

Permittee

Create an Acct from Home Page

<https://netdmr.ndep.nv.gov/netdmr/public/home.htm>

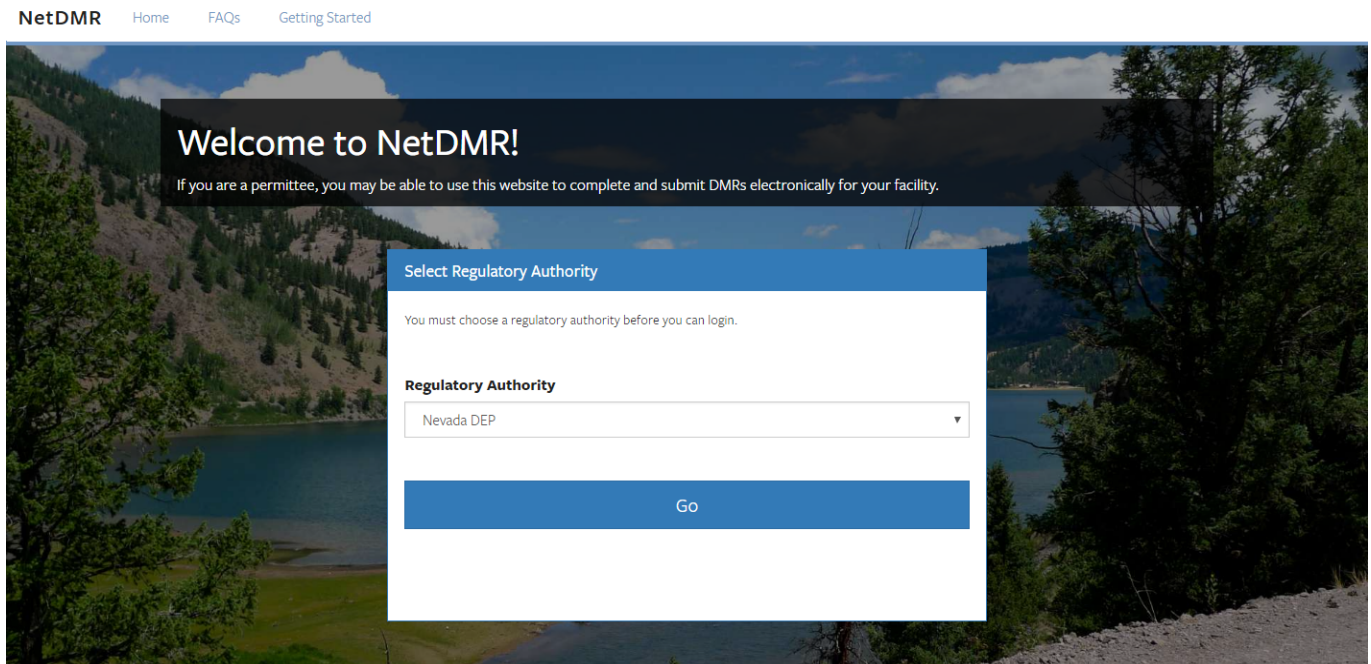
Permittee / Signatory (Permit Administrator)

First Person – Request Signatory Role (automatic Permit Administrator role) – be sure to “Create an Account, Finalize an Account, Request Signatory Access, and verify that Regulatory Administrator has approved your request **before** creating any other accounts or asking for other roles.

Permittee and Data Provider User Guide Sections: 1.5.1, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6

NetDMR Welcome Page

Very important to choose **Select Your Regulatory Authority** from the pull down menu first. Click “Go”



From the NetDMR Home Page:

We recommend that you **Check for your Permit Number** prior to creating an account.

NetDMR Home FAQs Getting Started Contact Login

Login to NetDMR

You are logging into the Nevada DEP instance of NetDMR.

Username *
adimmick [Forgot Username?](#)

Password *
..... [Forgot Password?](#)

Sign in

Don't have a NetDMR account?
[Create Account](#)

First time users should check to see if your permit is available in NetDMR.
[Check your Permit ID](#)

click on [Check Your Permit ID](#) Enter a valid 9 digit Permit ID. Click on Check Permit ID

Check Whether a Permit is Available for Reporting in NetDMR

Enter a Permit ID:

NS2016502

Check Permit ID

Cancel

If the permit is **not** available for reporting in NetDMR, a message will appear.

Check Whether a Permit is Available for Reporting in NetDMR

The Permit ID **NS2013900** is not available for reporting in NetDMR. Check another Permit ID or return to the [Login](#) page.

Enter a Permit ID:

NS2013900

Check Permit ID

Cancel

Confirmation message will appear if your permit is available for electronic reporting.

Check Whether a Permit is Available for Reporting in NetDMR

The Permit ID **NS2016502** is available for reporting in NetDMR. You may check another Permit ID or proceed directly to [Creating an Account](#). If you already have a NetDMR account, [Login](#) now.

Enter a Permit ID:

NS2016502

Check Permit ID

Cancel

From this screen you can click on "Home" to begin creating an account.

Click on ["Create Account"](#)

You will be required to enter all the fields with an asterisk. Note the Type of User selected is "Permittee User".

NetDMR [Home](#) [FAQs](#) [Getting Started](#) [Contact](#)

[Login](#)

Create a NetDMR Account

Account Information

Email *

adimmick.ndep@gmail.com

Email again *

adimmick.ndep@gmail.com

Username *

- Use my email address as my user name
 Create my own user name

First Name *

Amanda

Last Name *

Dimmick

Telephone Number (###-###-####) *

775-687-9468

Organization *

NDEP

Type of User *

Permittee User

In addition, you will be required to answer all security questions. Also answer the required number of security questions. Choose from the list of questions and type in your answers. Remember that the security question answers are case sensitive.

