



# *Colorado NetDMR Training Program*

**Water Quality Control Division**



**COLORADO**  
Department of Public  
Health & Environment



# Table of Contents

## NetDMR training program

### Getting help

## I. Introduction to NetDMR

- A. *e-Reporting Rule*
- B. *Your NetDMR training plan*
- C. *How NetDMR works*
- D. *Getting NetDMR to work for you*
- E. *What to do with your test-NetDMR Account*
- F. *Becoming a signatory in production-NetDMR*
  - 1) *Qualifications (Regulation 61.4)*
  - 2) *Procedures*

## II. Getting started

- A. *Create NetDMR account*
- B. *Request access to permits*

## III. Using NetDMR

- A. *Home page*
- B. *My account page*
- C. *Administrative tasks*
  - 1) *Grant/deny access*
  - 2) *Delete access*
  - 3) *Managing submission confirmation email list*

## D. Working with your DMRs

### 1) Searching for DMRs

- i. *Types of searchable features*
- ii. *Monitoring period end date range searches (recommended)*
  - 1. *Finding DMRs to process & submit*
  - 2. *Updating DMRs*
  - 3. *Finding overlooked DMRs*
  - 4. *Processing large numbers of DMRs*
- iii. *DMRs ready to sign & submit (not recommended)*
- iv. *Submission confirmation code search*

### 2) Search results

- i. *Search results page layout*
- ii. *Proof of DMR submission*
- iii. *Working with individual DMRs*

### 3) The eDMR

- i. *Action commands*
- ii. *Header*
- iii. *eDMR -vs- paper*
- iv. *Tricky data*
  - 1. *About NODI codes*
  - 2. *Data value field & NODI pick box pairs*
  - 3. *Reporting “non-detect” lab results*
  - 4. *Conditional monitoring*
    - a. *What is conditional monitoring*
    - b. *Residual Chlorine*
    - c. *Oil & Grease*
- v. *Body*
- vi. *Footer*

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# Table of Contents

- 4) [Error scan](#)
  - i. [Technical \(hard\) errors](#)
  - ii. [Compliance violations \(soft error\)](#)
  - iii. [Explain violations](#)
- 5) [Attachments](#)
  - i. [Naming files](#)
  - ii. [Secure online file storage](#)
    - 1. [Documents you can officially submit](#)
    - 2. [Documents you can only store in NetDMR](#)
- 6) [Processing Groups of DMRs \(back to search results\)](#)
  - i. [NODI code groups of DMRs](#)
  - ii. [Sign & submit groups of DMRs](#)
- 7) [Tracking DMRs to completion](#)
  - i. [Submission confirmation](#)
  - ii. [Completion confirmation](#)
  - iii. [Completion with errors and warnings](#)

## IV. [Additional resources](#)

[Web hyperlinks](#)

[Definitions](#)

Click these icons to  
return here (contents)



# *Instructor & System Contacts*

## *Mark Lombardi*

*Water Quality Control Division*

*Phone: 303-692-3230*

*Email: [mark.lombardi@state.co.us](mailto:mark.lombardi@state.co.us)*

## *CDPHE-NetDMR help*

*Phone 303-691-4046*

*Email: [cdphe.wqnetdmrhelp@state.co.us](mailto:cdphe.wqnetdmrhelp@state.co.us)*

# Getting Help and Information

*If you leave a voice message or send an email to get help please provide the following information:*

1. Who you are and how to reach you
2. Your discharge permit ID or certificate ID
3. Which version of NetDMR (test or production) you are having trouble with
4. Describe the problem including the name of the page you were on and what you were trying to do when you had trouble
5. If possible include a screen capture of the error page or the problem

*We will get back to you with a solution or info!*

# Capturing Screen Images

*Built in screen capture tool. Use it to capture an image of the active window on your computer*

1. First, activate your browser window if it is not already active by clicking anywhere on the window or tab that shows the problem
2. Resize the window to eliminate anything that does not provide information
  - The upper right corner of a of program  displayed full screen looks like this:
  - The window is resizable when it looks like this: 
  - Resize the window by dragging the sides or corners
3. For MS Windows, capture the image by holding down the “Alt” key  then pressing “Print Screen” .
4. On a Mac hold both the “Command”  and “Shift” keys down then press “4”
5. Paste the image into your email message or an MS Word document
6. After pasting, resize the image to “original size” or “100%” before you send the message & image.

# Snipping Tool

3 Click

4 Click

5 Click & choose Rectangular Snip

2 Click

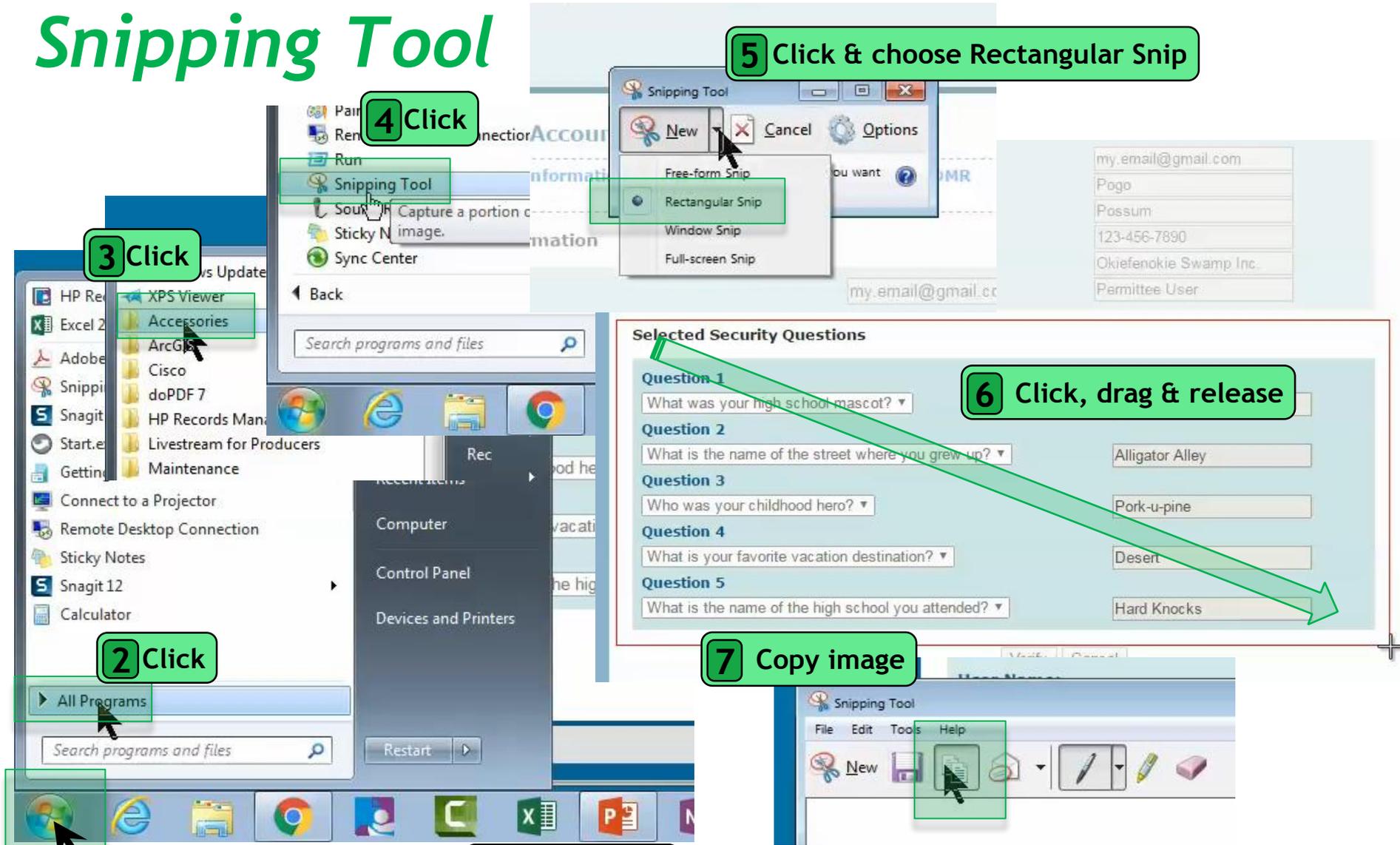
1 Click

7 Copy image

8 Save image

6 Click, drag & release

Paste image into a document and save as "MyNetDMRsecurityQuestions"



**Dropbox Site: additional NetDMR documents and instructions** (e.g. download the contents of the "webinar" folder it contains a copy of the PowerPoint used during the webinar, in PDF format. Page 6 of that document is a clickable table of contents

<https://www.dropbox.com/sh/3s9wr48ikca3jd4/K6Rj30TsMT>

**Test NetDMR** (practice version of NetDMR)

<https://netdmrtest.epacdx.net>

**Official NetDMR site** (production NetDMR)

<https://netdmr.epa.gov>

**CDPHE WQCD DMR Guidance Document**

[https://www.colorado.gov/pacific/sites/default/files/WQ\\_DMR-Guidance.pdf](https://www.colorado.gov/pacific/sites/default/files/WQ_DMR-Guidance.pdf)

**CDPHE PQL Guidance Document**

<https://www.colorado.gov/pacific/sites/default/files/Policy%20CW-6%20%20PQL%20rev.pdf>

**CDPHE Most requested forms** (Contacts Change, Termination, etc...)

<https://www.colorado.gov/pacific/cdphe/wq-permit-forms>

**Colorado Environmental Records Web Drawer** (access to all permit related documents including: DMRs, Permit, Compliance letters, Contacts Change forms, etc...)

<http://environmentalrecords.colorado.gov/HPRMWebDrawer/Record>

**Colorado Water Commission, Water Regulations-- Regulation 61** (Go to: 61.4(1), p 29, "Application Requirements - Generally" for info on who can take responsibility for a permit and who that person can appoint to sign compliance documents for them in their absence or stead)

<https://www.colorado.gov/pacific/cdphe/water-quality-control-commission-regulations>

**EPA's NetDMR support site** ("Quick Links" menu upper right corner: users guide, training material, facts, and FAQs)

<https://netdmr.zendesk.com>

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**Getting started**

**Using NetDMR**

**Introduction to NetDMR**

**NetDMR  
Training  
Program**

**Additional Resources**

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# *Introduction to NetDMR*

- e-Reporting rule**
- Your NetDMR training plan**
- How NetDMR works**
- Getting NetDMR to work for you**
- What to do with your test-NetDMR account**
- Becoming a signatory in production-NetDMR**

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# What is it?

- EPA regulation that makes paper obsolete
- Grace period for Phase 1 ends 12/21/2016 (*deadline for submitting DMRs electronically*)
- Changes how you report, not what you report



# Why is it needed

- Leaner government
- Electronic records increase transparency (CORA/FOIA)
- Data instantly available for better decision making (floods etc...)

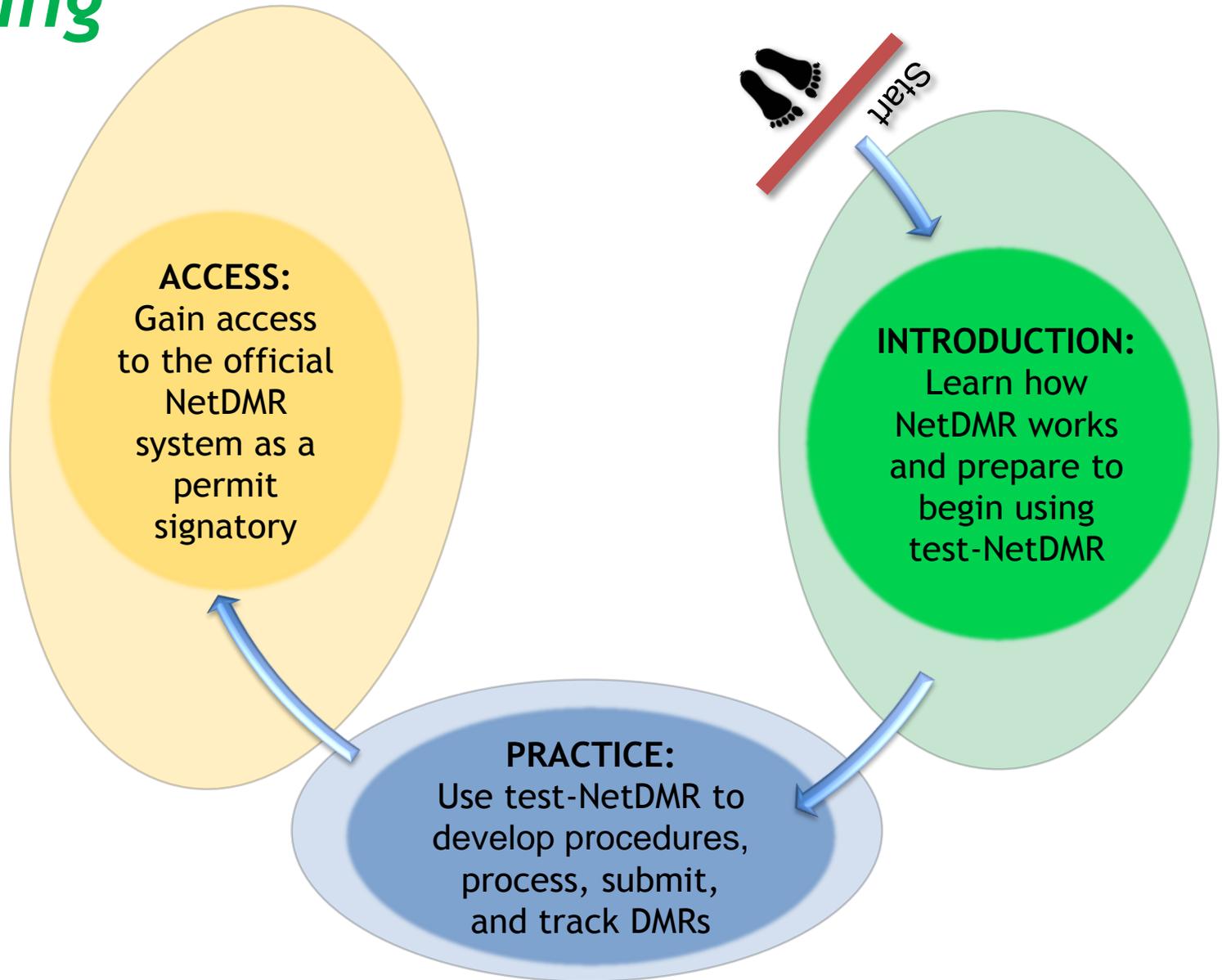


# *Introduction to NetDMR*

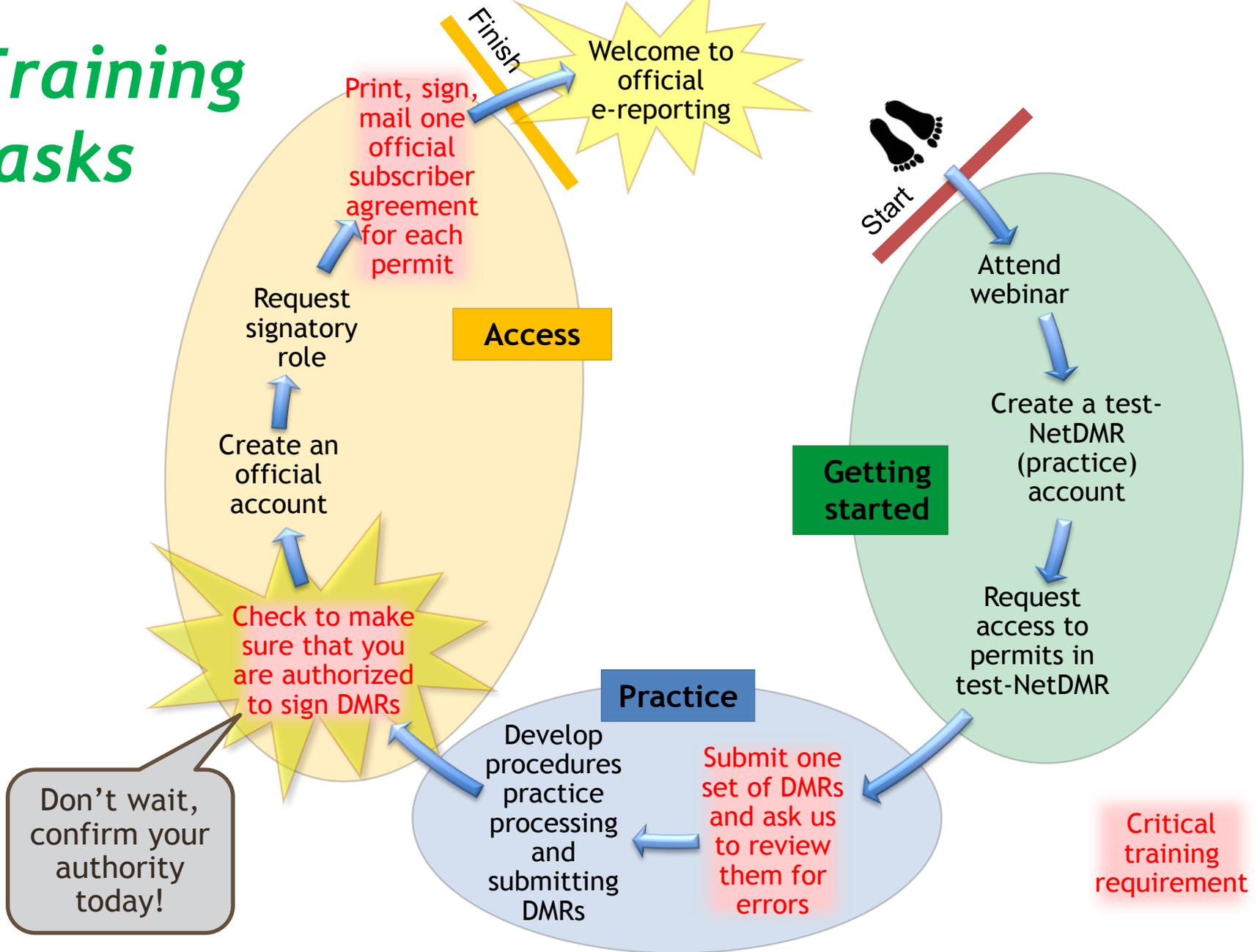
- ✓ e-Reporting rule
- Your NetDMR training plan
- How NetDMR works
- Getting NetDMR to work for you
- What to do with your test-NetDMR account
- Becoming a signatory in production-NetDMR

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# Training tasks



# Training tasks



# *Introduction to NetDMR*

- ✓ e-Reporting rule
- ✓ Your NetDMR training plan
- How NetDMR works
  - Getting NetDMR to work for you
  - What to do with your test-NetDMR account
  - Becoming a signatory in production-NetDMR

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## NetDMR Training Program

### □ Introduction to NetDMR

# *How NetDMR works*

## □ General Information

### □ Roles and responsibilities

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# NetDMR, what does it do?

*NetDMR was designed to make it possible for you to stop using paper to fulfill two permit compliance requirements*

- Submit periodic discharge reports (DMRs)
- Keep and maintain the records that document what you do to comply with your permit



# *Why two versions of NetDMR?*

*Answer: They are good for different tasks*

- Test-NetDMR
  - New user training
  - Testing new versions of NetDMR
  
- Production-NetDMR
  - Official NPDES reporting and recordkeeping



# Why use test-NetDMR for training?

Answer: No legal consequences or requirements means that...

- Mistakes don't count
- You can gain experience rapidly, by working through last years DMRs and data
- Immediate approval as signatory
  - No records review to check qualifications or authorization
  - Delegate learning the system to anyone, who has time and computer skills
    - ❖ *They go through the training, then guide you*



# Accounts & user roles

- One person per account
  - More secure
  - Easier to manage access
- You request access by requesting a role from within your account.
  - Each role allows you to do different things
- Access is controlled by administrators who can...
  - Approve your access request
  - Deny your request
  - Revoke your access



# NetDMR facts

- A signatory must be the first role approved for any permit
- Once a signatory has been approved other roles can be requested
- The process of requesting the signatory role in NetDMR generates a contract called a subscriber agreement
- You must print the subscriber agreement from your official account, sign it in ink, and physically deliver it to CDPHE for consideration before access can be granted
- Signatures on the subscriber agreement that are reproduced in any way nullify the agreement! (no faxed, emailed, photocopied, electronic, or stamped signatures)



# *How NetDMR works*

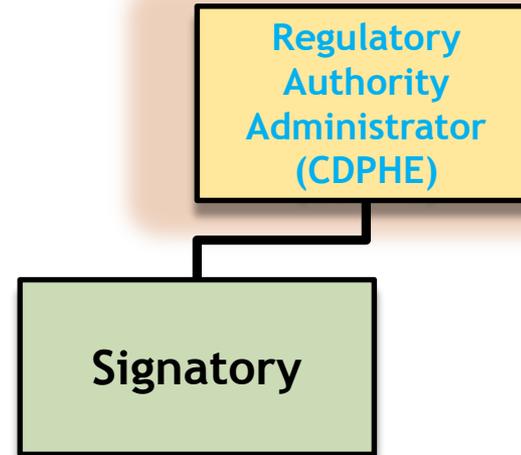
✓ General Information

☐ Roles and responsibilities

# Regulatory Authority

## Regulatory Authority Administrator (CDPHE)

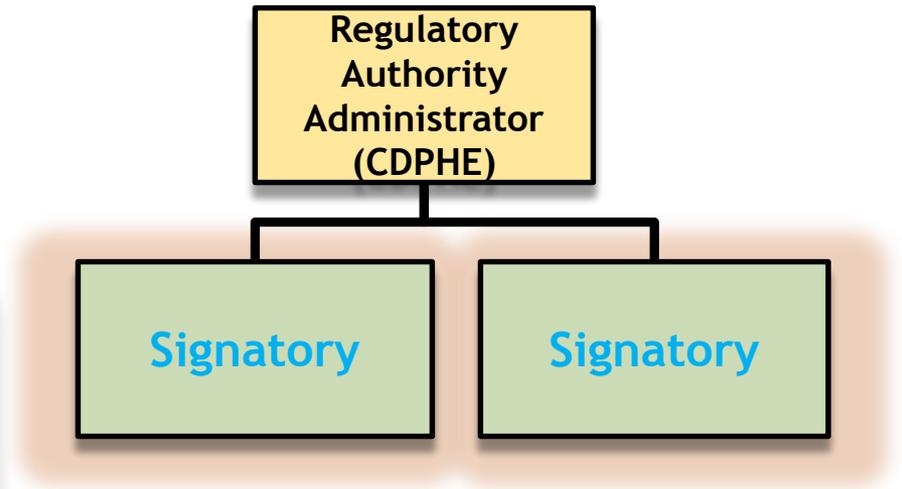
- Control signatory access
- Provide training
- Technical support



# Permit Signatory

## Signatory

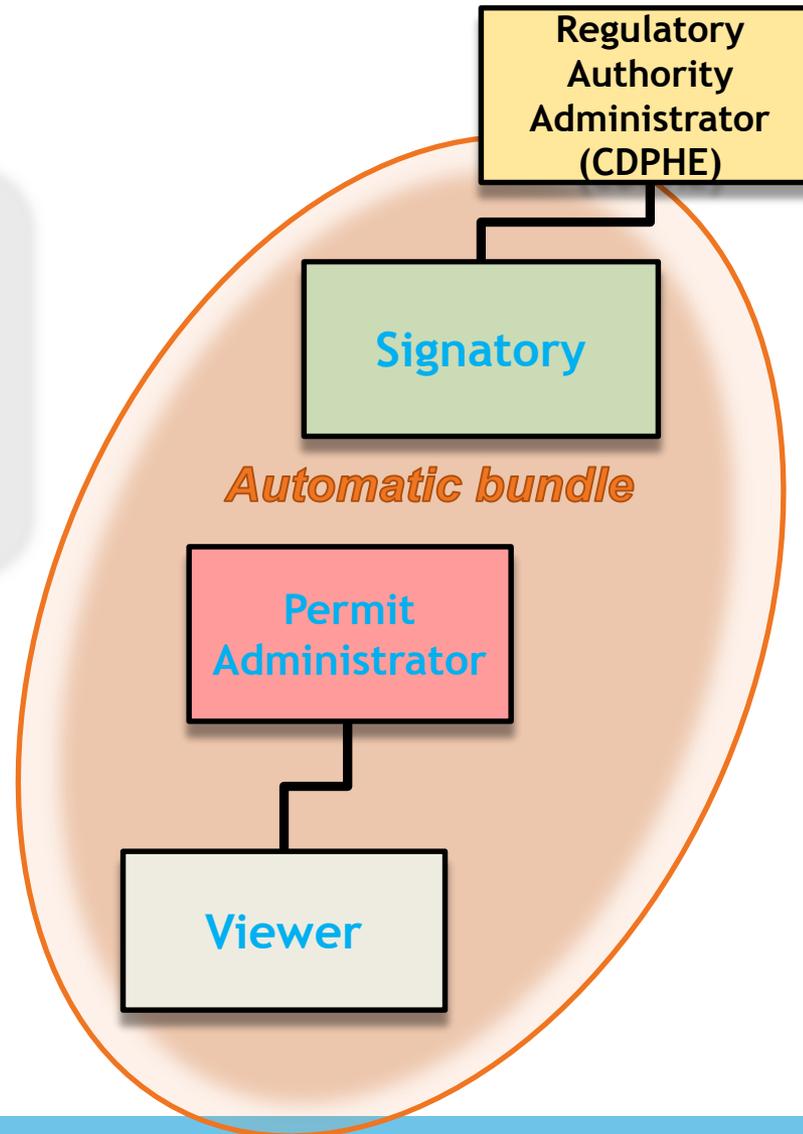
- Responsible for data quality!
- Edit, Sign & Submit DMRs
- You can have more than one signatory per permit



# 1<sup>st</sup> Permit Administrator

## *Bundled roles*

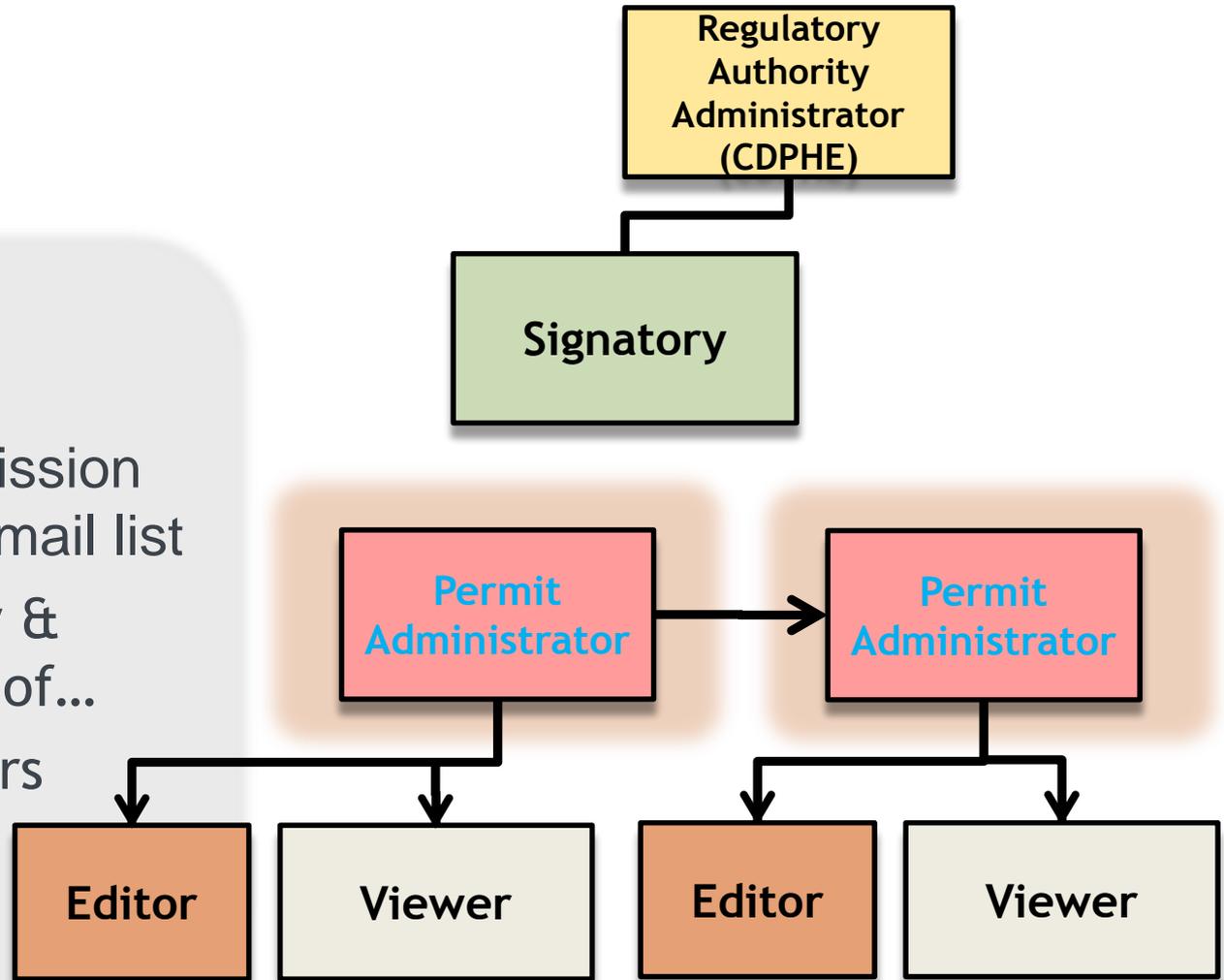
- All essential roles are automatically given to signatory upon approval



# Permit Administrator Tasks

## Permit Administrator

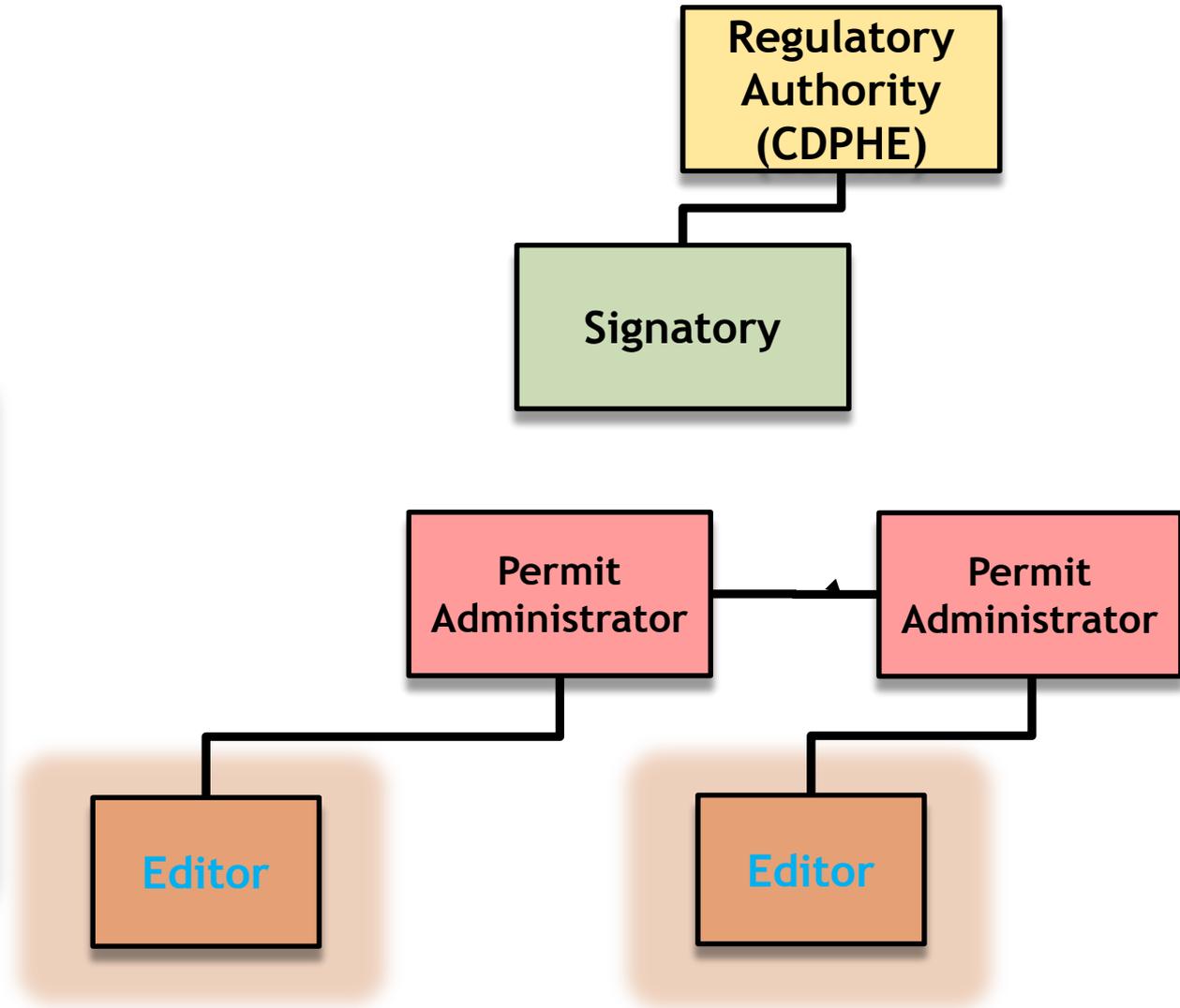
- Manage submission confirmation email list
- Approve, deny & revoke access of...
  - Administrators
  - Editors
  - Viewers



