A guidance document that demonstrates the NetDMR process from log in to submission of a DMR.

Arkansas CDX/NetDMR Walk Through
Two ways to sign into NetDMR:

1. CDX Log In Page
   - [https://cdx.epa.gov](https://cdx.epa.gov)

Recommended way of signing into CDX.
2. CDX/NetDMR Log
In Page –
https://netdmr.epa.gov

Welcome to the NetDMR 2017 Upgrade registration page. To sign in, please use your Central Data Exchange (CDX) User ID and Password. If you are already a registered NetDMR user with or without a current CDX account, check for an email from netdmr-notification@epa.gov with instructions on how to complete the CDX registration for NetDMR users. If you did not receive an email or could NOT complete the process using the link provided in the email, you will need to create a new CDX account unless you already have a CDX account. If you already have a CDX account, please add the appropriate NetDMR program service(s).
After you logging in into CDX, click on the link under Role.

You will be taken to the new NetDMR Landing Page.
New NetDMR Landing Page

- After you click on your Role on the CDX home page, you will be taken to the new Welcome page of NetDMR.
- Click on “Continue to NetDMR” and your NetDMR Home Page will appear.

Arkansas DEQ
The All DMRs & CORs tab is where you can search for DMRs.
- Select the Permit ID
- **Click Update**
- Enter Monitoring Period Date or Select a Status
- **Click Search**

The DMRS Ready to Submit tab will only appear if there are DMRs ready to be signed and submitted to EPA and ADEQ.
DMR/COR Search Results Page

Can List DMRs with the following statuses:
1.) Ready for Data Entry
2.) NetDMR Validation Errors
3.) NetDMR Validated — Ready to be Signed & Submitted
4. Signed & Submitted/Completed

To Correct a Submitted DMR:
Correcting a DMR that has been signed & submitted, search for the DMR, under Next Steps column, click on the drop down menu and select “Correct DMR” and click “Go”. This will take you to the web DMR form to correct it, save it, and sign and submit again.
If you have a lab that fills out your DMR, the status will be NetDMR Validated. If it has errors on the DMR, the status will be NetDMR Validation Errors.

Select the DMR and under Next Steps, click “Go” and the DMR Edit screen will appear.
- For a No Discharge DMR, select “C” under Form NODI otherwise fill out the parameter boxes under Quantity and Quality.
- **Cannot have both a NODI Code and a Value in Parameter Fields**
- Units, Frequency of Analysis, and Sample Type will be pre-populated. Will not need to change unless sampled more often or incorrect.

Parameter fields needs to be filled out for each parameter unless you have a No Discharge, then Select the correct choice from the Form NODI drop down menu.
After completing the DMR, click Save & Continue.

By Status, if you receive NetDMR Validated, click Sign & Submit to electronically sign the DMR.

If you receive NetDMR Validation Errors, correct the errors or only acknowledge permit exceedances under Edit Check Errors and attach a non-compliance report. (See next slides for examples of errors.)
NetDMR Hard Errors

- Will generate hard errors if a certain special character is used in the parameter value or have a NODI code and a value in a parameter field.
- Only acceptable special characters are “.”, “,” and “+”.
- DMR cannot be saved until the Hard Error is corrected.

Under Edit Check Errors, this will show you what errors need to be corrected.
NetDMR Soft Errors

- Will generate soft errors if a parameter value is missing or if a parameter value is outside of the permit limit.
- **Only Acknowledge the outside of permit limit soft errors.**

Under Edit Check Errors, this will show you what errors need to be corrected or acknowledged. **Only** acknowledge outside of permit limits errors.
• Only acknowledge permit exceedances and attach a non-compliance report. Click Add Attachment.
• The file name must not have any spaces or special characters other than an underscore (_). (Ex. NCR_July2017)
• Size less than 20MB.
• Formats accepted: PDF, Word, Excel.
After clicking Add Attachment, the following pop-up will appear, click Ok.
Click Browse, the File Upload window will appear from your computer, select the non-compliance report and click Open.
The file will be selected and click Attach File.
The non-compliance report has been added.
Click “Sign & Submit”
Signing DMR Process

- Check **both** Include in Submission and Add Copy of Submission columns for all DMRs to be signed, enter password and click Submit.