Security Questions

Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive.

Security Question 1

Question *

Select One

Answer *

Verify your responses displayed in the gray boxes. Make any necessary changes. Click on **Submit**.

Security Question 1

Question

What is your favorite color?

Answer

color

Security Question 2

Question

What is your favorite vacation destination?

Answer

destination

Security Question 3

Question

Who was your childhood hero?

Answer

hero

Security Question 4

Question

What was your high school mascot?

NetDMR Account Request message appears stating your request is being processed.

Confirm NetDMR Account Request

Thank you; your NetDMR account creation request is being processed.

Within the next 24 hours, you should receive an email that includes a web link. Click the link and follow the instructions on the page that is displayed to complete the account creation process. You will have 60 days to complete the account creation process. If you do not receive an email within the next 24 hours, please make sure the email has not been inadvertently blocked by a spam filter. Contact your [regulatory authority](#) for further assistance.

Thank you.

NetDMR Support

OK

Take a short break and then go to your email for a message that you must read to finalize your account.

Email – Inbox

Google search bar and Gmail interface showing an email titled "Activate Your NetDMR Account" from NetDMR@ndep.nv.gov.

From the email message, you will need to click on the link in order to finalize your NetDMR account. If the link doesn't work, you may need to copy & paste to access this url in a different way.

Activate Your NetDMR Account Inbox x



NetDMR@ndep.nv.gov

7:08 AM (0 minutes ago)

to me

Amanda Dimmick,

Your NetDMR account must be finalized before you can log into the system and request access to your permits. Please click on the following link.

<https://netdmr.ndep.nv.gov/netdmr/public/verification.htm?key=7dec54170978422d095824a861f1378ecb6b44bb66430894c9b1453a11b22cf3&userId=606>

The link to finish creating your account will expire in 60 days. If you do not complete the account creation process within 60 days, you will need to provide the information requested on the Create a NetDMR Account page again. If the Complete the NetDMR Account Creation Process page is not displayed after clicking the above link, copy and paste the entire link into you browser address bar and then click enter to access the page.

Thank you.

To Complete the NetDMR Account Creation Process, answer the required security question(s) and Create a Password. Passwords can be 8 – 20 characters, alpha & numeric; recommend you not use Special Characters.

Complete NetDMR Account Creation Process

To finish creating your NetDMR account, provide a response to the security question and create a password for your account.

What is the name of the high school you attended?

Create Password:

(Case sensitive, 8-20 characters, include letters and numbers)

Password Again:

Submit

Cancel

NetDMR Account has been created – confirmation screen. Click on the “[here to access the login page](#)”.

NetDMR Account Created

Your NetDMR Account has been created. Click [here](#) to access the login page and begin using NetDMR.

You will also receive an email stating your account has been finalized.

Your NetDMR Account Has Been Created Inbox x



NetDMR@ndep.nv.gov

7:10 AM (1 minute ago) ☆

to me ▾

Amanda Dimmick,

Your NetDMR account has been finalized. You may now log into NetDMR.

Thank You.

Error Message encountered if you click on the link below in your email more than one time.

Verification Key Error

There was a problem validating the verification key.

The next step is to request access.

REQUEST ACCESS

How do I decide what roles I will need? Review the chart to view the activities that can be performed by each user type.

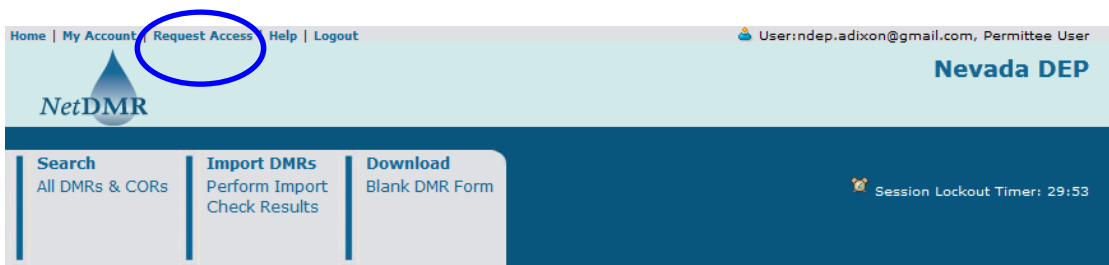
Permittee User Functions

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											

Note: The **first** person creating an account for NetDMR must be a person that will be signing (Signatory role) the DMRs. This person will automatically be given Permit Administrator role. As others in your company or data providers (such as labs) create an account and request Permit Administrator, Edit, or View roles, this person will be able to approve access. All other Signatory requests must be approved by the Regulatory Authority.

Enter your User Name and Password. Click Submit.

Click on the Request Access



Enter the 9 digit Permit ID and select the Role from the drop down menu and Click “Update”. You can request access for more than one NPDES ID.

Request Access to Permits and Associated DMRs

Enter Permit ID

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:

Role:

Choose the Role(s): The initial request for “Signatory” will automatically include the Permit Administrator role. Choose Signatory, click on Add Request. Others at your facility may request the Signatory, Permit Administrator, Edit and/or View roles.

Note: The first person to sign up for the permit cannot be a consultant, it must be the permittee who applied for the permit. They can then choose to give another person Signatory Authority.