# Editor Tasks

## Editor

prep DMRs for submission, enter data, verify permit violations, & attach documents

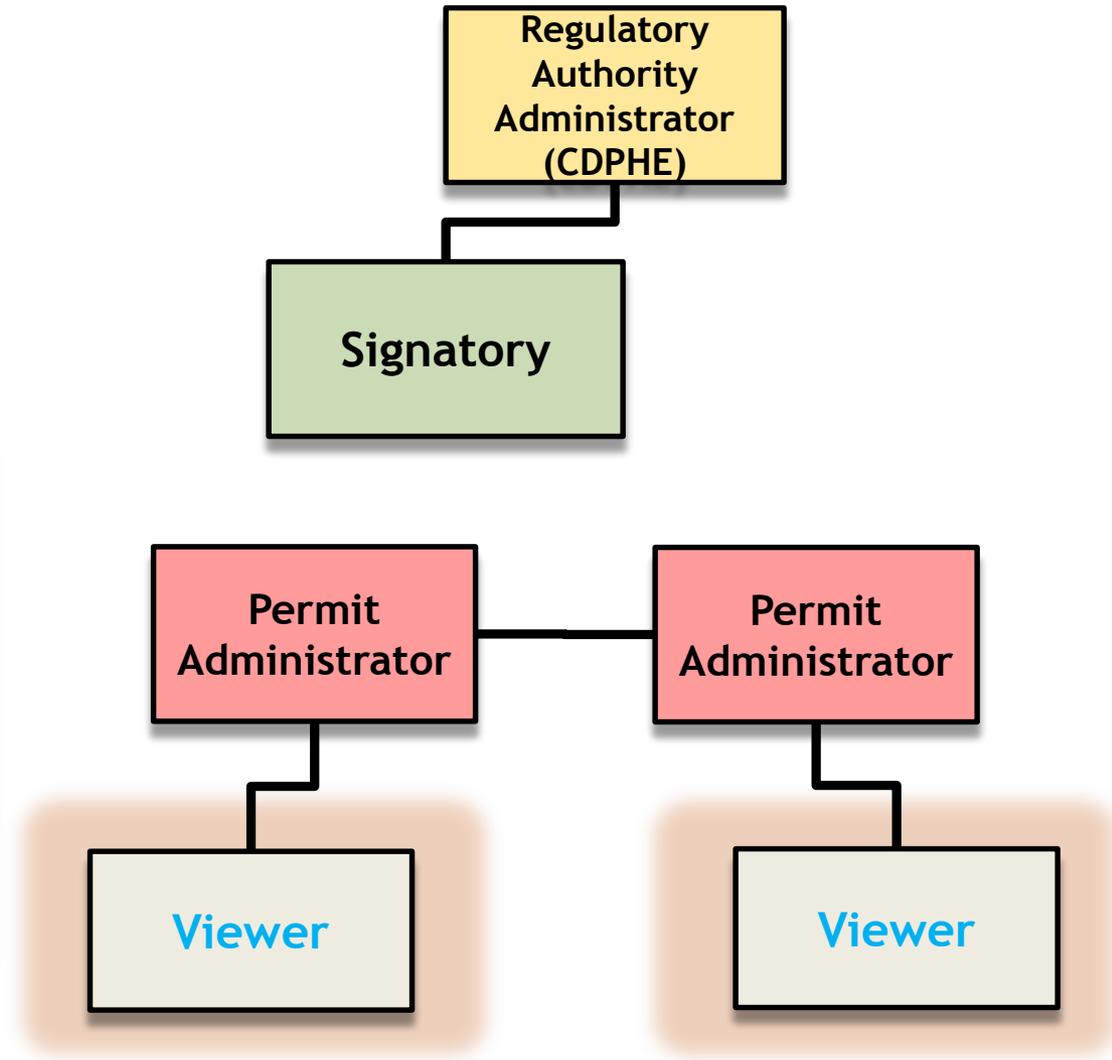


# Viewer Access

## Viewer -

View & download  
Copies of Record  
(CORs)

- Safe role for someone with oversight responsibilities
- Can't change data



# *Managing your roles*

- When you no longer need access to a permit or do not need a particular role you can delete that role, or a permit administrator can delete it for you
- Please do not delete your access to a permit when the permit has been terminated. You still have a records retention requirement for that permit for several years and may need access to those records



# *Roles & Responsibilities: summary*

## *Regulatory Authority*

- Only the Regulatory Authority (CDPHE) can grant, deny, or delete the access of signatories



# *Roles & Responsibilities: summary*

## *Signatories*

- Signatories are responsible for data quality and their name is attached to all DMRs submitted through their account
- Signatories can prepare DMRs for submission. Abilities include entering data, importing data, verifying permit violations, attaching documents and entering comments to explain violations
- The signatory role is bundled with both, permit administrator, and viewer roles



# *Roles & Responsibilities: summary*

## *Permit Administrators*

- manage the optional submission notification email address list
- Grant, deny, revoke access all roles except signatory. This includes; other permit administrators, editors, and viewers



# *Roles & Responsibilities: summary*

## *Permit Administrators*

- manage the optional submission notification email address list
- Grant, deny, revoke access all roles except signatory. This includes; other permit administrators, editors, and viewers



# *Roles & Responsibilities: summary*

## *Viewer*

- View and download CORs (legal proof of DMR submission)
- The viewer role is automatically bundled with all other roles but can be requested separately if that is the only role needed



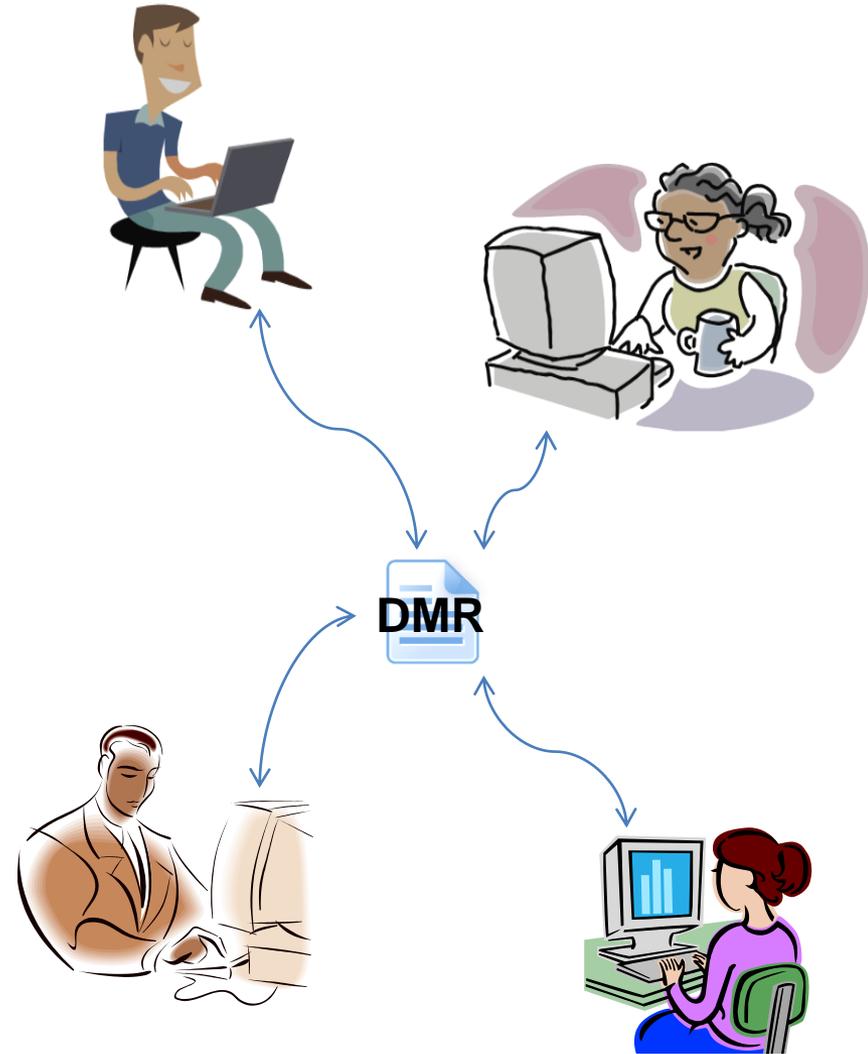
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# Easy Access

- Online access 24/7/365
- Process and submit DMRs from anywhere
- Changes are instantly visible to everyone with access
- No application to install, pay for, or update



# You Create the Copy of Record (COR)

- Legal proof that you have submitted your Discharge Monitoring Report
- A snapshot of your DMR at the moment it was submitted
  - *Includes who submitted the DMR and when*
  - *Created when you submit your DMR*
  - *Permanent, can't be modified or deleted*
- Corrections are self documenting, a new COR every time you submit



# NetDMR Saves Time & Money

- *Submit DMRs without running to the post office*
- *Online records can't be misplaced or accidentally lost*
- *Stop wasting time, no more:*
  - *Photocopying DMRs for records retention*
  - *Making folders to store them*
  - *Or binders*
  - *Or filing copies*



# Free Online Data Storage



- *Supports your transition to paperless record keeping*
- *DMRs act as online file folders, attach documents to them for storage*
- *Attachments become part of the copy of record (COR) when you submit your DMR data*
- *Prepare in advance for inspection, attach: lab results, data worksheets, etc...*
- *Download as needed*

# Track the Progress of each DMR

*Status shows what has been done with a DMR and controls what you can do next*

- **Ready for Data Entry** (*blank*)
- **Validation Errors** (*more work to do*)
- **Validated** (*DMR can be submitted*)
- **Signed & Submitted** (*data sent, COR created, email notification sent*)
- **Completed** (*data uploaded to compliance database, you are done!*)



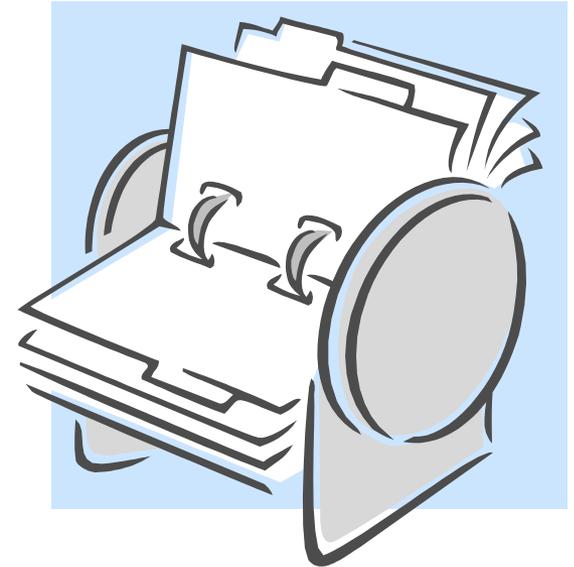
# Submission Confirmation (email)

- The signatory is sent an email confirming that DMRs were Signed & Submitted
- Message lists all DMRs submitted at that time
- Signatory chooses whether to attach copies of record (CORs) of each DMR submitted to that email just before signing and submitting
- The COR comes in a ZIP folder along with all documents that were attached to it before it was signed and submitted



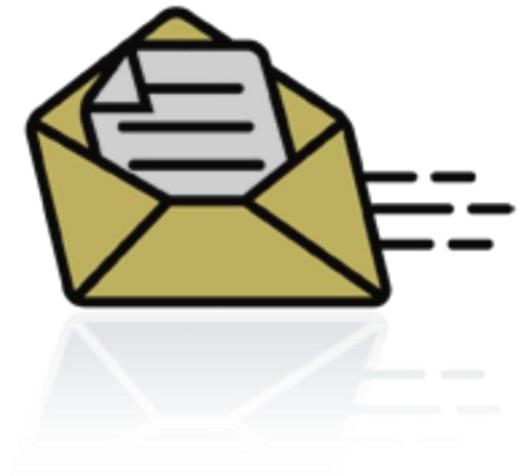
# Custom Notification (email)

- Each permit has a custom list of email addresses to notify about that permit
- Address list is managed by the permit administrator
- Signatory chooses whether to attach copies of record (CORs) of each DMR submitted to this message
- Suggested email addresses:
  - Trustees
  - Clients
  - One or more people you work with, *(archive a backup copy of the COR, someone to cover your 6, who will notice if the submission fails or you fail to submit)*



# Completion Notification (email)

- Confirms data upload to the compliance database (ICIS)
- Lists each DMR submitted in that group
- Indicates success, warning, or fail for each DMR
  - Success: reporting requirement fully met
  - Warning: data uploaded however, review extreme data for typos
  - Fail: system malfunction, notify your regulatory authority



# DMR Data Entry Error Checking

*When filling out a DMR, automatic error scan every time you click “Save & Continue”*

- **Fix all technical errors (hard errors)**
  - Violate business rules of the compliance database and must be fixed before you can save your work
  
- **Fix or acknowledge permit compliance errors (soft errors)**
  - Limit exceedances
  - Blanks on the DMR
  - Changes from permit specifications
  
- **You can't sign and submit the DMR until all errors have been fixed and/or acknowledged**



# ***Bundle DMRs for Efficient Processing***

*...up to 100 DMRs at a time*

- **Code “no discharge” DMRs**
  - Just a few mouse clicks to code them
  - Streamline work flow
- **Sign & Submit DMRs**
  - One notification email for all DMRs in that submission
  - Easier tracking



# eDMR is easy to work with

- Layout similar to paper DMR
- Customized for your permit
- Easy 10 Key data entry, enter data and tab to the next field

Parameter		NODI <small>List</small>	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis <small>List</small>	Smpl. Type <small>List</small>
<a href="#">Code</a> ▲	<a href="#">Name</a>		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
00010	Temperature, water deg. centigrade	Smpl.						= ▼	deg C ▼ <small>List</small>		01/01 ▼	GR ▼
1 - Effluent Gross												
Season: 0		Req.						<= 32 Maximum	Degrees Centigrade		Daily	GRAB
NODI: ▼		NODI						▼				
00010	Temperature, water deg. centigrade	Smpl.						= ▼	deg C ▼ <small>List</small>		99/99 ▼	RC ▼
P - See Comments												
Season: 0		Req.					Req Mon Maximum Weekly Average	Req Mon Daily Maximum	Degrees Centigrade		Continuous	Recorder (auto)
NODI: ▼		NODI					▼	▼				



# Data Import (experienced NetDMR users only)

- File format, comma separated value file (CSV)
- Several data management systems with built in utilities
  - *Operator10 (AllMax)*
  - *WIMS (Hach)*
  - *Excel (good for prototyping and as a learning tool\*\*)*
- Contact “NetDMR help” for assistance in developing & troubleshooting your export/import process

\*\* look for Excel file templates and examples in folder “NetDMR\_Handouts”

<https://www.dropbox.com/sh/3s9wr48ikca3jd4/K6Rj3OTsMT>

```
1 permit_id,permitted_feature_id,limit_set_txt,mped_txt,form_nodi_cd,parameter_cd,monitoring_location_cd,
2 C00048054,FLO,W,2012-12-31,,50050,1,0,,,0.1418,,,,,0.418,,,,,,,,,,,,,
3 C00048054,010,A,2012-12-31,,00094,1,0,,,,,,,,,,,,,2.79,,,,,2.79,,,,,
4 C00048054,010,A,2012-12-31,,00400,1,0,,,,,,,,,,,,,8.8,,,,,8.8,,,,,
5 C00048054,010,A,2012-12-31,,00440,1,0,,,,,,,,,,,,,1260,,,,,1260,,,,,
6 C00048054,010,A,2012-12-31,,00530,1,0,,,,,,,,,,,,,<,5.0,,<,5.0,,,,,
7 C00048054,010,A,2012-12-31,,00916,1,0,,,,,,,,,,,,,3.77,,,,,3.77,,,,,
8 C00048054,010,A,2012-12-31,,00927,1,0,,,,,,,,,,,,,1200,,,,,1200,,,,,
9 C00048054,010,A,2012-12-31,,00929,1,0,,,,,,,,,,,,,723,,,,,723,,,,,
10 C00048054,010,A,2012-12-31,,00940,1,0,,,,,,,,,,,,,208,,,,,208,,,,,
```



# *Benefits of using NetDMR: review*

- Access your NetDMR account from wherever you have an internet connection
- Online submission eliminates the uncertainty, expense and logistics hassles of snail mail
- NetDMR creates and stores legal proof that you have submitted your discharge data, as a time stamped, electronically signed snapshot of your DMR called a copy of record (COR)



# *Benefits of using NetDMR: review*

- Go paperless by storing all of your NPDES permit compliance documents online as attachments to your DMRs
- The error checking function scans your DMR for data entry errors every time you save your work
- It finds blank data fields, limit exceedances, and technical errors
- All errors must be either fixed or acknowledged before the DMR can be submitted



# *Benefits of using NetDMR: review (cont.)*

- An automatic submission confirmation is sent to the email inbox of whoever signs and submits a DMR
- The submission confirmation message lists each DMR that was submitted and has one zip file attached to it for each DMR submitted that contains the COR plus all documents that were attached to the DMR before submission
- An automatic completion confirmation email message is sent to the signatory who submitted DMRs, once the DMR data has been uploaded to EPA's compliance database



# *Benefits of using NetDMR: review (cont.)*

- You can create an optional submission confirmation email list for each permit to notify those who are interested
- You can work with up to 100 DMRs at a time to mark them as no discharge and/or to sign and submit them
- You can export data from your data management system and import it as a comma delimited text file to your DMRs in NetDMR



# *Introduction to NetDMR*

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- ✓ Getting NetDMR to work for you
  
- ☐ What to do with your test-NetDMR account
  
- ☐ Becoming a signatory in production-NetDMR

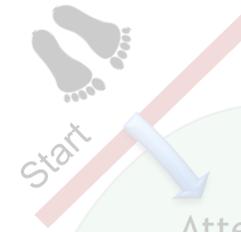
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# Test-NetDMR (practice)

## Process, submit, and review DMRs for errors)

Call help line and ask for someone to review a set of your DMRs for errors

- Email: [mailto:cdphe.wqnetdmrhelp@state.co.us](mailto:mailto:cdphe.wqnetdmrhelp@state.co.us)
- Call: 303.691.4046



Getting started

Attend webinar

Create a test-NetDMR (practice) account

Request access to permits in test-NetDMR

Practice

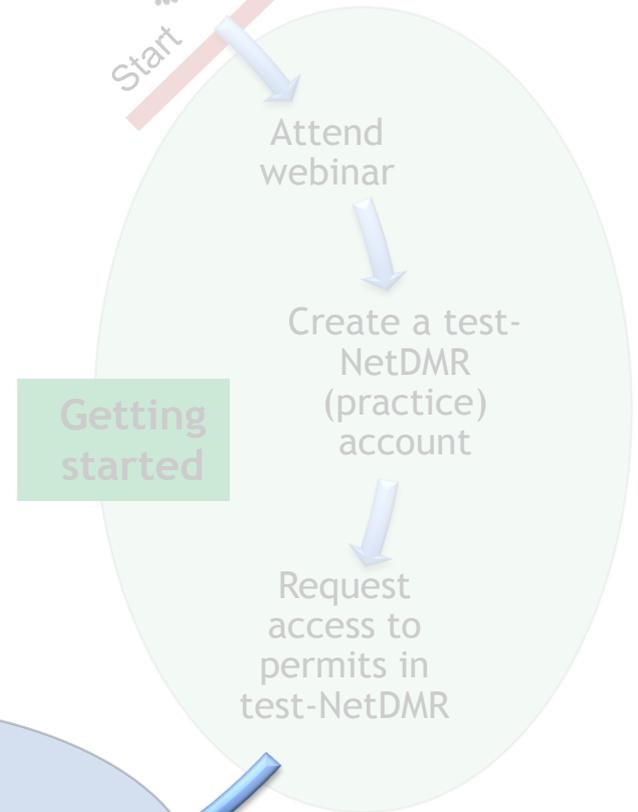
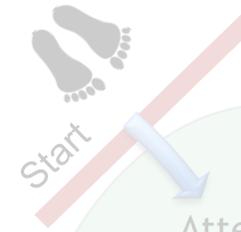
Submit one set of DMRs and ask us to review them for errors



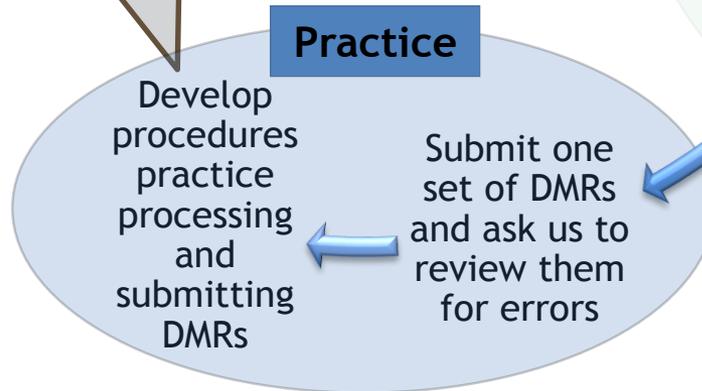
# Test-NetDMR (practice)

## 1. Practice recommended procedures:

- search by monitoring period
- name and attach documents
- enter comment to explain violations
- resubmitted/corrected DMRs
- Track DMRs to completion

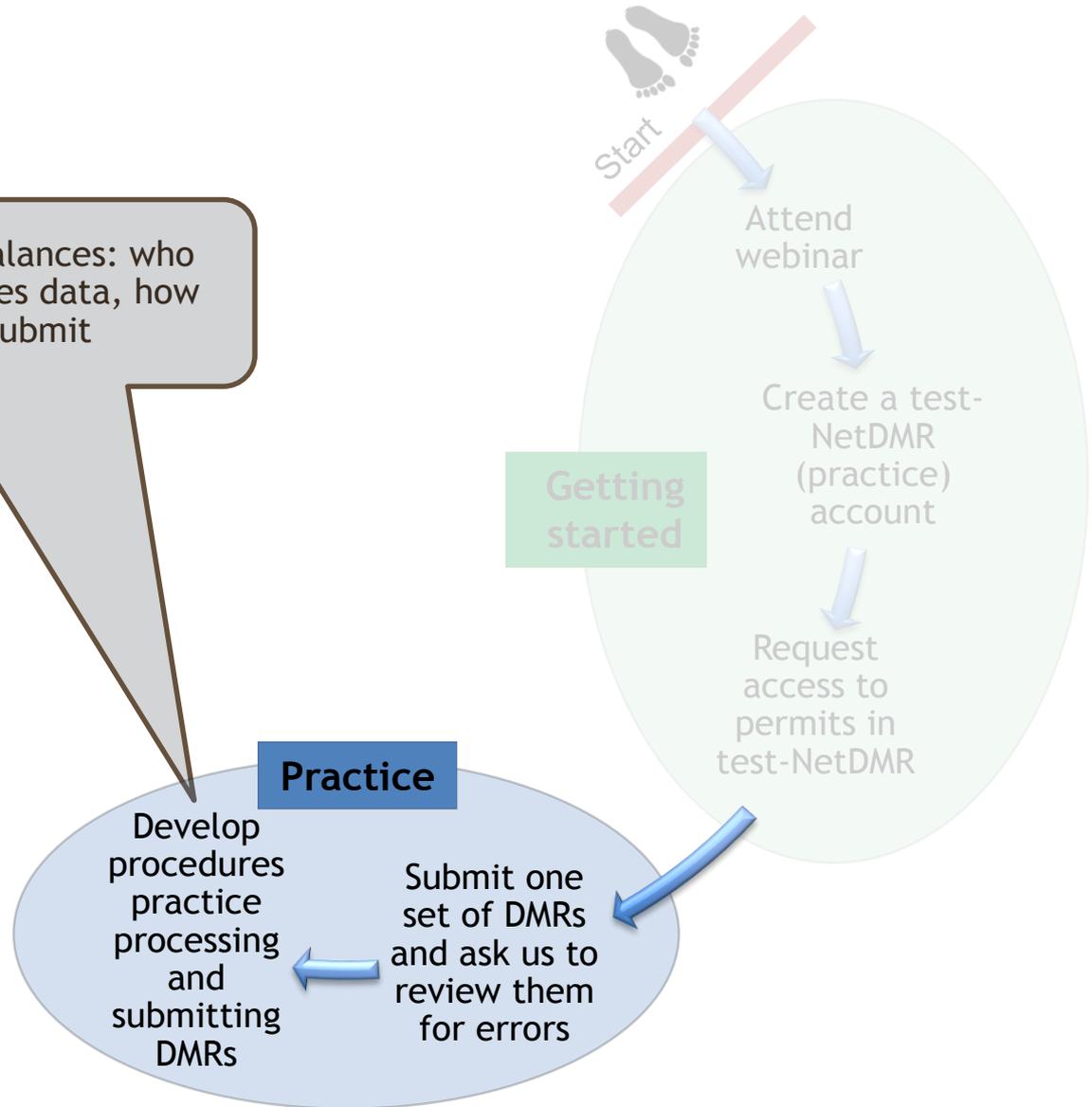


## Practice



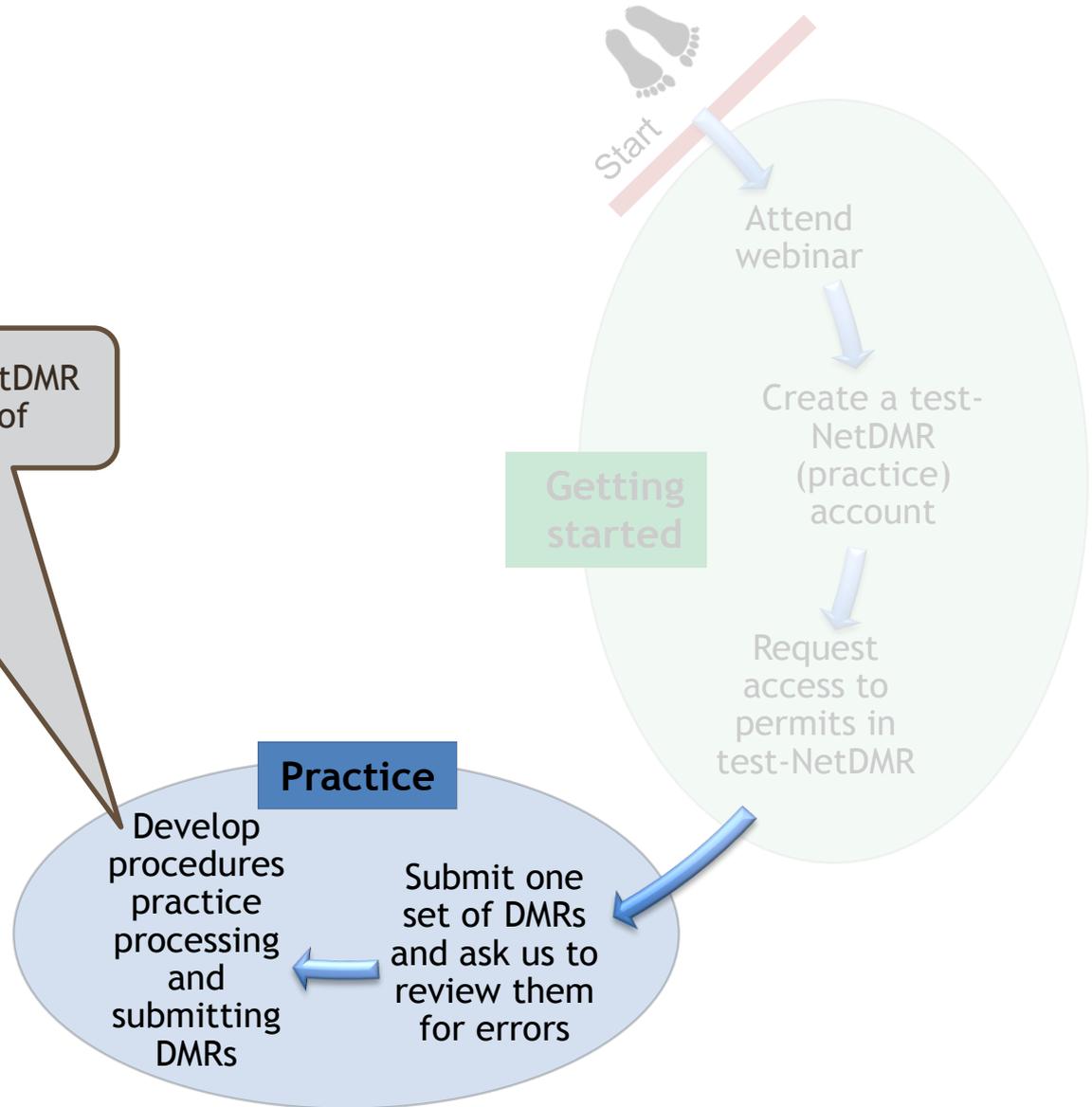
# Test-NetDMR (practice)

