9/30/07	10/31/07	Partially Completed			
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SUMP	8/31/07	9/30/07	NetDMR Validated	9/22/07	☐	☐
Select One Go	MA0001520	HOLYOKE GAS & ELECTRIC	004	004-A	INTERNAL/ HOT WELL SUMP	7/31/07	8/31/07	Completed	8/30/07		☐

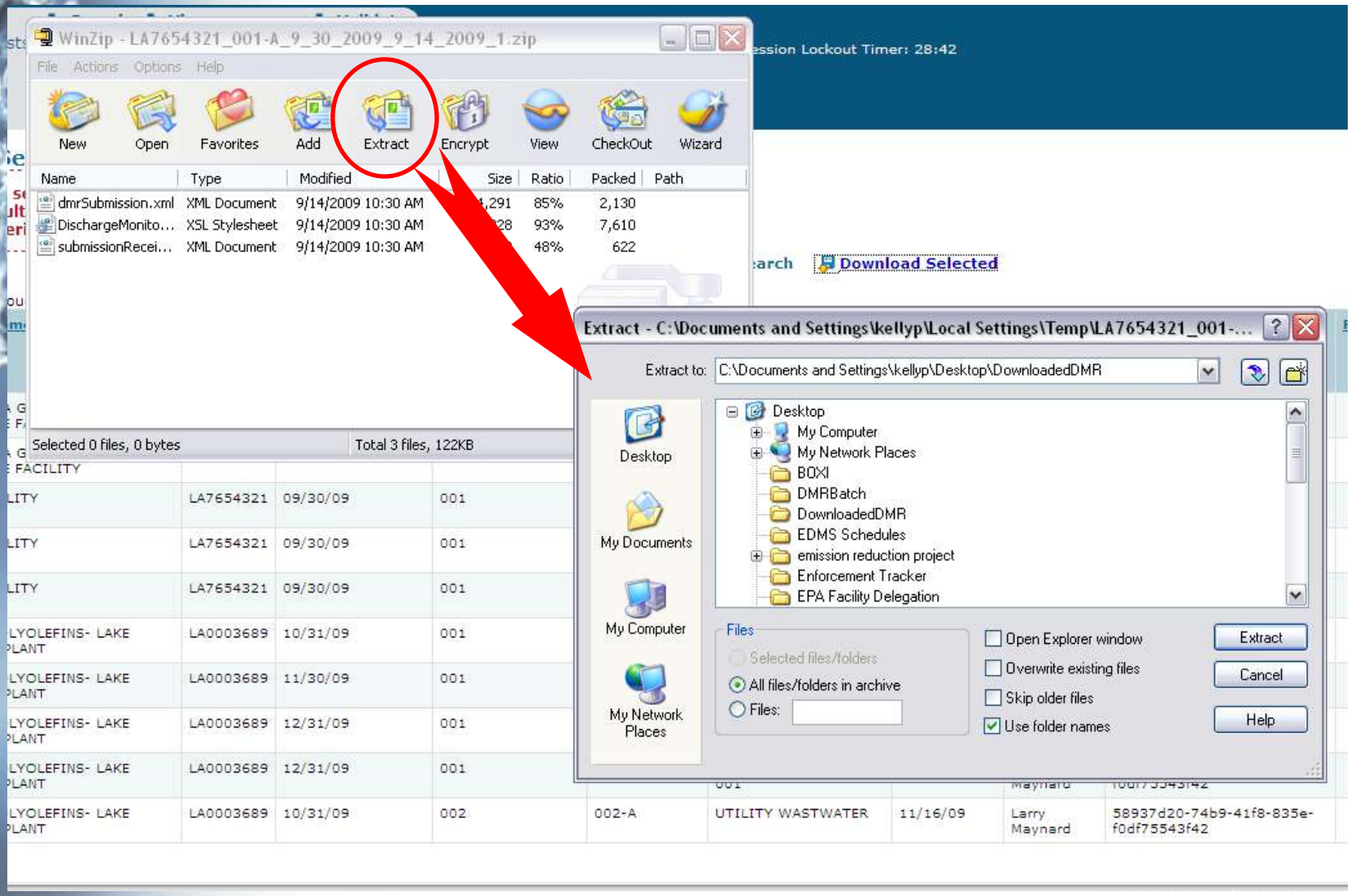
Save COR Zip File



