

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

How to: Enter your DMR data

Step 1: Access the CDX or NetDMR page and login with your username and password at <https://cdxnodengn.epa.gov/oeca-netdmr-web/action/login>
Or <https://netdmr.zendesk.com/hc/en-us> Click on Login to NetDMR

Step 2: Once you login it should take you to the MyCDX tab.

A: Circled in red is the link to access NetDMR from inside CDX. Click on “permittee” to access NetDMR.

The screenshot shows the MyCDX interface with tabs for MyCDX, Inbox, My Profile, and Submission History. A table titled 'Services' is displayed with columns for Status, Program Service Name, and Role. A red circle highlights the 'Permittee (signature)' role in the table. To the right, there are sections for 'CDX Service Availability' and 'News and Updates'.

Status	Program Service Name	Role
	NDMR-R10AK: NetDMR: EPA Region 10 Alaska	Permittee (signature)

B: Circled in red is the link to access NetDMR. Click on “[Continue to NetDMR](#)” to access the NetDMR homepage.

Access NetDMR

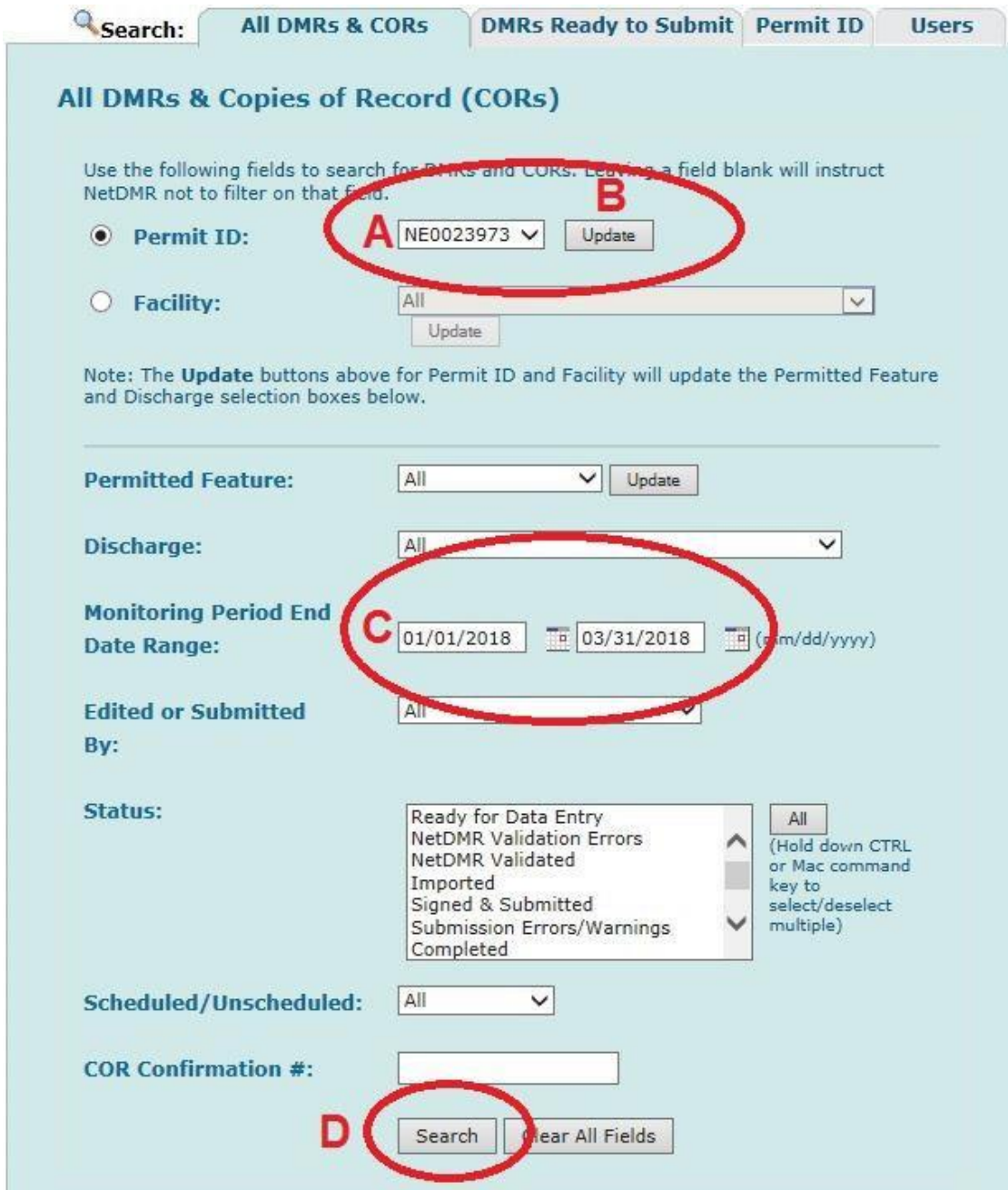
B [Continue to NetDMR](#)