2. Work out QA checks and balances: who will enter data, who verifies data, how will you confirm sign and submit



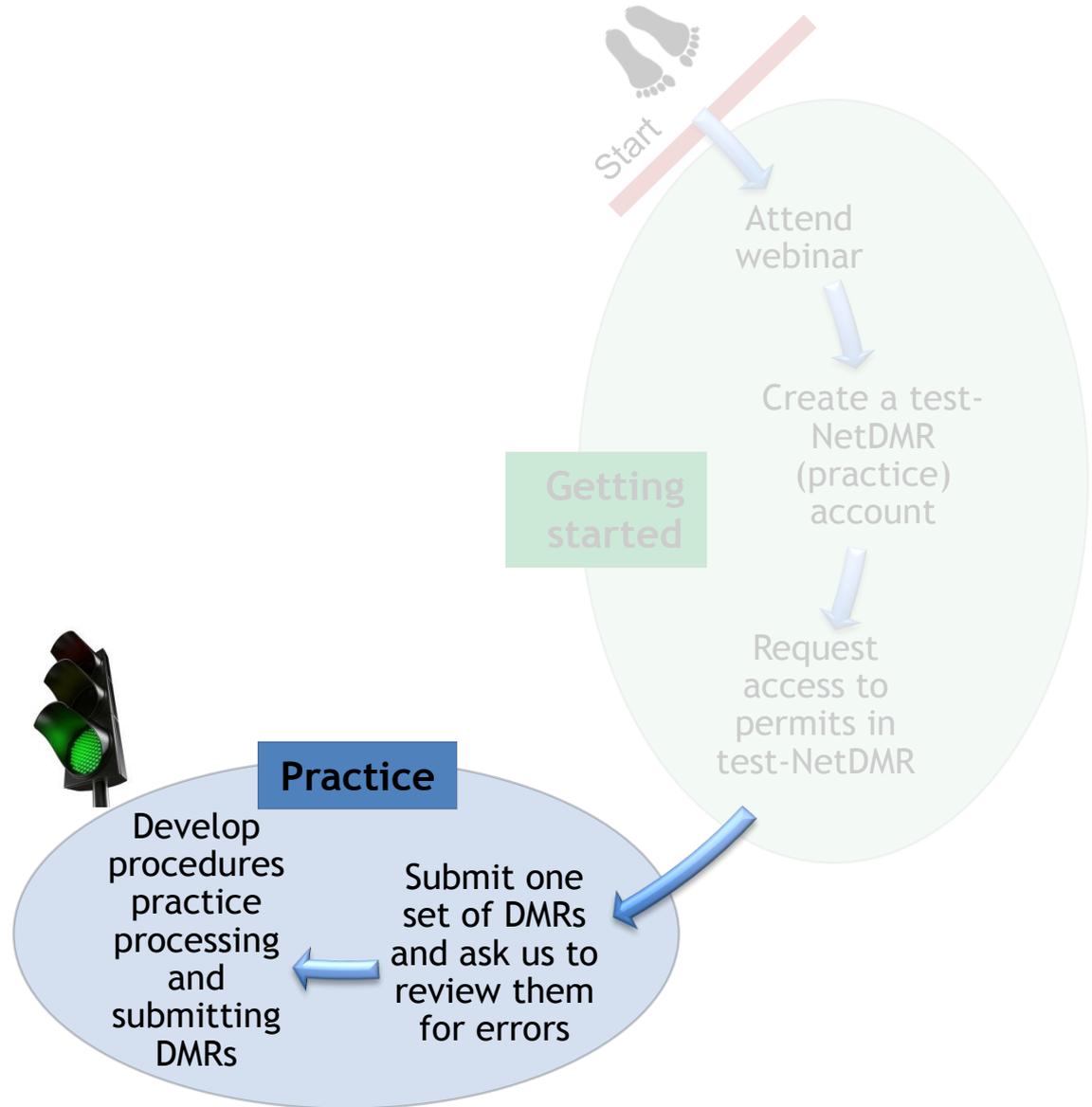
# Test-NetDMR (practice)

3. Explore which mistakes NetDMR will and will not warn you of



# Test-NetDMR (practice)

**You decide  
when you  
are ready  
to take the  
next step!**



# What to do in test-NetDMR

- *Submit DMRs of 1 monitoring period then ask for a review*
  - Make your mistakes in test NetDMR where they don't count
  - Get feedback on your submitted DMRs early so you don't practice doing them wrong
  - If we find mistakes when we review your DMRs, correct the mistakes, document your corrections and resubmit the DMR, so you will have an example of how to manage corrections
- *Make your practice realistic*
  - Organize your work group and decide who will do what
  - Develop and rehearse your QA procedures
  - Plan and implement a records tracking strategy so you can find stored documents quickly and easily



# What to do in test-NetDMR (cont)

- *Build a portfolio of correct (and incorrect) examples*
- *Submit a DMR correction*
  - Document your corrections and resubmit a corrected DMR
- *Submit a DMR with limit exceedances or other permit violations*
  - Verify and acknowledge violations on the DMR
  - Attach a letter explaining the circumstances of violations
- *Discover which permit violations NetDMR will catch for you and which ones you will have to look for yourself*
- *Don't wait for perfection, graduate to an official account sooner rather than later, you can always call the help line if you discover any gaps in your knowledge*



# *Introduction to NetDMR*

- ✓ e-Reporting rule
- ✓ Your NetDMR training plan
- ✓ How NetDMR works
- ✓ Getting NetDMR to work for you
- ✓ What to do with your test-NetDMR account
- Becoming a signatory  
in production-NetDMR**

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## NetDMR Training Program

☐ Introduction to NetDMR

# *Becoming a Signatory in production- NetDMR*

☐ **Qualifications  
(Regulation 61.4)**

☐ **Procedures**

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# Colorado Regulations (61.4)

- Covers the requirements regarding who can become a signatory of NPDES permit documents including who can assume legal responsibility for the permit in general and who that person can designate as their agent or “duly authorized representative” for signing permit compliance documents
- Regulation 61:  
[https://www.colorado.gov/pacific/sites/default/files/61\\_2015%2806%29.pdf](https://www.colorado.gov/pacific/sites/default/files/61_2015%2806%29.pdf) click section 61.4 (1) “Application For a Permit” in the table of contents, or scroll down to pages 29 & 30 (a - h)
- Colorado water quality regulations (all)  
<https://www.colorado.gov/pacific/cdphe/water-quality-control-commission-regulations>



## NetDMR Training Program

### Introduction to NetDMR

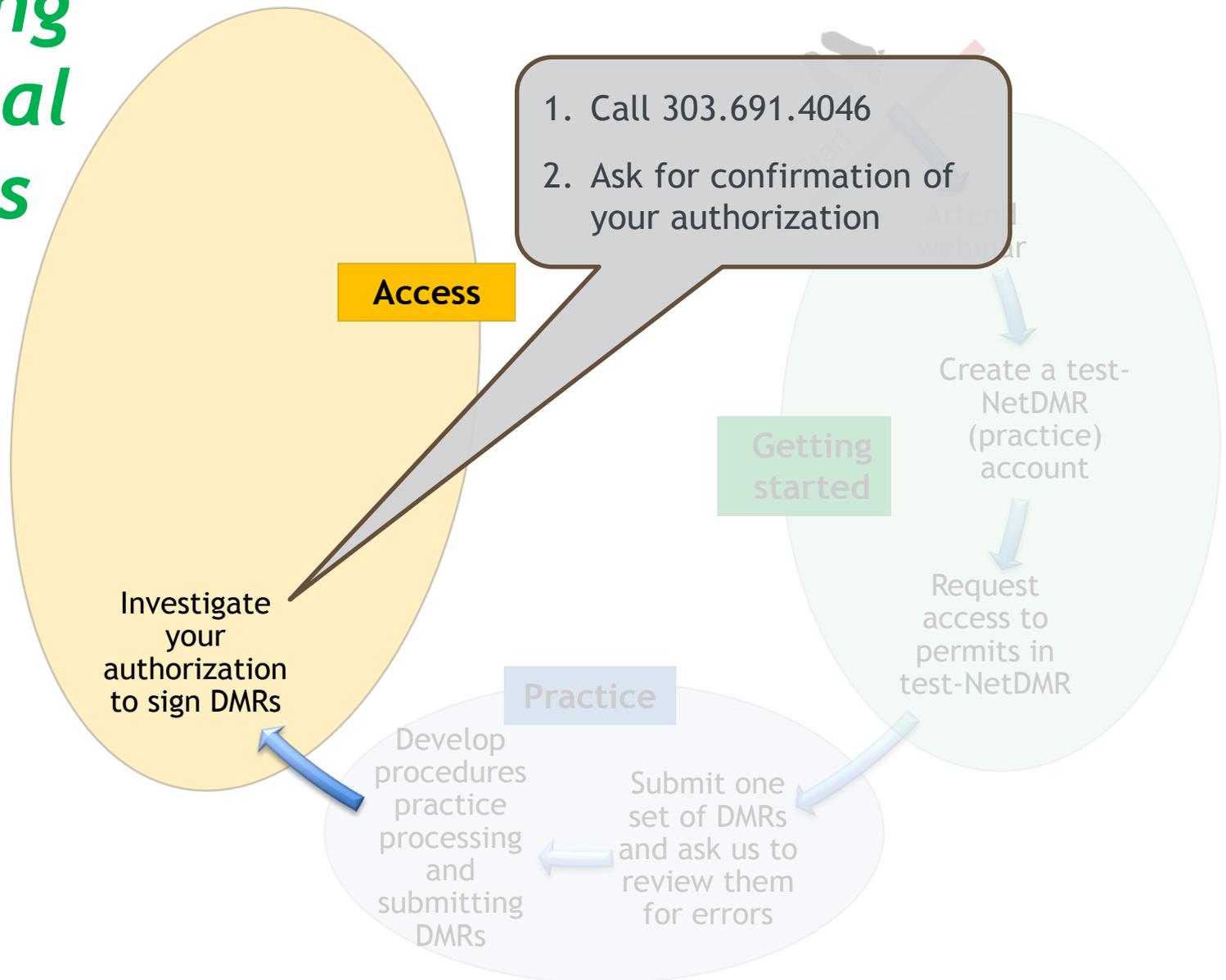
# *Becoming a Signatory in production- NetDMR*

✓ **Qualifications (Regulation 61.4)**

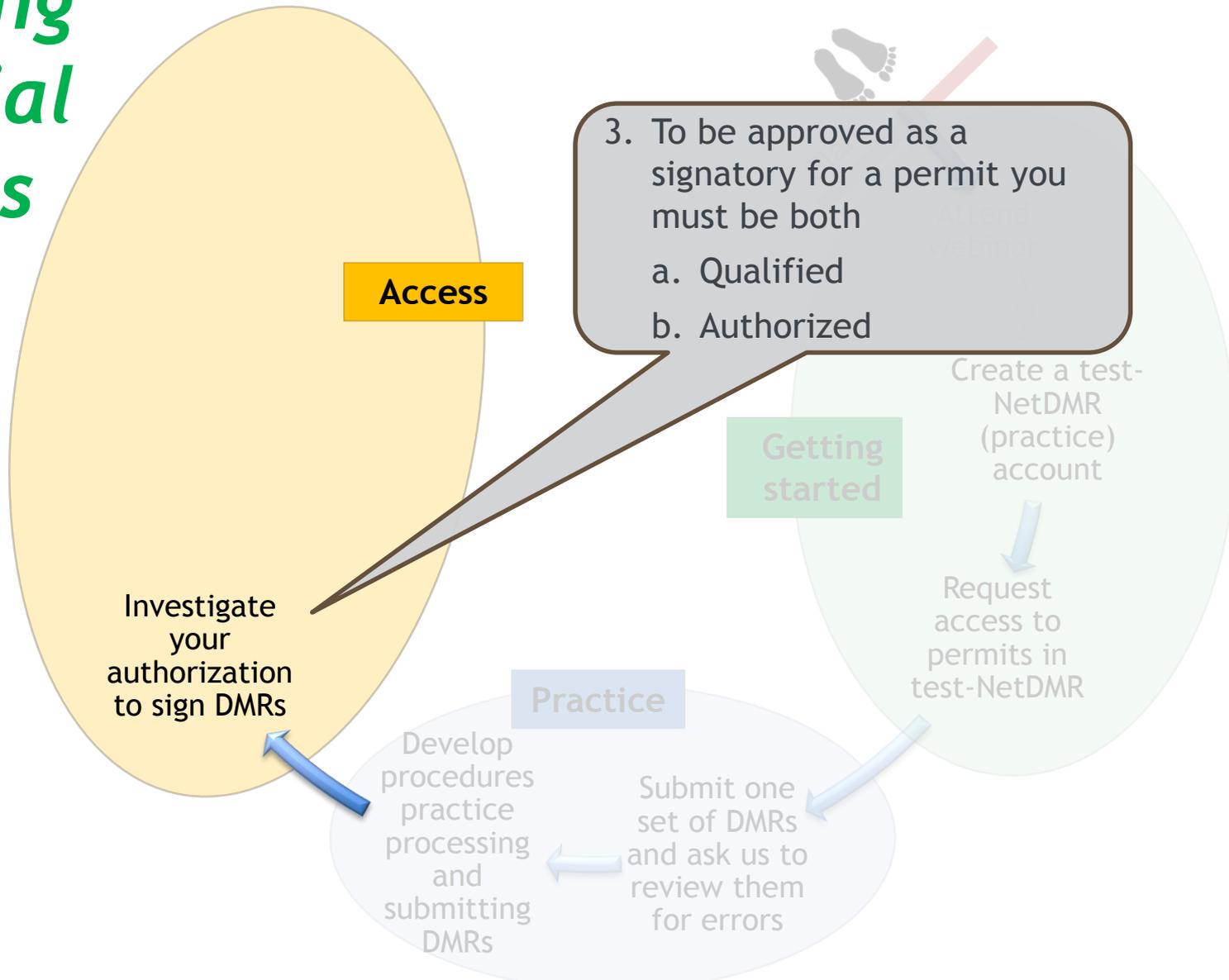
**Procedures**

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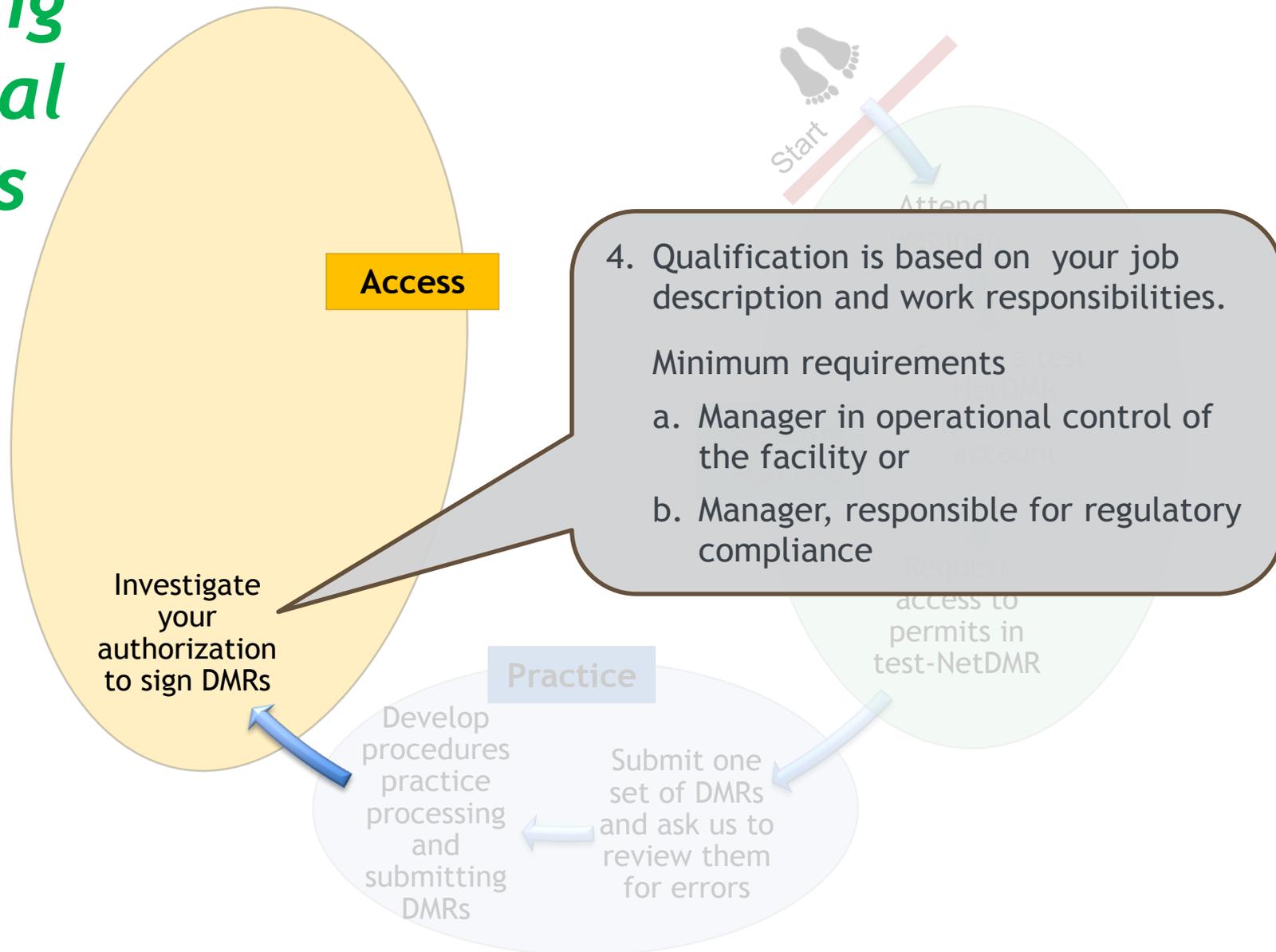
# Gaining Official Access



# Gaining Official Access



# Gaining Official Access



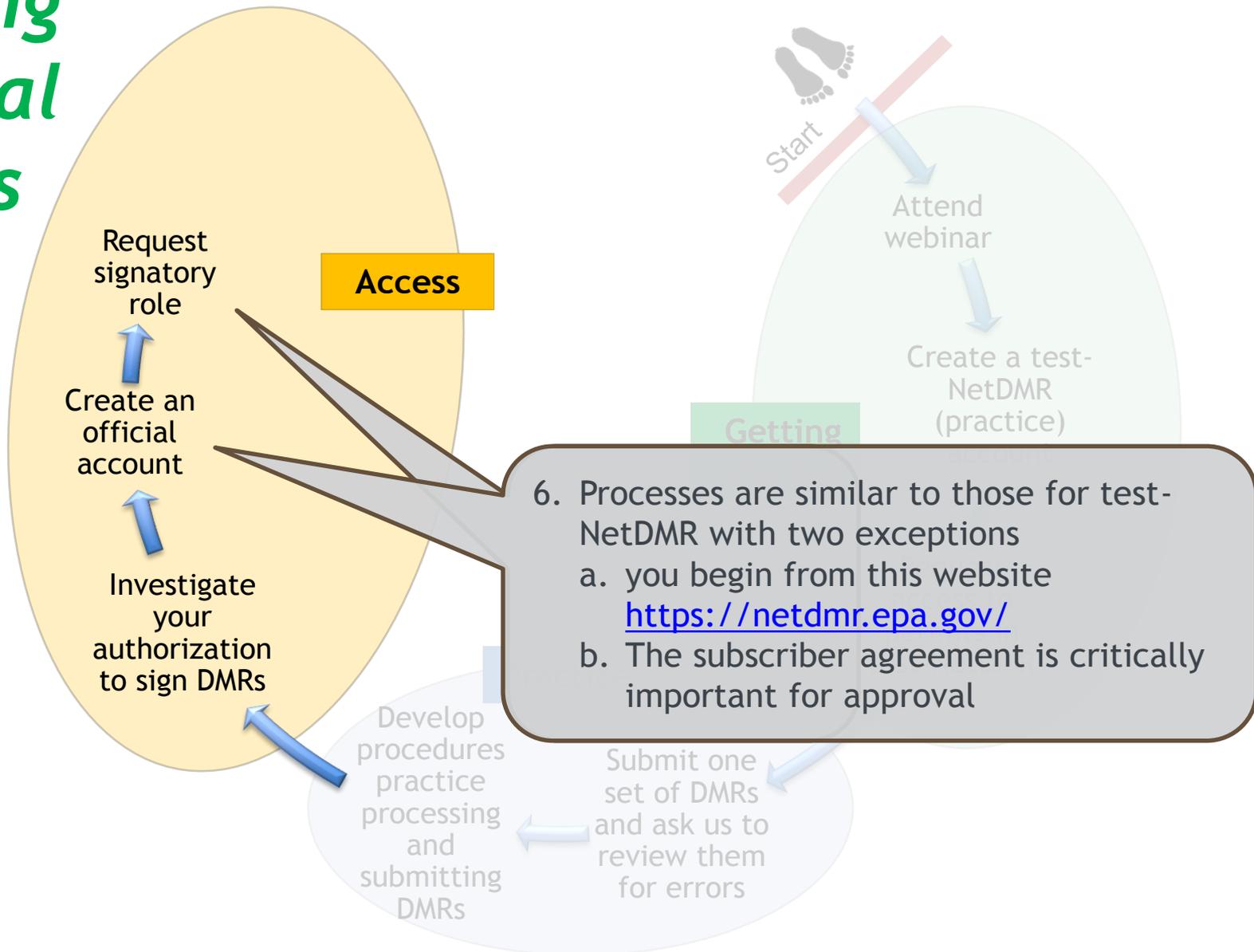
# Gaining Official Access



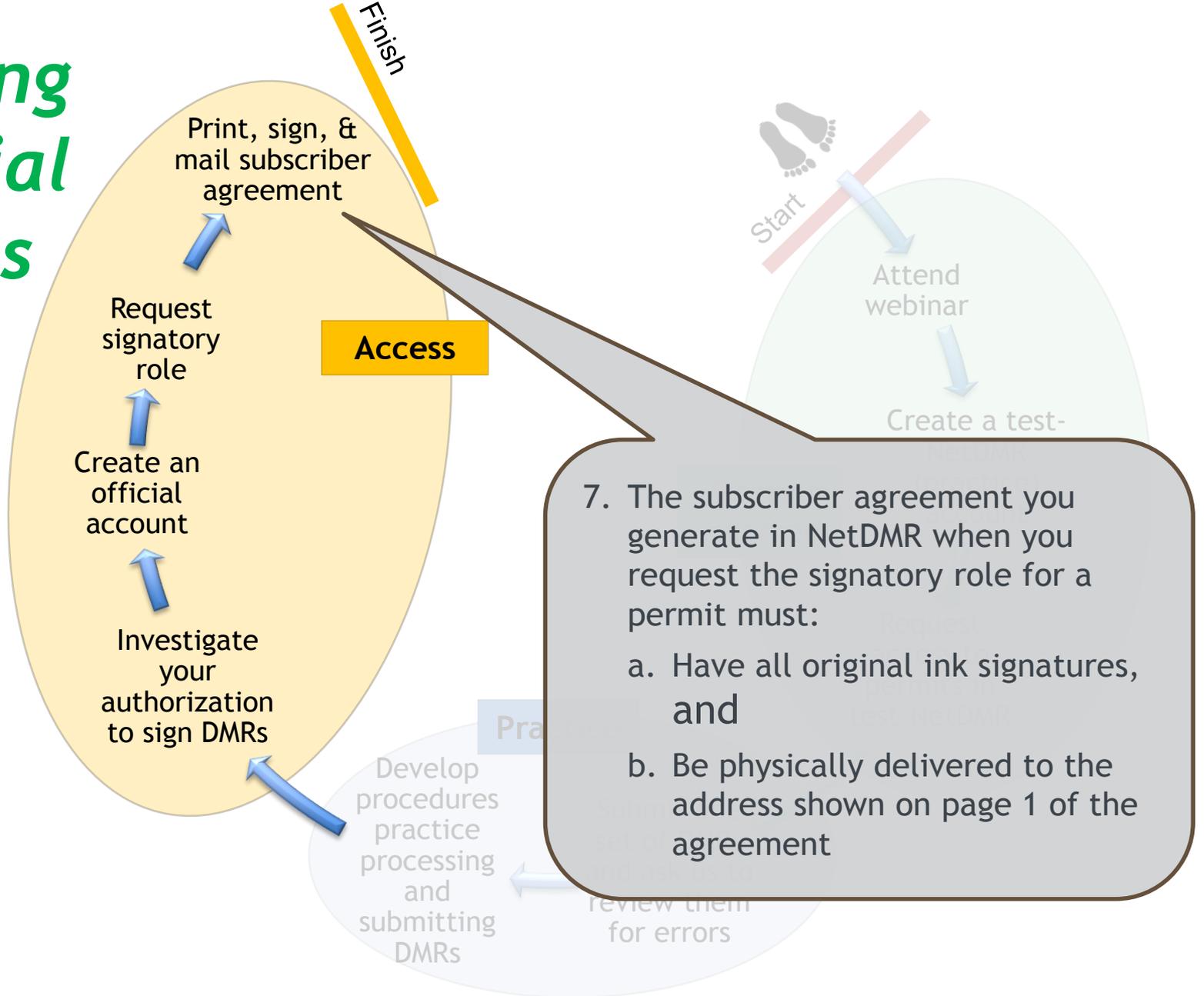
5. Authorization is based on having documents on file at CDPHE, signed in ink by the person who has assumed legal responsibility for the permit that:
  - a. Describe the qualifications that make you eligible to assume one of the following responsibilities and...
  - b. Declares your assumption of legal responsibility for the permit as the permittee, or...
  - c. Assigns to you the responsibility to act as an agent of the permittee for the purpose of signing permit compliance documents on their behalf



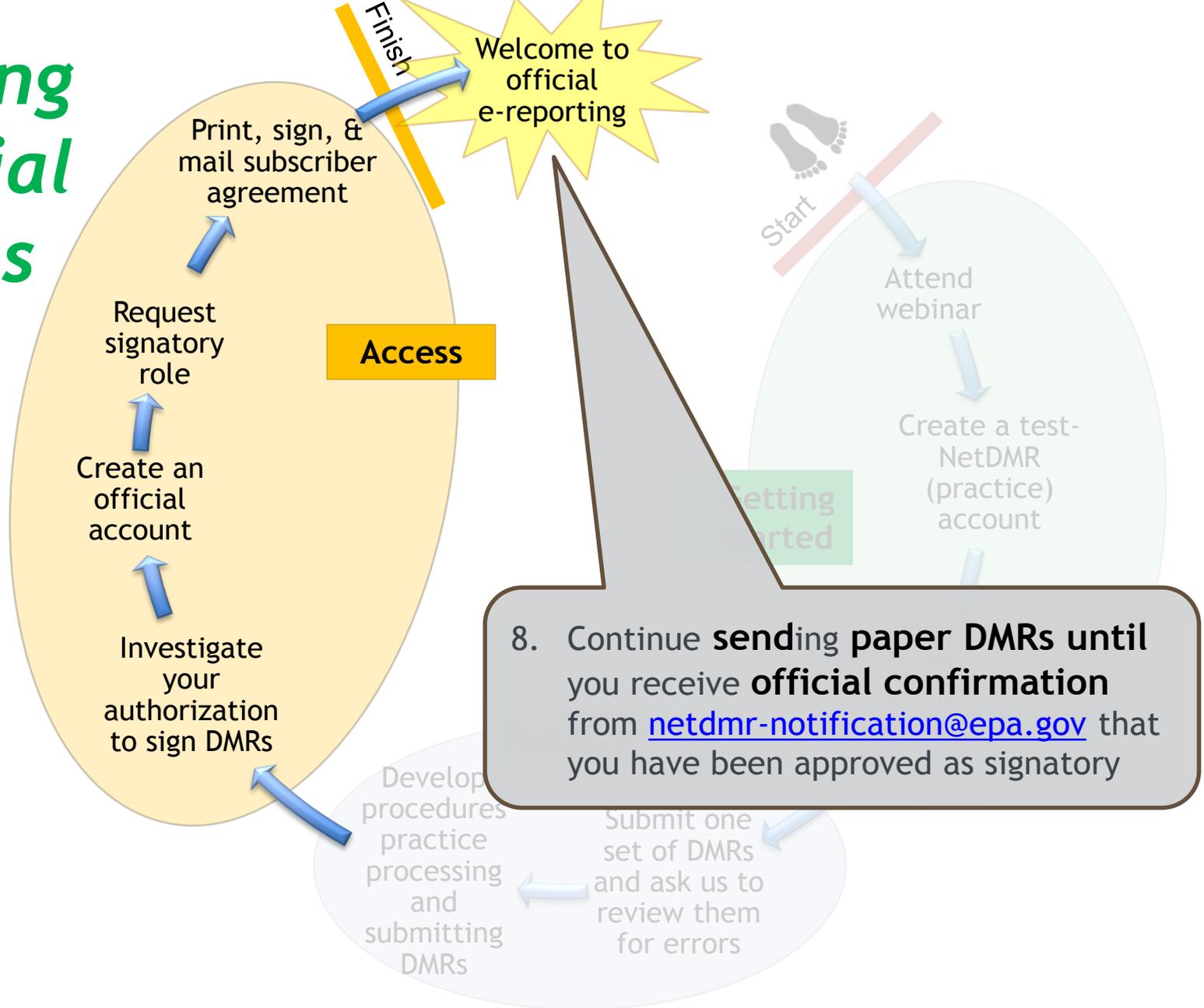
# Gaining Official Access



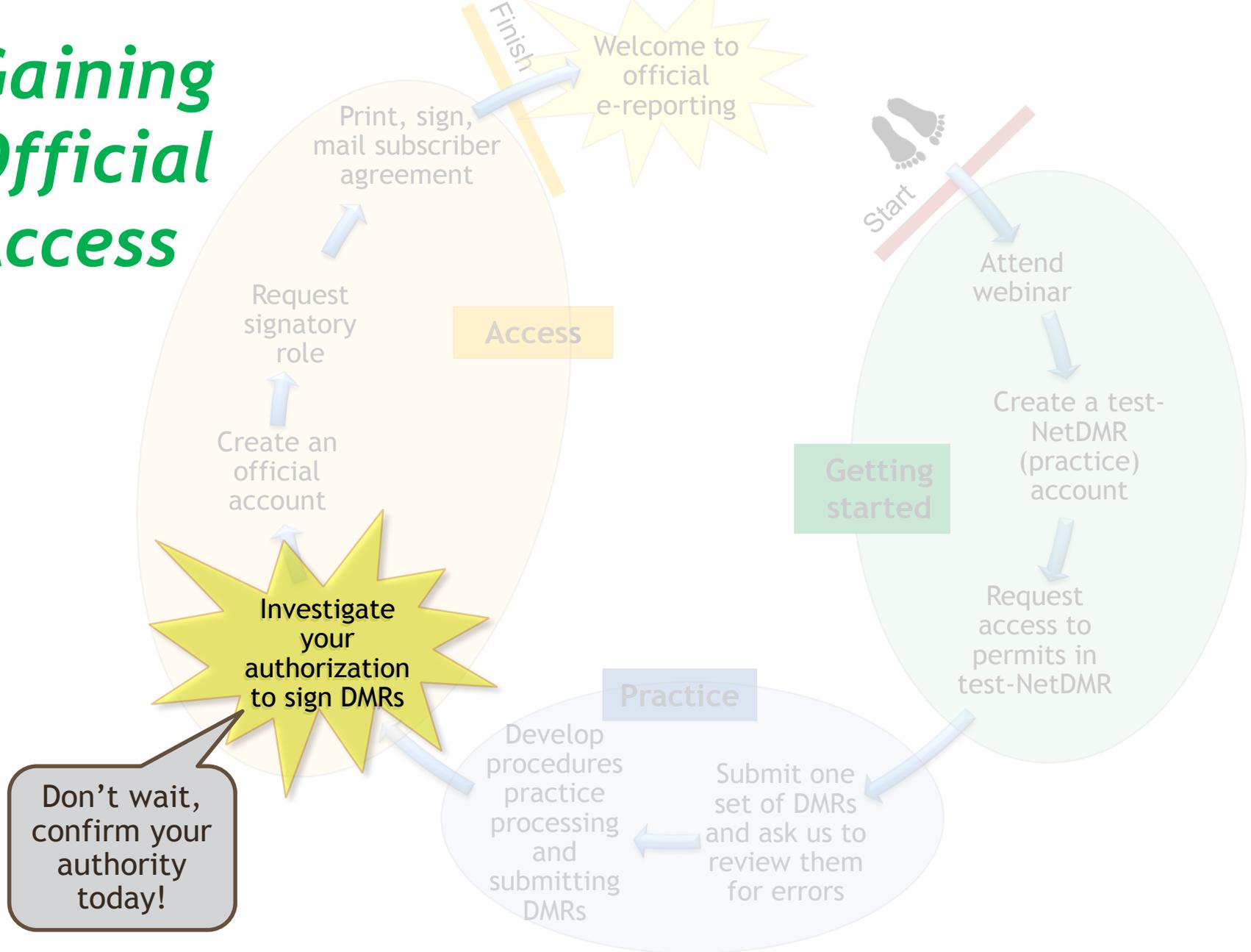
# Gaining Official Access



# Gaining Official Access



# Gaining Official Access



**Getting started**

**Using NetDMR**

**Introduction**

**NetDMR  
Training  
Program**

**Additional  
Resources**

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# *Getting Started*

- Create your account**
- Request access to permits**

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# Finding “test NetDMR”

- Don't, try to Google “test NetDMR” (you won't find it)
- Copy and paste this URL into a web browser <https://netdmrtest.epacdx.net>
- Bookmark that page!
  - Q: How do you tell the difference between test and production NetDMR?
  - A: Look for the word “test” in the URL
    - ❖ *Yes I see it! --> test NetDMR*
    - ❖ *No I don't! --> production NetDMR*



# Two versions of NetDMR

You should always know which version of NetDMR you are using.

**Practice NetDMR:**

<https://netdmrtest.epacdx.net...>

test!

