STEPS 3 & 4: Entering, Signing and Submitting DMR data into NetDMR (for Signatory Users **only**)

STEP 3 – Enter data into the electronic DMR:

1. Open your internet browser and go to https://cdx.epa.gov/cdx/login.
2. Enter in your **NetDMR User ID** and click **Next**.
3. Click the button to **Proceed to Login.gov**.
4. **Sign in** to Login.gov using your email address and password, and then enter in your pre-established authentication factor to confirm your identity with Login.gov.
5. Access NetDMR by clicking on the role of **Permittee (signature)** that is listed next to NDMR-LA: NetDMR: Louisiana DEQ on the MYCDX screen.
6. Click **Continue to NetDMR**.
7. **Search for your electronic DMRs** using the light blue search engine box on the NetDMR home screen:

    a. Choose the **radio button** for the **Permit ID** and select your permit number from the drop down beside it. **** Please note** - If your permit number does not appear in the dropdown provided, you have not completed your account setup. You need to complete **STEP 2** – linking your permit numbers to your account **before** you can proceed with this step-by step guide.**

    - Alternatively, if you prefer, you can choose the radio button next to Facility instead, and select the Facility name from the dropdown beside it.

    b. Choose the **radio button** for the **Monitoring Period End Date (MPED) Range** and enter the start and end dates for the **monitoring period range of the DMR** in the boxes provided. The dates MUST be in MM/DD/YYYY format. Example: If you're looking for Monthly DMRs for the second quarter of 2024, you would enter 04/30/2024 into the first box, and 06/30/2024 in the second.

    - Alternatively, if you prefer, you can choose the radio button beside DMR Due Date instead. Enter the month and the year of the due date for the DMR you're looking for into the appropriate drop downs. Example: If you are looking for second quarter DMRs, choose July 2024 as the second quarter DMRs are due on either July 15th, or July 28th.

c. Scroll down to the bottom of the search box and click **Search**. The Search results on the following page will list all available DMRs for the date specified.

8. Locate the DMR for which you would like to enter data. To ensure that you are selecting the right DMR, verify the Permit ID, Discharge #, and Monitoring Period End Date. Select **Edit DMR** on the drop down box to the far left-hand side, and then click **Go**.

9. Fill out the DMR:

   a. **If your facility tested, and you have lab results**, find your "Results" page from your lab report and follow the below instructions:

      - On the left-hand side of the electronic form there are listed the parameters that you are permitted to test. There is one row per parameter required. Follow from the first parameter along the row to the right and you will find the electronic data blanks for that parameter, appearing above your permit limitations (hard coded into the form for you).

      - Using your laboratory results page**, enter in the lab reported value(s) for that corresponding parameter into the electronic space provided on the DMR**.

      - Move down to the next row/parameter on the right hand side of the electronic form. **Repeat the bulleted steps above for all parameters**.

      - When all data has been entered, **proceed to step 12**.

   b. **If your facility did not test, or does not have lab results**, please use the **Form NODI** box, located in the top, left-hand corner of the DMR, at the very bottom of the header. NODI codes can be found by clicking the NODI list button. **Select the appropriate NODI code letter or number from the drop down next to Form NODI**. (If you have trouble finding the Form NODI box, use the Collapse Header button at the top of the DMR to eliminate un-necessary fields). The most commonly used codes are below:

      - **No Discharge -** If your plant had no flow or no discharge during the reporting period, click on the **Form NODI** dropdown box in the top left-hand corner of the DMR and choose **NODI C**.

      - **Operation Shutdown -** If your plant has been temporarily or permanently shut down, and there is no activity on site, click on the **Form NODI** dropdown box in the top left-hand corner of the DMR, and choose **NODI 2**.

      - **Failure to Sample** – If you failed to sample, click on the **Form NODI** dropdown box in the top left-hand corner of the DMR, and choose **NODI E**. Please go down to the **comments** section of the DMR, and provide a comment as to why sampling was not completed.

10. Click **Save & Continue**.

11. Check the **Status** in bold in the top portion of the DMR. Proceed as follows:

    a. **NetDMR Validated -** If your status is NetDMR validated, you may **proceed to step 13**.

    b. **NetDMR Validation Errors** - If the status is NetDMR Validation Errors, scroll down to the bottom of the page, just above the comments section, and review the **Edit Check Errors** section to determine the issues that must be corrected. **Use the checkboxes provided to acknowledge any violations, and/or correct any data entry errors**, as outlined in the Edit Check Errors description to the far right. Once all have been addressed, click **Save & Continue** again. Re-read the status. A DMR cannot be submitted until all errors are addressed and the status reads NetDMR Validated.

12. **Optional step**: If you would like to include an attachment with your DMR, click **Add Attachment** button, at the bottom of the DMR. LDEQ requires attachments to come in PDF format, and with simplified names. Do not use special characters or long names for your attachments or they may be kicked out. Click **Save & Continue** again.

13. When you have finished entering your DMR data, review the following:

    a. Verify the data entered and check for typographical errors.

    b. Include DMR comments and/or attachments.

    c. If you have made *any* changes, click **Save & Continue**.

    d. Verify that the DMR Status is **NetDMR Validated**.

STEP 3 – Signing and submitting DMR:

14. Once your data has been saved, and your DMR status is **NetDMR Validated**, click the link to **Sign and Submit**.

15. The Sign and Submit DMR screen will appear, with a summary of the DMR being submitted, including any acknowledged violations. Click the **checkbox** in the first column entitled, **"Include in Submission."**

16. **Optional Step:** Click the **checkbox** for the second column entitled, **"Add Copy of Submission and Attachments to Email Notification"** if you would like a copy of the submitted DMR sent to your email.

17. Click the button to **Submit**.

18. The legal signature disclaimer will appear. Click **Accept**.

19. The system will generate a Signing Process Confirmation number to confirm your DMR has been successfully signed and is being processed by the system.

Questions? Email us at deqnetdmr@la.gov