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22-072

December 2022

Correcting a DMR That Has Been Signed and Submitted

Step 1: Access the CDX, login with your username and password at <https://cdx.epa.gov/>. Follow steps to continue to NetDMR.

Step 2: Once you login and continue to NetDMR, your homepage will be the All DMRs & Copies of Record (CORs) search page. See example below.

1.

The screenshot shows the NetDMR search interface. At the top, there is a navigation bar with five tabs: 'Manage Access Requests', 'Search All DMRs & CORs Permits Users', 'Unscheduled DMRs Unscheduled DMRs', 'Import DMRs Perform Import Check Results', and 'Update NO Check Result'. Below this is a search bar with a magnifying glass icon and the text 'Search:'. To the right of the search bar are four tabs: 'All DMRs & CORs', 'DMRs Ready to Submit', 'Permit ID', and 'Users'. The 'All DMRs & Copies of Record (CORs)' tab is selected. Below the tabs is a search form with the following text: 'Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.' There are two search fields: 'Permit ID:' with a radio button selected and a dropdown menu set to 'All'; and 'Facility:' with a radio button unselected and a dropdown menu set to 'All'.

Step 3: Searching for Specific DMRs

1. Click the dropdown list and select your permit ID number.
2. Click the dropdown list for 'Permitted Feature' and select either the influent or effluent (generally 001 option) of the Copy of Record (COR) you are looking for.
3. Enter in monitoring period date range for the COR/DMR that is needing correction.
 - **Tip:** it's helpful to search for broader time periods than what you're needing to be sure that the date range includes all records during that period rather than just a few.
4. In the 'Status' menu, click the button 'All'.

5. Click 'Search' once all options are entered.

The screenshot shows the 'All DMRs & Copies of Record (CORs)' search page. At the top, there are tabs for 'All DMRs & CORs', 'DMRs Ready to Submit', 'Permit ID', and 'Users'. The search area contains several fields: 'Permit ID' (dropdown with 'NE0021521'), 'Facility' (dropdown with 'All'), 'Permitted Feature' (dropdown with '[NE0021521] 001'), 'Discharge' (dropdown with 'All'), 'Monitoring Period End Date (MPED) Range' (date pickers for '01/01/2020' and '12/13/2022'), 'DMR Due Date' (Month and Year dropdowns), 'Edited or Submitted By' (dropdown with 'All'), 'Status' (dropdown menu with options like 'Ready for Data Entry', 'NetDMR Validation Errors', etc.), 'Scheduled/Unscheduled' (dropdown with 'All'), and 'COR Confirmation #' (text input). At the bottom, there are 'Search' and 'Clear All Fields' buttons. Red numbers 1 through 5 are overlaid on the form to indicate the search steps: 1. Permit ID, 2. Permitted Feature, 3. Monitoring Period End Date, 4. Status, and 5. Search button.

Step 4: Search Results

1. Find the correct Discharge # for the DMR that you'd like to correct.
2. Double check the monitoring period end date to be sure that you'll be selecting the right DMR that you're looking for.
3. Double check the status of the DMR. DMRs that are needing correction will either say 'Validated with Errors' or 'Signed and Submitted'.

- Click the dropdown list under the 'Next Steps' column and select the option 'Correct DMR'. Click the Go button to proceed.

DMRs 1 through 2 of 2

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date
<div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;">Correct DMR</div> <div style="margin-left: 5px;">4.</div> <input type="button" value="Go"/>	NE0021521	ARAPAHOE WASTEWATER TREATMENT FACILITY	001	001-M	TREATED WASTEWATER	12/31/21	Scheduled	01/28/22	Completed	05/17/22 05/17/22
<div style="border: 1px solid gray; border-radius: 50%; padding: 2px; display: inline-block;">New Copy of Submissions</div> <input type="button" value="Go"/>	NE0021521	ARAPAHOE WASTEWATER TREATMENT FACILITY	001	001-M	TREATED WASTEWATER	10/31/21	Scheduled	01/28/22	Completed	06/07/22

Step 5: Making Corrections

- From here, you're able to make the proper corrections needed to update your DMR.
 - This can be a correction of an improperly used no data indicator code, also known as a NODI code.
 - Or this will be data from the analytical results from the lab analysis.

