



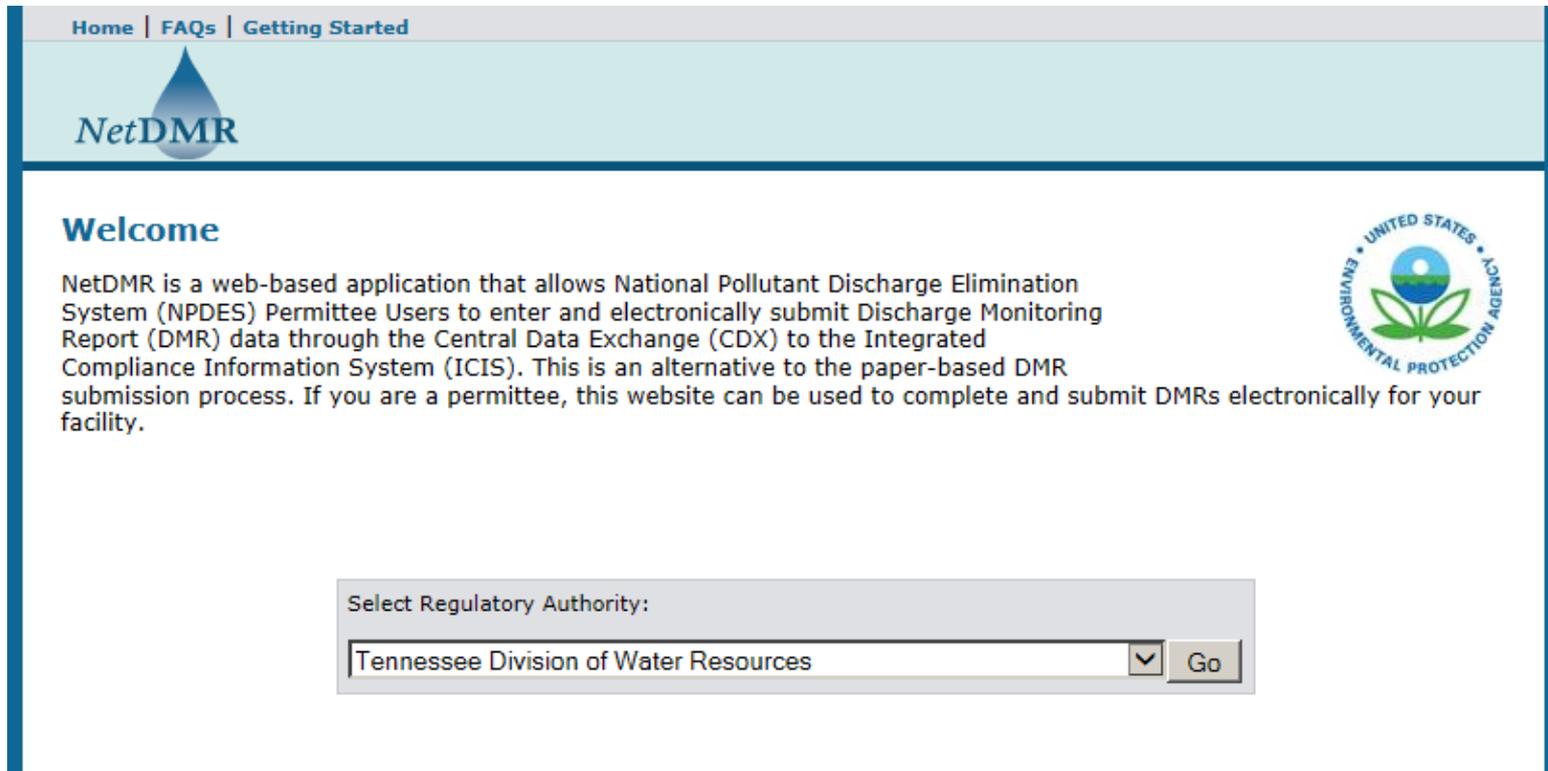
Department of  
**Environment &  
Conservation**

# Creating a NetDMR Account

Permittee User

# Creating a New User Account

- Getting started
  - Search for NetDMR
  - Go to <https://netdmr.epa.gov/netdmr/public/home.htm>



The screenshot shows the NetDMR website interface. At the top, there is a navigation bar with links for "Home", "FAQs", and "Getting Started". Below this is the NetDMR logo, which features a blue water drop icon. The main content area is titled "Welcome" and contains a paragraph of text explaining the application's purpose: "NetDMR is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) Permittee Users to enter and electronically submit Discharge Monitoring Report (DMR) data through the Central Data Exchange (CDX) to the Integrated Compliance Information System (ICIS). This is an alternative to the paper-based DMR submission process. If you are a permittee, this website can be used to complete and submit DMRs electronically for your facility." To the right of this text is the official seal of the United States Environmental Protection Agency. At the bottom of the page, there is a form titled "Select Regulatory Authority:" with a dropdown menu currently showing "Tennessee Division of Water Resources" and a "Go" button next to it.