Request Access to Permits and Associated DMRs

TIP: Until the first Signatory privilege is granted for a permit, no read only/edit accesses or privileges can be requested for the permit.

Enter Permit ID

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:

Role:

A list of permits you have requested access for will appear in the Access Requests section. You can request to “remove access” by checking on the red **X**. Very important to click on “**Submit**” once you have requested access for all your Permit IDs.

Request Access to Permits and Associated DMRs

Enter Permit ID

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:

Role:

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
NS2012502	Signatory	<input checked="" type="checkbox"/>

Additional information is required for the Signatory. Enter the required information and click Submit. **Be sure to answer the first question as it is easily missed.** You are required to answer your relationship to the facility.

Also, if you are the authorized representative, click in the radio button next to the statement. If you are going to be authorized by another person (such as the Mayor, President of the company), click on the radio button next to “I am authorized by the person below.....”, fill in the person’s name, title and phone number. You may currently be authorized for the paper submittal of the DMR form, and you will need to have the authorized representative sign your Subscriber Agreement to show that you are now “authorized” to submit the electronic DMR as well.

It is very **important** to check the appropriate radio button below. If you check the wrong button, you will have to create your account over as the Authorized Official’s information will not be incorporated into the Subscriber Agreement.

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
NS2012502	Signatory	<p>What is your employer’s relationship to the facility or facilities?*: Select One ▾</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>

A confirmation screen will appear. Notice the responses are in the gray boxes. Click “Confirm”

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
NS2012502	Signatory	<p>What is your employer’s relationship to the facility or facilities?*: Facility ▾</p> <p><input checked="" 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>

Your access request has been submitted **for approval** by the Regulatory Administrator.

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.

Print Subscriber Agreement

Back

Very important to click on the “Print Subscriber Agreement” when using the test environment. While the region/state most likely will not require a signed agreement when testing, the Internal Administrator must have the Subscriber Agreement number in order to process your request. As soon as you open this file, NetDMR will log the Agreement number.

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.

Print Subscriber Agreement

Back

In production, each Signatory will Print the Subscriber Agreement, sign and mail it to the Regulatory Agency. (address shown on Agreement). Fax copies of the agreement are not acceptable, nor is relying on the electronic Agreement contained in NetDMR.

LOGOUT

Please wait for an email confirmation that your access has been approved or denied by the Regulatory Administrator.

Subscriber Agreement - Google Chrome

Secure | https://netdmr.ndep.nv.gov/netdmr/protected/subscriber_agreement.htm?subRefCode=ad95ada...

Nevada DEP Subscriber Agreement Number: [REDACTED]

Account Reference: 574

A. Subscriber Information

User Name: adimmick93@gmail.com

Name: Amanda Dimmick

Organization: NDEP

Email Address: adimmick93@gmail.com

Phone Number: [REDACTED]

B. Permit Information

Signing privileges are requested for the following permits:

Permit ID	Facility Name	Facility Address	Relationship	Authorized By
NS2012502	RIVER MOUNTAINS WATER TREATMENT FACILITY	[REDACTED]	Facility	Self

C. Terms and Conditions

A. Terms and Conditions Opening Terms 1. PURPOSE: The intent of this agreement is to ensure that the Certifier (in this document, "Certifier," refers to signers of this document -- both the Signatory Authority, and the Subscriber) agrees to maintain the confidentiality and protect the electronic signature from unauthorized use or compromise, and follow any procedures specified by Nevada Division of Environmental (NDEP) for this purpose. 2. ACCEPTANCE AND EXECUTION: Acceptance and execution of this agreement by NDEP shall be evidenced by the issuance of a personal identification number (PIN) to the Certifier. Pen and ink signatures will remain on file with NDEP. 3.

Access your email to verify signatory access request has been approved.

Access Request Notification Inbox x



NetDMR@ndep.nv.gov

to me

12:11 PM (0 minutes ago)

Amanda Dimmick,

The following actions have been taken for your signatory access requests.

Permit Id: NS2012502
 Status: Approved
 Comment:

Thank you.

Now you are ready for NetDMR and others can now create their account, finalize their account, and request access. The Signatory person will be able to approve or deny those access requests from others in your company or from the Data Providers. As a reminder all Signatory requests will be approved by the Regulatory Authority.

My Account (log on to NetDMR)

You will be able to confirm that you have been given the “Signatory” rights by accessing “My Account”.

NetDMR Home **My Account** Request Access Help Logout Logged in as: adimmick93@gmail.com, Permittee User

Manage Search View Import Download Session Lockout Timer: 29:51

My Account

[Edit Account](#)

General Account Information

Email:	adimmick93@gmail.com	Username:	adimmick93@gmail.com
First Name:	Amanda	Organization:	NDEP
Last Name:	Dimmick	Telephone Number:	775-400-8963
Type of User:	Permittee User		

Scroll down to the “My Permits” section to view access that has been granted for NPDES Permits. You will be able to access the Subscriber Agreement from this screen also.

You will be able to view account information, view selected security questions, and view any pending access requests.

NetDMR Home **My Account** Request Access Help Logout

Manage Search View Import Download

My Account

[Edit Account](#)

General Account Information

Email:	adimmick93@gmail.com	Username:	adimmick93@gmail.com
First Name:	Amanda	Organization:	NDEP
Last Name:	Dimmick	Telephone Number:	775-400-8963
Type of User:	Permittee User		

Selected Security Questions

Your security answers are shown, however you can change your questions and answers.

What is the name of the street where you grew up?
What is your favorite vacation destination?
What is the name of the high school you attended?
Who was your childhood hero?
What is your favorite color?