**Official NetDMR:**

<https://netdmr.epa.gov...>

No test!

# NetDMR Home Page

The screenshot shows the NetDMR Home Page in a web browser. The address bar displays <https://netdmrtest.epacdx.net/netdmr-web/public/home.htm>. The page features a navigation menu with links for Login, FAQs, Getting Started, and Contact the NetDMR Team. A search bar is visible at the top right. The main content area includes a 'Welcome' message and a 'Select Regulatory Authority' dropdown menu. The dropdown menu is open, showing a list of regulatory authorities, with 'Colorado DPH WQCD' selected. A 'Go' button is located to the right of the dropdown. Four callout boxes provide instructions: 1st Look for "test" to confirm version (pointing to the URL), 2nd Click the box to open menu (pointing to the dropdown), 3rd choose "Colorado DPH WQCD" (pointing to the selected option), and 4th Click Go (pointing to the Go button).

1<sup>st</sup> Look for "test" to confirm version

2<sup>nd</sup> Click the box to open menu

3<sup>rd</sup> choose "Colorado DPH WQCD"

4<sup>th</sup> Click Go



# Login Page

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the](#)



How you know that you are in the right place!!

## Welcome

Welcome to the Colorado DPH WQCD installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

## New to NetDMR?

- ▶ First time users can [register for a new account](#).
- ▶ If you have any questions about NetDMR, please contact [Elisa.willard@state.co.us](mailto:Elisa.willard@state.co.us).

## News

- For help or to get started in NetDMR:
- Call: (303) 691-4046
- Email: [CDPHE.WQNetDMRHelp@state.co.us](mailto:CDPHE.WQNetDMRHelp@state.co.us)
- Upcoming Classes:
- June 6, 2012 at 9:30AM
- June 20, 2012 at 9:30AM
- July 2, 2012 at 1:30PM
- July 19, 2012 at 1:30PM
- July 31, 2012 at 9:30AM
- August 16, 2012 at 1:30PM
- August 28, 2012 at 9:30AM

Click the registration hyperlink

NetDMR

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

### Login to NetDMR

User Name

Password

[Forgot User Name? / Forgot Password? / Create a NetDMR Account](#)

#### Check Your PermitID

- ▶ First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)



# Provide Information

## Create a NetDMR Account

### General Account Information

Please provide the information requested below to create a NetDMR account. \* indicates a required entry.

**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
- Select One
- Data Provider
- Permittee User**
- Internal User

Valid email address

User name = email

Choose "Permittee User"

Answers are case sensitive

### 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\***

What was your high school mascot?

**Question 2\***

What is your favorite color?

When done click "Submit"



# Review Information

Image of active window (browser):  
**Shift+Alt+PrintScr**

Image of desktop:  
**Alt+PrintScr**

Paste image into Word doc

Or try the MS Windows  
["Snipping tool"](#)

## Verify NetDMR Account Request



Please verify the information on this page to create a NetDMR account.

create a NetDMR

Check for typos

### General Account Information

Email Address:

myemail@email.net

User Name:

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

First Name:

myemail@email.net

Last Name:

Some

Telephone:

Body

Organization:

123-456-7890

Type of User:

Usually

Permittee User

Record your security questions (you will need them later)

### Selected Security Questions

Question 1

What is your favorite color? ▾

color

Question 2

Who was your childhood hero? ▾

hero

Question 3

What is your favorite city? ▾

Question 4

What is the name of the high school you attended? ▾

high school

Question 5

What was your first pet's name? ▾

pet

Click "Verify"

Verify

Cancel



# Confirmation Email

netdmrtest.epacdx.net/netdmr-web/public/confirm\_account\_create.htm

WQCD - Permits WaWQCD - Forms, ... CDPHE Intranet home TestNetDMR US EPA ProductionNetDMR ICIS NPDES ICIS Stage

Login | FAQs | Getting Started | Contact the NetDMR Team

## NetDMR

### Confirm NetDMR Account Request

Thank you, contactnetdmr.user@gmail.com. Your NetDMR account creation request has been received.

Within the next 24 hours, you should receive an email that includes a Webmail account and instructions on the page that is displayed 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

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# Activate Your Account

The screenshot shows a Gmail search results page for the query "activate your netdmr account". The search results list two messages from "netdmr-notification" with subject lines "Activate Your NetDMR Account - Possum, Y" (dated 3/20/15) and "Activate Your NetDMR Account - P" (dated 5/29/12). A search bar at the top contains the query, and a search icon is highlighted with a callout. The left sidebar shows the "Spam" folder highlighted. Three callout boxes provide instructions: one points to the search bar, one points to the "Spam" folder, and one points to the search results.

Look for a message with subject line "Activate Your NetDMR Account"

If you can't find it in your **Inbox** check the **Spam** or **Junk** folder!

Hint: try searching for the phrase:  
"activate your NetDMR account"  
Or  
"netdmr-notification@epa.net"



# Activate Your Account

The screenshot shows a Gmail interface with the search bar containing "activate your netdmr account". The inbox list shows an email from "netdmr-notification" with the subject "Activate Your NetDMR Account - Possum, Y" dated 3/20/15. A callout box highlights the email address "netdmr-notification@epa.gov" and provides options to "Add and invite" and "Add to contacts". Another callout box points to the sender information, stating "Sent from: netdmr-notification@epa.gov".

To keep future messages out of **Spam**, add the address to your contacts

Sent from:  
[netdmr-notification@epa.gov](mailto:netdmr-notification@epa.gov)



# Confirm your email address

The screenshot shows a Gmail inbox on a desktop browser. The browser's address bar displays the URL: <https://mail.google.com/mail/u/2/#inbox/1402b8373e91756d>. The Gmail interface includes a search bar, navigation icons, and a list of emails. The selected email is from **netdmr-notification@epa.gov** with the subject **Activate Your NetDMR Account**. The email body contains the following text:

Mark Lombardi,

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://netdmrtest.epacdx.net/netdmr-web/public/verification.htm?key=2b1a12c4b1ef4d1902af48f9e1de8234fe8ca29daea33b7a2c5b47bac4750b50&userId=4807>

The link is highlighted with a mouse cursor, and a callout bubble with the text "Click link!" points to it. Below the link, the email states: "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 your browser address bar and then click enter to access the page."

Thank you.

Notification generated from "Test" NetDMR



# Create Your Password

Security question  
(case sensitive)

Modular Password (example)

Memorable Root: **EqW@r**  
(phonetic spelling “equator”)

Add changeable prefix/suffix

if date is 12/19/2013  
Use month & day: **1219**

Pad: **EqW@r1219**

## Complete NetDMR Account Creation Process

Hello co.netdmr.user@gmail.com. To finish creating your NetDMR account, provide a response to the security question and create a password for your account. Password must be between 8 and 20 characters containing letters and at least one number. Special characters other than ! @ # \$ ^ & \* + = may not be used.

Who was your childhood hero?

hero

(Answers are case-sensitive)

Create Password:

.....

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

Enter Password Again:

.....

Submit

Cancel

Password expires every 90 days (can't use previous 9)



# Ta-Da!... Account Created

*Congratulations, now you have a “Permittee User” account in NetDMR!*

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)



## NetDMR Account Created

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

Click here to  
go back to  
login page

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# Log Into Your Account

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)



## Welcome

Welcome to the Colorado DPH WQCD installation of NetDMR! If you are a permittee, you may be able to... complete and submit DMRs electronically.

## New to NetDMR?

- ▶ First time users can [register](#)
- ▶ If you have any questions about... [Elisa.willard@state.co.us](mailto:Elisa.willard@state.co.us).

## News

- For...
- Cal...
- Em...
- Upd...
- Jun...
- Jun...
- July...
- July...
- July 31, 2012 at 9:30AM
- August 16, 2012 at 1:30PM
- August 28, 2012 at 9:30AM

Enter User Name and Password and click "Submit"

If your browser asks whether you want it to "remember your login information" choose NO/"never for this site!"

If you choose YES you will have trouble, beginning 90 days later when you have to reset your password!



# Account Creation: summary

- You should always know which version of NetDMR you are using. Look at the URL (web address) if you find the letters “test” you are in:
  - Practice NetDMR: <https://netdmrtest.epacdx.net/>
  - If not:
  - Official NetDMR: <https://netdmr.epa.gov/>
- Permits that begin with letters “CO...” can only be accessed from the “Colorado DPH WQCD” instance not EPA Region 08
- Choose the user type “Permittee User” not “Data Provider” or “Internal User” if you get it wrong contact the help line (see below)
- Security questions and passwords are case sensitive (NetDMR doesn’t care about case otherwise)
- Your password will expire every 90 days
- Your practice account has no effect on permit compliance (for good or bad)
- If you need help:
  - NetDMR help Email: [cdphe.wqnetdmrhelp@state.co.us](mailto:cdphe.wqnetdmrhelp@state.co.us)
  - Phone: 303.691.4046

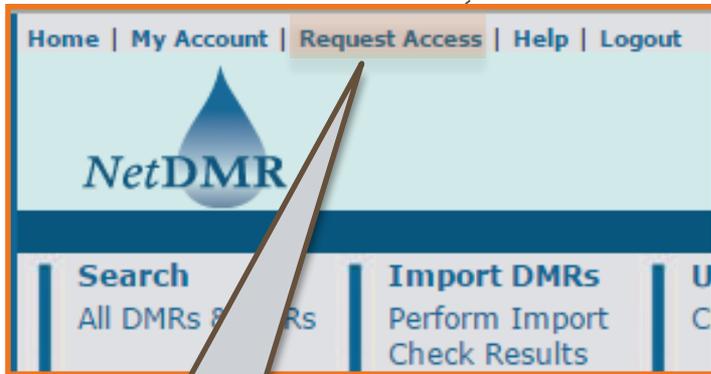
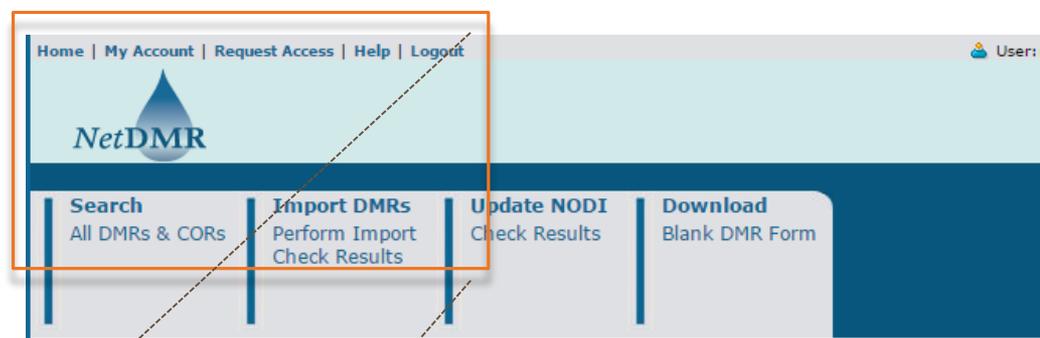


# *Getting Started*

- ✓ **Create your account**
- Request access to permits**

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# Request Access



Click  
"Request  
Access"

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:

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 End Date Range:   (mm/dd/yyyy)

Edited or Submitted By:

Status:    
(Hold down CTRL or Mac command key to select/deselect multiple)

COR Confirmation #:



# Specify Permit & Choose Role

## Request Access to Permits

Enter the ID for the permit whose DMRs you want to request access to. You can make one or more access requests for each permit. Repeat this process for each permit you would like to request access to. You can make one or more access requests for each permit. Click the Update button to see the roles that are currently assigned to the permit.

1<sup>st</sup> (type ID, no hyphen no spaces)

2<sup>nd</sup> (click)

Permit ID:

Role:

Permit Role comes with the first Signatory

3<sup>rd</sup> (choose role Signatory first)

4<sup>th</sup> (add request)

Repeat this cycle to add as many permits and roles as you need

## Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
co0001147	Permit Administrator	✘
co0024147	Permit Administrator	✘
co0031844	Signatory	✘

Roles requested

When done Click "Submit"



# Subscriber Agreement: Employer-Facility Relationship

- If you work for the company/organization that owns the facility choose “Parent”
- If you work for a company that manages but does not own the facility (contractor) choose “Facility”

**Search**  
All DMRs & CORs

**Import DMRs**  
Perform Import  
Check Results

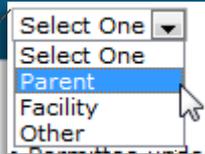
**Download**  
Blank DMR Form

## Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
cog500115	Signatory	<p>What is your employer's relationship to the facility or facilities?*</p> <p>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>

1<sup>st</sup>: Select the correct relationship type for the organization you work for (see below)



# Subscriber Agreement: I Have the Authority

Next: Click here, if there are documents on file at CDPHE showing that you are either, legally responsible for the permit (Permittee), or that you have been designated in writing by the Permittee as their agent (DMR Cognizant Official) on this permit

Search  
All DMRs & CORs

Import DMRs  
Perform Import  
Check Results

Download  
Blank DMR Form

Session Lockout Timer: 29:34

## Additional Information Required

Please provide additional information associated with your signatory role.

Permit ID	Requested Role	Additional Information
cog500115	Signatory	<p>What is your employer's relationship to the facility or facilities?*</p> <p>Select One ▾</p> <ul style="list-style-type: none"><li><input type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</li><li><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.</li></ul> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p>

Submit Cancel



# Subscriber Agreement: Qualified but not Authorized

Or: Click here if you are qualified but not currently authorized as an agent on this permit

Read [Colorado Regulation 61.4](#) for more information about the requirements for becoming a signatory on permit compliance documents

Then: Type information into these fields about the legally responsible person who will be using this subscriber agreement to designate you as their agent

## Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
cog500115	Signatory	<p>What is your employer's relationship to the facility or facilities?*</p> <p>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>

Submit Cancel

Finally: When you are done Click "Submit"



# Practice Subscriber Agreement

## Test NetDMR

### “practice NetDMR”

- Practice Subscriber Agreement is unimportant!
- *Call 303.691.4046*

Home | My Account | Request Access | Help | Logout

NetDMR

**Search**  
All DMRs & CORs

**Import DMRs**  
Perform Import  
Check Results

**Download**  
Blank DMR Form

**Request Access to a Permit and Associated DMR**

**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>	<b>Print Subscriber Agreement</b>
CO0042447	<input type="button" value="Print Subscriber Agreement"/>

©2008 NetDMR

“NetDMR-test”



**Don't print just call**  
call  
(303) 691-4046  
for access.



# Official Subscriber Agreement

## Production NetDMR

### “Official NetDMR”

- **Print it out!**
- Sign (only original ink signatures)
- Mail Subscriber Agreement(s)
- Allow 2 weeks for processing

Home | My Account | Request Access | Help | Logout

**NetDMR**

**Search**  
All DMRs & CORs

**Import DMRs**  
Perform Import  
Check Results

**Download**  
Blank DMR Form

**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 responsible for the permit.

<u>Permit ID</u>	<b>Print Subscriber Agreement</b>
CO0042447	<input type="button" value="Print Subscriber Agreement"/>

©2008 NetDMR

“Official  
NetDMR”



print, sign, and  
mail original to  
CDPHE



# Access Request: *test-NetDMR*

- The subscriber agreement is not used in test-NetDMR
- Do not print, sign, or mail subscriber agreements that come from test NetDMR
- Call 303-691-4046 instead and ask to have the roles you are requesting (usually signatory) approved
- Clicking the “Print Subscriber Agreement” button only opens it as a PDF document. Read it now, or access it later from your “My Account” page by clicking its icon



# Access Request: *test-NetDMR*

- The subscriber agreement is not used in test-NetDMR
- Do not print, sign, or mail subscriber agreements that come from test NetDMR
- Call 303-691-4046 instead and ask to have the roles you are requesting (usually signatory) approved
- Clicking the “Print Subscriber Agreement” button only opens it as a PDF document. Read it now, or access it later from your “My Account” page by clicking its icon



# *Production-NetDMR signatory authorization*

- You must be **authorized** to sign permit compliance documents before you will be approved as a signatory in production-NetDMR
- To be authorized you must meet the requirements of CO Regulation 61.4
  - Click the link below and find Regulation 61. Open it and review Section 61.4 “Application For a Permit”  
<https://www.colorado.gov/pacific/cdphe/water-quality-control-commission-regulations>



# Production-NetDMR Subscriber Agreement

- Everyone who uses NetDMR must have their own account. There are no group accounts in NetDMR.
- All signatures on subscriber agreements must be original ink (no stamps, copies, etc...)
- Your signed subscriber agreement must be physically delivered to the address shown on page 1 of the agreement
- You must provide one subscriber agreement created by you from within your NetDMR account for each permit that you want to be the signatory on
- Please call to confirm your authorization to sign compliance documents for each permit before you request access to them as a signatory
- If you discover that you are not listed on a permit as someone who is authorized to sign permit compliance documents but feel you should be, correct our records by submitting a contacts change form for that permit with current info. You can find the form here: <https://www.colorado.gov/pacific/cdphe/wq-permits-most-requested-forms>
- Subscriber agreements are linked to permit IDs. If your permit is reissued with a different permit/certificate ID, you must request access to the new permit ID just as you did originally; including delivering the signed subscriber agreement to the department



**Getting started**

**Using NetDMR**

**Introduction**

**NetDMR  
Training  
Program**

**Additional  
Resources**

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# *Using NetDMR*

- Home page
- My account page
- Administrative tasks
- Working with DMRs

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# 30 Minute Countdown Timer

Reset clock or be logged out

## ➤ To Reset clock

- Change pages
- Press F5 on the keyboard
- Click “Save & Continue” when entering data to a DMR

The screenshot shows the NetDMR web application interface. At the top, there is a navigation bar with links for Home, My Account, Request Access, Help, and Logout. The user is identified as 'User: netdmrtrn01@gmail.com, Permittee User'. The main navigation menu includes: Manage Access Requests, Search All DMRs & CORs Permits Users, Unscheduled DMRs Unscheduled DMRs, Import DMRs Perform Import Check Results, Update NODI Check Results, View Permits Users, and Download Blank DMR Form. A 'Session Lockout Timer: 28:37' notification is visible in the top right corner. The main content area is titled 'All DMRs & Copies of Record (CORs)' and contains search filters for Permit ID, Facility, Discharge, Monitoring Period End Date Range, Edited or Submitted By, Status, Scheduled/Unscheduled, and COR Confirmation #. A modal window titled 'Session Lockout Timer: 28:37' is overlaid on the search results. Below the search filters, there are sections for 'Pending Access Requests - External' and 'Pending Access Requests - Internal', both showing 'No results.' and 'Submit' and 'Cancel' buttons.

Last 10 Logins	
3/29/16	2:25 PM
3/29/16	1:17 PM
3/29/16	7:42 AM
3/23/16	2:58 PM
3/1/16	10:36 AM
2/24/16	10:32 AM
2/24/16	9:33 AM
2/23/16	3:25 PM
2/22/16	3:55 PM
2/19/16	9:02 AM

Countdown Timer



# General Account Commands

- Return to “Home” page
- Access/edit account info
- Request signatory, permit administrator, editor, & viewer roles
- The “User’s Guide” is better
- Log out of NetDMR

The screenshot displays the NetDMR web application interface. At the top, a navigation bar includes links for Home, My Account, Request Access, Help, and Logout. A callout box labeled "Account Management Options" points to the "My Account" link. Below the navigation bar, there are sections for "Manage Access Requests", "Search All DMRs & CORs Permits Users", "Unscheduled DMRs", and "Import DMRs". A search bar is present with filters for "All DMRs & CORs", "Permit ID", and "Users". A table titled "Last 10 Logins" shows login dates and times. Below this is a highlighted navigation bar with the same links as the top. The main content area contains a form for account management with fields for "Permitted Feature", "Discharge", "Monitoring Period End Date Range", "Edited or Submitted By", "Status", "Scheduled/Unscheduled", and "COR Confirmation #". Below the form is a section for "Pending Access Requests" with a table of requests, including columns for "Request ID", "Request Type", "Request Status", "Request Date", and "Requestor". The table shows "No results" for both "External" and "Internal" requests. At the bottom, there are "Submit" and "Cancel" buttons.

Account Management Options

Home | My Account | Request Access | Help | Logout

Permitted Feature: All [Update]

Discharge: All

Monitoring Period End Date Range: [mm/dd/yyyy]

Edited or Submitted By: All

Status: NetDMR Validated, Imported, Signed & Submitted, Submission Errors/Warnings, Completed, Completed - Cannot Be Corrected, Update NODI Pending

Scheduled/Unscheduled: All

COR Confirmation #: [Search] [Clear All Fields]

✓ 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 View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

Pending Access Requests - External

No results.

Pending Access Requests - Internal

No results.

[Submit] [Cancel]

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# Things to do in NetDMR

Presence/absence of a tab depends on your roles

- Manage - administrators
- Search - all roles
- Unscheduled DMRs - editors & signatories
- Import DMRs - editors & signatories
- Update NODI - editors & signatories
- View- administrators
- Download - all roles

The screenshot displays the NetDMR web application interface. At the top, there is a navigation bar with links for Home, My Account, Request Access, Help, and Logout. The user is identified as 'netdmr01@gmail.com, Permittee User'. The main navigation area contains several tabs: Manage Access Requests, Search All DMRs & CORs Permits Users, Unscheduled DMRs Unscheduled DMRs, Import DMRs Perform Import Check Results, Update NODI Check Results, View Permits Users, and Download Blank DMR Form. Below the tabs is a search bar with filters for 'All DMRs & CORs', 'Permit ID', and 'Users'. A 'Last 10 Logins' table is visible on the right. The main content area shows a search form with fields for Discharge, Monitoring Period End Date Range, Edited or Submitted By, Status (with a dropdown menu), Scheduled/Unscheduled, and COR Confirmation #. A 'Permit Management Options' callout box points to the search form. Below the search form, there are sections for 'Pending Access Requests' with 'External' and 'Internal' sub-sections, each showing 'No results.' and 'Submit'/'Cancel' buttons.

Colorado DPH WQCD

NetDMR

Manage Access Requests

Search All DMRs & CORs Permits Users

Unscheduled DMRs Unscheduled DMRs

Import DMRs Perform Import Check Results

Update NODI Check Results

View Permits Users

Download Blank DMR Form

Search: All DMRs & CORs Permit ID Users

Last 10 Logins

3/29/16	2:28 PM
3/29/16	1:17 PM

Discharge: All

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

Edited or Submitted By: All

Status: NetDMR Validated Imported Signed & Submitted Submission Errors/Warnings Completed Completed - Cannot Be Corrected Update NODI Pending

Scheduled/Unscheduled: All

COR Confirmation #:

Search Clear All Fields

Permit Management Options

✓ 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 View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

Pending Access Requests - External

No results.

Pending Access Requests - Internal

No results.

Submit Cancel

©2008 NetDMR



# *Using NetDMR*

✓ Home page

My account page

Administrative tasks

Working with DMRs

# Finding My Account

From the top of any page click  
"My Account"

The screenshot shows a web browser window with the URL [https://netdmr-test.epacdx.net/netdmr-web/protected/permitadmin\\_access\\_request](https://netdmr-test.epacdx.net/netdmr-web/protected/permitadmin_access_request). The browser's address bar and tabs are visible, including 'Apps', 'Gmail - Inbox', 'Google Drive', 'OIT', 'Kronos', 'CDPHE Intranet', 'WQCD', 'ECHO EPA', 'US EPA', and 'NetDMR\_Test'. The application's navigation bar includes 'Home', 'My Account', 'Request Access', 'Help', and 'Logout'. The 'My Account' link is highlighted with a red box. Below the navigation bar is the 'NetDMR' logo and the text 'Colorado'. A main menu contains six items: 'Manage Access Requests', 'Search All DMRs & CORs Permits Users', 'Import DMRs Perform Import Check Results', 'Update NODI Check Results', 'View Permits Users', and 'Download Blank DMR Form'. A search bar is located below the main menu, with a magnifying glass icon and the text 'Search:'. The search results are displayed as a list of buttons: 'All DMRs & CORs', 'DMRs Ready to Submit', 'Permit ID', and 'Users'. The first button, 'All DMRs & CORs', is selected and highlighted in blue. Below the search results, the text 'All DMRs & Copies of Record (CORs)' is displayed.



# My Account Page

You can do two things on this page

- Find information
  - Extra copy of your subscriber agreement
- Change information
  - “Edit account”

NetDMR Colorado DPH WQCD

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

Session Lockout Timer: 27:54

## My Account

Email:	netdmrtrn01@gmail.com
User Name:	netdmrtrn01@gmail.com
First Name:	Albert
Last Name:	Alligator
Telephone Number:	123-456-7890
Organization:	Sometimes
Type of User:	Permittee User

[Edit Account](#)

Click, to edit account information

Click to open your subscriber agreement (to print a copy)

## Selected Security Questions

Click to display your security questions. Note that your security answers will not be shown, Answer must be between 1 and 50 characters. Special characters other than - . ' may not be used.

## 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 Permits 1-10 of 62 ◀ 1, 2, 3, 4, 5, 6, 7 ▶▶ [View All](#)

Permit ID	<u>Access Rights</u>	<u>Access Status</u>	<u>Request Date</u>	<u>Update Date</u>	<u>Subscriber Agreement</u>
CO0001147	<a href="#">View</a>	Approved	03/13/14 07:31 AM	03/13/14 07:31 AM	
CO0001147	<a href="#">Edit</a>	Approved	03/13/14 07:30 AM	04/04/15 06:11 PM	
CO0001147	Signatory	Approved	03/17/14 09:04 AM	04/04/15 06:11 PM	
CO0001163	<a href="#">Edit</a>	Approved	11/14/13 03:14 PM	04/04/15 06:11 PM	
CO0001163	<a href="#">View</a>	Approved	11/14/13 03:15 PM	11/14/13 03:15 PM	
CO0020737	Signatory	Approved	04/03/15 12:51 PM	04/04/15 06:11 PM	
CO0020737	Permit Administrator	Approved	04/03/15 12:55 PM	04/04/15 06:11 PM	
CO0020737	<a href="#">View</a>	Approved	04/03/15 12:55 PM	04/03/15 12:55 PM	
CO0026611	<a href="#">View</a>	Approved	08/15/13 07:56 AM	08/15/13 07:56 AM	
CO0026611	<a href="#">Edit</a>	Approved	08/15/13 07:55 AM	04/04/15 06:11 PM	



# Edit your account info

First Name:\* Albert  
Last Name:\* Alligator  
Telephone Number:\* (###-###-####) 123-456-7890  
Organization:\* Sometimes  
Type of User:\* Permittee User

You can change your personal information

...or delete access

## Four steps to change your account info

1. Click "Edit Account" (previous slide)
2. Make changes
3. Save changes (you are not done!)
4. Confirm changes (next slide)

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 and any selected check boxes will be reset to unselected.

Showing Permits 1-10 of 62 << 1, 2, 3, 4, 5, 6, 7 >> View All

Permit Id	Access Rights	Access Status	Subscriber Agreement	Request Date	Update Date	Delete Access Rights
COR04TEST	Signatory	Approved		02/10/15 02:00 PM	04/04/15 06:11 PM	<input type="checkbox"/>
COG85TEST	Signatory	Approved		02/10/15 02:00 PM	04/04/15 06:11 PM	<input type="checkbox"/>
COG85TEST	Permit Administrator	Approved		02/10/15 02:02 PM	04/04/15 06:11 PM	<input type="checkbox"/>
COG85TEST	View	Approved		02/10/15 02:02 PM	02/10/15 02:02 PM	<input type="checkbox"/>
COR04TEST	Permit Administrator	Approved		02/10/15 02:03 PM	04/04/15 06:11 PM	<input type="checkbox"/>
COR04TEST	View	Approved		02/10/15 02:03 PM	02/10/15 02:03 PM	<input type="checkbox"/>
CO0026611	View	Approved		08/15/13 07:56 AM	08/15/13 07:56 AM	<input type="checkbox"/>
COTRAIN08	View	Approved		08/10/13 09:47 AM	08/10/13 09:47 AM	<input type="checkbox"/>
CO0001163	Edit	Approved				
CO0001163	View	Approved				

...or change your security questions and/or answers

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. Answer must be between 1 and 50 characters. Special characters other than - . ' may not be used.

Change Your Password

Password must be between 8 and 20 characters containing letters and at least one number and one special character to be used.

Enter a new password:

Enter your password:

When you are done making changes click "save"

...or change your password

Lock Your Account

Locked accounts can not access NetDMR.

Lock Account

Save Cancel



# Confirm Changes

1. Scroll down to “Account Verification” at the bottom of the page
2. Answer the security question
3. Type your current password (if you are changing your password now, enter what it was, not what it going to be)
4. Click “Save”

The screenshot shows the NetDMR interface. At the top, there is a navigation bar with links: Manage Access Requests, Search All DMRs & CORs Permits Users, Import DMRs Perform Import Check Results, Update NODI Check Results, View Permits Users, and Download Blank DMR Form. A session lock timer is visible in the top right corner.

The main content area is titled "Confirm Account Edits" and contains a message: "Please confirm that you would like to make these changes to your account." Below this is the "General Account Information" section.

The page is annotated with a large green arrow pointing downwards labeled "1st Scroll down". A yellow box highlights the "Account Verification" section at the bottom of the page. This section contains the following text and fields:

**Account Verification**  
Before your account changes can be saved, you must respond correctly to the security question below and enter your password correctly. If you are attempting to change your response to this security question or your password, you must enter your current response and current password rather than the new response and new password.

What is your favorite city?

Enter current password

At the bottom of the "Account Verification" section are "Save" and "Cancel" buttons.

Other sections visible on the page include "Change your Password" with fields for "Enter a new password" and "Re-enter your password", and "Lock Your Account" with a "Lock Account" checkbox.

Four callout boxes provide instructions: "2nd Answer a security question" points to the security question field, "3rd Type your password" points to the current password field, and "4th Click 'Save'" points to the Save button.



# *Using NetDMR*

- ✓ Home page
- ✓ My account page
- Administrative tasks
- Working with DMRs

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## NetDMR Training Program

- Using NetDMR

# *Administrative tasks*

- Grant/deny access**
- Delete access**
- Managing submission confirmation email list**

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# Managing Access: approve access

Find the list of users requesting access

The screenshot shows the NetDMR web application interface. The top navigation bar includes the NetDMR logo and several tabs: Manage Access Requests (highlighted with a yellow box), Search, Import DMRs, View Permits, and Download. Below the navigation bar, there are search filters for All DMRs & CORs, DMRs Ready to Submit, Permit ID, and Users. A green arrow points from the 'Manage Access Requests' tab to a table of pending access requests. A speech bubble points to the table with the text 'Permit Administrator Duties'. The table has columns for Name, User Name, Facility, Permit ID, Requested Access Rights, Request Date, Approve, Deny, Comment, and View Details. The table contains three rows of data for pending access requests.

**Manage tab refers to this info**

**Permit Administrator Duties**

**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 View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

**Pending Access Requests - External**

Permits 1 through 3 of 3

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Dave Lewis	davel@recinc.net	SUPERIOR METROPOLITAN DIST NO1	CO0043010	Permit Administrator	03/24/14	<input type="checkbox"/>	<input type="checkbox"/>		
Dave Lewis	davel@recinc.net	SUPERIOR METROPOLITAN DIST NO1	CO0043010	Edit	03/24/14	<input type="checkbox"/>	<input type="checkbox"/>		
Teri Jesser	terij@recinc.net	SUPERIOR METROPOLITAN DIST NO1	CO0043010	Permit Administrator	03/24/14	<input type="checkbox"/>	<input type="checkbox"/>		

**Pending Access Requests - Internal**

No results.

Submit Cancel

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# Managing Pending Requests

## ✓ Pending Access Requests

Click any underlined column title to sort the table rows in ascending or descending order. If you click View All or view Partial, you will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

“Approve” or “Deny” access

A comment is required if you “Deny” access

### Pending Access Requests - External

Permits 1 through 3 of 3

<u>Name</u>	<u>User Name</u>	<u>Facility</u>	<u>Permit ID</u>	<u>Requested Access Rights</u>	<u>Request Date</u>	Approve	Deny	Comment	View Details
Dave Lewis	davel@recinc.net	SUPERIOR METROPOLITAN DIST NO1	CO0043010	Permit Administrator	03/24/14	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	
Dave Lewis	davel@recinc.net	SUPERIOR METROPOLITAN DIST NO1	CO0043010	Edit	03/24/14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Teri Jesser	terij@recinc.net	SUPERIOR METROPOLITAN DIST NO1	CO0043010	Permit Administrator	03/24/14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

### Pending Access Requests - Internal

No results.