Tip: To remove a NODI code choose the blank space in the dropdown menu, this will be the very first option.

[Edit DMR](#)

Permit ID: NE0021521
 Permittee: ARAPAHOE WWTF
 Facility: ARAPAHOE WASTEWATER TREATMENT FACILITY
 Permitted Feature: 001 - External Outfall
 Report Dates & Status: Monitoring Period: From 12/01/21 to 12/31/21
 Status: Completed
 Principal Executive Officer: First Name: John, Title: Operator, Last Name: Doe, Telephone:

No Data Indicator (NODI) Form NODI:

Code	Parameter Name	NODI List	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis List	Smpl. Type List
			Value 1	Value 2	Units	Value 1	Value 2	Units			
0011	Temperature, water temp. fahrenheit	Smpl.	<input type="text" value="40.0"/> a	<input type="text" value="40.0"/>	deg F					0130	GR
	1 - Effluent Gross	Req.	Req Mon Monthly Average	Req Mon Daily Maximum	Degrees Fahrenheit					Monthly	GRAB
	Season: 0	NODI:	<input type="text"/>	<input type="text"/>							
0010	BOD, 5-day, 20 deg. C	Smpl.	<input type="text"/>	<input type="text"/>	mg/L					0230	GR
	1 - Effluent Gross	Req.	Req Mon Monthly Average	Req Mon 7 Day Average	Kilograms per Day					Twice Per Month	GRAB
	Season: 0	NODI:	<input type="text"/>	<input type="text"/>							
0040	pH	Smpl.	<input type="text"/>	<input type="text"/>						0230	GR
	1 - Effluent Gross	Req.								Twice Per Month	GRAB
	Season: 0	NODI:	<input type="text"/>	<input type="text"/>							

Step 6: Saving Corrections

- Once all edits have been entered for the entire DMR, scroll to the bottom of the page and click 'Save & Continue'
- If you'd like to leave a brief explanation of why you are making an edit to your DMRs, you are welcome to do so.
- Once you save your changes, the page will bring you back to the top of the page where

Comments

We mistakenly entered in this monitoring period as No Discharge, however we found the results from the sample we sent to the lab. 2.

Attachments

No results.

Report Last Saved By

User: MADISON.FEILMEIER
 Name: Madison Feilmeier
 E-Mail: madison.feilmeier@nebraska.gov
 Date/Time: 05/17/22 11:20 CDT

1. | | |

you'll see that your changes have been saved and validated.

Step 7: Sign and Submit Updated DMR

1. Check both boxes
2. Type in password
3. Submit
4. Repeat step 2 authentic password word by entering an answer to one of your security questions, then repeat step C

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 Check All Clear All	Add Copy of Submission and Attachments to Email Notification Check All Clear All	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"/>		NE0021521	ARAPAHOE WASTEWATER TREATMENT FACILITY	001	001-M	TREATED WASTEWATER	12/31/21	01/28/22	NetDMR Validated

1.

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 violators. 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 Madison Fellmeier.
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 2. Show Password

3.

Step 8: Signing Confirmation/Completion

The page will redirect you to a confirmation of signing page, an example is shown below. Congratulations, you've successfully corrected a DMR.

Signing Process Confirmation - CDX Activity ID: _b27deca0-bbfe-4fbf-afc7-c5db6168e6e7

Your DMRs are undergoing the Signing Process

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date
NE0021521	ARAPAHOE WASTEWATER TREATMENT FACILITY	001	001-M	TREATED WASTEWATER	12/31/21	01/28/22