My Permits

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied.

Showing 4 Permits

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Request Date</u>	<u>Update Date</u>	<u>Subscriber Agreement</u>
NS2012502	Signatory	Approved	01/09/18 12:04 PM	01/09/18 12:11 PM	
NS2012502	Permit Administrator	Approved	01/09/18 12:11 PM	01/09/18 12:11 PM	
NST000000	Signatory	Approved	09/06/17 02:28 PM	09/06/17 02:32 PM	
NST000000	Permit Administrator	Approved	09/06/17 02:32 PM	09/06/17 02:32 PM	

Edit your account information

My Account


 [Edit Account](#)

General Account Information

Email:	adimmick93@gmail.com	Username:	adimmick93@gmail.com
First Name:	Amanda	Organization:	NDEP
Last Name:	Dimmick	Telephone Number:	775-400-8963
Type of User:	Permittee User		

Along with basic information about your account, you will be able to change the security questions and/or answers, change your password, or lock your account.

Security Questions and Answers

 Click to display your security questions. Note that your security answers will not be shown, however you can change your questions and answers.

Change Your Password

Your password must be 8-20 characters and contain both letters and numbers.

Enter a new password: (case sensitive, 8-20 characters, both letters and numbers)

Enter your password again:

Lock Your Account

Locked accounts can not access NetDMR.

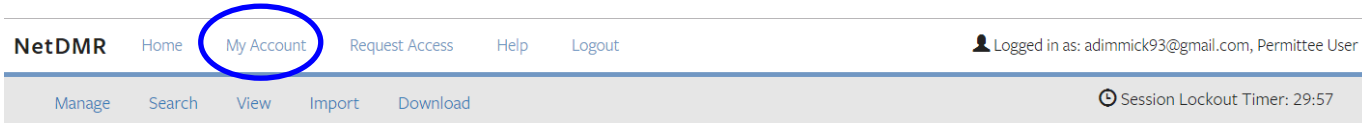
Lock Account

Permittee DMR Data Entry Demo

Log on to NetDMR. Remember you must have “Signatory” or the “EDIT” role to be able to add/change/delete the DMR forms for each individual NPDES id.

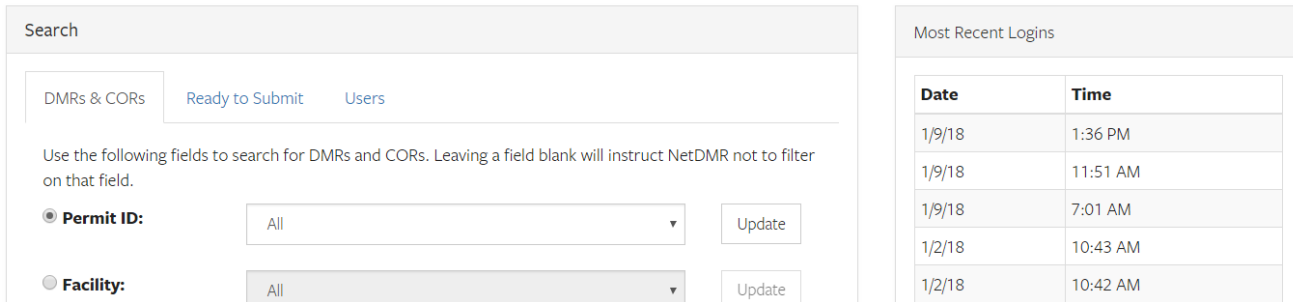
You can easily verify that you have the Signatory or EDIT role by accessing “My Account”.

Click on “My Account”.



NetDMR Home **My Account** Request Access Help Logout Logged in as: adimmick93@gmail.com, Permittee User

Manage Search View Import Download Session Lockout Timer: 29:57



Search

DMRs & CORs [Ready to Submit](#) [Users](#)

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

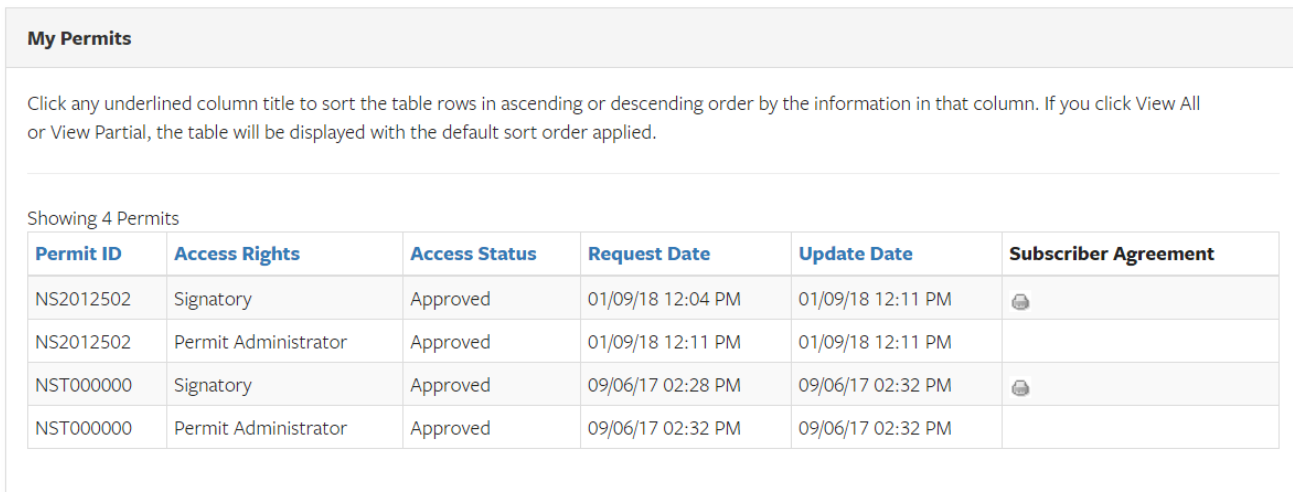
Permit ID:

Facility:

Most Recent Logins

Date	Time
1/9/18	1:36 PM
1/9/18	11:51 AM
1/9/18	7:01 AM
1/2/18	10:43 AM
1/2/18	10:42 AM

Scroll down to the “My Permits” section. Verify you have the “Signatory” or “EDIT” role for each individual NPDES ID.