## NetDMR Training Program

### Using NetDMR

# *Administrative tasks*

✓ **Grant/deny access**

**Delete access**

**Managing submission confirmation  
email list**

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# Managing Access: delete access

Revoke/delete the access of an existing user

**View Permits Users**

List of users with access to the permits you Administer

**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 View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

**Pending Access Requests - External**

Permits 1 through 3 of 3

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Dave Lewis	davel@recinc.net	SUPERIOR METROPOLITAN DIST NO1	CO0043010	Permit Administrator	03/24/14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Dave Lewis	davel@recinc.net	SUPERIOR METROPOLITAN DIST NO1	CO0043010	Edit	03/24/14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Teri Jesser	terij@recinc.net	SUPERIOR METROPOLITAN DIST NO1	CO0043010	Permit Administrator	03/24/14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	

**Pending Access Requests - Internal**

No results.

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# Revoke Access

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: 28:05

Check box  
to Revoke  
access

## View Users

The following users are associated with your 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 and any selected check boxes will be reset to unselected.

Users 1 through 10 of 13

<u>First Name</u>	<u>Last Name</u>	<u>User ID</u>	<u>Permit ID</u>	<u>User Type</u>	<u>Role</u>	<u>Delete Role</u>	<u>Email</u>		
Dave	Lewis	davel@recinc.net	METROPOLITAN DIST NO1	CO0043010	External	Signatory	<input type="checkbox"/>	davel@recinc.net	
Dave	Lewis	davel@recinc.net	METROPOLITAN DIST NO1	CO0043010	External	Permit Administrator	<input type="checkbox"/>	davel@recinc.net	
Dave	Lewis	davel@recinc.net	METROPOLITAN DIST NO1	CO0043010	External	Edit	<input checked="" type="checkbox"/>	davel@recinc.net	
Dave	Lewis	davel@recinc.net	METROPOLITAN DIST NO1	CO0043010	External	View	<input type="checkbox"/>	davel@recinc.net	
Pogo	Possum	netdmrtrn01@gmail.com	METROPOLITAN DIST NO1	CO0043010	External	Signatory	<input type="checkbox"/>	netdmrtrn01@gmail.com	
Pogo	Possum	netdmrtrn01@gmail.com	METROPOLITAN DIST NO1	CO0043010	External	Permit Administrator	<input type="checkbox"/>	netdmrtrn01@gmail.com	
Pogo	Possum	netdmrtrn01@gmail.com	METROPOLITAN DIST NO1	CO0043010	External	View	<input type="checkbox"/>	netdmrtrn01@gmail.com	
Pogo	Possum	netdmrtrn01@gmail.com	COGEN PARTNERSHIP LP	COP900404	External	View	<input type="checkbox"/>	netdmrtrn01@gmail.com	
Pogo	Possum	netdmrtrn01@gmail.com	THERMO COGEN PARTNERSHIP LP	COP900404	External	Signatory	<input type="checkbox"/>	netdmrtrn01@gmail.com	
Pogo	Possum	netdmrtrn01@gmail.com	THERMO COGEN PARTNERSHIP LP	COP900404	External	Permit Administrator	<input type="checkbox"/>	netdmrtrn01@gmail.com	

Click  
"Submit"  
then  
"Confirm"  
on next  
page

Submit



## NetDMR Training Program

### Using NetDMR

# *Administrative tasks*

✓ Grant/deny access

✓ Delete access

Managing submission  
confirmation email list

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# Finding the Submission Notification List

NetDMR Colorado DPH WQCD

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: 29:35

Search: All DMRs & CORs | DMRs Ready to Submit | Permit ID | Users

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 [Update]

Facility: All [Update]

Last 10 Logins

Date	Time	Action
5/6/14	3:32 PM	-
5/6/14	2:53 PM	-
5/6/14	1:35 PM	-
5/2/14	11:30 AM	-
5/2/14	9:05 AM	-
4/23/14	11:16 AM	-
3/24/14	10:05 AM	1 DMR submitted.
3/19/14	10:07 AM	-
3/18/14	3:16 PM	-
3/18/14	1:50 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 View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

### Pending Access Requests - External

Permits 1 through 3 of 3

Name	User Name	Facility	Permit ID	Requested Access Rights	Request Date	Approve	Deny	Comment	View Details
Dave Lewis	davel@recinc.net	SUPERIOR METROPOLITAN DIST NO1	CO0043010	Permit Administrator	03/24/14	<input type="checkbox"/>	<input type="checkbox"/>		
Dave Lewis	davel@recinc.net	SUPERIOR METROPOLITAN DIST NO1	CO0043010	Edit	03/24/14	<input type="checkbox"/>	<input type="checkbox"/>		
Teri Jessor	teri@recinc.net	SUPERIOR METROPOLITAN DIST NO1	CO0043010	Permit Administrator	03/24/14	<input type="checkbox"/>	<input type="checkbox"/>		

### Pending Access Requests - Internal

No results.



# Finding the Submission Notification Email List

Locate permit ID that you want to create the list for

Click the "View Permit Details" Icon

## View Permit

You are the Administrator for the permits below. Click any underlined column title to sort the table rows in ascending or descending order by the information. View All or View Partial table will be displayed with the default sort order applied.

Permits 1 through 3 of 3

<u>Permit ID</u>	<u>Facility</u>	<u>Signatory First Name</u>	<u>Signatory Last Name</u>	<u>Signatory Email</u>	
CO0048054	XTO ENERGY LORENCITO CANYON	Joseph	Amato	joseph_amato@xtoenergy.com	
CO0048054	XTO ENERGY LORENCITO CANYON	Jane	Doe	netdmrtraining33@gmail.com	
COG500115	COTTONWOOD PIT	Jane	Doe	netdmrtraining33@gmail.com	

View Permit Details





# Signatory Using the Submission Notification List

The COR will only be attached to the submission notification email if you check these boxes

or "Check All"

Check each to choose which CORs you want to attach to email notification

## 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 COR 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 type="checkbox"/>	<input type="checkbox"/>					001-A	001	07/31/12	08/28/12	NetDMR Validated

Field	Description
Quality or Concentration Sample Value 1	The provided sample value is outside the permit limit.
Quality or Concentration Sample Value 3	The provided sample value is outside the permit limit.
Quality or Concentration Sample Value 2	The provided sample value is outside the permit limit.

Name	Type	Size
<a href="#">COTRAIN01 LabResults 2011 07.xlsx</a>	xlsx	8217



# *Using NetDMR*

- ✓ Home page
- ✓ My account page
- ✓ Administrative tasks

Working with DMRs

## NetDMR Training Program

- Using NetDMR

# *Working with DMRs*

## □ Searching for DMRs

- Search Results
- The eDMR
- Error Scan
- Attachments
- Processing Groups of DMRs
- Tracking DMRs to Completion

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## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# Searching for DMRs

- Types of Searchable features
  - Monitoring period end date range searches (*recommended*)
  - DMRs ready to sign & submit (*not recommended*)
  - Submission confirmation code search

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# Search by

## *Permit attributes (Predictable Search Results)*

### ➤ Features

- Permit ID
- Monitoring period
- Outfall

## *Things that have been done with DMR (search results unpredictable)*

### ➤ Features

- Status (degree of processing)
- Submission confirmation code (tracking code)
- Who worked with DMR last (saved or submitted DMR)



# Search Type Domains

Features defined in permit

Features that depend on DMR processing

Search: **All DMRs & CORs** DMRs Ready to Submit Permit ID Users

### 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 [v] [Update]

**Facility:** All [v] [Update]

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

**Permitted Feature:** All [v] [Update]

**Discharge:** All [v]

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

**Edited or Submitted By:** All [v]

**Status:** [v] [All] (Hold down CTRL or Mac Command key to select/deselect multiple)

- Ready for Data Entry
- NetDMR Validation Errors
- NetDMR Validated
- Imported
- Signed & Submitted
- Submission Errors/Warnings Completed

**COR Confirmation #:** [ ]

[Search] [Clear All Fields]

Searching by permit attributes

Searching by what has been done with DMR



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# Searching for DMRs

- ✓ Types of Searchable features
  - Monitoring period end date range searches *(recommended)*
  - DMRs ready to sign & submit *(not recommended)*
  - Submission confirmation code search

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## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs
    - Searching for DMRs

# Monitoring period end date range searches

- Finding DMRs to process & submit *(those due 28 days after the end of a monitoring period)*
- Updating DMRs *(finding missing DMRs and updating existing ones with recent changes)*
- Finding overlooked DMRs *(confirming that all DMRs were submitted)*
- Processing large numbers of DMRs *(in groups of 100)*

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# Find DMRs to process and submit

1. Leave everything set to "All"
2. Enter two dates, one before and the other after the end of the monitoring period

Search: All DMRs & CORs DMRs Ready to Submit Permit ID Users

## All DMRs & Copies of Record (CORs)

Fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR field.

**1** Everything set to "All"

All [Update]

Facility: All [Update]

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

Permitted Feature: All [Update]

Discharge: All [Update]

Monitoring Period End Date Range: 06/01/2016 07/01/2016 (mm/dd/yyyy)

Edited or Submitted By: All [Update]

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

COR Confirmation #: [Input Field]

Search Clear All Fields

**2** Enter two dates, one on either side of the last day of the monitoring period

# One date before end of MP

## Enter or choose dates

- Click calendar icon and pick a date
- Or, type the date Format: MM/DD/YYYY

The screenshot shows a web application interface with a calendar and various form fields. The calendar is for MAY 2014, and the date '1' is highlighted. A red arrow points from the calendar icon in the 'Monitoring Period End Date Range' field to the date '1' in the calendar.

**Discharge:** All

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

**Edited or Submitted By:** All

**Status:**

- Ready for Data Entry
- NetDMR Validation Errors
- NetDMR Validated
- Imported
- Signed & Submitted
- Submission Errors/Warnings
- Completed

**COR Confirmation #:** [ ]

**Buttons:** Search, Clear All Fields

# One date after end of MP

- Second date, after end of monitoring period
- Date span should only include the last day of one month

Search: All DMRs & CORs DMRs Ready

## All DMRs & Copies of Record (CORs)

Use the following fields to search for DMRs and CORs. Leave blank not to filter on that field.

**Permit ID:** All

**Facility:** All

Note: The **Update** buttons above for Permit ID and Facility and Discharge selection boxes below.

**Permitted Feature:** All

**Discharge:** All

**Monitoring Period End Date Range:** 05/01/2014   (mm/dd/yyyy)

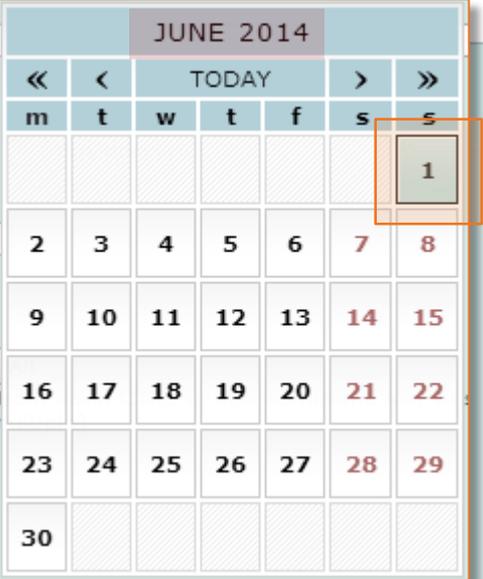
**Edited or Submitted By:** All

**Status:**

- Ready for Data Entry
- NetDMR Validation Errors
- NetDMR Validated
- Imported
- Signed & Submitted
- Submission Errors/Warnings
- Completed

(Hold down CTRL or Mac command key to select/deselect multiple)

**COR Confirmation #:**



# Find DMRs to process and submit

1. Leave everything set to “All”
2. Enter two dates, one before and the other after the end of the monitoring period
3. Click “Search”

3  
Finally, click “Search”

**Search:** All DMRs & CORs DMRs Ready to Submit Permit ID Users

### 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.

---

**Permitted Feature:** All

**Discharge:** All

**Monitoring Period End Date Range:** 01/01/2014  01/01/2017  (mm/dd/yyyy)

**Edited or Submitted By:** All

**Status:**

Ready for Data Entry  
NetDMR Validation Errors  
NetDMR Validated  
Imported  
Signed & Submitted  
Submission Errors/Warnings  
Completed

(Hold down CTRL or Mac command key to select/deselect multiple)

## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs
    - Searching for DMRs

# Monitoring period end date range searches

- ✓ Finding DMRs to process & submit  
*(those due 28 days after the end of a monitoring period)*
- Updating DMRs *(finding missing DMRs and updating existing ones with recent changes)*
- Finding overlooked DMRs *(confirming that all DMRs were submitted)*
- Processing large numbers of DMRs  
*(in groups of 100)*

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# Updating DMRs

1. Pull down Permit ID picklist and select the permit you want to update
2. Then click the “Update” button
3. Leave everything else set to “All”
4. Enter two dates, that include the end dates of every DMR you need to update
5. Click “Search”

The screenshot shows a web application interface for updating DMRs. The interface includes a search bar at the top with a magnifying glass icon and the text "Search:". Below the search bar are several tabs: "All DMRs & CORs", "DMRs Ready to Submit", "Permit ID", and "Users". The "Permit ID" tab is selected. The main content area contains a form with several sections: "Permit ID:" with a dropdown menu showing a list of permit IDs (All, CO0029033, CO0036757, CO0047198, CO00TRAIN, COG589003, COG589123) and an "Update" button; "Permitted Feature:" with a dropdown menu set to "All" and an "Update" button; "Discharge:" with a dropdown menu set to "All"; "Monitoring Period End Date Range:" with two date input fields containing "01/01/2016" and "01/01/2017" and a "(mm/dd/yyyy)" label; "Edited or Submitted By:" with a dropdown menu set to "All"; and "Status:" with a list of status options (Ready for Data Entry, NetDMR Validation Errors, NetDMR Validated, Imported, Signed & Submitted, Submission Errors/Warnings, Completed) and an "All" button. At the bottom of the form are "Search" and "Clear All Fields" buttons. Five numbered callouts (1-5) point to specific elements: 1 points to the Permit ID dropdown, 2 points to the Update button, 3 points to the Permitted Feature dropdown, 4 points to the date range input fields, and 5 points to the Search button.

1 First, choose the permit you want to update

2 Then click “Update”

3 Everything else set to “All”

4 Next, enter the time span that includes the end dates of all of the DMRs that you need to update

5 Finally, click “Search”

## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs
    - Searching for DMRs

# Monitoring period end date range searches

- ✓ Finding DMRs to process & submit  
*(those due 28 days after the end of a monitoring period)*
- ✓ Updating DMRs *(finding missing DMRs and updating existing ones with recent changes)*
- Finding overlooked  
DMRs *(confirming that all DMRs were submitted)*
- Processing large numbers of DMRs  
*(in groups of 100)*

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# Ensuring submission of all DMRs

1. Everything set to "All"
2. Search by monitoring period
3. Click the "All" button to include all status types
4. Then deselect "Completed", and "Signed & Submitted"
5. No results = good news! (all DMRs were submitted)

The screenshot shows the 'All DMRs & Copies of Record (CORs)' search interface. It includes a search bar, tabs for 'All DMRs & CORs', 'DMRs Ready to Submit', 'Permit ID', and 'Users'. The search criteria are set to 'All' for monitoring period, facility, and status. A date range of 06/01/2016 to 07/01/2016 is entered. The status dropdown menu is open, showing options like 'Ready for Data Entry', 'NetDMR Validation Errors', 'NetDMR Validated', 'Imported', 'Signed & Submitted', 'Submission Errors/Warnings', and 'Completed'. The 'Signed & Submitted' and 'Completed' options are highlighted, indicating they are being deselected. The 'Search' button is visible at the bottom.

**1** Everything set to "All"

**2** Enter two dates, to cover the time span that you want to check for stragglers

**3** click "All"

**4** Hold down the "Ctrl" key while you click to deselect the status categories of those DMRs that have already been processed

**5** Click "Search"

## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs
    - Searching for DMRs

# Monitoring period end date range searches

- ✓ Finding DMRs to process & submit  
*(those due 28 days after the end of a monitoring period)*
- ✓ Updating DMRs *(finding missing DMRs and updating existing ones with recent changes)*
- ✓ Ensuring submission of all DMRs  
*(search for overlooked DMRs)*
- Processing large numbers of DMRs *(in groups of 100)*

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# Processing or submitting DMRs in groups of 100 at a time

1. Everything set to “All”
2. Choose the monitoring period
3. Choose all status types, click the “All” button
4. Deselect “NetDMR Validated”, “Completed”, and “Signed & Submitted”
5. Repeat ‘till done

The screenshot shows the 'All DMRs & Copies of Record (CORs)' page. At the top, there are tabs for 'All DMRs & CORs', 'DMRs Ready to Submit', 'Permit ID', and 'Users'. A search bar is at the top left. The main content area has several dropdown menus, each with 'All' selected, and 'Update' buttons. A date range is set from 06/01/2016 to 07/01/2016. A status dropdown menu is open, showing options: 'Ready for Data Entry', 'NetDMR Validation Errors', 'NetDMR Validated', 'Imported', 'Signed & Submitted', 'Submission Errors/Warnings', and 'Completed'. At the bottom, there are 'Search' and 'Clear All Fields' buttons.

**1** Everything set to “All”

**2** Enter two dates, surrounding the last day of the monitoring period

**3** click “All”

**4** Hold down the “Ctrl” key while you click to deselect status categories of those DMRs that have already been processed

**5** Click “Search”

## NetDMR Training Program

- ❑ Using NetDMR
  - ❖ Working with DMRs

# Searching for DMRs

- ✓ Types of Searchable features
- ✓ Monitoring period end date search  
*(recommended)*
- ❑ DMRs ready to sign &  
submit *(not recommended)*
- ❑ Submission confirmation code  
search

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# DMRs Ready to Submit

- Convenient but hazardous
- It can allow DMRs to fall through cracks
- Only gives you the DMRs that can be submitted
- Does not help you to make sure that you submit all you are required to submit

The screenshot shows a web application interface for searching DMRs and CORs. At the top, there are four tabs: "All DMRs & CORs", "DMRs Ready to Submit", "Permit ID", and "Users". The "DMRs Ready to Submit" tab is highlighted with an orange box. A callout box with a speech bubble points to this tab, containing the text: "Signatories please don't use this tab!". Below the tabs is a search area titled "All DMRs & Copies of Record (CORs)". It includes a search instruction: "Use the following fields to search for DMRs and CORs. Leaving a field blank will filter out DMR not to filter on that field." The search fields are: "Permit ID:" with a dropdown menu set to "All" and an "Update" button; "Facility:" with a text input field containing "All"; "Permitted Feature:" with a dropdown menu set to "All" and an "Update" button; "Discharge:" with a dropdown menu set to "All"; "Monitoring Period End Date Range:" with two date input fields (03/01/2013 and 04/01/2013) and a format selector "(mm/dd/yyyy)"; "Edited or Submitted By:" with a dropdown menu set to "All"; "Status:" with a dropdown menu showing a list of status options: "Ready for Data Entry", "NetDMR Validation Errors", "NetDMR Validated", "Imported", "Signed & Submitted", "Submission Errors/Warnings", and "Completed". There is also an "All" button and a note: "(Hold down CTRL or Mac command key to select/deselect multiple)". At the bottom, there is a "COR Confirmation #:" text input field, a "Search" button, and a "Clear All Fields" button. A mouse cursor is pointing at the "Search" button.



# Why is it a problem?

- It only finds validated DMRs
- Any DMRs that are not validated could get overlooked!
- It will also give you validated DMRs that you may not want to submit.
- If the DMR has a COR, do not re-submit it just because it is “validated” rather than “completed.” Only resubmit DMRs that have “COR received dates” when you must correct them.

 Search: **All DMRs & CORs** **DMRs Ready to Submit** Permit ID Users

### DMRs Ready to Submit

Select an option below to view a list of DMRs ready to sign and submit (i.e., in "NetDMR Validated" status).

**All DMRs**

**DMRs for Permit ID**

**DMRs for Facility**

Last 10 Logins		
1/15/14	2:30 PM	-
1/9/14	11:46 AM	<a href="#">2 DMRs submitted.</a>
1/7/14	11:39 AM	-
1/6/14	3:03 PM	-
1/6/14	1:55 PM	-
1/6/14	12:05 PM	-
1/2/14	2:13 PM	-
12/31/13	1:33 PM	-
12/30/13	3:46 PM	-
12/27/13	3:30 PM	-



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# Searching for DMRs

- ✓ Types of Searchable features
- ✓ Monitoring period end date search (*recommended*)
- ✓ DMRs ready to sign & submit (*not recommended*)
- Submission confirmation code search

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# Search by Submission Confirmation Code

- You must collect and save these codes somewhere yourself
- Copy the code from your list of submission codes and paste it to this field

Search: **All DMRs & CORs** **DMRs Ready to Submit** **Permit ID** **Users**

### 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:**

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

**Edited or Submitted By:**

**Status:**   
NetDMR Validation Errors  
NetDMR Validated  
Imported  
Signed & Submitted  
Submission Errors/Warnings  
Completed

(Hold down CTRL or Mac command key to select/deselect multiple)

**COR Confirmation #:**



# Submitted DMRs

Search: **All DMRs & CORs** Permit ID Users

## 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.

**Searching for submitted DMRs**

Permitted Feature: All [Update]

Discharge: All

Monitoring Period End Date Range: [mm/dd/yyyy]

Edited or Submitted By: All

Click "Search"

- Ready for Data Entry
- NetDMR Validation Errors
- NetDMR Validated
- Imported
- Signed & Submitted
- Submission Errors/Warnings
- Completed

All (Hold down CTRL or Mac command multiple)

da6659da-a187-41ce-a1  
da6659da-a187-41ce-a080-765c52ec57c0  
[Search] [Clear All Fields]

The "Submission Confirmation" code search, is a shortcut method of searching for a group of DMRs that were submitted together

Last 10 Logins		
9/20/13	2:22 PM	<a href="#">4 DMRs submitted.</a>
9/20/13	11:44 AM	-
9/19/13	3:26 PM	-
9/19/13	2:52 PM	-
9/17/13	3:23 PM	<a href="#">4 DMRs submitted.</a>
9/16/13	11:55 AM	-
9/16/13	11:46 AM	-
9/12/13	1:03 PM	-
9/12/13	11:38 AM	<a href="#">2 DMRs submitted.</a>
9/10/13	2:45 PM	-



## NetDMR Training Program

### Using NetDMR

# *Working with DMRs*

### Searching for DMRs

### Search Results

### The eDMR

### Error Scan

### Attachments

### Processing Groups of DMRs

### Tracking DMRs to Completion

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## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *Search results*

- Search Results page layout
- Proof of DMR submission (*Access to Copy of Record (COR)*)
- Working with individual DMRs

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# DMR/COR Search Results Table

- Manage**  
Access Requests
- Search**  
All DMRs & CORs  
Permits  
Users
- Unscheduled DMRs**  
Unscheduled DMRs
- Import DMRs**  
Perform Import  
Check Results
- Update NODI**  
Check Results
- View**  
Permits  
Users
- Download**  
Blank DMR Form

Session Lockout Timer: 29:44

Your changes have been saved.

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

## DMR/COR Search Results

DMRs 1 through 23 of 23

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	COR Received Date	Include in Batch Submit <input type="checkbox"/> Check All On Page <input type="button" value="Clear All"/>	Include in Batch COR Download <input type="checkbox"/> Check All On Page <input type="button" value="Clear All"/>	Update NODI <input type="checkbox"/> Check All On Page <input type="button" value="Clear All"/>
<a href="#">View CORs</a> <input type="button" value="Go"/>	CO0029033	ROYAL BORNE COMPANY OF COLORADO	001	001-A	Discharge to Hanging Bridge Sub	12/31/11	Scheduled	08/28/12	Completed <a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">View CORs</a> <input type="button" value="Go"/>	CO0029033	ROYAL BORNE COMPANY OF COLORADO	001	001-Q	Quarterly Monitoring for 001A	12/31/11	Scheduled	01/28/12	Completed <a href="#">03/31/16</a> <a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">View CORs</a> <input type="button" value="Go"/>	CO0029033	ROYAL BORNE COMPANY OF COLORADO	300	300-I	Influent Measurements	12/31/11	Scheduled	01/28/12	NetDMR Validated <a href="#">03/31/16</a> <a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit DMR</a> <input type="button" value="Go"/>	CO0029033	ROYAL BORNE COMPANY OF COLORADO	001	001-A	Discharge to Hanging Bridge Sub	01/31/12	Scheduled	02/28/12	NetDMR Validated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit DMR</a> <input type="button" value="Go"/>	CO0029033	ROYAL BORNE COMPANY OF COLORADO	001	001-A	Discharge to Hanging Bridge Sub	02/29/12	Scheduled	03/28/12	NetDMR Validated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit DMR</a> <input type="button" value="Go"/>	CO0029033	ROYAL BORNE COMPANY OF COLORADO	001	001-A	Discharge to Hanging Bridge Sub	08/31/15	Scheduled	09/28/15	NetDMR Validated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit DMR</a> <input type="button" value="Go"/>	CO0029033	ROYAL BORNE COMPANY OF COLORADO	300	300-I	Influent Measurements	08/31/15	Scheduled	09/28/15	NetDMR Validation Errors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit DMR</a> <input type="button" value="Go"/>	CO0029033	ROYAL BORNE COMPANY OF COLORADO	001	001-A	Discharge to Hanging Bridge Sub	09/30/15	Scheduled	10/28/15	Ready for Data Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit DMR</a> <input type="button" value="Go"/>	CO0029033	ROYAL BORNE COMPANY OF COLORADO	300	300-I	Influent Measurements	09/30/15	Scheduled	10/28/15	Ready for Data Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1Row = 1DMR



# Working with individual DMRs

- Manage**  
Access Requests
- Search**  
All DMRs & CORs  
Permits  
Users
- Unscheduled DMRs**  
Unscheduled DMRs
- Import DMRs**  
Perform Import  
Check Results
- Update NODI**  
Check Results
- View**  
Permits  
Users
- Download**  
Blank DMR Form

Session Lockout Timer: 29:44

Your changes have been saved.

New Search | Refine Search | Refresh DMR Data | Sign & Submit Checked DMRs | Download Checked CORs in XML | Download Checked CORs in PDF | Update NODI

## DMR/COR Search Results

DMRs 1 through 23 of 23

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
View CORs Go	CO0029033	ROYAL GORGE CORNER OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	12/31/11	Scheduled	01/28/12	Completed	10/29/15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View CORs Go	CO0029033	ROYAL GORGE CORNER OF COLORADO	001	001-Q	Quarterly Monitoring for 001A	12/31/11	Scheduled	01/28/12	Completed	03/31/16 10/29/15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View CORs Go	CO0029033	ROYAL GORGE CORNER OF COLORADO	300	300-I	Influent Measurements	12/31/11	Scheduled	01/28/12	NetDMR Validated	03/31/16 10/29/15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View CORs Go	CO0029033	ROYAL GORGE CORNER OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	01/31/12	Scheduled	02/28/12	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	ROYAL GORGE CORNER OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	02/29/12	Scheduled	03/28/12	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	ROYAL GORGE CORNER OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	08/31/15	Scheduled	09/28/15	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	ROYAL GORGE CORNER OF COLORADO	300	300-I	Influent Measurements	08/31/15	Scheduled	09/28/15	NetDMR Validation Errors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	ROYAL GORGE CORNER OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	09/30/15	Scheduled	10/28/15	Ready for Data Entry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	ROYAL GORGE CORNER OF COLORADO	300	300-I	Influent Measurements	09/30/15	Scheduled	10/28/15	Ready for Data Entry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Options for working with individual DMRs

Information about individual DMRs



# Working with groups of DMRs

**Manage**  
Access Requests

**Search**  
All DMRs & CORs  
Permits  
Users

**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**View**  
Permits  
Users

**Download**  
Blank DMR Form

Session Lockout Timer: 29:44

Your changes have been saved.

New Search | Refine Search | Refresh DMR Data

Sign & Admin User DMRs | Download DMRs in PDF | Download Suspended CORs in PDF | Update NODI

## DMR/COR Search Results

DMRs 1 through 23 of 23

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
<input type="button" value="View CORs"/> <input type="button" value="Go"/>	CO0029033	ROYAL HORSE COMPANY OF COLORADO	001	001-A	Discharge to Ingoing Bridge Creek	12/31/11	Scheduled	01/28/12	Completed	<a href="#">10/29/15</a>	<input type="checkbox"/> Check All On Page <input type="button" value="Clear All"/>	<input type="checkbox"/> Check All On Page <input type="button" value="Clear All"/>	<input type="checkbox"/> Check All On Page <input type="button" value="Clear All"/>
<input type="button" value="View CORs"/> <input type="button" value="Go"/>	CO0029033	ROYAL HORSE COMPANY OF COLORADO	001	001-Q	Quarterly Monitoring for 001A	12/31/11	Scheduled	01/28/12	Completed	<a href="#">03/31/16</a> <a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="View CORs"/> <input type="button" value="Go"/>	CO0029033	ROYAL HORSE COMPANY OF COLORADO	300	300-I	Influent Measurements	12/31/11	Scheduled	01/28/12	NetDMR Validated	<a href="#">03/31/16</a> <a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL HORSE COMPANY OF COLORADO	001	001-A	Discharge to Ingoing Bridge Creek	12/31/11	Scheduled	02/28/12	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL HORSE COMPANY OF COLORADO	001	001-A	Discharge to Ingoing Bridge Creek	12/31/11	Scheduled	03/28/12	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL HORSE COMPANY OF COLORADO	001	001-A	Discharge to Ingoing Bridge Creek	12/31/11	Scheduled	03/28/12	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL HORSE COMPANY OF COLORADO	300	300-I	Influent Measurements	12/31/11	Scheduled	09/28/15	NetDMR Validation Errors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL HORSE COMPANY OF COLORADO	001	001-A	Discharge to Ingoing Bridge Creek	12/31/11	Scheduled	10/28/15	Ready for Data Entry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL HORSE COMPANY OF COLORADO	300	300-I	Influent Measurements	12/31/11	Scheduled	10/28/15	Ready for Data Entry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We will return to the "Search Results" page later to work with groups of DMRs

Selection options for working with groups of DMRs



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *Search results*

- ✓ Search Results page layout

## □ Proof of DMR

**submission** *(Access to Copy of Record (COR))*

- Working with individual DMRs

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# Accessing the Copy of Record (COR)

Completed DMRs have 1 or more CORs

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

Session Lockout Timer: 29:44

Your changes have been saved.

New Search | Refine Search | Refresh DMR Data | Sign & Submit Checked DMRs | Download Checked CORs in XML | Download Checked CORs in PDF | Update NODI

## DMR/COR Search Results

DMRs 1 through 23 of 23

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit <input type="checkbox"/> Check AllOn Page <input type="button" value="Clear All"/>	Include in Batch COR Download <input type="checkbox"/> Check AllOn Page <input type="button" value="Clear All"/>	Update NODI <input type="checkbox"/> Check AllOn Page <input type="button" value="Clear All"/>
<input type="button" value="View CORs"/> <input type="button" value="Go"/>	CO0029033							01/28/12	Completed	<a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="View CORs"/> <input type="button" value="Go"/>	CO0029033						Scheduled	01/28/12	Completed	<a href="#">03/31/16</a> <a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="View CORs"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONDUIT OF COLORADO	300	300-I	Influent Measurements	12/31/11	Scheduled	01/28/12	NetDMR Validated	<a href="#">03/31/16</a> <a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONDUIT OF COLORADO	001	001-A	Discharge to Hanging Bridge	01/31/12	Scheduled	01/28/12	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONDUIT OF COLORADO	001				Scheduled	03/28/12	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONDUIT OF COLORADO	001				Scheduled	09/28/15	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONDUIT OF COLORADO	300				Scheduled	09/28/15	NetDMR Validation Errors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONDUIT OF COLORADO	001				Scheduled	10/28/15	Ready for Data Entry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONDUIT OF COLORADO	300	300-I	Influent Measurements	09/30/15	Scheduled	10/28/15	Ready for Data Entry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Column header:  
"COR Received Date"

Hyperlink is a  
shortcut to  
the COR



# Revised DMRs = Multiple CORs

- Manage Access Requests
- Search All DMRs & CORs Permits Users
- Unscheduled DMRs Unscheduled DMRs
- Import DMRs Perform Import Check Results
- Update NODI Check Results
- View Permits Users
- Download Blank DMR Form

Session Lockout Timer: 29:44

Your changes have been saved.