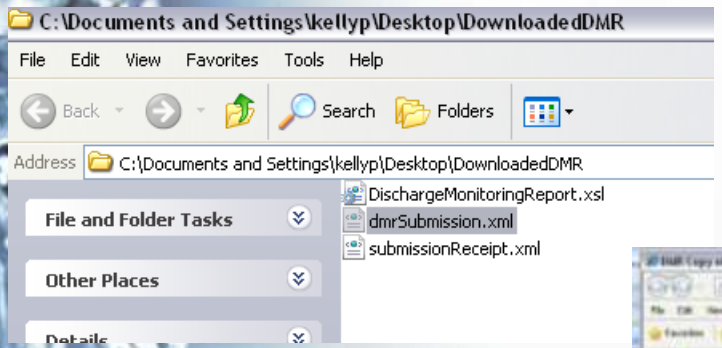
Viewing Downloaded CORs

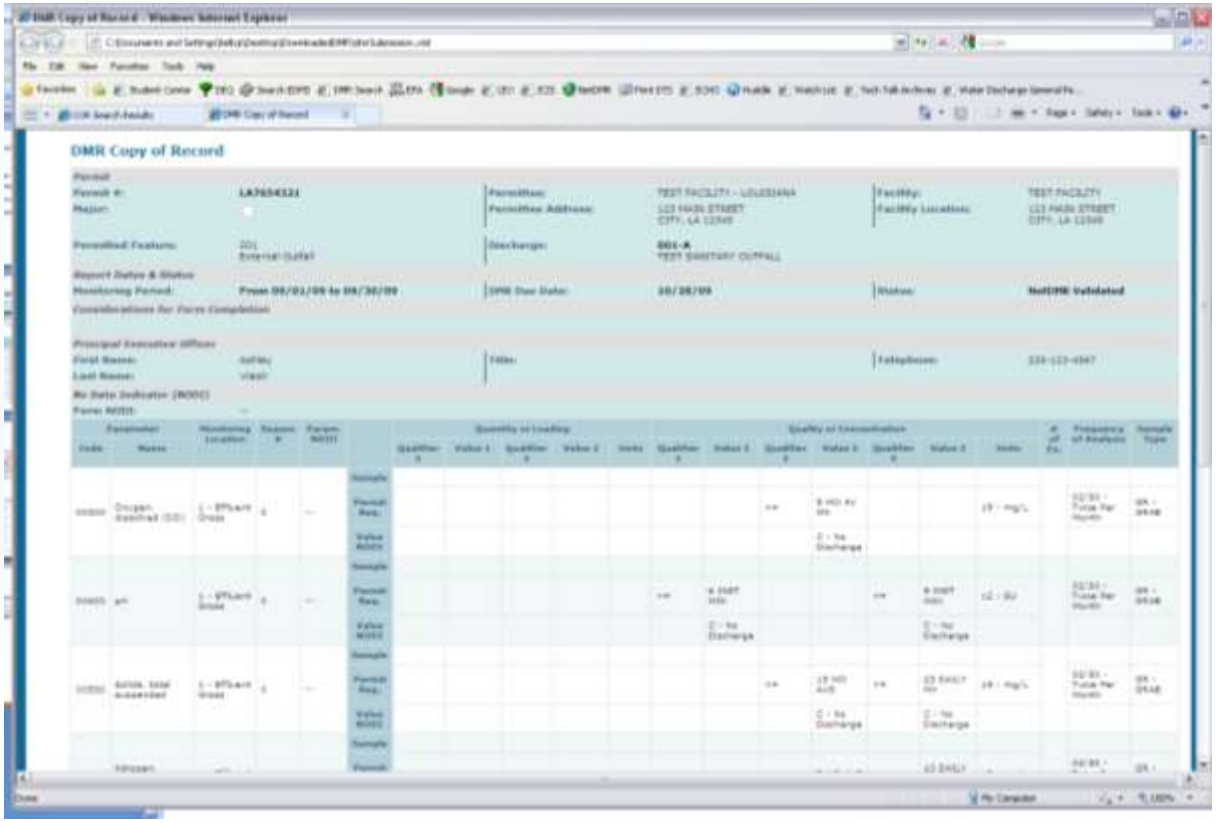
- DMR Data is stored as XML with a Style Sheet for viewing
- Both DMR XML and the Style Sheet must be extracted from the Zip file
  - dmrSubmission.xml is DMR data
  - DischargeMonitoringReport.xsl is the Style Sheet