My Permits

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort order applied.

Showing 4 Permits

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Request Date</u>	<u>Update Date</u>	<u>Subscriber Agreement</u>
NS2012502	Signatory	Approved	01/09/18 12:04 PM	01/09/18 12:11 PM	
NS2012502	Permit Administrator	Approved	01/09/18 12:11 PM	01/09/18 12:11 PM	
NST000000	Signatory	Approved	09/06/17 02:28 PM	09/06/17 02:32 PM	
NST000000	Permit Administrator	Approved	09/06/17 02:32 PM	09/06/17 02:32 PM	

Now you are ready to Search and key in DMR data.

All DMRs & CORs

Select the 9 digit Permit ID, make selection from the pull down menu.

Click on “Update”. This Update button will automatically update the Permitted Feature and Discharge selection boxes.

Search

DMRs & CORs Ready to Submit Users

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: NST000000

Facility: All

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

Permitted Feature: All

Most Recent Logins

Date	Time
1/9/18	1:36 PM
1/9/18	11:51 AM
1/9/18	7:01 AM
1/2/18	10:43 AM
1/2/18	10:42 AM
9/6/17	2:32 PM
9/6/17	2:23 PM

If you click on Search with no other criteria, you will get a list of all the Permitted Features available for data entry.

DMRs & CORs Ready to Submit Users

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.

Permitted Feature: All

Discharge: All

Monitoring Period:

Edited/Submitted: All

Status: Ready for Data Entry
NetDMR Validation Errors
NetDMR Validated
Imported
Signed & Submitted
Submission Errors
Completed

COR Confirmation #:

You will notice that monthly, yearly, and quarterly requirements are included in these search results. DMRs that meet a specific criteria are available in NetDMR. Appendix G – explains how the anticipated DMRs (empty slots) are generated in NetDMR. You have the option rather than to display all permitted features and discharges to narrow down your search criteria.

Permitted Feature (referred to as an outfall previously).

Discharge – you may have several groups of limits based on their frequency of reporting. For example you may have a Permitted Feature for 001 with monthly, quarterly and yearly requirements. The Discharge number is the field that has been used to uniquely group this information. In this example, you could have an 001-M, 001-Q and 001-Y.

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:

Facility:

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

Permitted Feature:

Discharge:

Monitoring Period:

- [NST000000] MW1-Q-SAMPLE LOCATION MW1 (MONITORING WELL) TO BE REPORTED QUARTERLY
- [NST000000] MW1-A-SAMPLE LOCATION MW1 (MONITORING WELL) TO BE REPORTED MONTHLY
- [NST000000] 001-A-SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED MONTHLY
- [NST000000] 001-Q-SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED QUARTERLY
- [NST000000] 001-Y-SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED ANNUALLY
- [NST000000] MW2-A-SAMPLE LOCATION MW2 (MONITORING WELL) TO BE REPORTED MONTHLY
- [NS2012502] 001-A-SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED MONTHLY

Edited/Submitted:

Status:

- Ready for Data Entry
- NetDMR Validation Errors
- NetDMR Validated
- Imported
- Signed & Submitted

1/10/18	10:35 AM
1/10/18	7:08 AM
1/9/18	2:22 PM
1/9/18	1:36 PM
1/9/18	11:51 AM
1/9/18	7:01 AM
1/2/18	10:43 AM
1/2/18	10:42 AM
9/6/17	2:32 PM
9/6/17	2:23 PM

Monitoring Period End Date Range:

Edited or Submitted by:

Status

Status field is very important to identify the current stage of your DMR form.

Ready for DMR Entry

NetDMR Validation Errors – Must correct all hard errors and acknowledge all soft errors

NetDMR Validated – DMRs must have this status before they can be signed

Imported

Signed & Submitted

Submission Errors/Warnings

Completed

Permitted Feature: All [v] [Update]

Discharge: All [v]

Monitoring Period: 10/01/2017 [calendar] 12/31/2017 [calendar]

Edited/Submitted: All [v]

Status: Ready for Data Entry [v] [All]

- NetDMR Validation Errors
- NetDMR Validated
- Imported
- Signed & Submitted
- Submission Errors
- Completed

COR Confirmation #: [text box]

Search

COR Confirmation # - You can enter this number to search for a specific Copy Of Record

Make your selections, and Click SEARCH.

(search a couple different ways to show search results)

If for some reason, DMRs are not available in NetDMR there may be several reasons.