- First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)
- If you have any questions about NetDMR, please contact NDEQ.NetDMR@nebraska.gov.

News

Step 3: Searching for your DMRs.

- A:** click the dropdown list and select your permit ID #.
- B:** click on the Update button.
- C:** Put in a monitoring period range for the DMRs you want to fill out by using the calendar buttons or typing the following:
 - For quarter 1** – “01/01/2018” “03/31/2018”
 - For quarter 2** – “04/01/2018” “06/30/2018”
 - For quarter 3** – “07/01/2018” “09/30/2018”
 - For quarter 4** – “10/01/2018” “12/31/2018”
- D:** Click on the Submit button



The screenshot shows the 'All DMRs & Copies of Record (CORs)' search interface. At the top, there are tabs for 'All DMRs & CORs', 'DMRs Ready to Submit', 'Permit ID', and 'Users'. Below the tabs, a search bar is visible. The main search area contains several filters:

- Permit ID:** A dropdown menu is set to 'NE0023973' and is circled in red with a red 'A'. An 'Update' button is next to it, circled in red with a red 'B'.
- Facility:** A dropdown menu is set to 'All'.
- Permitted Feature:** A dropdown menu is set to 'All'.
- Discharge:** A dropdown menu is set to 'All'.
- Monitoring Period End Date Range:** Two date input fields are set to '01/01/2018' and '03/31/2018', both circled in red with a red 'C'. Each field has a calendar icon to its right.
- Edited or Submitted By:** A dropdown menu is set to 'All'.
- Status:** A list of status options is shown, including 'Ready for Data Entry', 'NetDMR Validation Errors', 'NetDMR Validated', 'Imported', 'Signed & Submitted', 'Submission Errors/Warnings', and 'Completed'. An 'All' button is also present.
- Scheduled/Unscheduled:** A dropdown menu is set to 'All'.
- COR Confirmation #:** An empty text input field.

At the bottom of the search area, there are two buttons: 'Search' and 'Clear All Fields'. The 'Search' button is circled in red with a red 'D'.

Step 4: Search Results

- A:** Find the correct Outfall / Discharge # for the DMR that you want to work on.
- B:** Next use the monitoring period end date to find the correct monthly or quarterly DMR.
- C:** Check the status of the DMR: Ready for Data Entry indicates the DMR has not been filled out.
- D:** Click on the Go button that is in the same row as the DMR you want to open and fill out.

DMRs 1 through 3 of 3

<u>Next Step(s)</u>	<u>Permit ID</u>	<u>Facility</u>	<u>Permitted Feature</u>	<u>Discharge #</u>	<u>Discharge Description</u>	<u>Monitoring Period End Date</u>	<u>Scheduled/ Unscheduled</u>	<u>DMR Due Date</u>	<u>Status</u>
				A		B			C
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/> D	NE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-M	Effluent Discharge	10/31/17	Scheduled	01/28/18	Ready for Data Entry
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	NE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-M	Effluent Discharge	11/30/17	Scheduled	01/28/18	Ready for Data Entry
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	NE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-Q	Nitrogen & Phosphorus	12/31/17	Scheduled	01/28/18	Ready for Data Entry

Step 5: Top portion of the DMR

A: Fill out the Principal Executive Officer / whoever signs the DMRs.