[New Search](#) | [Refine Search](#) | [Refresh DMR Data](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs in XML](#) | [Download Checked CORs in PDF](#) | [Update NODI](#)

## DMR/COR Search Results

DMRs 1 through 23 of 23

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit <input type="checkbox"/> Check AllOn Page <input type="button" value="Clear All"/>	Include in Batch COR Download <input type="checkbox"/> Check AllOn Page <input type="button" value="Clear All"/>	Update NODI <input type="checkbox"/> Check AllOn Page <input type="button" value="Clear All"/>
<input type="button" value="View CORs"/> <input type="button" value="Go"/>	CO0029033	ROYAL SWIRGE COMPANY OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	12/31/11	Scheduled	01/28/12	Completed	10/29/15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="View CORs"/> <input type="button" value="Go"/>	CO0029033	ROYAL SWIRGE COMPANY OF COLORADO	001	001-Q	Quarterly Monitoring for 001A	12/31/11	Scheduled	01/28/12	Completed	03/31/16 10/29/15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="View CORs"/> <input type="button" value="Go"/>	CO0029033	ROYAL SWIRGE COMPANY OF COLORADO	300	300-I	Influent Measurements	12/31/11	Scheduled	01/28/12	NetDMR Validated	03/31/16 10/29/15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL SWIRGE COMPANY OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	01/31/12	Scheduled	02/28/12	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL SWIRGE COMPANY OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	02/29/12	Scheduled	03/28/12	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL SWIRGE COMPANY OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	08/31/15	Scheduled	09/28/15	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL SWIRGE COMPANY OF COLORADO	300	300-I	Influent Measurements	08/31/15	Scheduled	09/28/15	NetDMR Validation Errors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL SWIRGE COMPANY OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	09/30/15	Scheduled	10/28/15	Ready for Data Entry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL SWIRGE COMPANY OF COLORADO	300	300-I	Influent Measurements	09/30/15	Scheduled	10/28/15	Ready for Data Entry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The DMRs with more than one COR were revised and resubmitted



# Individual CORs or Groups of CORs

Completed DMRs have 1 or more CORs

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

Session Lockout Timer: 29:44

Your changes have been saved.

[New Search](#) | [Refine Search](#) | [Refresh DMR Data](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs in XML](#) | [Download Checked CORs in PDF](#) | [Update NODI](#)

## DMR/COR Search Results

DMRs 1 through 23 of 23

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit Check AllOn Page Clear All	Include in Batch COR Download Check AllOn Page Clear All	Update NODI Check AllOn Page Clear All
<a href="#">View CORs</a> <a href="#">Go</a>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001				Scheduled	01/28/12	Completed	<a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">View CORs</a> <a href="#">Go</a>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001				Scheduled	01/28/12	Completed	<a href="#">03/31/16</a> <a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">View CORs</a> <a href="#">Go</a>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	300				Scheduled	01/28/12	NetDMR Validated	<a href="#">03/31/16</a> <a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit DMR</a> <a href="#">Go</a>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001				Scheduled	02/28/12	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit DMR</a> <a href="#">Go</a>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	02/29/12	Scheduled	03/28/12	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit DMR</a> <a href="#">Go</a>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	08/31/15	Scheduled	09/28/15	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit DMR</a> <a href="#">Go</a>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	300	300-I	Influent Measurements	08/31/15	Scheduled				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit DMR</a> <a href="#">Go</a>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	09/30/15	Scheduled				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit DMR</a> <a href="#">Go</a>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	300	300-I	Influent Measurements	09/30/15	Scheduled				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Easy access to individual CORs

Check these boxes then download groups of CORs



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *Search results*

- ✓ Search Results page layout
- ✓ Proof of DMR submission (*Access to Copy of Record (COR)*)

## □ Working with individual DMRs

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# Status/Next Step(s)

Status indicates what has been done and determines options

**Manage**  
Access Requests

**Search**  
All DMRs & CORs  
Permits  
Users

**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**View**  
Permits  
Users

**Download**  
Blank DMR Form

Session Lockout Timer: 29:44

Your changes have been saved.

New Search | Refine Search | Refresh DMR Data | Sign & Submit Checked DMRs | Download Checked CORs in XML | Download Checked

## DMR/COR Search Results

DMRs 1 through 23 of 23

Next Step(s)	Permit ID	Facility	Permit Type	Permit Subtype	Permit Description	Permit Start Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
<input type="button" value="View CORs"/> <input type="button" value="Go"/>	00029033	ROYAL GORGE CONCRETE OF COLORADO					Scheduled	01/28/15	Completed	10/29/15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="View CORs"/> <input type="button" value="Go"/>	00029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-Q	Quarterly Monitoring for 001A	12/31/11	Scheduled	01/28/15	Completed	03/31/16 10/29/15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="View CORs"/> <input type="button" value="Go"/>	00029033	ROYAL GORGE CONCRETE OF COLORADO	300	300-I	Influent Measurements	12/31/11	Scheduled	01/28/15	NetDMR Validated	09/30/15 10/29/15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	00029033	ROYAL GORGE CONCRETE OF COLORADO						02/28/15	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	00029033	ROYAL GORGE CONCRETE OF COLORADO						03/28/15	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	00029033	ROYAL GORGE CONCRETE OF COLORADO						09/28/15	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	00029033	ROYAL GORGE CONCRETE OF COLORADO	300	300-I	Influent Measurements	09/30/15	Scheduled	09/28/15	NetDMR Validation Errors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	00029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-A	Discharge to Hanging Bridge Run	09/30/15	Scheduled	10/28/15	Ready for Data Entry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	00029033	ROYAL GORGE CONCRETE OF COLORADO	300	300-I	Influent Measurements	09/30/15	Scheduled	10/28/15	Ready for Data Entry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Column header:  
"Status"

Column header:  
"Next Step(s)"

Picklists contain options  
for working with  
individual DMRs

Status tells  
what has  
been done  
with a DMR  
and controls  
what you  
can do next



# Search Results: Next Step Options

- Manage**  
Access Requests
- Search**  
All DMRs & CORs  
Permits  
Users
- Unscheduled DMRs**  
Unscheduled DMRs
- Import DMRs**  
Perform Import  
Check Results
- Update NODI**  
Check Results
- View**  
Permits  
Users
- Download**  
Blank DMR Form

Session Lockout Timer: 29:44

Your changes have been saved.

[New Search](#) | [Refine Search](#) | [Refresh DMR Data](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs in XML](#) | [Download Checked CORs in PDF](#) | [Update NODI](#)

## DMR/COR Search Results

DMRs 1 through 23 of 23

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
View CORs Go	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	01/28/12	Completed	<a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View CORs Go	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-Q	Quarry	01/28/12	Completed	<a href="#">03/31/16</a> <a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View CORs Go	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	300-I	300-I	Influent Measurements	12/31/11	Scheduled		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	01/31/12	Scheduled		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	02/29/12	Scheduled		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	08/31/15	Scheduled		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	300	300-I	Influent Measurements	08/31/15	Scheduled		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	09/30/15	Scheduled		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	300	300-I	Influent Measurements	09/30/15	Scheduled		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Options:  
Sign & Submit  
or  
Edit

Validated DMR

- Edit DMR
- Edit DMR
- Sign and Submit DMR

Edit DMR  
Go

NetDMR Validated



# Search Results: Next Step Options

**Manage**  
Access Requests

**Search**  
All DMRs & CORs  
Permits  
Users

**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**View**  
Permits  
Users

**Download**  
Blank DMR Form

Logout Timer: 29:44

✔ Your changes have been saved.

**DMR/COR Search Results**

DMRs 1 through 23 of 23

Next Step(s)	Perm	Discharge	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch COR Download	Update NODI
View CORs Go	CO0029033	001	001-A	Scheduled	01/28/12	Completed	10/29/15	<input type="checkbox"/>	<input type="checkbox"/>
View CORs Go	CO0029033	001	001-Q	Scheduled	01/28/12	Completed	03/31/16 10/29/15	<input type="checkbox"/>	<input type="checkbox"/>
View CORs Go	CO0029033	300	300-I	Scheduled	01/28/12	NetDMR Validated	03/31/16 10/29/15	<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	001	001-A	Scheduled	02/28/12	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	001	001-A	Scheduled	03/28/12	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	001	001-A	Scheduled	09/28/15	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	300	300-I	Scheduled	09/28/15	NetDMR Validation Errors		<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	001	001-A	Scheduled	10/28/15	Ready for Data Entry		<input type="checkbox"/>	<input type="checkbox"/>
Edit DMR Go	CO0029033	300	300-I	Scheduled	10/28/15	Ready for Data Entry		<input type="checkbox"/>	<input type="checkbox"/>

**Options:**  
Access COR  
or  
Correct DMR

**Completed DMR**



# Protect your “Completed” DMRs

**Manage**  
Access Requests

**Search**  
All DMRs & CORs  
Permits  
Users

**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**View**  
Permits  
Users

**Download**  
Blank DMR Form

Session Lockout Timer: 29:44

Your changes have been saved.

[New Search](#) | [Data](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs in XML](#) | [Download Checked CORs in PDF](#) | [Update NODI](#)

DMR/COR Search Results

DMRs 1 through 23 of 23

Next Step(s)	Permit	Discharge	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
<a href="#">View CORs</a> <a href="#">Go</a>	CO0029033	001-A	Discharge to	12/31/11	Scheduled	01/28/12	Completed	<a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">View CORs</a> <a href="#">Go</a>	CO0029033	001-Q	Quarterly Monitoring for 001A	12/31/11	Scheduled	01/28/12	Completed	<a href="#">03/31/16</a> <a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">View CORs</a> <a href="#">Go</a>	CO0029033	001-I	Influent Measurements	12/31/11	Scheduled	01/28/12	NetDMR Validated	<a href="#">03/31/16</a> <a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Edit DMR</a> <a href="#">Go</a>	CO0029033				Scheduled	02/28/12	NetDMR Validated		<input type="checkbox"/>		<input type="checkbox"/>
<a href="#">Edit DMR</a> <a href="#">Go</a>	CO0029033				Scheduled	03/28/12	NetDMR Validated		<input type="checkbox"/>		<input type="checkbox"/>
<a href="#">Edit DMR</a> <a href="#">Go</a>	CO0029033				Scheduled	09/28/15	NetDMR Validated		<input type="checkbox"/>		<input type="checkbox"/>
<a href="#">Edit DMR</a> <a href="#">Go</a>	CO0029033				Scheduled	09/28/15	NetDMR Validation Errors		<input type="checkbox"/>		<input type="checkbox"/>
<a href="#">Edit DMR</a> <a href="#">Go</a>	CO0029033				Scheduled	10/28/15	Ready for Data Entry				<input type="checkbox"/>
<a href="#">Edit DMR</a> <a href="#">Go</a>	CO0029033	300	300-1 Influent Measurements	09/30/15	Scheduled	10/28/15	Ready for Data Entry				<input type="checkbox"/>

Ignore this pick list unless you must submit a revised (corrected) DMR



# Search Results: Next Step Options

**Manage**  
Access Requests

**Search**  
All DMRs & CORs  
Permits  
Users

**Unscheduled DMRs**  
Unscheduled DMRs

**Import DMRs**  
Perform Import  
Check Results

**Update NODI**  
Check Results

**View**  
Permits  
Users

**Download**  
Blank DMR Form

Session Lockout Timer: 29:44

Your changes have been saved.

[New Search](#) | [Refine Search](#) | [Refresh DMR Data](#) | [Sign & Submit Checked DMRs](#) | [Download Checked CORs in XML](#) | [Download Checked CORs in PDF](#) | [Update NODI](#)

## DMR/COR Search Results

DMRs 1 through 23 of 23

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download	Update NODI
											<input type="checkbox"/> Check AllOn Page <input type="button" value="Clear All"/>	<input type="checkbox"/> Check AllOn Page <input type="button" value="Clear All"/>	<input type="checkbox"/> Check AllOn Page <input type="button" value="Clear All"/>
<input type="button" value="View CORs"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	12/31/11	Scheduled	01/28/12	Completed	<a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="View CORs"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-Q	Quarterly Monitoring for 001A	12/31/11	Scheduled	01/28/12	Completed	<a href="#">03/31/16</a> <a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="View CORs"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	300	300-I	Influent Measurement			01/28/12	NetDMR Validated	<a href="#">03/31/16</a> <a href="#">10/29/15</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack			02/28/12	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	02/29/12	Scheduled	03/28/12	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	08/31/15	Scheduled	09/28/15	NetDMR Validated		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	300	300-I	Influent Measurements	08/31/15	Scheduled	09/28/15	NetDMR Validation Errors		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	001	001-A	Discharge to Hanging Bridge Stack	09/30/15	Scheduled	10/28/15	Ready for Data Entry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	CO0029033	ROYAL GORGE CONCRETE OF COLORADO	300	300-I	Influent Measurements	09/30/15	Scheduled	10/28/15	Ready for Data Entry		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Only one option:  
Edit DMR

Begin working  
on a Blank DMR

Click "Go"



# eDMR

## Ready for Data Entry

Home | My Account | Request Access | Help | Logout User: netdmrtraining33@gmail.com, Permittee User

**Colorado DPH WQCD**

---

**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: 29:41

---

[Clear Parameter Fields](#) | 
 [Save & Continue](#) | 
 [Save & Exit](#) | 
 [Sign & Submit](#) | 
 [Print Friendly View](#) | 
 [Cancel/Back to Search Results](#)

### Edit DMR

<b>Permit</b>	
Permit ID:	COG500115
Permittee:	LaFarge West Inc
Facility:	COTTONWOOD PIT
Permitted Feature:	003 - External Outfall
Major:	<input type="checkbox"/>
Permittee Address:	10170 Church Ranch Way Wesminster, CO 80021
Facility Location:	2002 CR 20 1/2 LONGMONT, CO 80501
Discharge:	A - PRIOR TO SMITH & EMMONS DITCH
Report Dates & Status	
Monitoring Period:	From 04/01/11 to 06/30/11
Status:	Ready for Data Entry
DMR Due Date:	07/28/11
<b>Considerations for Form Completion</b>	
OIL & GREASE - SEE PART I.D.20, PAGE 15.	
<b>Principal Executive Officer</b>	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Title:	<input type="text"/>
Telephone:	<input type="text"/>
<b>No Data Indicator (NODI)</b>	
Form NODI:	<input type="text"/>

Parameter Code ▲	Name	NODI <input type="button" value="List"/>	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis <input type="button" value="List"/>	Smpl. Type <input type="button" value="List"/>
			Value 1	Value 2	Units	Value 1	Value 2	Value 3			
00400	pH	Smpl.				= <input type="text"/>		= <input type="text"/>	SU <input type="button" value="List"/>		
1 - Effluent Gross											
Season:	0	Req.				>= 6.5 Minimum		<= 9 Maximum	Standard Units	Twice Per Month	GRAB
NODI:	<input type="text"/>	NODI				<input type="text"/>		<input type="text"/>			
00530	Solids, total suspended	Smpl.					= <input type="text"/>	= <input type="text"/>	mg/L <input type="button" value="List"/>		
1 - Effluent Gross											
Season:	0	Req.					<= 30 30 Day Average	<= 45 Maximum 7 Day Average	Milligrams per Liter	Twice Per Month	GRAB
NODI:	<input type="text"/>	NODI					<input type="text"/>	<input type="text"/>			
03582	Oil and grease	Smpl.						= <input type="text"/>	mg/L <input type="button" value="List"/>		
1 - Effluent Gross											
Season:	0	Req.						<= 10 Instantaneous Maximum	Milligrams per Liter	Contingent	GRAB
NODI:	<input type="text"/>	NODI						<input type="text"/>			
50050	Flow, in conduit or thru treatment plant	Smpl.	= <input type="text"/>	= <input type="text"/>	MGD <input type="button" value="List"/>						
1 - Effluent Gross											
Season:	0	Req.	Req Mon 30 Day Average	Req Mon Daily Maximum	Million Gallons per Day					Continuous	RCORDR
NODI:	<input type="text"/>	NODI	<input type="text"/>	<input type="text"/>							
84066	Oil and grease visual	Smpl.		= <input type="text"/>	Y=1;N=0 <input type="button" value="List"/>						
1 - Effluent Gross											
Season:	0	Req.		Req Mon Instantaneous Maximum	Yes=1; No=0					Twice Per Month	VISUAL
NODI:	<input type="text"/>	NODI		<input type="text"/>							

**Edit Check Errors**  
No results.

**Comments**

**Attachments**  
  
No results.

**Report Last Saved By**  
User:  
Name:  
E-Mail:  
Date/Time: 06/27/11 2:20 MDT

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

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## NetDMR Training Program

### Using NetDMR

# *Working with DMRs*

- ✓ Searching for DMRs
- ✓ Search Results
- The eDMR
  - Error Scan
  - Attachments
  - Processing Groups of DMRs
  - Tracking DMRs to Completion

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## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *The eDMR*

## □ Action commands

- Header
- eDMR -vs- paper
- Tricky data
- Body
- Footer

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# eDMR Commands

➤ Initiate processes

➤ Affects DMR or how it is displayed

Home | My Account | Request Access | Help | Logout User: netdmrtraining33@gmail.com, Permittee User

**Colorado DPH WQCD**

Clear Parameter Fields | Save & Continue | Save & Exit | Sign & Submit | Print Friendly View | Cancel/Back to Search Results

**Edit DMR**

<b>Permit</b>		<b>Major:</b> <input type="checkbox"/>									
<b>Permit ID:</b>	COG500115	<b>Permittee Address:</b>	10170 Church Ranch Way								
<b>Permittee:</b>	LaFarge West Inc		Wesminster, CO 80021								
<b>Facility:</b>	COTTONWOOD PIT	<b>Facility Location:</b>	2002 CR 20 1/2								
			LONGMONT, CO 80501								
<b>Permitted Feature:</b>	003 - External Outfall	<b>Discharge:</b>	A - PRIOR TO SMITH & EMMONS DITCH								
<b>Report Dates &amp; Status</b>		<b>DMR Due Date:</b> 07/28/11									
<b>Monitoring Period:</b>	From 04/01/11 to 06/30/11										
<b>Status:</b>	Ready for Data Entry										
<b>Considerations for Form Completion</b>											
OIL & GREASE - SEE PART I.D.20, PAGE 15.											
<b>Principal Executive Officer</b>											
<b>First Name:</b>	<input type="text"/>	<b>Last Name:</b>	<input type="text"/>								
<b>Title:</b>	<input type="text"/>	<b>Telephone:</b>	<input type="text"/>								
<b>No Data Indicator (NODI)</b>											
<b>Form NODI:</b>	<input type="text"/>										
Parameter Code ▲	Name	NODI <input type="button" value="List"/>	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis <input type="button" value="List"/>	Smpl. Type <input type="button" value="List"/>
			Value 1	Value 2	Units	Value 1	Value 2	Value 3			
00400	pH	Smpl.				= <input type="text"/>		= <input type="text"/>	SU <input type="button" value="List"/>		
1 - Effluent Gross											
Season: 0		Req.				>= 6.5 Minimum		<= 9 Maximum	Standard Units	Twice Per Month	GRAB
NODI: <input type="text"/>		NODI				<input type="text"/>		<input type="text"/>			
00530	Solids, total suspended	Smpl.					= <input type="text"/>	= <input type="text"/>	mg/L <input type="button" value="List"/>		
1 - Effluent Gross											
Season: 0		Req.					<= 30 30 Day Average	<= 45 Maximum 7 Day Average	Milligrams per Liter	Twice Per Month	GRAB
NODI: <input type="text"/>		NODI					<input type="text"/>	<input type="text"/>			
03582	Oil and grease	Smpl.						= <input type="text"/>	mg/L <input type="button" value="List"/>		
1 - Effluent Gross											
Season: 0		Req.						<= 10 Instantaneous Maximum	Milligrams per Liter	Contingent	GRAB
NODI: <input type="text"/>		NODI						<input type="text"/>			
50050	Flow, in conduit or thru treatment plant	Smpl.	= <input type="text"/>	= <input type="text"/>	MGD <input type="button" value="List"/>						
1 - Effluent Gross											
Season: 0		Req.	Req Mon 30 Day Average	Req Mon Daily Maximum	Million Gallons per Day					Continuous	RCORDR
NODI: <input type="text"/>		NODI	<input type="text"/>	<input type="text"/>							
84066	Oil and grease visual	Smpl.			Y=1;N=0 <input type="button" value="List"/>						
1 - Effluent Gross											
Season: 0		Req.		Req Mon Instantaneous Maximum	Yes=1; No=0					Twice Per Month	VISUAL
NODI: <input type="text"/>		NODI		<input type="text"/>							

# eDMR Actions

**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: 29:20

 View All

 Clear Parameter Fields

 Save & Continue

 Save & Exit

 Sign & Submit

 Print Friendly View

 Cancel/Back to Search Results

 Edit DMR

Collapse Header

Permit

Permit ID: COG588072

Major

## *Action commands act on the whole DMR!*

- View All –displays whole DMR on one page
- Clear Parameters – clears form (does not affect saved data)
- Save and Continue – saves current state of DMR, checks for errors & resets clock
- Save and Exit – saves DMR & returns to search results page (does check for errors)
- Sign and Submit – one way to Sign & Submit an individual DMR
- Print Friendly View – formats DMR for better printing (use for QA not official recordkeeping)
- Cancel/Back to Search Results – delete any unsaved changes return to search results



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *The eDMR*

✓ Action commands

□ Header

□ eDMR -vs- paper

□ Tricky data

□ Body

□ Footer

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# eDMR Header

Permit and DMR information.

Home | My Account | Request Access | Help | Logout

NetDMR Colorado DPH WQCD

User: netdmrtraining33@gmail.com, Permittee User

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: 29:41

Clear Parameter Fields | Save & Continue | Save & Exit | Sign & Submit | Print Friendly View | Cancel/Back to Search Results

**Edit DMR**

Collapse Header

Permit ID: [text] Major: [checkbox]  
 Permittee: [text] Permittee Address: [text]  
 Facility: [text] Facility Location: [text]  
 Permitted Feature: 003 - External Outfall Discharge: A - PRIOR TO SMITH & EMMONS DITCH  
 Report Dates & Status Monitoring Period: From 04/01/11 to 06/30/11 DMR Due Date: 07/28/11  
 Status: Ready for Data Entry  
 Considerations for Form Completion OIL & GREASE - SEE PART I.D.20, PAGE 15.  
 Principal Executive Officer  
 First Name: [text] Last Name: [text]  
 Title: [text] Telephone: [text]  
 No Data Indicator (NODI) Form NODI: [dropdown]

Parameter Code	Name	NODI	Quantity or Loading			Quality or Concentration			# of	Freq. of	Test
			Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units	Sample	Type
00400	pH	Req.				=		=	Standard Units	Twice Per Month	GRAB
1 - Effluent Gross											
Season: 0 Req. == 6.5 Minimum <= 9 Maximum											
NODI: [dropdown]											
00530	Solids, total suspended	Req.							mg/L	Twice Per Month	GRAB
1 - Effluent Gross											
Season: 0 Req. <= 30 30 Day Average <= 45 Maximum 7 Day Average											
NODI: [dropdown]											
03582	Oil and grease	Req.							mg/L	Contingent	GRAB
1 - Effluent Gross											
Season: 0 Req. <= 10 Instantaneous Maximum											
NODI: [dropdown]											
90050	Flow, in conduit or thru treatment plant	Req.			MOD					Continuous	RECORD
1 - Effluent Gross											
Season: 0 Req. Req Mon 30 Day Average Req Mon Daily Maximum Million Gallons per Day											
NODI: [dropdown]											
84066	Oil and grease visual	Req.			Y=1; N=0					Twice Per Month	VISUAL
1 - Effluent Gross											
Season: 0 Req. Req Mon Instantaneous Maximum											
NODI: [dropdown]											

Edit Check Errors  
 No results.

Comments  
 [text area]

Attachments  
 Add Attachment  
 No results.

Report Last Saved By  
 User:  
 Name:  
 E-Mail:  
 Date/Time: 06/27/11 2:20 MDT

Save & Continue | Save & Exit | Sign & Submit | Cancel/Back to Search Results

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# Paper vs Electronic DMRs

View All | 
 Clear Parameter Fields | 
 Save & Continue | 
 Save & Exit | 
 Sign & Submit | 
 Print Friendly View | 
 Cancel/Back to Search Results

Edit DMR

Expand Header

Permit ID: [001A](#) | Permitted Feature ID: 001A | Discharge: 3 | Monitoring End Date: 09/30/16 | DMR Due Date: 10/28/16 | Status: Ready for Data Entry

Form NODI:

Header

Showing Parameters 1 - 10 of 35

Parameter Code ▲	Name	NODI <small>List</small>	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis <small>List</small>	Smpl. Type <small>List</small>	
			Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units				
00400	pH	Smpl.				= ▼		= ▼	SU ▼		01/07 ▼	GR ▼	
1 - Effluent Gross													
Season: 0			Req.				>= 6.5 Minimum		<= 9 Maximum	Standard Units		Weekly	GRAB
NODI: ▼		NODI				▼		▼					
00530	Solids, total suspended	Smpl.				= ▼		= ▼	mg/L ▼		01/30 ▼	GR ▼	
1 - Effluent Gross													
Season: 0			Req.				<= 75 30 Day Average		<= 110 Maximum 7 Day Average	Milligrams per Liter		Monthly	GRAB
NODI: ▼		NODI				▼		▼					
00610	Nitrogen, ammonia total [as N]	Smpl.				= ▼		= ▼	mg/L ▼		01/30 ▼	GR ▼	
1 - Effluent Gross													
Season: 9			Req.				<= 2.3 30 Day Average		<= 8.7 Daily Maximum	Milligrams per Liter		Monthly	GRAB
NODI: ▼		NODI				▼		▼					
01000	Arsenic, dissolved [as As]	Smpl.				= ▼		= ▼	ug/L ▼		01/30 ▼	GR ▼	
1 - Effluent Gross													
Season: 0			Req.				<= .02 30 Day Average		<= 340 Daily Maximum	Micrograms per Liter		Monthly	GRAB
NODI: ▼		NODI				▼		▼					



## NetDMR Training Program

- ❑ Using NetDMR
  - ❖ Working with DMRs

# *The eDMR*

- ✓ Action commands
- ✓ Header
- ❑ eDMR -vs- paper
- ❑ Tricky data
- ❑ Body
- ❑ Footer

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# Paper vs Electronic DMRs

Expand Header

Permit ID: 001-A | Permitted Feature ID: 001 | Discharge: A | Monitoring End Period: 09/30/13 | DMR Due Date: 10/28/13 | Status: NetDMR Validated

Form NODI: No Discharge

Parameter Code ▲	Name	NODI <input type="checkbox"/>	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis <input type="checkbox"/>	Smpl. Type <input type="checkbox"/>	
			Value 1	Value 2	Units	Value 1	Value 2	Value 3				Units
00400	pH	<input type="checkbox"/>				<input type="text" value=""/>		<input type="text" value=""/>	<input type="text" value="SU"/>	<input type="text" value=""/>	<input type="text" value="01/07"/>	<input type="text" value="IS"/>
	1 - Effluent Gross	<input type="checkbox"/>				>= 6.5 Minimum		<= 9 Maximum	Standard Units		Weekly	INSITU
	Season: 0	<input type="checkbox"/>				<input type="text" value=""/>		<input type="text" value=""/>				
	NODI: <input type="checkbox"/>	<input type="checkbox"/>				<input type="text" value=""/>		<input type="text" value=""/>				

- Permit #/ID
- Permitted feature
- Discharge
- Monitoring period end (MPED)
- Parameter Info
- Data Value Fields
- Whole form NODI/"No Discharge"

PERMITTEE NAME/ADDRESS (Include Facility Name/Location if Different)

NAME: 001-A | 001-A | DMR Mailing ZIP CODE: 80223

ADDRESS: PERMIT NUMBER | DISCHARGE NUMBER | MINOR

FACILITY: MONITORING PERIOD | MONITORING PERIOD | Discharge to Surface Waters

LOCATION: MM/DD/YYYY | MM/DD/YYYY | External Outfall

ATTN: No Discharge

PARAMETER		QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		VALUE	VALUE	UNITS	VALUE	VALUE	VALUE			
pH	SAMPLE MEASUREMENT	*****	*****	*****	<input type="text" value=""/>	*****	<input type="text" value=""/>			
00400 10 Effluent Gross	PERMIT REQUIREMENT	*****	*****	*****	6.5 MINIMUM	*****	9 MAXIMUM	SU	Weekly	INSITU
Solids, total suspended	SAMPLE	*****	*****	*****	*****	*****	*****			



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *The eDMR*

- ✓ Edit DMR
- ✓ Action commands
- ✓ Header
- ✓ eDMR -vs- paper
- Tricky data
  - Body
  - Footer

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## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs
    - The eDMR

# *Tricky Data*

## □ About NODI codes

- Data value field & NODI pick box pairs
- Reporting “non-detect” lab results
- Conditional monitoring

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# NODI (No Data Indicator) Codes

NODI Code	Description	Permit violation?	Explanation required?
1	Wrong Flow	Yes	Yes
2	Operation Shutdown	No	No
3	Special Report Attached (meaningless in Colorado -- don't use)	N/A	N/A
4	Discharge to Lagoon/Groundwater	No	No
5	Frozen Conditions	Maybe	Yes
7	No Influent	No	No
8	Other (See Comments)	Yes	Yes
9	Conditional Monitoring - Not Required This Period	No	No
A	General Permit Exemption	No	No
B	Below Detection Limit / No Detection (see notes below for when to use this code)	No	No
C	No Discharge	No	No
D	Lost Sample / Data Not Available	Yes	Yes
E	Analysis Not Conducted / No Sample	Yes	Yes
F	Insufficient Flow for Sampling	Maybe	Yes
G	Sampling Equipment Failure	Yes	Yes
H	Invalid Test	Yes	Yes
I	Land Applied	No	No
J	Recycled - Water-Closed System	No	No
K	Natural Disaster	Maybe	Yes
L	DMR Received but not Entered (Regulatory Authority (RA) / Division use only)	Yes	N/A
M	Laboratory Error	Yes	Yes
N	Not Constructed	Maybe	Yes
Q	Not Quantifiable	Maybe	Yes
S	Fire Conditions	Maybe	Yes
V	Weather Related	Maybe	Yes
W	Dry Lysimeter / Well	No	No
X	Parameter / Value Not Reported (Regulatory Authority (RA) / Division use only)	Yes	N/A

Compliance Violation: <input type="checkbox"/>	Monitoring Not Possible: <input type="checkbox"/>	Monitoring Exemption: <input type="checkbox"/>
Some Non-Detect Situations (see notes): <input type="checkbox"/>	Do Not Use: <input type="checkbox"/>	



# NODI (No Data Indicator) Codes

NODI Code	Description	Permit violation?	Explanation required?
1	Wrong Flow	Yes	Yes
2	Operation Shutdown	No	No
3	Special Report Attached (meaningless in Colorado -- don't use)	N/A	N/A
4	Discharge to Lagoon/Groundwater	No	No
5	Frozen Conditions	Maybe	Yes
7	No Influent	No	No
8	Other (See Comments)	Yes	Yes
9	Conditional Monitoring - Not Required This Period	No	No
A	General Permit Exemption	No	No
B	Below Detection Limit/No Detection (see notes below for when to use this code)	No	No
C	No Discharge	No	No
D	Low Sample/Data Not Available	Yes	Yes
E	Analysis Not Conducted/No Sample	Yes	Yes
F	Insufficient Flow for Sampling	Maybe	Yes
G	Sampling Equipment Failure	Yes	Yes
H	Invalid Test	Yes	Yes
I	Land Applied	No	No
J	Water-Closed System	No	No
K	Natural Disaster	Maybe	Yes
L	DMR Received but not Entered (Regulatory Authority (RA) / Division use only)	Yes	N/A
M	Laboratory Error	Yes	Yes
N	Not Constructed	Maybe	Yes
Q	Not Quantifiable	Maybe	Yes
S	Weather Related	Maybe	Yes
W	Dry Lysimeter /Well	No	No
X	Parameter /Value Not Reported (Regulatory Authority (RA) / Division use only)	Yes	N/A

NODI = **NO** Data Indicator code

Reasons for not having data to report

Some reasons are permit violations

Some reasons must be explained in a cover letter attached to the DMR

Compliance Violation:  Monitoring Not Possible:  Monitoring Exemption:   
 Some Non-Detect Situations (see notes):  Do Not Use:



# NODI (No Data Indicator) Codes

NODI Code	Description	Permit violation?	Explanation required?
1	Wrong Flow		
2	Operation Shutdown		
3	Special Report Attached (meaningless in Colorado)		
4	Discharge to Lagoon/Groundwater		
5	Frozen Conditions		
7	No Influent		
8	Other (See Comments)	Yes	Yes
9	Conditional Monitoring - Not Required This Period	No	No
A	General Permit Exemption	No	No
B	Below Detection Limit/No Detection (see notes below for when to use this code)	No	No
C	No Discharge	No	No
D	Lost Sample/Data Not Available	Yes	Yes
E	Analysis Not Conducted/No Sample	Yes	Yes
F	Insufficient Flow for Sampling	Maybe	Yes
G	Sampling Equipment Failure	Yes	Yes
H	Invalid Test	Yes	Yes
I	Land Applied	No	No
J	Recycled - Water-Closed System	No	No
K	Natural Disaster	Maybe	Yes
L	DMR Received but not Entered (Regulatory Authority (RA) / Division use only)	Yes	N/A
M	Laboratory Error	Yes	Yes
N	Not Constructed	Maybe	Yes
Q	Not Quantifiable	Maybe	Yes
S	Fire Conditions	Maybe	Yes
V	Weather Related	Maybe	Yes
W	Dry Lysimeter /Well	No	No
X	Parameter /Value Not Reported (Regulatory Authority (RA) / Division use only)	Yes	N/A

Compliance Violation: <input type="checkbox"/>	Monitoring Not Possible: <input type="checkbox"/>	Monitoring Exemption: <input type="checkbox"/>
Some Non-Detect Situations (see notes): <input type="checkbox"/>	Do Not Use: <input type="checkbox"/>	

Green -- Monitoring exemptions described in permit (only have to be claimed not explained)

Red -- permit violations must be explained

Yellow -- Situations beyond your control must be explained

Grey -- Do not use!