DMR/COR Search Results

DMRs 1 through 10 of 11 << 1, 2 >>

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit Check All Clear All	Include in Batch COR Download Check All Clear All	Include in Batch DMR Download Check All Clear All
Edit DMR Go	NST000000	TEST	001	001-A	SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED MONTHLY	10/31/17	01/28/18	Ready for Data Entry				<input type="checkbox"/>
Edit DMR Go	NST000000	TEST	001	001-A	SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED MONTHLY	11/30/17	01/28/18	Ready for Data Entry				<input type="checkbox"/>
Edit DMR Go	NST000000	TEST	001	001-A	SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED MONTHLY	12/31/17	01/28/18	Ready for Data Entry				<input type="checkbox"/>
Edit DMR Go	NST000000	TEST	001	001-Q	SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED QUARTERLY	12/31/17	01/28/18	Ready for Data Entry				<input type="checkbox"/>

Items to point out on this screen.

NetDMR will have the logical selections in the first field that has Edit DMR depending on the current status of the DMR. Click on “GO” if you are ready to enter data.

Notice the Status column has “Ready for Data Entry”.

On Discharge # 001-A, under Edit DMR, click GO.

Sort - Can sort on any column with a hyperlink.

Watch for multiple pages – click on the page number, or arrows.

DMRs 1 through 10 of 11 << 1, 2 >>

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit Check All Clear All	Include in Batch COR Download Check All Clear All	Include in Batch DMR Download Check All Clear All
Edit DMR Go	NST000000	TEST	001	001-A	SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED MONTHLY	10/31/17	01/28/18	Ready for Data Entry				<input type="checkbox"/>



We will discuss the DMR page in detail.

Top of screen -

Options at top of screen: Clear Parameter Fields, Save & Continue *(preferred), Save and Exit, Sign & Submit, Print Friendly View, DMR/COR Search Results

Header: Contains basic information about the facility, report dates and DMR status. Data can be entered for the Principal Executive Officer (not required) You can collapse the Header to have more room on the screen.

NetDMR Home My Account Request Access Help Logout Logged in as: admimick93@gmail.com, Permittee User

Manage Search View Import Download Session Lockout Timer: 28:32

[Clear Parameter Fields](#) | [Save & Continue](#) | [Save & Exit](#) | [Sign & Submit](#) | [Print or Save Review Copy](#) | [DMR/COR Search Results](#)

Edit DMR

DMR Header Collapse Header

Permit ID: NST000000 Major: Permittee Address: TEST Permitted Feature: RENO, NV 89503 001 - External Outfall Monitoring Period: 10/01/17 - 10/31/17	Permittee: TEST VOC LIST Facility: TEST Facility Location: TEST Discharge: RENO, NV 89503 DMR Due Date: A - SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED MONTHLY 01/28/18 Status: Ready for Data Entry (form incomplete)
---	---

Considerations for Form Completion

Principal Executive Officer:

First Name:	<input type="text"/>	Title:	<input type="text"/>
Last Name:	<input type="text"/>	Telephone:	<input type="text"/>

Middle of screen

No Data information (NODI) – discuss in a few minutes. Parameters to be reported are displayed and shaded for the next parameter. Permit limits are displayed (hard coded) – cannot change. We will discuss the individual fields as we enter DMR data.

Last Name: Telephone:

No Data Indicator (NODI)

Form NODI:

Parameter		Monitoring Location	Season #	Param. NODI	Quantity or Loading					Quality or Concentration					# of Ex.	Frequency of Analysis	Sample Type			
Code	Name				Qualifier 1	Value 1	Qualifier 2	Value 2	Units	Qualifier 1	Value 1	Qualifier 2	Value 2	Qualifier 3				Value 3	Units	
00056	Flow rate	1-Effluent Gross	0	▼ List Apply	Sample	= ▼	<input type="text"/>	= ▼	<input type="text"/>	Mgal/d ▼ List									99/99 ▼ List	MT ▼ List
					Permit Req.		<= 5 30 Day Average		<= 6 Daily Maximum	Million Gallons per Day									Continuous	METER
					Value NODI		▼		▼											
					List															
00600	Nitrogen, total (as N)	1-Effluent Gross	0	▼ List Apply	Sample						= ▼	<input type="text"/>				mg/L ▼ List			01/01 ▼ List	DS ▼ List
					Permit Req.							Req Mon 30 Day Average				Milligrams per Liter			Daily	DISCRT
					Value NODI							▼								
					List															
00600	Nitrogen, total (as N)	L-Digestor	0	▼ List Apply	Sample								= ▼	<input type="text"/>		mg/L ▼ List			01/30 ▼ List	DS ▼ List
					Permit Req.									<= 10 Daily Maximum		Milligrams per Liter			Monthly	DISCRT

Bottom of screen

Edit Check Errors
Comments
Add Attachment
Report Last Saved by

Options at bottom of screen: Save & Continue *, Save & Exit, Sign & Submit, DMR/COR Search Results

Edit Check Errors		
No results.		
Comments		
<div style="border: 1px solid black; height: 40px;"></div>		
Attachments		
<input type="button" value="Add Attachment"/>		
No results.		
Report Last Saved By		
User:	Date/Time:	09/08/17 1:30 PDT
Name:		
E-Mail:		

[Save & Continue](#) | [Save & Exit](#) | [Sign & Submit](#) | [DMR/COR Search Results](#)

No Data Indicator (NODI)

3 options for reporting

- #1 **Form level** – when saved all value fields will be populated with NODI
- #2 **Parameter level** - when saved all value fields for that parameter will be populated with NODI
- #3 **Individual value field level** – only that Value field will be populated

Form level & Parameter – You must click **APPLY** or NetDMR will ignore the entry.

Unit Codes are pre-populated with the requirements in your permit. If you measured in some other unit, you will need to change that field. Do not change either of these fields as they will result in a error when submitting. Please convert into the units used in the Permit.