B: The phone # must use this format with the dashes and no spaces "402 – 555 – 5555".

Permit ID:	NE0023973	Major:	<input type="checkbox"/>
Permittee:	SCOTIA WWTF	Permittee Address:	101 S MAIN ST
Facility:	SCOTIA WASTEWATER TREATMENT FACILITY	Facility Location:	SCOTIA, NE 68875 101 S MAIN STREET
Permitted Feature:	001 - External Outfall	Discharge:	SCOTIA, NE 68875 M - Effluent Discharge
Report Dates & Status			
Monitoring Period:	From 10/01/17 to 10/31/17	DMR Due Date:	01/28/18
Status:	Not Saved		
Principal Executive Officer			
First Name:	<input type="text" value="Bob"/>	Last Name:	<input type="text" value="Cassidy Jr."/>
Title:	<input type="text" value="Operator"/>	Telephone:	<input type="text" value="402-555-0911"/>
No Data Indicator (NODI)			
Form NODI:	<input type="text"/>		

Step 6: DMR data entry

DMRs in NetDMR follow the same format as your paper versions. Parameters are listed on the left side and continue across the row. You will need to fill out each value position circled in red below.

The Quantity or Loading side of the DMR does not automatically calculate for you. The formula for loading is $mg/l \times MGD \times 3.785 = kg/d$, use the flow from the day you sampled.

A: Circled below are where the value positions for entering your data are.

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name	List	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units		List	List
00310	BOD, 5-day, 20 deg. C	Smpl.	A 3.21	= 3.21	kg/d	= 15	= 15		mg/L	0	02/30	GR
1 - Effluent Gross												
Season: 0		Req.	Req Mon Monthly Average	Req Mon 7 Day Average	Kilograms per Day	<= 30 Monthly Average	<= 45 7 Day Average		Milligrams per Liter		Twice Per Month	GRAB
NODI: [v]		NODI	[v]	[v]		[v]	[v]					
00400	pH	Smpl.				= 7.3	= 7.3		SU	0	02/30	GR
1 - Effluent Gross												
Season: 0		Req.				>= 6.5 Daily Minimum	<= 9 Daily Maximum		Standard Units		Twice Per Month	GRAB
NODI: [v]		NODI				[v]	[v]					

Non-detects for parameters should be reported using the less than symbol and the Reportable Limit on your lab sheet. Loading will still be calculated the same as above. $mg/l \times MGD \times 3.785 = kg/d$

A: From the drop down list select the “<” (less than symbol).

B: Enter only the reportable limit numbers and decimal point in the value position.

00610	Nitrogen, ammonia total [as N]	Smpl.	A < 22	B < 22	kg/d	< 0.05	< 0.05		mg/L			
1 - Effluent Gross												
Season: 3		Req.	<= 4.52 Monthly Average	<= 10.07 Daily Maximum	Kilograms per Day	<= 6.64 Monthly Average	<= 14.78 Daily Maximum		Milligrams per Liter		Twice Per Month	GRAB
NODI: [v]		NODI	[v]	[v]		[v]	[v]					

Step 7: DMR data entry continued

In some cases you will need to use a no data indicator (NODI) to report when you don't have data / numbers. "9" or conditional monitoring is used if the sample is not required for that period. "E" or analysis not conducted should be used if the required sample was not taken for the monitoring period. Please consult the NDEE before using any other NODI codes on your DMRs.

A: Circled below on the left is a dropdown to select the NODI code that will be applied for that parameter.