Extract Files



DMR with Style Sheet





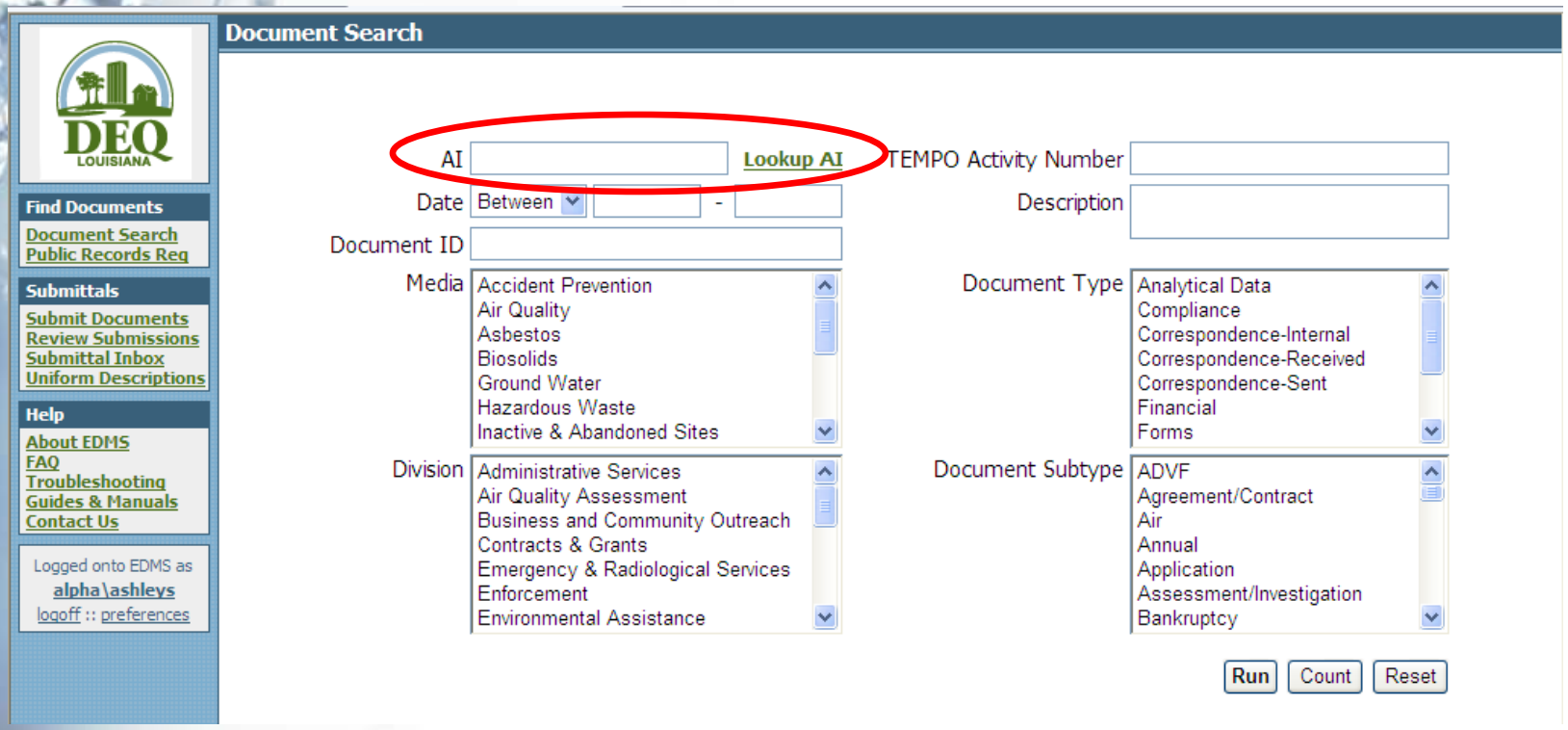
View DMR in EDMS

- All submitted CORs are downloaded and transferred to EDMS daily
- DMRs with any attachments can be viewed in EDMS the next business day