Frequency of Analysis and Sample Type are also pre-populated. If you have different values, use the pull down menu to choose the appropriate answer.

Fill in all of the appropriate data. Notice there are several pull-down fields, including the field to enter greater than, less than, etc. Do not change either of these fields as they will result in a error when submitting.

Always SAVE before you navigate away from the page.

Recommend that you “Save and Continue” first, then “Save & Exit”

Errors may need to be resolved prior to the information being saved. When you click on “Save & Continue” the hard errors or soft errors will be highlighted.

Hard & Soft DMR errors

You must correct all “Hard” errors before the DMRs can be SAVED.

Soft errors – Informational type message. You are not required to change DMR data based on these errors; however, you must click on the “Acknowledge” box for each individual soft error in order to Save the DMR data.

A recommendation has already been submitted for a system modification to eliminate the requirement to acknowledge soft errors.


If you click on “Save and Exit”, the errors will not be highlighted and you will have to look in the DMR status field to see that there are errors. You can also search for any permitted features that have a Status of “**NetDMR Validation Errors**”

DMR Data Entry Completed

When DMR data entry is completed for all permitted features & discharges, **recommend** you Search DMRs & CORs. Enter the Permit ID and under Status choose “NetDMR Validation Errors” and Search.

boxes below.

Permitted Feature:	<input type="text" value="All"/>	<input type="button" value="Update"/>
Discharge:	<input type="text" value="All"/>	
Monitoring Period:	<input type="text"/> <input type="text"/>	
Edited/Submitted:	<input type="text" value="All"/>	
Status:	<ul style="list-style-type: none">Ready for Data EntryNetDMR Validation ErrorsNetDMR ValidatedImportedSigned & SubmittedSubmission ErrorsCompleted	<input type="button" value="All"/>
COR Confirmation #:	<input type="text"/>	<input type="button" value="Search"/>



A list of any DMRs with errors that will not be processed for signature will appear. You will need to Edit DMR, click GO. Make sure the Status shows NetDMR Validated after Save.

Deleting DMR Data

Access the DMR, click on “Clear Parameter Fields” and SAVE. Watch out that the status did not change to “Ready for Data Entry”, appears in the system that the DMR is ready for Signature.

NetDMR Home My Account Request Access Help Logout Logged in as: adimmick93@gmail.com, Permittee User

Manage Search View Import Download Session Lockout Timer: 29:54

Clear Parameter Fields Save & Continue Save & Exit Sign & Submit Print or Save Review Copy DMR/CO

Edit DMR

DMR Header

Permit ID:	NS2012502	Permittee:	LAS VEGAS VALLE
Major:	<input checked="" type="checkbox"/>	Facility:	RIVER MOUNTAIN
Permittee Address:	1001 S. VALLEY VIEW BLVD	Facility Location:	1350 RICHARD BL
Permitted Feature:	LAS VEGAS, NV 89153 001 - External Outfall	Discharge:	HENDERSON, NV A - SAMPLE LOCA MONTHLY
Monitoring Period:	10/01/17 - 10/31/17	DMR Due Date:	01/28/18
		Status:	NetDMR Validated

Considerations for Form Completion

Samples of DMR errors

Appendix D contains a list of ICIS DMR Processing Error Messages

1 - Clicked on Save and Continue without entering at least one parameter.

Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
			Principal Executive Officer	Hard	Principal Executive Officer data can not entered unless data are entered for at least one parameter.	

Comments

Attachments

Add Attachment

No results.

Report Last Saved By

User:

2 - Entered an incorrect value in the “Value 3” field of 9/333.

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
50050	Flow, in conduit or thru treatment plant	Smpl.	= 1.25	= 2.33	Mgal/d						99/99	TM
1 - Effluent Gross												
Season: 0		Req.	Req Mon 30 Day Average	Req Mon 7 Day Average	Million Gallons per Day						Continuous	TOTALZ
NODI:		NODI										
		Apply										
50060	Chlorine, total residual	Smpl.						= 9/333	ug/L		01/01	GR
A - Disinfection, Process Complete												
Season: 0		Req.						<= 11 Instantaneous Maximum	Micrograms per Liter		Daily	GRAB
NODI:		NODI										
		Apply										
Edit Check Errors												
Code	Name	Monitoring Location	Field	Type	Description	Acknowledge						
50060	Chlorine, total residual	Disinfection, Process Complete	Quality or Concentration Sample Value 3	Hard	Value fields may contain numbers and special characters ".", "-", "+" and ";" only							
Comments												

3 - Must click on the Acknowledge box for each individual “Soft” error.

Edit Check Errors						
Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
00400	pH	Effluent Gross	Quality or Concentration Sample Value 1	Hard	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.	
00400	pH	Effluent Gross	Quality or Concentration Sample Value 3	Hard	A sample value and NODI selection cannot be provided for the same value. Either delete the value(s) or reset the NODI to blank.	
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00310	BOD, 5-day, 20 deg. C	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	<input type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	<input type="checkbox"/>

Once all the errors have been addressed, Save. Changes have been saved and you will notice in the “Status” column, the status now has “NetDMR Validated”. Your DMR is now ready for signature.

Signing DMRs

The most efficient way to locate DMRs that are ready to be signed is to click on the tab “DMRs Ready to Submit.” Select an option and click on Search.