# NODIS that indicate monitoring exemptions

- Circumstances defined in permit that exempt you from a monitoring requirement.
- Claim the exemption by choosing the appropriate NODI code

NODI Code	Description	Permit violation?	Explanation required?
1	Wrong Flow	Yes	Yes
2	Operation Shutdown	No	No
3	Special Report Attached (meaningless in D)	N/A	N/A
4	Discharge to Lagoon/Groundwater	No	No
5	Frozen Conditions	Maybe	Yes
7	No Influent	No	No
8	Other (See Comments)	Yes	Yes
9	Conditional Monitoring - Not Required This Period	No	No
A	General Permit Exemption	No	No
B	Below Detection Limit/No Detection (see notes below for when to use this code)	No	No
C	No Discharge	No	No
D	Lost Sample/Data Not Available	Yes	Yes
E	Analysis Not Conducted/No Sample	Yes	Yes
F	Insufficient Flow for Sampling	Maybe	Yes
G	Sampling Equipment Failure	Yes	Yes
H	Invalid Test	Yes	Yes
I	Land Applied	No	No
J	Recycled - Water-Closed System	No	No
K	Natural Disaster	Maybe	Yes
L	DMR Received but not Entered (Regulatory Authority (RA) / Division use only)	Yes	N/A
M	Laboratory Error	Yes	Yes
N	Not Constructed	Maybe	Yes
Q	Not Quantifiable	Maybe	Yes
S	Fire Conditions	Maybe	Yes
V	Weather Related	Maybe	Yes
W	Dry Lysimeter / Well	No	No
X	Parameter / Value Not Reported (Regulatory Authority (RA) / Division use only)	Yes	N/A

Green --  
Monitoring  
exemptions

Compliance Violation:  Monitoring Not Possible:  Monitoring Exemption:

Some Non-Detect Situations (see notes):  Do Not Use:



# NODIs that indicate violations

- Explain the circumstances in a cover letter
- What happened, and why.
- When it happened and how long in violation.
- What you did to minimize the impact,
- What you are doing to make sure that it doesn't happen again.

NODI Code	Description	Permit violation?	Explanation required?
1	Wrong Flow	Yes	Yes
2	Operation Shutdown	No	No
3	Special Report Attached (meaningless in Colorado -- don't use)	N/A	N/A
4	Discharge to Lagoon/Groundwater	No	No
5	Frozen Conditions	Maybe	Yes
7	No Influent	No	No
8	Other (See Comments)	Yes	Yes
9	Conditional Monitoring - Not Required This Period	No	No
A	General Permit Exemption	No	No
B	Below Detection Limit /No Detection (see notes below for when to use this code)	No	No
C	No Discharge	No	No
D	Lost Sample/Data Not Available	Yes	Yes
E	Analysis Not Conducted/No Sample	Yes	Yes
F	Insufficient Flow for Sampling	Maybe	Yes
G	Sampling Equipment Failure	Yes	Yes
H	Invalid Test	Yes	Yes
I	Land Applied	No	No
J	Recycled - Water-Closed System	No	No
K	Natural Disaster	Maybe	Yes
L	DWR Received but not Entered (Regulatory Authority (RA) / Division use only)	Yes	N/A
M	Laboratory Error	Yes	Yes
N	Not Constructed	Maybe	Yes
Q	Not Quantifiable	Maybe	Yes
S	Fire Conditions	Maybe	Yes
V	Weather Related	Maybe	Yes
W	Dry Lysimeter /Well	No	No
X	Parameter / Value Not Reported (Regulatory Authority (RA) / Division use only)	Yes	N/A

Red -- permit violations

Compliance Violation:  Monitoring Not Possible:  Monitoring Exemption:

Some Non-Detect Situations (see notes):  Do Not Use:



# NODIs indicating monitoring not possible

- Attach cover letter that explains why you could not monitor
- Describe when and how long the event lasted
- Describe anything you did to minimize impact and prevent future occurrences

NODI Code	Description	Permit violation?	Explanation required?
1	Wrong Flow	Yes	Yes
2	Operation Shutdown	No	No
3	Special Report Attached (meaningless in Colorado -- don't use)	N/A	N/A
4	Discharge to Lagoon/Groundwater	No	No
5	Frozen Conditions	Maybe	Yes
7	No Influent	No	No
8	Other (See Comments)	Yes	Yes
9	Conditional Monitoring - Not Required This Period	No	No
A	General Permit Exemption	No	No
B	Below Detection Limit/No Detection (see notes)	No	No
C	No Discharge	No	No
D	Lost Sample/Data Not Available	Yes	Yes
E	Analysis Not Conducted/No Sample	Yes	Yes
F	Insufficient Flow for Sampling	Maybe	Yes
G	Sampling Equipment Failure	Yes	Yes
H	Invalid Test	Yes	Yes
I	Land Applied	No	No
J	Recycled - Water-Closed System	No	No
K	Natural Disaster	Maybe	Yes
L	DMR Received but not Entered (Regulatory Authority (RA) / Division use only)	Yes	N/A
M	Laboratory Error	Yes	Yes
N	Not Constructed	Maybe	Yes
Q	Not Quantifiable	Maybe	Yes
S	Fire Conditions	Maybe	Yes
V	Weather Related	Maybe	Yes
W	Dry Lysimeter / Well	No	No
X	Parameter / Value Not Reported (Regulatory Authority (RA) / Division use only)	Yes	N/A

Yellow -- Situations that made monitoring impossible

Compliance Violation:  Monitoring Not Possible:  Monitoring Exemption:

Some Non-Detect Situations (see notes):  Do Not Use:



# Frequently used NODI codes

NODI Code	Description	Permit violation?	Explanation required?
1	Wrong Flow	Yes	Yes
2	Operation Shutdown	Yes	Yes
3	Special Report Attached (Regulatory Authority (RA) / Division use only)	Yes	Yes
4	Discharge to Lagoon/Groundwater	Yes	Yes
5	Frozen Conditions	Yes	Yes
7	No Influent	No	No
8	Other (See Comments)	Yes	Yes
9	Conditional Monitoring - Not Required This Period	No	No
A	General Permit Exemption	No	No
B	Below Detection Limit/No Detection (see notes below for when to use this code)	No	No
C	No Discharge	No	No
D	Lost Sample/Data Not Available	Yes	Yes
E	Analysis Not Conducted/No Sample	Yes	Yes
F	Insufficient Flow for Sampling	Maybe	Yes
G	Sampling Equipment Failure	Yes	Yes
H	Invalid Test	Yes	Yes
I	Land Applied	No	No
J	Recycled - Water-Closed System	No	No
K	Natural Disaster	Maybe	Yes
L	DMR Received but not Entered (Regulatory Authority (RA) / Division use only)	Yes	N/A
M	Laboratory Error	Yes	Yes
N	Not Constructed	Maybe	Yes
Q	Not Quantifiable	Maybe	Yes
S	Fire Conditions	Maybe	Yes
V	Weather Related	Maybe	Yes
W	Dry Lysimeter/Well	No	No
X	Parameter/Value Not Reported (Regulatory Authority (RA) / Division use only)	Yes	N/A

**No Influent - use when reporting no flow into your facility (300-I DMRs only)**

Discussed later

Discussed next

**No Discharge - use when nothing flowed out of your facility/area of responsibility**

**Dry monitoring well - groundwater sampling**

Compliance Violation:  Monitoring Not Possible:  Monitoring Exemption:   
 Some Non-Detect Situations (see notes):  Do Not Use:



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs
    - The eDMR

# Tricky Data

✓ About NODI codes

□ Data value field & NODI pick box pairs

□ Reporting “non-detect” lab results

□ Conditional monitoring

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# Enter data or choose a reason for no data (NODI)

Expand Header

Permit ID: COG500115 | Permitted Feature ID: 006 | Discharge: A | Monitoring End Period: 09/30/11 | DMR Due Date: 10/28/11 | Status: Ready for Data Entry

Form NODI:

Parameter	NODI	Units	Value 1	Value 2	Value 3	Units	# of Ex.	Freq. of Analysis	Smpl. Type
00400 pH	Smpl.		<input type="text"/>			SU		02/30	GR
1 - Effluent Gross	Req.		>= 6.5 Minimum	<= 9 Maximum		Standard Units		Twice Per Month	GRAB
Season: 0	NODI		<input type="text"/>						
00530 Solids, total suspended	Smpl.					mg/L		02/30	GR
1 - Effluent Gross	Req.							Twice Per Month	GRAB
Season: 0	NODI								
03582 Oil and grease	Smpl.							77/77	GR
1 - Effluent Gross	Req.							Contingent	GRAB
Season: 0	NODI								
50050 Flow, in conduit or thru treatment plant	Smpl.							99/99	RC
1 - Effluent Gross	Req.							Continuous	RCORDR
Season: 0	NODI								
84066 Oil and grease visual	Smpl.							02/30	VI
1 - Effluent Gross	Req.							Twice Per Month	VISUAL
Season: 0	NODI								

Enter data into value fields

Either/Or  
Never leave both blank, & never put information into both!

Or  
Provide a reason why you don't have data by picking the NODI code that describes why you have no data



# Value field /NODI pair

Expand Header  
 Permit ID: COG500115 | Permitted Feature ID: 006 | Discharge: A | Monitoring End Period: 09/30/11 | DMR Due Date: 10/28/11 | Status: Ready for Data Entry

Form NODI:

Parameter Code	Parameter Name	NODI	Value 1	Units	Value 2	Units	# of Ex.	Freq. of Analysis	Smpl. Type
00400	pH	Smpl.	=			SU		02/30	GR
1 - Effluent Gross						List			
Season: 0		Req.	>= 6.5 Minimum		<= 9 Maximum	Standard Units		Twice Per Month	GRAB
NODI:		NODI							
00530	Solids, total suspended	Smpl.	=		=	mg/L		02/30	GR
1 - Effluent Gross						List			
Season: 0		Req.	<= 30 30 Day Average		<= 45 Maximum 7 Day Average	Milligrams per Liter		Twice Per Month	GRAB
NODI:		NODI							
03582	Oil and grease	Smpl.			=	mg/L		77/77	GR
1 - Effluent Gross						List			
Season: 0		Req.			<= 10 Instantaneous Maximum	Milligrams per Liter		Contingent	GRAB
NODI:		NODI							
50050	Flow, in conduit or thru treatment plant	Smpl.	=		=	MGD		89/99	RC
1 - Effluent Gross						List			
Season: 0		Req.	Req Mon 30 Day Average	Req Mon Daily Maximum	Million Gallons per Day			Continuous	RCORDR
NODI:		NODI							
84066	Oil and grease visual	Smpl.	=		Y=1;N=0			02/30	VI
1 - Effluent Gross					List				
Season: 0		Req.	Req Mon Instantaneous Maximum	Yes=1; No=0				Twice Per Month	VISUAL
NODI:		NODI							

Always come in pairs

Value field

Value field NODI Picklist



# Value field /NODI pairs

Expand Header  
 Permit ID: COG500115 | Permitted Feature ID: 006 | Discharge: A | Monitoring End Period: 09/30/11 | DMR Due Date: 10/28/11 | Status: Ready for Data Entry

Form NODI:

Parameter Code	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	Value 3	Units					
00400	pH	Smpl.				=			=		SU		02/30	GR
1 - Effluent Gross											List			
Season: 0		Req.				>= 6.5 Minimum			<= 9 Maximum		Standard Units		Twice Per Month	GRAB
NODI: <input type="text"/>		NODI				<input type="text"/>			<input type="text"/>					
00530	Solids, total suspended	Smpl.					=		=		mg/L		02/30	GR
1 - Effluent Gross											List			
Season: 0		Req.				<= 30 30 Day Average			<= 45 Maximum 7 Day Average		Milligrams per Liter		Twice Per Month	GRAB
NODI: <input type="text"/>		NODI				<input type="text"/>			<input type="text"/>					
03582	Oil and grease	Smpl.							=		mg/L		77/77	GR
1 - Effluent Gross											List			
Season: 0		Req.							<= 10 Instantaneous Maximum		Milligrams per Liter		Contingent	GRAB
NODI: <input type="text"/>		NODI							<input type="text"/>					
50050	Flow, in conduit or thru treatment plant	Smpl.	=								MGD		89/99	RC
1 - Effluent Gross											List			
Season: 0		Req.	Req Mon 30 Day Average	Req Mon Daily Maximum	Million per Day								Continuous	RCORDR
NODI: <input type="text"/>		NODI	<input type="text"/>	<input type="text"/>										
84066	Oil and grease visual	Smpl.					=				Y=1;N=0		02/30	VI
1 - Effluent Gross											List			
Season: 0		Req.		Req Mon Instantaneous Maximum	Yes=1; No=0								Twice Per Month	VISUAL
NODI: <input type="text"/>		NODI		<input type="text"/>										

Only value fields have NODI picklists.



# Whole Form NODI Pick List

Expand Header

Permit ID: **COG500115** | Permitted Feature ID: **006** | Discharge: **A** | Monitoring End Period: **09/30/11** | DMR Due Date: **10/28/11** | Status: **Ready for Data Entry**

Form NODI:

Param Code	Quality or Concentration	Units	Value 1	Value 2	Value 3	Units	# of Ex.	Freq. of Analysis	Smpl. Type
00400	1 - Wrong Flow 2 - Operation Shutdown 4 - Discharge to Lagoon/Groundwater 5 - Frozen Conditions 7 - No Influent 8 - Other (See Comments) 9 - Conditional Monitoring - Not Required This Period A - General Permit Exemption B - Below Detection Limit/No Detection		=			SU		02/30	GR
1 - Effluent			>= 6.5 Minimum		<= 9 Maximum	Standard Units		Twice Per Month	GRAB
Season: 0			<input type="text" value="C"/>		<input type="text" value="C"/>				
NODI: <input type="text"/>	D - Lost Sample/Data Not Available E - Analysis Not Completed - No Sample					mg/L		02/30	GR
00530	1 - Wrong Flow 2 - Operation Shutdown 4 - Discharge to Lagoon/Groundwater 5 - Frozen Conditions 7 - No Influent 8 - Other (See Comments) 9 - Conditional Monitoring - Not Required This Period A - General Permit Exemption B - Below Detection Limit/No Detection					mg/L		02/30	GR
1 - Effluent									
Season: 0									
NODI: <input type="text"/>									
50050	Flow, in conduit or thru treatment plant					MGD		99/99	RC
1 - Effluent Gross									
Season: 0									
NODI: <input type="text"/>									
84066	Oil and grease visual					Y=1;N=0			VI
1 - Effluent Gross									
Season: 0									
NODI: <input type="text"/>									

Whole Form NODI picklist

Three ways to choose NODI codes

- Whole form (shortcut tool)
- Parameter (shortcut tool)
- Each value field picklist



# Parameter NODI Pick Lists

Expand Header  
 Permit ID: COG500115 | Permitted Feature ID: 006 | Discharge: A | Monitoring End Period: 09/30/11 | DMR Due Date: 10/28/11 | Status: Ready for Data Entry  
 Form NODI:

Parameter Code	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	Value 3				Units
00400	pH	Smpl.				=		=			02/30	GR
1 - Effluent Gross		Req.				>= 6.5 Minimum		<= 9 Maximum		Standard Units	Twice Per Month	GRAB
NODI		NODI				D		D				
00530	1 - Effluent Gross	Smpl.				=		=		mg/L	02/30	GR
1 - Effluent Gross		Req.				<= 30 30 Day Average		<= 45 Maximum 7 Day Average		Milligrams per Liter	Twice Per Month	GRAB
NODI		NODI										
03582	1 - Effluent Gross	Smpl.						=		mg/L	77/77	GR
1 - Effluent Gross		Req.						<= 10 Instantaneous Maximum		Milligrams per Liter	Contingent	GRAB
NODI		NODI										
50050	1 - Effluent Gross	Smpl.	=				MGD				99/99	RC
1 - Effluent Gross		Req.	Req Mon 30 Day Average	Req Mon Daily Maximum	Million Gallons per Day							RCORDR
NODI		NODI										
84066	1 - Effluent Gross	Smpl.					Y=1;N=0					VI
1 - Effluent Gross		Req.		Req Mon Instantaneous Maximum	Yes=1; No=0							VISUAL
NODI		NODI										

Parameter NODI

Three ways to choose NODI codes

- Whole form (shortcut tool)
- Parameter (shortcut tool)
- Each value field picklist



# Value Field NODI Pick Lists

Expand Header

Permit ID: COG500115 | Permitted Feature ID: 006 | Discharge: A | Monitoring End Period: 09/30/11 | DMR Due Date: 10/28/11 | Status: Ready for Data Entry

Form NODI:

Parameter	NODI	Value 1	Units	Value 1	Value 2	Value 3	Units	# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name								List	List
00400	pH			=		=	SU		02/30	GR
1 - Effluent Gross							List			
Season: 0	Req.			>= 6.5 Minimum		<= 9 Maximum	Standard Units		Twice Per Month	GRAB
NODI:	NODI									
00530	Solids, total suspended				=	=	mg/L		02/30	GR
1 - Effluent Gross							List			
Season: 0	Req.				<= 30 30 Day Average	<= 45 Maximum 7 Day Average	Milligrams per Liter		Twice Per Month	GRAB
NODI:	NODI									
03582	Oil and grease						mg/L		77/77	GR
1 - Effluent Gross							List			
Season: 0	Req.					<= 10 Instantaneous Maximum	Milligrams per Liter		Contingent	GRAB
NODI:	NODI									
50050	Flow, in conduit or thru treatment plant	=	MGD	=					89/99	RC
1 - Effluent Gross			List							
Season: 0	Req.	Req Mon 30 Day Average	Req Mon Daily Maximum		Million Gallons per Day					RCORDR
NODI:	NODI									
84066	Oil and grease visual	=	Y=1;N=0							VI
1 - Effluent Gross			List							
Season: 0	Req.		Req Mon Instantaneous Maximum		Yes=1; No=0					VISUAL
NODI:	NODI									

Value field NODI

D

1

2

3

4

5

6

7

8

9

A

B

C

E

F

G

H

I

J

K

L

Three ways to choose NODI codes

- Whole form (shortcut tool)
- Parameter (shortcut tool)
- Each value field picklist



# “List” button: NODI definitions

Expand Header  
Permit ID: COG500115 | Permitted Feature ID: 006 | Discharge: A | Monitoring End Period: 09/30/11 | DMR Due Date: 10/28/11 | Status: Ready for Data Entry  
Form NODI:

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
00400	pH	Smpl.				=		=	SU		02/30	GR
1 - Effluent Gross									List			
Season: 0		Req.				>= 6.5 Minimum		<= 9 Maximum	Standard Units		Twice Per Month	GRAB
NODI:		NODI										
00530	Solids, total suspended	Smpl.					=	=	mg/L		02/30	GR
1 - Effluent Gross									List			
Season: 0		Req.				<= 30 30 Day Average		<= 45 Maximum 7 Day Average	Milligrams per Liter		Twice Per Month	GRAB
NODI:		NODI										
03582	Oil and grease	Smpl.						=	mg/L		77/77	GR
1 - Effluent Gross									List			
Season: 0		Req.						<= 10 Instantaneous Maximum	Milligrams per Liter		Contingent	GRAB
NODI:		NODI										
50050	Flow, in conduit or thru treatment plant	Smpl.	=		MGD						99/99	RC
1 - Effluent Gross					List							
Season: 0		Req.	Req Mon 30 Day Average	Req Mon Daily Maximum	Million Gallons per Day						Continuous	RCORDR
NODI:		NODI										
84066	Oil and grease visual	Smpl.		=	Y=1;N=0						02/30	VI
1 - Effluent Gross					List							
Season: 0		Req.		Req Mon Instantaneous Maximum	Yes=1; No=0						Twice Per Month	VISUAL
NODI:		NODI										

NODI code definitions

“List” button launches popup window with code definitions



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs
    - The eDMR

# Tricky Data

- ✓ About NODI codes
- ✓ Data value field & NODI pick box pairs
- Reporting “non-detect” lab results
- Conditional monitoring

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# Reporting results that are “non-detect”

- Do not assume that the pollutant concentration was actually “zero” (*better analytical methods in the future, that “suddenly” detect a pollutant will make it appear that either you suddenly started polluting when you weren’t before or that you were trying to hide something*)
- Non-detect only means that the concentration of pollutant in the sample was less than what lab can confidently measure.
- The lowest concentration of a pollutant that the lab can confidently detect in the sample and accurately measure is called their Minimum Reporting Level (ML)
- The state publishes a list of minimum standards for measuring the concentration of pollutants that certified labs must meet. The state’s minimum level for a pollutant is called a PQL or practical quantification limit
- All certified labs must be able to measure pollutant concentrations at or better than the state’s PQL (the lab’s ML must be less than or equal to the states PQL for that pollutant)



# For “non-detect” lab results

## How to enter “non-detect” on your DMR...

- When the lab’s Minimum Level (ML) is less than the states PQL and also less than your permit limit...
  - Enter the lab’s ML into the value field of the DMR and pick the “<” (less than) symbol from the value qualifier pick list
- When the lab’s Minimum Level and the state’s PQL are both greater than the permit limit...
  - Choose NODI code “B” and leave the value fields and the # of Ex field blank
- To calculate averages, use zeros to represent non-detect results. Calculate your average according to approved methods then...
  - If the calculated average is equal to zero, report “<” ML on the DMR
  - If the calculated average is greater than zero, report “=” the calculated average *(even when that average is less than the lab’s ML)*



# Reporting non-detect

When the lab's Minimum Level and the state's PQL are both greater than the permit limit

- Choose NODI code "B" and leave the value fields and the # of Ex field blank

NODI Code	Description	Permit violation?	Explanation required?
1	Wrong Flow	Yes	Yes
2	Operation Shutdown	No	No
3	Special Report Attached (meaningless in Colorado -- don't use)	N/A	N/A
4	Discharge to Lagoon/Groundwater	No	No
5	Frozen Conditions	Maybe	Yes
7	No Influent	No	No
8	Other (See Comments)	Yes	Yes
9	Conditional Monitoring - Not Required This Period	No	No
A	General Permit Exemption	No	No
<b>B</b>	<b>Below Detection Limit/No Detection</b> (see notes below for when to use this code)	<b>No</b>	<b>No</b>
C	No Discharge	No	No
D	Lost Sample/Data Not Available	Yes	Yes
E	Analysis Not Conducted/No Sample	Yes	Yes
F	Insufficient Flow for Sampling	Maybe	Yes
G	Sampling Equipment Failure	Yes	Yes
H	Invalid Test	Yes	Yes
I	Land Applied	No	No
J	Recycled - Water-Closed System	No	No
K	Natural Disaster	Maybe	Yes
L	DMR Received but not Entered (Regulatory Authority (RA) / Division use only)	Yes	N/A
M	Laboratory Error	Yes	Yes
N	Not Constructed	Maybe	Yes
Q	Not Quantifiable	Maybe	Yes
S	Fire Conditions	Maybe	Yes
V	Weather Related	Maybe	Yes
W	Dry Lysimeter /Well	No	No
X	Parameter / Value Not Reported (Regulatory Authority (RA) / Division use only)	Yes	N/A

Compliance Violation:	<input type="checkbox"/>	Monitoring Not Possible:	<input type="checkbox"/>	Monitoring Exemption:	<input type="checkbox"/>
Some Non-Detect Situations (see notes):	<input type="checkbox"/>	Do Not Use:	<input type="checkbox"/>		



# Reporting Non-detect on DMR

Sample Result	Lab's ML	State's PQL	Permit Limit	Report on DMR	Violation?	Reason
ND	2	5	5	<2	No	
3	3	5	5	3	No	
6	5	7	5	6	Yes	Valid result exceeds permit limit. Explain limit exceedance in cover letter
ND	8	9	5	NODI "B"	No	No lab method meets both permit limit and state PQL requirements
Invalid results	6	4	5	NODI "H"	Yes	INVALID TEST RESULT! Eliminate invalid results from averages. If all samples are invalid Report NODI "H." Explain invalid results in a cover letter
ND	6	7	Report Only	<6	No	

Please attach a copy of the lab results to your DMR if you have lab results that are "no detect" or if test results are invalid



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs
    - The eDMR

# *Tricky Data*

- ✓ About NODI codes
- ✓ Reporting “non-detect” lab results
- Conditional monitoring
- Data entry

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## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs
    - The eDMR
    - Tricky Data

# *Conditional Monitoring*

## □ What is Conditional Monitoring

- Residual Chlorine
- Oil & Grease

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# Conditional Monitoring

## *Monitoring is only required under certain conditions*

- Your permit must specifically describe the conditions where monitoring is required
- If you do not meet the condition that triggers a monitoring requirement then you are exempted
- To qualify for this monitoring exemption, you must choose the NODI code that states why you are exempted



# Conditional Monitoring NODI code "9"

- If you meet the conditions defined in permit that exempt you from monitoring
- Claim the exemption by choosing NODI code "9"

NODI Code	Description	Permit violation?	Explanation required?
1	Wrong Flow	Yes	Yes
2	Operation Shutdown	No	No
3	Special Report Attached (meaningless in Colorado -- don't use)	N/A	N/A
4	Discharge to Lagoon/Groundwater	No	No
5	Frozen Conditions	Maybe	Yes
7	No Influent	No	No
8	Other (See Comments)	Yes	Yes
<b>9</b>	<b>Conditional Monitoring - Not Required This Period</b>	<b>No</b>	<b>No</b>
A	General Permit Exemption	No	No
B	Below Detection Limit/No Detection (see notes below for when to use this code)	No	No
C	No Discharge	No	No
D	Lost Sample/Data Not Available	Yes	Yes
E	Analysis Not Conducted/No Sample	Yes	Yes
F	Insufficient Flow for Sampling	Maybe	Yes
G	Sampling Equipment Failure	Yes	Yes
H	Invalid Test	Yes	Yes
I	Land Applied	No	No
J	Recycled - Water-Closed System	No	No
K	Natural Disaster	Maybe	Yes
L	DMR Received but not Entered (Regulatory Authority (RA) / Division use only)	Yes	N/A
M	Laboratory Error	Yes	Yes
N	Not Constructed	Maybe	Yes
Q	Not Quantifiable	Maybe	Yes
S	Fire Conditions	Maybe	Yes
V	Weather Related	Maybe	Yes
W	Dry Lysimeter/Well	No	No
X	Parameter/Value Not Reported (Regulatory Authority (RA) / Division use only)	Yes	N/A

Conditional Monitoring

Compliance Violation: <span style="display: inline-block; width: 15px; height: 15px; background-color: #ffcccc; border: 1px solid black;"></span>	Monitoring Not Possible: <span style="display: inline-block; width: 15px; height: 15px; background-color: #ffffcc; border: 1px solid black;"></span>	Monitoring Exemption: <span style="display: inline-block; width: 15px; height: 15px; background-color: #ccffcc; border: 1px solid black;"></span>	
Some Non-Detect Situations (see notes): <span style="display: inline-block; width: 15px; height: 15px; background-color: #add8e6; border: 1px solid black;"></span>	Do Not Use: <span style="display: inline-block; width: 15px; height: 15px; background-color: #808080; border: 1px solid black;"></span>		



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs
    - The eDMR
    - Tricky Data

# *Conditional Monitoring*

✓ What is Conditional Monitoring

□ Residual Chlorine

□ Oil & Grease

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# Conditional Chlorine Monitoring

*Triggering condition: Monitoring is required if Chlorine is used to disinfect the effluent*

## ➤ To claim this monitoring exemption:

- Paper DMR:
  - Write “NCT” into the value field to indicate “No Chlorine Treatment”
- NetDMR:
  - Leave value fields --blank
  - Leave # of Ex (number of excursions) field blank
  - Pick NODI code “9” (conditional monitoring, not required this period)

Parameter		NODI <small>List</small>	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis <small>List</small>	Smpl. Type <small>List</small>
Code <small>▲</small>	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
50060	Chlorine, total residual	Smpl.				<input type="text" value="="/> 	<input type="text" value="="/> 	<input type="text" value="mg/L"/> <small>List</small>	<input type="text" value=""/>	<input type="text" value="01/07"/>	<input type="text" value="GR"/>	
1 - Effluent Gross												
Season: 0		Req.				Req Mon 30 Day Average	<= .5 Instantaneous Maximum	Milligrams per Liter		Weekly	GRAB	
NODI: <input type="text" value=""/>		NODI				<input type="text" value="9"/>	<input type="text" value="9"/>					



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs
    - The eDMR
    - Tricky Data

# *Conditional Monitoring*

✓ What is Conditional Monitoring

✓ Residual Chlorine

□ Oil & Grease

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# Oil & Grease visual is the triggering condition

With two oil and grease parameters, the requirement for analytic monitoring depends on the results of visual monitoring

- Visual monitoring Oil & Grease - **Parameter 84066** (always required)
- Data:
  - **"1"** = present (triggers analytic monitoring requirement)
  - **"0"** = absent (claim exemption from analytic monitoring)
    - ❖ Enter **"= 0"** as results of visual monitoring
    - ❖ Enter **"0"** to #of Ex. Field (no samples exceeded permit limits)