- http://edms.deq.louisiana.gov/

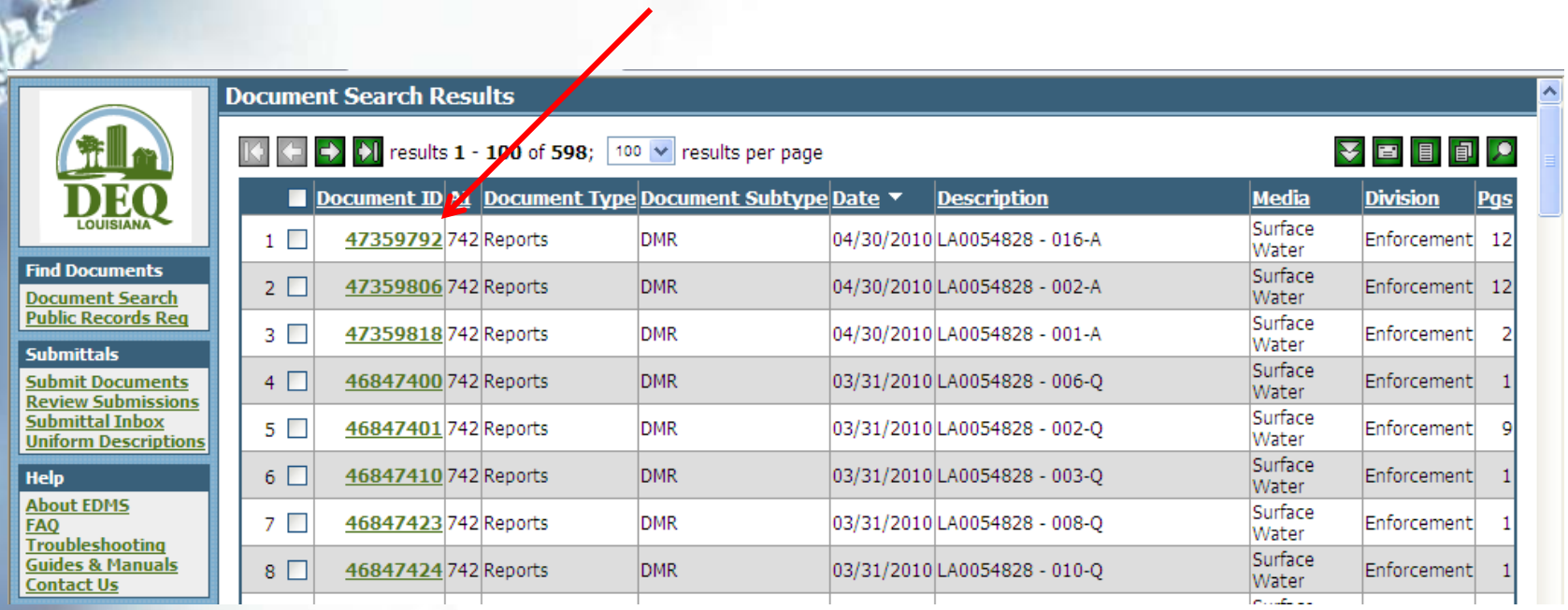
Search EDMS

- Search using Agency Interest (AI)



View DMR

- Click the Document ID number to open document



	Document ID	Pt	Document Type	Document Subtype	Date	Description	Media	Division	Pgs
1	47359792	742	Reports	DMR	04/30/2010	LA0054828 - 016-A	Surface Water	Enforcement	12
2	47359806	742	Reports	DMR	04/30/2010	LA0054828 - 002-A	Surface Water	Enforcement	12
3	47359818	742	Reports	DMR	04/30/2010	LA0054828 - 001-A	Surface Water	Enforcement	2
4	46847400	742	Reports	DMR	03/31/2010	LA0054828 - 006-Q	Surface Water	Enforcement	1
5	46847401	742	Reports	DMR	03/31/2010	LA0054828 - 002-Q	Surface Water	Enforcement	9
6	46847410	742	Reports	DMR	03/31/2010	LA0054828 - 003-Q	Surface Water	Enforcement	1
7	46847423	742	Reports	DMR	03/31/2010	LA0054828 - 008-Q	Surface Water	Enforcement	1
8	46847424	742	Reports	DMR	03/31/2010	LA0054828 - 010-Q	Surface Water	Enforcement	1

Download from EDMS

EDMS @ LOUISIANA DEQ (Document 47359792) - Windows Internet Explorer

http://edms.deq.louisiana.gov/app/doc/view.aspx?doc=47359792&child=yes

DMR Copy of Record

Page 1 of 12...

viewone

Document 47359792

Download Document

E-mail Document Link

Report Document Error

Properties

PROPERTY	VALUE
AI	742
Date	04/30/2010
Description	LA0054828 - 016-A
Division	Enforcement
Document Subtype	DMR
Document Type	Reports
Media	Surface Water
Pgs	12