When typing your password, if the “eye” icon appears at the right end of the box, click and hold on the icon and this will allow you to see the password typed in to prevent typos.
Signing DMR Process

- Enter one of your 5 Security Question Answers already established and click Submit
Signing DMR Process

- Message appears “The DMRs are undergoing the Signing Process”

SUCCESS!!

The DMR(s) have been submitted to EPA and ADEQ. You will receive an email with your DMR(s) attached in a Zip file to download or click on the Magnifying Glass icon to view the Copy of Record (COR) to download.
Copy of Record (COR)
To download a copy, click on “Download COR”
If you receive the following message, click the “Options for this Site” to allow pop-ups from netdmr.epa.gov.
After you download the DMR, this screen will appear to open the Zip file. Click on the file name and the second window will appear and click on Open.
The Zip file will open and the following documents will appear on the screen. Click on the Adobe PDF dmrSubmission file and click Open in the new box that will appear. If you have a non-compliance report, it will appear for you to open as a separate file.
Downloaded Adobe PDF version of a DMR Copy of Record
Checking DMR Signing Status

To check and see if a DMR has been processed through CDX, on the Home Page, Click on DMR Signing Status.
After clicking on DMR Signing Status, this page will appear with the CDX document ID and signing status of the electronically signed DMR.

The status will show “Signed Successfully” when the CDX processing is complete.
To view a copy of the DMR after it has been signed & submitted, select your permit number, click Update, and select “Signed & Submitted” and “Completed” in the Status box. (To select both, hold the CRTL key on your keyboard and highlight both items)

Then click Search.
Your results will appear and you have two options to download the DMR.

From the drop down menu under Next Steps, select Download CORs. Then click Go.

-OR- Check the box in the Include in Batch COR Download and click Download Checked DMRs.
To find DMRs with errors, select your permit number, click Update, and select “NetDMR Validation Errors” in the Status box.

Then click Search.
Your results will appear and under Next Steps Edit DMR will be selected then click Go.
After clicking Go, the Edit DMR screen will appear to correct the errors or acknowledging permit exceedances and to attach a non-compliance report.
After correcting or acknowledging permit exceedances, you will attach a non-compliance report. Click Add Attachment, the following pop-up will appear, click Ok.
Click Browse, the File Upload window will appear from your computer, select the non-compliance report and click Open.
The file will be selected and click Attach File.
The non-compliance report has been added.
Click “Sign & Submit”
This will take you to the signature pages as described on previous slides.
Account Changes

- Account information is no longer editable
- Password cannot be reset in My Account
- Contact CDX Helpdesk at 1-888-890-1995 to make any changes or reset password on your account
Under Edit My Account, be sure to click on “Edit Account” to be able to delete access rights to a permit.

Click Manage Access Requests to electronically sign NetDMR Subscriber Agreements.

If an access status is pending and the Responsible Official and/or Cognizant Official has signed the agreement, ADEQ is verifying information before granting approval.
After clicking on Access Requests, the following page will appear so a Responsible Official (RO) (with a NetDMR account and the Authorized Representative signed the agreement electronically) can electronically sign a NetDMR Subscriber Agreement.

The request will appear similar as below, the RO will check the approve box and click Save.

After signing, the request will need to be approved by ADEQ. In approximately 10 business days, you should receive an email/letter notifying the Authorized Representative of approval.
CDX/NetDMR Customer Service

- CDX - Account information, including passwords, resend your Verification email
- Call 888-890-1995 (toll-free) or (970) 494-5500 for International callers
- helpdesk@epacdx.net
- Hours of operation is Monday - Friday,
  7 am – 5 pm Central Standard Time

- NetDMR Customer Support
- Call Center at 1-877-227-8965 (toll-free)
- Email to NPDESeReporting@epa.gov
- Hours of operation is Monday - Friday,
  8 am – 4 pm Central Standard Time
Additional Support Resources

- NetDMR Zendesk (https://netdmr.zendesk.com)
  - Documentation
  - Training Tutorials
  - Training Schedules
  - Recorded webinars
  - FAQs
- Regulatory Authority
  https://netdmr.zendesk.com/hc/en-us/articles/209616226
ADEQ NetDMR Contact Information

• Richard Healey, Enforcement Branch Manager: 501-682-0640
  • healeyr@adeq.state.ar.us

• General NetDMR Assistance: 501-682-0624
  • netdmr@adeq.state.ar.us