# Creating a New User Account

- Click Create a NetDMR Account
- Select Type of User
  - TDEC
    - Internal User
  - Permittees
    - **Permittee User**
      - Signatory Authority
      - Permit Administrator
    - **Data Provider**
      - Consulting Firm
      - Lab
      - Other Organization
      - Data Entry

**NetDMR**

## Create a NetDMR Account

### General Account Information

Please provide the information requested below to create a NetDMR account. A \*\*

**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
- Permittee User
- Internal User
- Data Provider

# Creating a New User Account

- **User Type: Which type of user are you?**
- Permittee User
  - Work for an organization that is required to submit Discharge Monitoring Reports (DMRs) under a National Pollutant Discharge Elimination System (NPDES) permit.
- Data Provider
  - Support an organization that is required to submit DMRs as part of a NPDES permit.
    - **What is a Data Provider?**
      - A Data Provider is a lab, consulting firm or other business that has been hired by a permitted facility to enter or view Discharge Monitoring Reports (DMRs) on behalf of that facility. Data Provider staff are
        - » allowed to view, enter and import DMRs into NetDMR and edit CORs
        - » cannot sign and submit DMRs to ICIS.
        - » Only a permittee with the Signatory role can do this.
- Internal User
  - Work for or support a state, Region, or headquarters environmental protection agency that administers NPDES permits

# NetDMR Roles: External, Permittee User

## What Roles do you Need? Permittee User Functions

- First User Must Be the Signatory Authority

User Type	Manage Access Requests	View DMRs	Download Blank DMRs	Edit/Import / Correct DMRs	Sign and Submit DMRs	Manage CORs	View Permits	View Users	Request Signatory Access	Request Administrator Access	Request Edit Access
View		✓	✓						✓	✓	✓
Edit		✓	✓	✓		✓			✓	✓	
Signatory		✓	✓	✓	✓	✓				✓	
Signatory & Permit Administrator	✓	✓	✓	✓	✓	✓	✓	✓			
Permit Administrator & Edit	✓	✓	✓	✓		✓	✓	✓	✓		
Permit Administrator & View	✓	✓	✓				✓	✓	✓		✓

# NetDMR Roles: External, Permittee User

- Signatory
  - Ability to Sign and Submit DMRs and Corrected DMRs.
  - A request for this role requires **submission of a Subscriber Agreement** to the organization that administers your NPDES Permit: TDEC DWR
    - This role is available for External User with the user type of Permittee User.
- Permit Administrator
  - Ability to Approve all DMR read only and edit requests for a Permit;
  - Approve/deny View Partial DMR;
  - Search CORS, Permits and Users;
  - View Permits & Users.
    - This role is available for External User with the user type of Permittee User.
- Edit Role
  - Ability to Edit DMR for a specific Permit,
  - Edit blank and in progress DMRs, as well as correct submitted DMRs, for a Permit;
  - Ability to import DMR data to the blank, in progress, and previously submitted DMRs.
    - This role is available for External Users with the user type of Permittee User or Data Provider.
  - The user with this role can
    - search and view permits and users;
    - delete DMRs and
    - download blank DMRs.

# NetDMR Roles: External: Data Provider

## What Roles do you Need? Data Provider User Functions

User Type	View DMRs	Download Blank DMRs	Edit/Import/Correct DMRs	Manage CORs
View				
Edit				

# Creating a New User Account

- Answer Security Questions
  - Used in case you forget your password
    - Keep questions & answers in a secure location
    - Or remember your questions & answers
- Keep a copy

## Selected Security Questions

Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive. Answer must be between 1 and 50 characters. Special characters other than - . ' may not be used.

**Question 1\***

Select One

**Question 2\***

Select One

**Question 3\***

Select One

**Question 4\***

Select One

**Question 5\***

Select One

# Types of Notification Emails

Email Types	Action	Information
Activate Your NetDMR Account	Click URL	Link will expire in 60 Days
Your NetDMR Account Has Been Created	-	-
NetDMR Access Request Notification	-	Role Id, Status

- Three important emails
  - The table above lists the subject line of three important emails crucial to creating your NetDMR Account
    - 1. Activate Your NetDMR Account
      - Received after you complete “Create a NetDMR Account”
      - Click the URL in the email to confirm your account
      - Log in to NetDMR
    - 2. Your NetDMR Account Has Been Created
      - Received after successful log in to NetDMR
      - Request access to your permit
      - Print Subscriber Agreement
    - 3. NetDMR Access Request Notification
      - Received after you select Request Access
      - TDEC must receive your Subscriber Agreement
      - TDEC will review your account & related permit

# Request Access: Signatory

[Home](#) | [My Account](#) | [Request Access](#) | [Help](#) | [Logout](#)



## Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Permit ID:	<input type="text"/>	<input type="button" value="Update"/>
Role:	<input type="text" value="Select One"/>	
<small>Note: Permit Administrator Role comes with the Signatory Role requested for a Permit.</small>		
	<input type="button" value="Add Request"/>	

## Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
No Permits found		

- Users with Signatory Authority must sign up first:
  - Enter Your Permit ID
  - Select Role
    - Signatory
- Other Users
  - Permit Administrator
  - Edit
  - View

# Request Access: Signatory

- Users with Signatory Authority
  - Select the first radio button
    - “I have the authority to enter into this Agreement for the Permittee under the applicable standards.”
- Users with delegated Signatory Authority
  - Select the second radio button
    - “I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.”

## Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
tn0067342	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <span>Select One ▼</span></p> <p><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p>

# Request Access: Signatory

- Print Subscriber Agreement
- Sign Subscriber Agreement
- Mail original, signed Subscriber Agreement

## Request Access to a Permit and Associated DMRs



Your access request(s) have been submitted for approval.

Click below to print the subscriber agreement for the signatory request(s) made during this session.

<a href="#">Permit ID</a>	Print Subscriber Agreement
tn0067342	<input type="button" value="Print Subscriber Agreement"/>

# Search: Permittee User

- After access request approved:
  - Will be able to search for DMRs
    - Submitted DMRs are known as Copies of Records (CORs)

**Search:** All DMRs & CORs

### All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

**Permit ID:** All

**Facility:** All

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

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**Permitted Feature:** All

**Discharge:** All

**Monitoring Period End Date Range:**   (mm/dd/yyyy)

**Edited or Submitted By:** All

**Status:**

Ready for Data Entry	All (Hold down CTRL or Mac command key to select/deselect multiple)
NetDMR Validation Errors	
NetDMR Validated	
Imported	
Signed & Submitted	
Submission Errors/Warnings Completed	

**Scheduled/Unscheduled:** All

**COR Confirmation #:**

# Scheduled DMRs: Form Entry

- After access request approved:
  - Will be able to search for DMRs
    - Copies of Records (CORs)

Showing Parameters 1 - 10 of 13 ◀ 1 2 ▶▶

Parameter		NODI	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis	Smpl. Type	
Code	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
00300	Oxygen, dissolved [DO]	Smpl.				- ▾			mg/L ▾ <a href="#">List</a>		D1/01 ▾	GR ▾
1 - Effluent Gross		Req.				>= 5 Monthly Average Minimum			Milligrams per Liter		Daily	GRAB
Season: 0		NODI				▾						
NODI:												
00400	pH	Smpl.				- ▾		- ▾	SU ▾ <a href="#">List</a>		D1/01 ▾	GR ▾
1 - Effluent Gross		Req.				>= 6.6 Minimum			Standard Units		Daily	GRAB
Season: 0		NODI				▾		▾				
NODI:												
00530	Solids, total suspended	Smpl.	- ▾	- ▾	lb/d ▾ <a href="#">List</a>		- ▾	- ▾	mg/L ▾ <a href="#">List</a>		D1/01 ▾	24 ▾
1 - Effluent Gross		Req.	<= 19015 30 Day Average	<= 28522 7 Day Average	Pounds per Day	<= 30 30 Day Average	<= 45 7 Day Average		Milligrams per Liter		Daily	COMP24
Season: 0		NODI	▾	▾		▾	▾					
NODI:												
00610	Nitrogen, ammonia total [as N]	Smpl.	- ▾	- ▾	lb/d ▾ <a href="#">List</a>		- ▾	- ▾	mg/L ▾ <a href="#">List</a>		D1/01 ▾	24 ▾
1 - Effluent Gross		Req.	<= 634 30 Day Average	<= 951 Daily Maximum	Pounds per Day	<= 1 30 Day Average	<= 1.5 Daily Maximum		Milligrams per Liter		Daily	COMP24
Season: 0		NODI	▾	▾		▾	▾					
NODI:												

# Scheduled DMRs: Form Entry

- Add Comments
- Add Attachments
  - Lab Reports
  - Letter
  - Explanation

71900	Mercury, total [as Hg]	Smpl.	-	-	Id	-	-
1 - Effluent Gross		Req.	<= .005 30 Day Average	<= .008 7 Day Average	Pounds per Day	<= .008 30 Day Average	<= .012
Season: 0	NODI:	NODI					

[Edit Check Errors](#)  
No results.

[DMR Comments](#)

[Comments](#)

[Attachments](#)

[Add Attachment](#)

No results.

[Report Last Saved By](#)

User:  
Name:  
E-Mail:  
Date/Time: 01/26/16 10:47 CST

[Save & Continue](#) | [Save & Exit](#) | [Sign & Submit](#) | [Cancel/Back to Search Results](#)

# Contact

- Please contact NetDMR Help with any questions, comments, or concerns
- [NetDMR.help@tn.gov](mailto:NetDMR.help@tn.gov)