View All Properties

References

No Document References

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About EDMS :: Main Page

Other NetDMR Functions

F. Permit Administrator Tasks

- Managing Access Requests
- Refreshing DMR Data

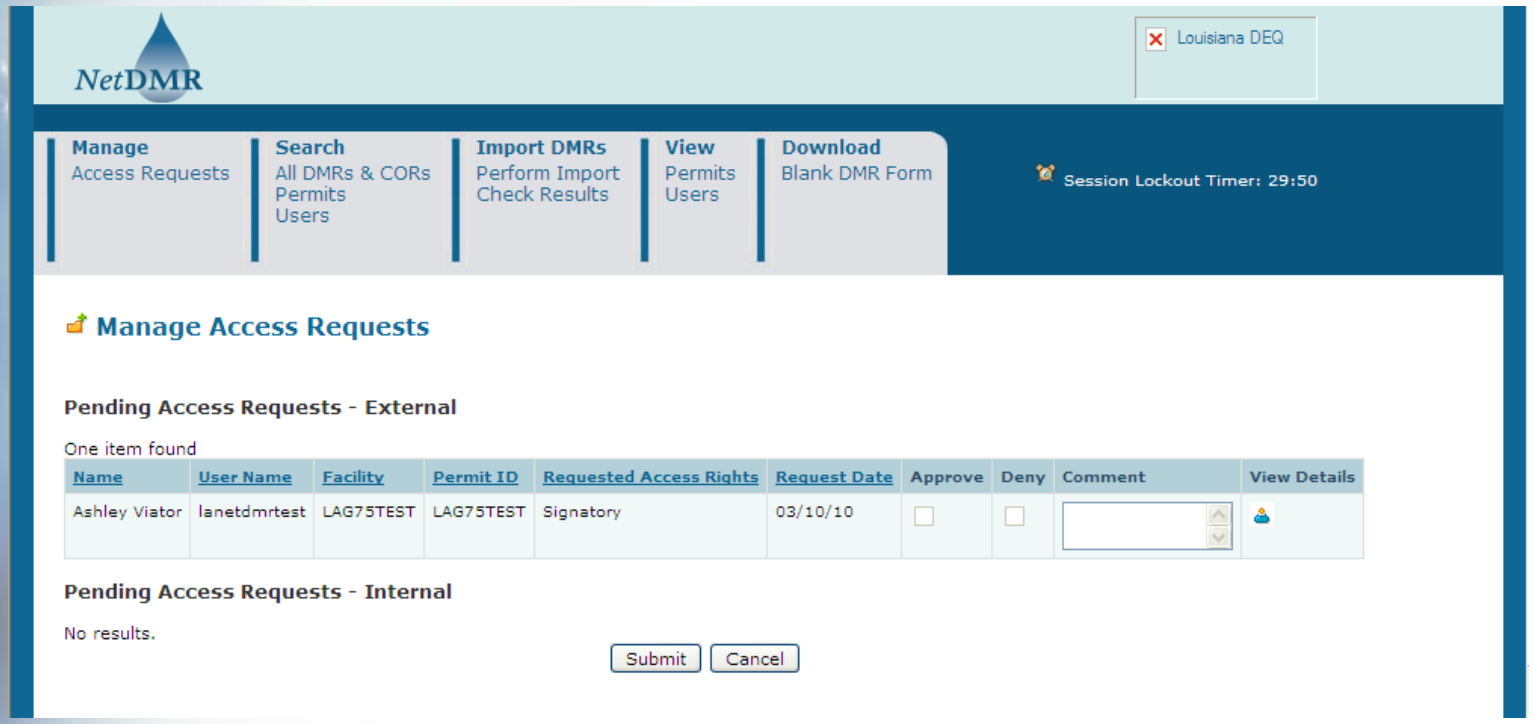
G. Importing DMRs

Permit Administrator Tasks

- Managing Access Requests
  - Approve/Deny requests to permit information
- Refreshing DMR Data
  - Updates the limit information for the DMR templates when changes are made by LDEQ

Managing Access

- Approve/Deny access requests for all roles *except* signatory
  - Signatories must complete subscriber agreement for approval by regulatory authority (LDEQ)
- Pending access requests can be found on the home page or using the manage access link