00610	Nitrogen, ammonia total [as N]	Smpl.			kg/d			mg/L		
1 - Effluent Gross										
Season: 3		Req.	<= 4.52 Monthly Average	<= 10.07 Daily Maximum	Kilograms per Day		<= 6.64 Monthly Average	<= 14.78 Daily Maximum	Milligrams per Liter	Twice Per Month
NODI:	9	NODI:	9	9			9	9		

B: For a list of the NODI codes click on the List button located at the top left of the table.

Code	Parameter Name	NODI	Value 1	Value 2	Units
00310	BOD, 5-day, 20 deg. C	List			kg/d
1 - Effluent Gross					
Season: 0		Req.	Req Mon Monthly Average	Req Mon 7 Day Average	Kilograms per Day
NODI:		NODI:			

Step 8: Save and Continue

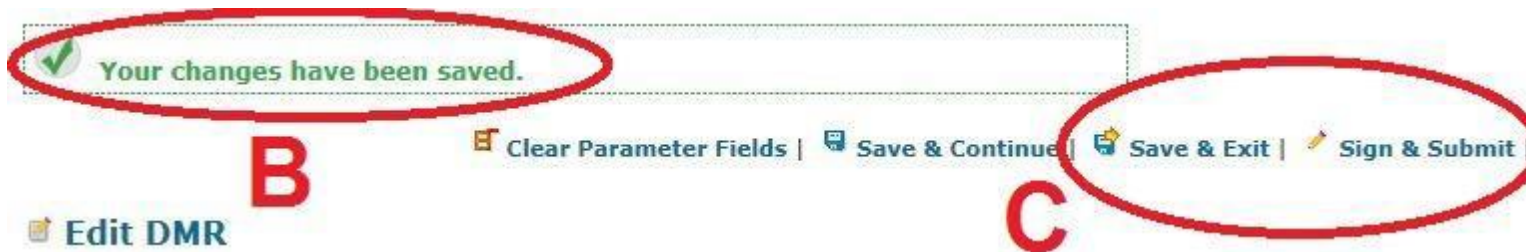
When you are finished filling out the DMR you will want to save and continue to ensure that no errors exist.

A: At the bottom of the page click on “Save & Continue”



B: NetDMR will automatically take you to the top of the page; confirm that it says “Your changes have been saved”.

C: You may now select the Sign & Submit button.



D: if you receive the error message below you will need to scroll to the bottom of the page and review the edit check errors section. Make the necessary changes and repeat step 8.



Step 9: Signing process

A: Click on the check box to include the DMR in the submission.

B: Also check the box to the right to have a copy sent to your email if you want it for your records.

C: At the bottom of the yellow box enter your password for NetDMR. This is the same password you used to login. Then click on the Submit button at the bottom of the page.

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	Add Copy of Submission and Attachments to Email Notification	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"/>		NE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-M	Effluent Discharge	10/31/17	01/28/18	NetDMR Validated

A 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 Test NetDMR.
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 **C**

Step 9: Signing process continued

The page will refresh and go back to the top, you will then need to scroll back to the bottom.

D: Enter the answer to your security question and click on submit.

What is your favorite TV show?

D

Submit Do Not Submit

Step 10: Signing confirmation

If you entered your password and security question correctly then you should arrive at the confirmation page. At this point you are finished with this specific DMR and you can move on to the next one.

A: Click on DMR/COR Search Results to return to the list of DMRs that were displayed on Step 4.

[View All Copies of Submissions](#) [DMR/COR Search Results](#) [View DMR Signing Status](#)

A

Signing Process Confirmation - CDX Activity ID: _de94d4b2-b6ad-475e-91c6-826d1aba2f0

Your DMRs are undergoing the Signing Process

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	View Copy of Submission
NE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-M	Effluent Discharge	10/31/17	01/28/18	

Produced by: Nebraska Department of Environment and Energy, P.O. Box 98922, Lincoln, NE 68509-8922; phone (402) 471-2186. To view this, and other information related to our agency, visit our web site at <http://dee.ne.gov>.