The screenshot shows the NetDMR Nevada DEP interface. At the top, there are navigation links: Home, My Account, Request Access, Help, Logout, and a user profile for 'User:radixon, Permittee User'. The main navigation bar includes: Manage (Access Requests), Search (All DMRs & CORs, Permits, Users), Import DMRs (Perform Import, Check Results), View (Permits, Users), and Download (Blank DMR Form). A session lockout timer shows 29:56.

The 'Search' section is active, with tabs for 'All DMRs & CORs', 'DMRs Ready to Submit', 'Permit ID', and 'Users'. Under 'DMRs Ready to Submit', there is a message: 'Select an option below to view a list of DMRs ready to sign and submit (i.e., in "NetDMR Validated" status)'. Three options are listed: 'All DMRs' with a 'Search' button; 'DMRs for Permit ID' with a dropdown menu showing 'NST000000' and a 'Search' button; and 'DMRs for Facility' with a dropdown menu showing 'TEST' and a 'Search' button. A blue arrow points from the 'Search' button to the 'DMRs for Permit ID' dropdown.

On the right, a 'Last 10 Logins' table is visible:

Date	Time	...
11/8/13	12:59 PM	-
11/8/13	12:53 PM	-
11/8/13	10:53 AM	-
11/7/13	3:33 PM	-
10/23/13	4:14 PM	-
10/23/13	4:14 PM	-
10/16/13	3:06 PM	-
10/15/13	2:40 PM	-
10/15/13	2:38 PM	-
10/14/13	1:47 PM	-

✓ Pending Access Requests

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or V

From the result screen: A list of all DMRs that are ready for Signature will appear. Notice the Status column has “NetDMR Validated”.

The screenshot shows the 'DMR/COR Search Results' page. At the top, there are navigation links: Sign & Submit Checked DMRs, Download Checked CORs, Refresh DMR Data, Refine Search, and New Search.

The page title is 'DMR/COR Search Results' and it indicates 'One item found'. Below is a table with the following columns: Next Step(s), Permit ID, Facility, Permitted Feature, Discharge #, Discharge Description, Monitoring Period End Date, DMR Due Date, Status, COR Received Date, Include in Batch Submit, and Include in Batch COR Download.

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download
Edit DMR <input type="button" value="Go"/>	NST000000	TEST	001	001-A	SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED MONTHLY	10/31/13	01/28/14	NetDMR Validated		<input type="checkbox"/> <input type="button" value="Check All"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All"/> <input type="button" value="Clear All"/>

Choose which DMRs will be included in this submission. Under the “Include in Batch Submit” column, you have the option to “Check All” and then click on “Sign & Submit Checked DMRs” or

[Sign & Submit Checked DMRs](#) | [Download Checked CORs](#) | [Refresh DMR Data](#) | [Refine Search](#) | [New Search](#)

DMR/COR Search Results

One item found

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download
Edit DMR <input type="button" value="Go"/>	NST000000	TEST	001	001-A	SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED MONTHLY	10/31/13	01/28/14	NetDMR Validated		<input checked="" type="checkbox"/> <input type="button" value="Check All"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All"/> <input type="button" value="Clear All"/>

You also have the option to Sign and Submit the DMRs individually. From the pull down menu choose “Sign and Submit”. Click “Go”

[Sign & Submit Checked DMRs](#) | [Download Checked CORs](#) | [Refresh DMR Data](#) | [Refine Search](#) | [New Search](#)

DMR/COR Search Results

One item found

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download
Sign and Submit DMR Edit DMR Sign and Submit DMR	NST000000	TEST	001	001-A	SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED MONTHLY	10/31/13	01/28/14	NetDMR Validated		<input checked="" type="checkbox"/> <input type="button" value="Check All"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All"/> <input type="button" value="Clear All"/>

A list of the DMRs included in the batch will appear with a list of all the soft errors that have been acknowledged for each outfall for the Signatories review.

The Signatory has several options on this screen:

- Can view Completed DMR before signing
- Sort on any of the columns with a hyperlink

To officially sign, you must answer the required security question(s) and enter your password.

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	View Completed DMR	Permit ID ▲	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
<input checked="" type="checkbox"/>		NST000000	TEST	001	001-A	SAMPLE LOCATION 001 (EXTERNAL OUTFALL) TO BE REPORTED MONTHLY	10/31/13	01/28/14	NetDMR Validated

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 Cathy Bius.
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.

What is your favorite city?

Password

Confirmation screen appears. It is important to track the Submission Confirmation number and would be a good idea to copy & paste into a file for ICIS Batch Summary Reports. You can easily access the Batch Summary, Accepted, and Rejected transactions thru ICIS reports.

From this screen, you can View all CORs, Download all Cors, Download COR Signature Public Key, and

NetDMR

Manage Access Requests | Search All DMRs & CORs Permits Users | Import DMRs Perform Import Check Results | View Permits Users | Download Blank DMR Form

Session Lockout Timer: 29:55

[View All CORs](#) | [Download All CORs](#) | [Download COR Signature Public Key](#) | [DMR/COR Search Results](#)

Submission Confirmation - 1dfcfa25-0909-4301-975c-d07495a4504c

Your submission has been received.

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	View COR	Download COR	Download COR Signature
-----------	----------	-------------------	-------------	-----------------------	----------------------------	--------------	----------	--------------	------------------------

Email messages can be sent to staff in your agency confirming the submission of the DMRs. Notice one of the email Subjects notified you there are possible Warnings or Errors.

To finalize the submittal a completed and signed DMR Certification form will need to be mailed into NDEP.

http://ndep.nv.gov/bwpc/docs/netdmr_cert_aug13.pdf