Managing Access

- External requests are on behalf of employees affiliated with your agency
  - View, Edit, Signatory
  - Data Providers (Consultants or Labs)
- Internal requests are from the regulatory authority for viewing partial DMRs
  - Troubleshooting

Managing Access

- Click on Manage Access Requests, or scroll to the bottom of the home page
  - You can view more details about a user by clicking the icon at the far right
  - For someone requesting access as signatory, the approve/deny boxes will be grayed out
  - You can sort by column headers with hyperlinks

Pending Access Requests - External

Permits 1 through 2 of 2

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Detai
Ashley Viator	lanetdmrtest	LAG75TEST	LAG75TEST	Signatory	03/10/10				
LaNetDMR DataProvider	lanetdmrdp@gmail.com	LAG75TEST	LAG75TEST	Edit	03/11/10				

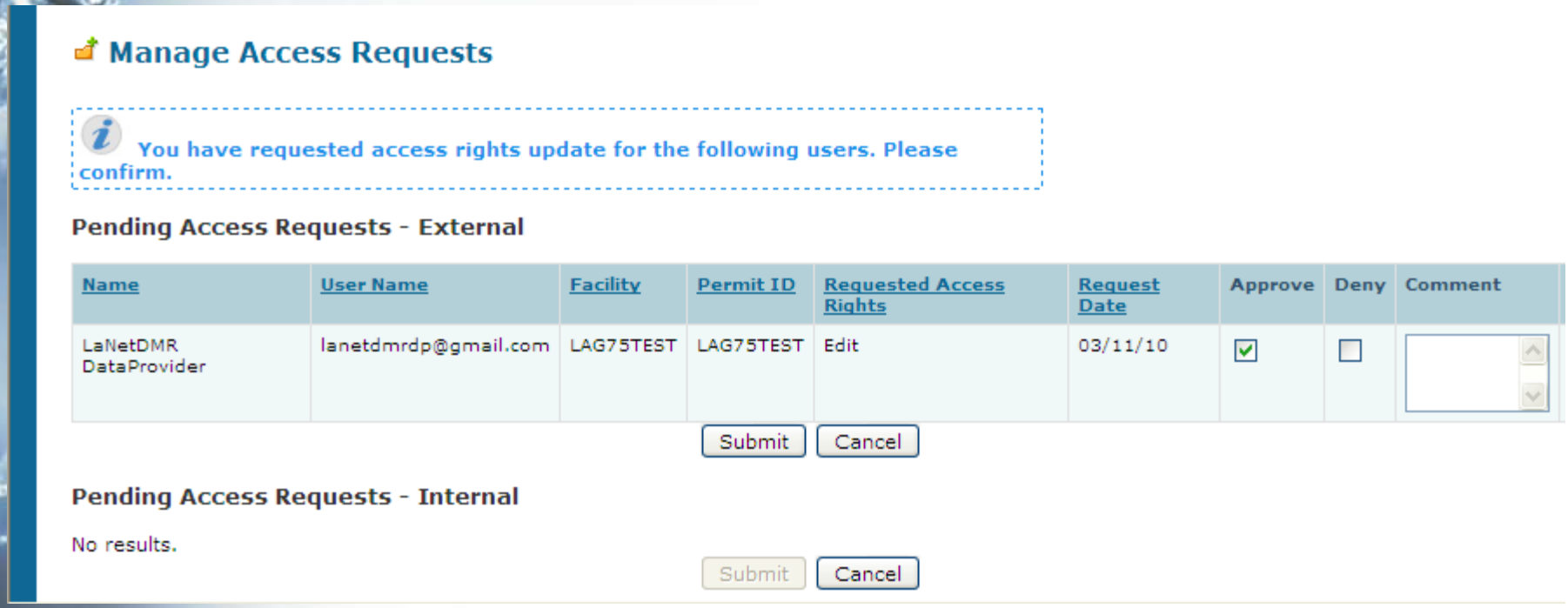
Pending Access Requests - Internal

No results.

Submit Cancel

Approving Access Requests

- To approve an access request, click the Approve checkbox, then click Submit
- Click Submit again on the next page to confirm



Manage Access Requests

You have requested access rights update for the following users. Please confirm.

Pending Access Requests - External

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment
LaNetDMR DataProvider	lanetdmrdp@gmail.com	LAG75TEST	LAG75TEST	Edit	03/11/10	☑	☐	

Submit Cancel

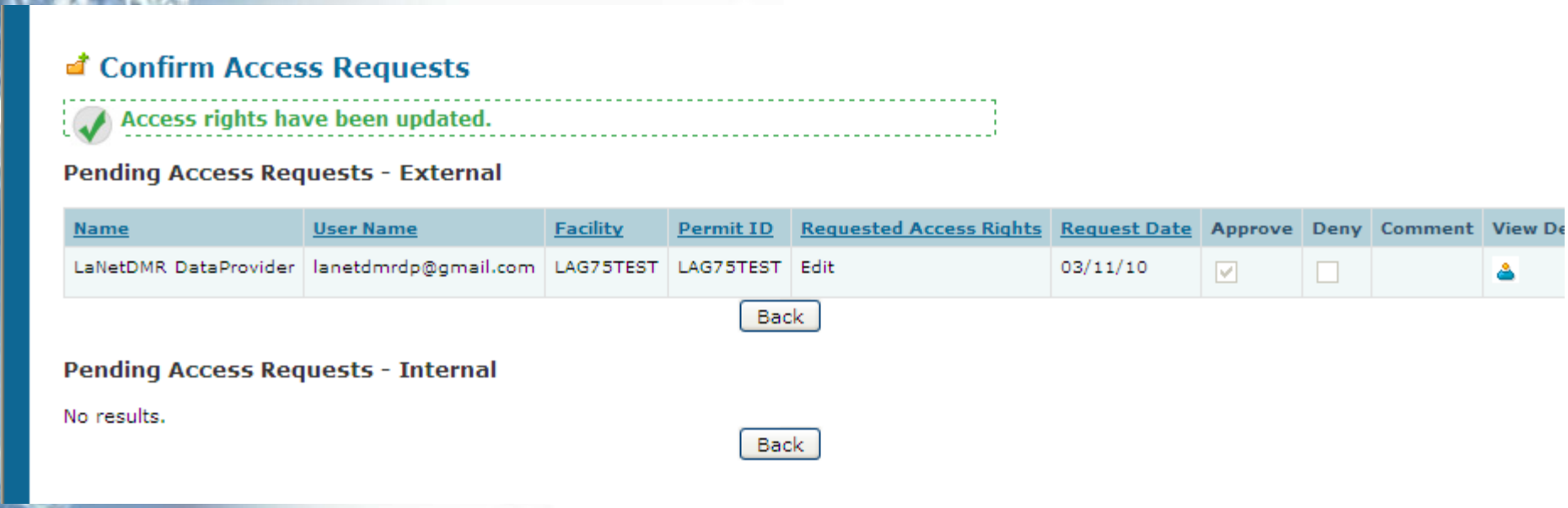
Pending Access Requests - Internal

No results.

Submit Cancel

Approving Access Requests

- You will receive a confirmation message on the next screen



Confirm Access Requests

Access rights have been updated.

Pending Access Requests - External

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View De
LaNetDMR DataProvider	lanetdmrdp@gmail.com	LAG75TEST	LAG75TEST	Edit	03/11/10	☑	☐		

Back

Pending Access Requests - Internal

No results.

Back

Denying Access Requests

- If someone requests the wrong role, you may deny their access request
- When you deny a request, you must include a comment

Pending Access Requests - External

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment
LaNetDMR DataProvider	lanetdmrdp@gmail.com	VILLE PLATTE, CITY OF	LA0038814	Edit	03/11/10	☐	☑	If you deny an access request, you must enter a comment indicating the reason for not approving the request.

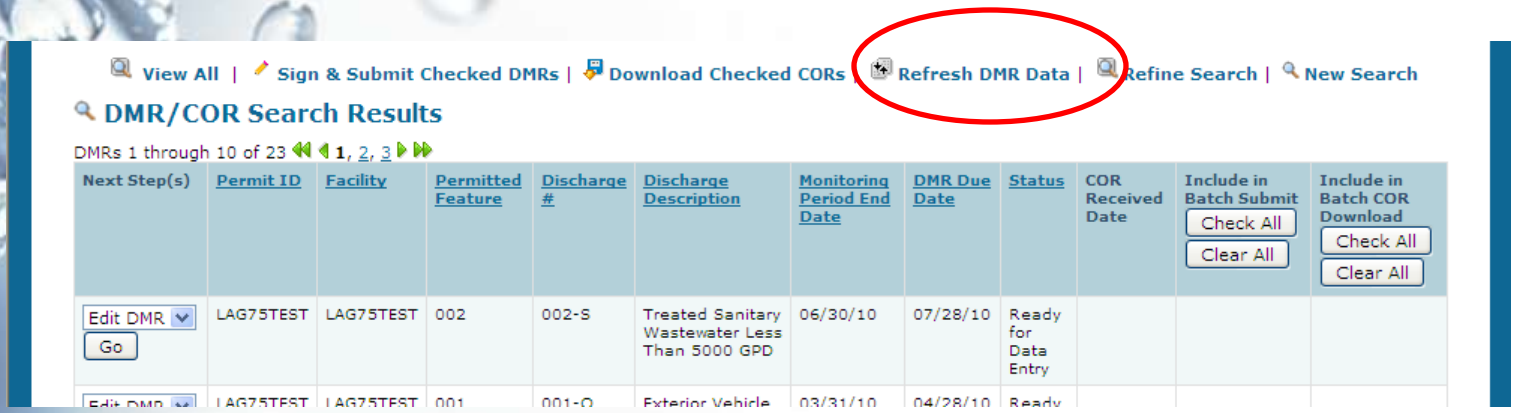
Submit Cancel

F. 2. Refreshing DMR Data

- Sometimes, permittees find errors in their permit limitation coding
  - Wrong units of measurement: ug/l was coded instead of mg/l, resulting in false soft errors
- When LDEQ updates the information in the EPA national database, it must be refreshed in NetDMR before the change is reflected
- Only Permit Administrators can perform this task

Refreshing DMR Data

- Refresh is done from the Search Results Screen



- Search All DMRs/CORs
  - If you want to refresh all DMRs, click Search with no other search criteria
  - If you want to refresh only certain DMRs, select the appropriate filtering criteria

Refreshing DMR Data

- Clicking this link will bring you to a list of past, current, and future DMRs
- Click View All if you have multiple pages of DMRs
- Click Check All, then Submit

Refresh DMR Data

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

View All

DMRs 1 through 10 of 199 1, 2, 3, 4, 5, 6, 7, 8

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	Include in DMR Refresh Check All Clear All
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	001	001-A	SANITARY,OSMOSIS,BLOWDOWN,ETC	01/31/10	02/15/10	Ready for Data Entry	☐
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	001	001-A	SANITARY,OSMOSIS,BLOWDOWN,ETC	02/28/10	03/15/10	Ready for Data Entry	☐
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	001	001-A	SANITARY,OSMOSIS,BLOWDOWN,ETC	03/31/10	04/15/10	Ready for Data Entry	☐
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	002	002-A	OVERFLOW FROM WW SUMP	01/31/10	02/15/10	Ready for Data Entry	☐
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	002	002-A	OVERFLOW FROM WW SUMP	02/28/10	03/15/10	Ready for Data Entry	☐
LA0003280	AIR PRODUCTS AND CHEMICALS, INC. - NEW ORLEANS	002	002-A	OVERFLOW FROM WW SUMP	03/31/10	04/15/10	Ready for Data Entry	☐

Refreshing DMR Data

- You will receive the following confirmation message
- The update will run through an overnight process and should be reflected the next day

Your requests to refresh DMR requirements for the selected rows have been submitted.

View All | Sign & Submit Checked DMRs | Download Checked CORs | Refresh DMR Data | Refine Search |

DMR/COR Search Results

DMRs 1 through 10 of 199 1, 2, 3, 4, 5, 6, 7, 8

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit Check All Clear All
Edit DMR Go	LAG53TEST	LAG53TEST	001A	001A-Y	Schedule A (Annual Sampling)	12/31/10	01/28/11	Ready for Data Entry		

H. Importing DMRs

- Import the data for one or more DMRs by uploading an text file
  - Each file can only contain data for one permit number
- Must still use the NetDMR web form to:
  - Acknowledge soft errors
  - add DMR level information (comments/attachments)
  - Sign a completed DMR

Follow Along in Test
(Optional)

- Download and View COR
- Approve/Deny Access Request
- Refresh DMRs

Questions?

Contact Information

- Kelly Petersen 225-219-3683
  kelly.petersen@la.gov
- Christine Mayeux 225-219-3652
  christine.mayeux@la.gov
- Kathryn Huddle 225-219-3665
  kathryn.huddle@la.gov
- Ashley Viator 225-219-3689
  ashley.viator@la.gov
- Jinghua Wei 225-219-3673
  jinghua.wei@la.gov