Parameter		NODI <small>List</small>	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis <small>List</small>	Smpl. Type <small>List</small>
Code ▲	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
84066	Oil and grease visual	Smpl.		= 0	abst=0;prst=1 <small>List</small>					0	01/07 ▼	VI ▼
1 - Effluent Gross												
Season: 0		Req.		Req Mon Instantaneous Maximum	Absent=0; Present=1						Weekly	VISUAL
NODI: ▼		NODI		▼								



# Conditional Oil & Grease

Triggering condition: Analytic monitoring is required if you saw Oil and/or Grease during visual monitoring

## ➤ To claim the monitoring exemption:

- Paper DMR:
  - write “NR” into value field of a paper DMR to indicate “monitoring Not Required”
- NetDMR:
  - Leave value fields --blank
  - Leave # of Ex (number of excursions) field --blank
  - Pick NODI code “9” (conditional monitoring, not required this period)

Parameter		NODI <small>List</small>	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis <small>List</small>	Smpl. Type <small>List</small>
<small>Code</small> ▲	<small>Name</small>		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
03582	Oil and grease	Smpl.						= <small>List</small>	mg/L <small>List</small>	<input type="text"/>	77/77	GR
1 - Effluent Gross												
Season: 0		Req.						<= 10 Instantaneous Maximum	Milligrams per Liter		Contingent	GRAB
NODI: <input type="text"/>		NODI						9				



## NetDMR Training Program

### Using NetDMR

#### Working with DMRs

# *The eDMR*

- ✓ Edit DMR
- ✓ Action commands
- ✓ Header
- ✓ Tricky data
- Body
- Footer

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# eDMR Body

## Data entry & NODI pick lists

Home | My Account | Request Access | Help | Logout User: netdmtraining33@gmail.com, Permittee User

**Colorado DPH WQCD**

---

**Manage**  
Access Requests

**Search**  
All DMRs & CORs  
Permits  
Users

**Import DMRs**  
Perform Import  
Check Results

**View**  
Permits  
Users

**Download**  
Blank DMR Form

Session Logout Timer: 29:41

---

[Clear Parameter Fields](#) | 
 [Save & Continue](#) | 
 [Save & Exit](#) | 
 [Sign & Submit](#) | 
 [Print Friendly View](#) | 
 [Cancel/Back to Search Results](#)

**Edit DMR**

<b>Permit</b>		<b>Major:</b> <input type="checkbox"/>	
Permit ID:	COGS00115	Permittee Address:	10170 Church Ranch Way
Permittee:	LaFarge West Inc		Westminster, CO 80021
Facility:	COTTONWOOD PIT	Facility Location:	2002 CR 20 1/2
			LONGMONT, CO 80501
Permitted Feature:	003 - External Outfall	Discharge:	A - PRIOR TO SMITH & EMMONS DITCH
<b>Report Dates &amp; Status</b>		<b>DMR Due Date:</b> 07/28/11	
Monitoring Period:	From 04/01/11 to 06/30/11		
Status:	Ready for Data Entry		
<b>Considerations for Form Completion</b>			
OIL & GREASE - SEE PART I.D.20, PAGE 15.			
<b>Principal Executive Officer</b>			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>	Telephone:	<input type="text"/>
<b>No Data Indicator (NODI)</b>			
Form NODI:	<input type="text"/>		

Parameter Code ▲	Name	NODI <input type="text"/>	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis <input type="text"/>	Smpl. Type <input type="text"/>
			Value 1	Value 2	Units	Value 1	Value 2	Value 3			
00400	pH	Smpl.				= <input type="text"/>		= <input type="text"/>	<input type="text"/> SU <input type="text"/>		
1 - Effluent Gross											
Season: 0		Req.				>= 6.5 Minimum		<= 9 Maximum	Standard Units	Twice Per Month	GRAB
NODI: <input type="text"/>		NODI				<input type="text"/>		<input type="text"/>			
00530	Solids, total suspended	Smpl.					= <input type="text"/>	= <input type="text"/>	<input type="text"/> mg/L <input type="text"/>		
1 - Effluent Gross											
Season: 0		Req.					<= 30 30 Day Average	<= 45 Maximum 7 Day Average	Milligrams per Liter	Twice Per Month	GRAB
NODI: <input type="text"/>		NODI					<input type="text"/>	<input type="text"/>			
03582	Oil and grease	Smpl.						= <input type="text"/>	<input type="text"/> mg/L <input type="text"/>		
1 - Effluent Gross											
Season: 0		Req.						<= 10 Instantaneous Maximum	Milligrams per Liter	Contingent	GRAB
NODI: <input type="text"/>		NODI						<input type="text"/>			
50050	Flow in conduit or thru treatment plant	Smpl.	= <input type="text"/>	= <input type="text"/>	<input type="text"/> MGD <input type="text"/>						
1 - Effluent Gross											
Season: 0		Req.	Req Mon 30 Day Average	Req Mon Daily Maximum	Million Gallons per Day					Continuous	RCORDR
NODI: <input type="text"/>		NODI	<input type="text"/>	<input type="text"/>							
84066	Oil and grease visual	Smpl.				= <input type="text"/>	<input type="text"/> Y=1;N=0 <input type="text"/>				
1 - Effluent Gross											
Season: 0		Req.		Req Mon Instantaneous Maximum	Yes=1; No=0					Twice Per Month	VISUAL
NODI: <input type="text"/>		NODI		<input type="text"/>							

**Edit Check Errors**  
No results.

**Comments**

**Attachments**  
  
No results.

**Report Last Saved By**  
User:  
Name:  
E-Mail:  
Date/Time: 06/27/11 2:20 MDT

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

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# Parameter Layout

Expand Header  
 Permit ID: COG500115 | Permitted Feature ID: 006 | Discharge: A | Monitoring End Period: 09/30/11 | DMR Due Date: 10/28/11 | Status: Ready for Data Entry  
 Form NODI:

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	
00400	pH	Smpl.	1st	↔		=		=			SU	GR	
1 - Effluent Gross											List		
Season: 0		Req.	2nd	↔		>= 6.5 Minimum		<= 9 Maximum	Standard Units		02/30	GRAB	
NODI: <input type="text"/>		NODI	3rd	↔									
00530	Solids, total suspended	Smpl.				=		=			mg/L	GR	
1 - Effluent Gross											List		
Season: 0		Req.				<= 30 30 Day Average		<= 45 30 Day Average	Milligrams per Liter		02/30	GRAB	
NODI: <input type="text"/>		NODI											
03582	Oil and grease	Smpl.						=				GR	
1 - Effluent Gross													
Season: 0		Req.						<= 10 Instantaneous Maximum				GRAB	
NODI: <input type="text"/>		NODI											
50050	Flow, in conduit or thru treatment plant	Smpl.	=		MGD							RC	
1 - Effluent Gross					List						99/99		
Season: 0		Req.	Req Mon 30 Day Average	Req Mon Daily Maximum	Million Gallons per Day							Continuous	RCORDR
NODI: <input type="text"/>		NODI											
84066	Oil and grease visual	Smpl.			Y=1;N=0							VI	
1 - Effluent Gross					List						02/30		
Season: 0		Req.		Req Mon Instantaneous Maximum	Yes=1; No=0							Twice Per Month	VISUAL
NODI: <input type="text"/>		NODI											

Parameters in horizontal bands

Three rows for each parameter



# 1<sup>st</sup> Row: Value Field & Qualifier

Expand Header  
 Permit ID: COG500115 | Permitted Feature ID: 006 | Discharge: A | Monitoring End Period: 09/30/11 | DMR Due Date: 10/28/11 | Status: Ready for Data Entry  
 Form NODI:

Parameter Code	Name	NODI	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis	Smpl. Type
			Value 1	Value 2	Units	Value 1	Value 2	Value 3			
00400	pH	Smpl.	1 <sup>st</sup> row								
	1 - Effluent Gross	Req.									
	Season: 0	NODI									
00530	Solids, total suspended	Smpl.									
	1 - Effluent Gross	Req.									
	Season: 0	NODI									
03582	Oil and grease	Smpl.									
	1 - Effluent Gross	Req.									
	Season: 0	NODI									
50050	Flow, in conduit or thru treatment plant	Smpl.									
	1 - Effluent Gross	Req.									
	Season: 0	NODI									
84066	Oil and grease visual	Smpl.									
	1 - Effluent Gross	Req.									
	Season: 0	NODI									



Use value qualifier pick list to indicate <, <=, =, >, >=,

Only numbers or four special characters in value fields “ ” “.” “+” “-”



# 1<sup>st</sup> Row: # of Ex (number of excursions)

Expand Header  
 Permit ID: COG500115 | Permitted Feature ID: 006 | Discharge: A | Monitoring End Period: 09/30/11 | DMR Due Date: 10/28/11 | Status: Ready for Data Entry  
 Form NODI:

Parameter Code	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	Value 3				Units		
00400	pH	Smpl.	1 <sup>st</sup> row			=			=		SU		02/30	GR
1 - Effluent Gross											List			
Season: 0		Req.				>= 6.5 Minimum			<= 9 Maximum		Standard Units		Twice Per Month	GRAB
NODI: <input type="text"/>		NODI												
00530	Solids, total suspended	Smpl.				=			=		mg/L		02/30	GR
1 - Effluent Gross											List			
Season: 0		Req.				<= 30 30 Day Average			<= 45 Maximum 7 Day Average				Twice Per Month	GRAB
NODI: <input type="text"/>		NODI												
03582	Oil and grease	Smpl.				=			=				77/77	GR
1 - Effluent Gross														
Season: 0		Req.											Contingent	GRAB
NODI: <input type="text"/>		NODI												
50050	Flow, in conduit or thru treatment plant	Smpl.	=				MGD						99/99	RC
1 - Effluent Gross							List							
Season: 0		Req.	Req Mon 30 Day Average	Req Mon Daily Maximum	Million Gallons per Day								Continuous	RCORDR
NODI: <input type="text"/>		NODI												
84066	Oil and grease visual	Smpl.				=			Y=1;N=0				02/30	VI
1 - Effluent Gross									List					
Season: 0		Req.						Req Mon Instantaneous Maximum	Yes=1; No=0				Twice Per Month	VISUAL
NODI: <input type="text"/>		NODI												

Enter a "0" or a positive integer. Only leave this field blank when the whole parameter is NODI

The number of samples analyzed that exceed your permit limits



# 1<sup>st</sup> Row: Pre-populated Pick Lists

Expand Header

Permit ID: COG500115 | Permitted Feature ID: 006 | Discharge: A | Monitoring End Period: 09/30/11 | DMR Due Date: 10/28/11 | Status: Ready for Data Entry

Form NODI:

Parameter	NODI	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis	Smpl. Type	
		Value 1	Value 2	Units	Value 1	Value 2	Value 3				Units
00400 pH	Smpl.	1 <sup>st</sup> row			=		=		SU	02/30	GR
1 - Effluent Gross	Req.				>= 6.5 Minimum		<= 9 Maximum	Standard Units	Twice Per Month	GRAB	
Season: 0	Req.										
NODI: <input type="text"/>	NODI										
00530 Solids, total suspended	Smpl.				=		=		mg/L	02/30	GR
1 - Effluent Gross	Req.				<= 30 30 Day Average		<= 45 Maximum 7 Day Average		Twice Per Month	GRAB	
Season: 0	Req.										
NODI: <input type="text"/>	NODI										
03582 Oil and grease	Smpl.				=		=		mg/L	77/77	GR
1 - Effluent Gross	Req.								Milligrams per liter	Contingent	GRAB
Season: 0	Req.										
NODI: <input type="text"/>	NODI										
50050 Flow, in conduit or thru treatment plant	Smpl.	=								99/99	RC
1 - Effluent Gross	Req.	Req Mon 30 Day Average	Req Mon Daily Maximum						Continuous	RCORDR	
Season: 0	Req.										
NODI: <input type="text"/>	NODI										
84066 Oil and grease visual	Smpl.				=					02/30	VI
1 - Effluent Gross	Req.		Req Mon Instantaneous Maximum	Yes=1; No=0					Twice Per Month	VISUAL	
Season: 0	Req.										
NODI: <input type="text"/>	NODI										

These codes come from your permit. Don't change them unless you have a very good reason to, and explain why you are not able to comply with your permit in a cover letter



# “List” buttons: Units, Sample Type

Expand Header  
 Permit ID: COG500115 | Permitted Feature ID: 006 | Discharge: A | Monitoring End Period: 09/30/11 | DMR Due Date: 10/28/11 | Status: Ready for Data Entry  
 Form NODI:

Parameter		NODI List	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis List	Smpl. Type List	
Code ▲	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3				Units
00400	pH	Smpl.							SU List		02/30	GR
1 - Effluent Gross												
Season: 0		Req.										
NODI: <input type="text"/>		NODI										
00530	Solids, total suspended	Smpl.							mg/L List		02/30	GR
1 - Effluent Gross												
Season: 0		Req.				<= 30 30 Day Average	<= 45 Maximum 7 Day Average		Standard Units		Twice Per Month	GRAB
NODI: <input type="text"/>		NODI							Milligrams per Liter			
03582	Oil and grease	Smpl.							mg/L List		7/7/77	GR
1 - Effluent Gross												
Season: 0		Req.							Milligrams per Liter		Contingent	GRAB
NODI: <input type="text"/>		NODI										
50050	Flow, in conduit or thru treatment plant	Smpl.	= <input type="text"/>	= <input type="text"/>	MGD List						99/99	RC
1 - Effluent Gross												
Season: 0		Req.	Req Mon 30 Day Average	Req Mon Daily Maximum	Million Gallons per Day						Continuous	RCORDR
NODI: <input type="text"/>		NODI	<input type="text"/>	<input type="text"/>								
84066	Oil and grease visual	Smpl.		= <input type="text"/>	Y=1;N=0 List						02/30	VI
1 - Effluent Gross												
Season: 0		Req.		Req Mon Instantaneous Maximum	Yes=1; No=0						Twice Per Month	VISUAL
NODI: <input type="text"/>		NODI		<input type="text"/>								

**Always** report your data in the units specified by your permit. Convert your data don't touch these picklists



# “List” button: Freq of Analysis

Expand Header

Permit ID: COG500115 | Permitted Feature ID: 006 | Discharge: A | Monitoring End Period: 09/30/11 | DMR Due Date: 10/28/11 | Status: Ready for Data Entry

Form NODI:

Parameter Code	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	Value 3				Units	
00400	pH	Smpl.				=			=		SU	02/30	GR
1 - Effluent Gross											List		
Season: 0		Req.				>= 6.5 Minimum			<= 9 Maximum		Standard Units	Twice Per Month	GRAB
NODI: <input type="text"/>		NODI											
00530	Solids, total suspended	Smpl.				=			=		mg	0	GR
1 - Effluent Gross													
Season: 0		Req.				30 Day			<= 45 Maximum Day Average		Milligrams per Liter	Per	GRAB
NODI: <input type="text"/>		NODI											
03582	Oil and grease	Smpl.									mg/L		GR
1 - Effluent Gross											List		
Season: 0		Req.							<= 10 Instantaneous Maximum		Milligrams per Liter	Per	GRAB
NODI: <input type="text"/>		NODI											
50050	Flow, in conduit or thru treatment plant	Smpl.	=					MGD					
1 - Effluent Gross								List					
Season: 0		Req.	Req Mon 30 Day Average	Req Mon Daily Maximum		Million per D							
NODI: <input type="text"/>		NODI											
84066	Oil and grease visual	Smpl.				=		Y=1;N					
1 - Effluent Gross								List					
Season: 0		Req.		Req Mon Instantaneous Maximum		Yes=							
NODI: <input type="text"/>		NODI											

Report actual sampling frequency

More than minimum requirement, adjust code

Less than minimum, adjust code and attach a cover letter to explain the permit violation



# “List” buttons: Units, Sample Type

Expand Header  
Permit ID: COG500115 | Permitted Feature ID: 006 | Discharge: A | Monitoring End Period: 09/30/11 | DMR Due Date: 10/28/11 | Status: Ready for Data Entry  
Form NODI:

Parameter		NODI List	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis List	Smpl. Type List									
Code ▲	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3				Units								
00400	pH	Smpl.																		
1 - Effluent Gross																				
Season: 0		Req.																		
NODI: <input type="text"/>		NODI																		
00530	Solids, total suspended	Smpl.																		
1 - Effluent Gross																				
Season: 0		Req.																		
NODI: <input type="text"/>		NODI																		
03582	Oil and grease	Smpl.																		
1 - Effluent Gross																				
Season: 0		Req.																		
NODI: <input type="text"/>		NODI																		
50050	Flow, in conduit or thru treatment plant	Smpl.	= <input type="text"/>	= <input type="text"/>	MGD List															
1 - Effluent Gross																				
Season: 0		Req.	Req Mon 30 Day Average	Req Mon Daily Maximum	Million Gallons per Day															
NODI: <input type="text"/>		NODI	<input type="text"/>	<input type="text"/>																
84066	Oil and grease visual	Smpl.		= <input type="text"/>	Y=1;N=0 List															
1 - Effluent Gross																				
Season: 0		Req.		Req Mon Instantaneous Maximum	Yes=1; No=0															
NODI: <input type="text"/>		NODI		<input type="text"/>																

“List” buttons launch popup windows with codes & definitions



# 2<sup>nd</sup> Row: Info From Permit (check it!)

Expand Header  
 Permit ID: COG500115 | Permitted Feature ID: 006 | Discharge: A | Monitoring End Period: 09/30/11 | DMR Due Date: 10/28/11 | Status: Ready for Data Entry

Form NODI:

Parameter Code ▲ 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	Value 3	Units				
00400 1 - Effluent Gross pH	Smpl.				=			=		SU List	02/30	GR
Season: 0 NODI: <input type="text"/>	Req. NODI				>= 6.5 Minimum			<= 9 Maximum		Standard Units	Twice Per Month	GRAB
00530 1 - Effluent Gross Solids, total suspended	Smpl.									mg/L List	02/30	GR
Season: 0 NODI: <input type="text"/>	Req. NODI				<= 30 Day Average			<= 45 Maximum Day		Milligrams per Liter	Twice Per Month	GRAB
03582 1 - Effluent Gross Oil and grease	Smpl.									mg/L List	77/77	GR
Season: 0 NODI: <input type="text"/>	Req. NODI							<= 10 Instantaneous Maximum		Milligrams per Liter	Contingent	GRAB
50050 1 - Effluent Gro Flow, condu thru treatr plant	Smpl.										99/99	RC
Season: 0 NODI: <input type="text"/>	Req. NODI										Continuous	RCORDR
84066 1 - Effluent Gro Oil an greas visual	Smpl.										02/30	VI
Season: 0 NODI: <input type="text"/>	Req. NODI										Twice Per Month	VISUAL

Compare with permit (requirements must be identical to permit, if not, call or email NetDMR help and ask us to fix your DMR. If the wrong info is displayed you can't "fix-it" yourself by picking different codes!)



# 3<sup>rd</sup> Row: NODI Pick Lists

Expand Header  
 Permit ID: COG500115 | Permitted Feature ID: 006 | Discharge: A | Monitoring End Period: 09/30/11 | DMR Due Date: 10/28/11 | Status: Ready for Data Entry  
 Form NODI:

Parameter Code	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	Value 3				Units		
00400	pH	Smpl.				=			=		SU		02/30	GR
1 - Effluent Gross											List			
Season: 0		Req.				>= 6.5 Minimum			<= 9 Maximum		Standard Units		Twice Per Month	GRAB
NODI		NODI												
00530	pende	Smpl.				=					mg/L		02/30	GR
1 - Ef											List			
Seasc		Req.					30 30 Day Average		Maximum 7 verage		Milligrams per Liter		Twice Per Month	GRAB
NODI		NODI												
0358:	and ase	Smpl.									mg/L		77/77	GR
1 - Ef											List			
Seasc		Req.							ntaneous um		Milligrams per Liter		Contingent	GRAB
NODI		NODI												
5005:	v, in duit or	Smpl.	=				MGD						99/99	RC
1 - Effluent Gross							List							
Season: 0		Req.	Req Mon 30 Day Average	Req Mon Daily Maximum	Million Gallons per Day								Continuous	RCORDR
NODI:		NODI												
84066	Oil and grease visual	Smpl.				=		Y=1;N=0					02/30	VI
1 - Effluent Gross								List						
Season: 0		Req.		Req Mon Instantaneous Maximum	Yes=1; No=0								Twice Per Month	VISUAL
NODI:		NODI												

3<sup>rd</sup> row

NODI pick lists



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *The eDMR*

- ✓ Edit DMR
- ✓ Action commands
- ✓ Header
- ✓ Tricky data
- ✓ Body

□ Footer

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# Footer Features

## Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
03582	Oil and grease	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.	<input type="checkbox"/>
50060	Chlorine, total residual	Effluent Gross	Excursion Number	Hard	If a NODI is applied to a parameter, the number of excursions field must be blank.	<input type="checkbox"/>
51040	E. coli	Effluent Gross	Quality or Concentration Sample Value 2	Hard	The too numerous to count field may contain values that are too numerous to count selected.	<input type="checkbox"/>
51040	E. coli	Effluent Gross	Quality or Concentration Sample Value 3	Hard	The too numerous to count field may contain values that are too numerous to count is entered.	<input type="checkbox"/>
81011	Solids, suspended matter, percent removal	Effluent Gross	Quality or Concentration Sample Value 1	Hard	Value fields may contain values that are too numerous to count.	<input type="checkbox"/>
00610	Nitrogen, ammonia, total [as N]	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is not a valid number.	<input type="checkbox"/>
51040	E. coli	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is not a valid number.	<input type="checkbox"/>
51040	E. coli	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is not a valid number.	<input type="checkbox"/>
51040	E. coli	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is not a valid number.	<input type="checkbox"/>

Data entry errors

2<sup>nd</sup> Click to append documents

Use a comment to summarize an unusual event, and/or to point to where a complete explanation can be found

List of attached files

1<sup>st</sup> save your work before leaving a page

Comments

### Attachments

[Add Attachment](#)

File Name	Type	Size	Remove
<a href="#">COTRAIN01_LabResults_2011_07.xlsx</a>	Excel 2007 XML Workbook	< 1 MB	<a href="#">*</a>

Report Last Saved By

User: netdmrtrn01@gmail.com  
Name: Pogo Possum  
E-Mail: netdmrtrn01@gmail.com  
Date/Time: 09/12/13 1:04 MDT

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



# Adding Attachments

*Browse computer for files to attach to DMR*

- File types: PDF, MS Word, Excel or Zip
- Append files up to 20MB.

Home | My Account | Request Access | Help | Logout User: netdmtrn01@gmail.com, Permittee User

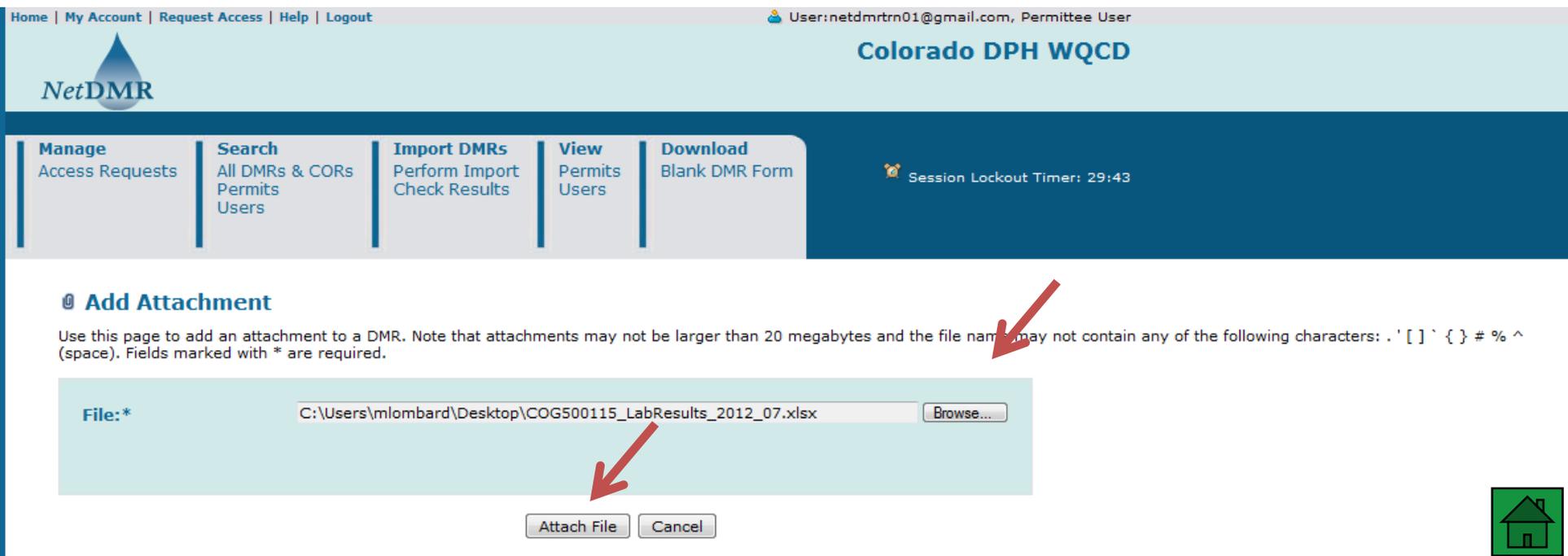
**NetDMR** **Colorado DPH WQCD**

**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: 29:43

## 🏠 Add Attachment

Use this page to add an attachment to a DMR. Note that attachments may not be larger than 20 megabytes and the file name may not contain any of the following characters: . ' [ ] \ { } # % ^ (space). Fields marked with \* are required.

**File:\***



## NetDMR Training Program

### Using NetDMR

# *Working with DMRs*

✓ Searching for DMRs

✓ Search Results

✓ The eDMR

Error Scan

Attachments

Processing Groups of DMRs

Tracking DMRs to Completion

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## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *Error scan*

- **Technical (hard) errors**
- **Compliance violation (soft) errors**
- **Explain violations**

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# Hard Errors!

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

Session Lockout Timer: 24:10

View Partial | Clear Parameter Fields | Save & Continue | Save & Exit Results | Sign & Submit | Print Friendly View | Cancel/Back to Search

**There were errors processing your request.**

**Edit DMR**

Expand Head | Permit ID: CO | Discharge: B | Monitoring End Period: 09/30/14 | DMR Due Date: 10/28/14 | Status: **Not Saved**

Errors processing "Save" command

Can't save DMR with "Hard" errors

Code	Parameter	Units	Value 1	Value 2	Value 3	Units	# of Ex.	Freq. of Analysis	Smpl. Type
00010	Temperature, water deg. centigrade	Smpl.				deg C	0	99/99	RC
1 - Effluent Gross									
Season: 0		Req.				deg Mon Daily maximum		Continuous	Recorder (auto)
NODI: [v]		NODI							
00310	BOD, 5-day, 20 deg C					mg/L			



# DMR Error Overview

Errors processing "Save" command

Not Saved!

Parameters with one or more errors (soft or hard)

Table lists and describes all errors

There were errors processing your request.

Expand Header

Form NO001

Code	Name	Method	Quantity or Loading	Units	Frequency	Analysis Unit	Sample Type
0010	Temperature, water Reg. centrifuge	Simple			Reg. C	°C	RC
0040	pH	Simple			Reg. Non Daily		GR
0050	Solids, total suspended	Simple			Reg. Non Daily	mg/L	CF
0060	Chlorine, total residual	Simple			Reg. Non Daily	mg/L	GR
0070	E. coli	Simple			Reg. Non Daily	100mL	GR
0080	Oil and grease, total	Simple			Reg. Non Daily	mg/L	VI

DMR

Edit Check Errors

Code	Name	Monitoring	Field	Type	Description	Acknowledge
0060	Nitrogen, ammonia total [as N]	Effluent Gross	Quality or Concentration Sample Value 2	Hard	Value fields may contain numbers and special characters ".", "-", "+", and "E" only.	
0060	Nitrogen, ammonia total [as N]	Effluent Gross	Quality or Concentration Sample Value 3	Hard	Value fields may contain numbers and special characters ".", "-", "+", and "E" only.	
0092	Oil and grease	Effluent Gross	Quality or Concentration Sample Value 2	Hard	A sample value and NODS selection cannot be provided for the same value. Either delete the value(s) or reset the NODS to blank.	
5000	Chlorine, total residual	Effluent Gross	Excursion Number	Hard	If a NODS is applied to a parameter, the number of excursions field must be blank.	
5140	E. coli	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
5140	E. coli	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
0050	Solids, total suspended	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The permit limit value does not have a sample value or NODS selection.	<input type="checkbox"/>
0050	Solids, total suspended	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>

DMR Comments

Oil and grease - see I.A.2, pg 3. If no chlorine was used, report "NCT" (no chlorine treatment). Report effluent samples on DMR marked 300L.

Comments



# Errors Table

## Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
03582	Oil and grease	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.	<input type="checkbox"/>
50060	Chlorine, total Individual	Effluent Gross	Excursion Number	Hard	If a NODI is applied to a parameter, the number of excursions field must be blank.	<input type="checkbox"/>
51040	...	Effluent Gross	Quality or Concentration Sample Value 2	Hard	The too numerous to count (T) qualifier may not be selected.	<input type="checkbox"/>
51040	...	Effluent Gross	Quality or Concentration Sample Value 3	Hard	The too numerous to count (T) qualifier may not be entered.	<input type="checkbox"/>
81011	Suspended Solids	Percent Removal	Quality or Concentration Sample Value 1	Hard	Value fields may contain numbers and special characters.	<input type="checkbox"/>
00610	...	...	Quality or Concentration Sample Value 1	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
51040	...	...	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
51040	...	...	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
51040	...	...	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>

Problem description

Problem location

Soft errors indicate permit compliance violations (important)

Hard errors indicate data integrity rule violations (urgent) must be fixed

Save & Continue | Save & Exit | Sign & Submit | Cancel/Back to Search Results



# Identifying The Problem

Edit Check Errors						
Code	Name	Moni Loc	Type	Description		Acknowledge
03582	Oil and grease	Efflu	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.		
03582	Oil and grease	Efflu	Hard	If a NODI is applied to a parameter, the number of excursions field must be blank.		
50050	Flow, in conduit or thru treatment plant	Efflu	Hard	Value fields may contain numbers and special characters ".", "-", "+", and "," only.		
00400	pH	Efflu	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>	

## Technical (hard) errors must be fixed

### ➤ Examples:

- Parameter value with Data & a NODI code
  - A sample value and NODI cannot be provided for same value....
- Whole parameter NODI but excursions not Null
  - If a NODI is applied to a parameter, the number or excursions must be blank
- Characters in a numbers field.
  - Value fields may contain numbers and special characters.....



# Fixing Technical Errors

Expand Header

Permit ID: **COTRAIN01** | Permitted Feature ID: **001** | Discharge: **A** | Monitoring End Period: **07/31/12** | DMR Due Date: **08/28/12** | Status: **Not Saved**

Form NODI:

Parameter Code	Name	NODI	Quantity or Loading	Units	Value 1	Value 2	Quality or Concentration	# of	Freq. of	Smpl. Type	
00400	pH	Smpl.								IS	
1 - Effluent Gross											
Season: 0											
NODI: <input type="text"/>											
00530	Solids, total suspended	Smpl.					mg/L	1	01/07	GR	
1 - Effluent Gross											
Season: 0											
NODI: <input type="text"/>											
03582	Oil and grease	Smpl.					mg/L	0	77/77	GR	
1 - Effluent Gross											
Season: 0											
NODI: <input type="text"/>											
50050	Flow, in conduit or thru treatment plant	Smpl.	=	<0.025	=	23	MGD		0	01/07	IN
1 - Effluent Gross											
Season: 0											
NODI: <input type="text"/>											
84066	Oil and grease visual	Smpl.	=	0			Y=1;N=0		0	01/07	VI
1 - Effluent Gross											
Season: 0											
NODI: <input type="text"/>											

Oil and Grease Visual: no visual sheen detected

Conditional monitoring, keep NODI code 9

Sampling not required, fix hard error by clearing the value field

Hard Error, Can't have data and no data"



# Fixing Technical Errors

Expand Header

Permit ID: **COTRAIN01** | Permitted Feature ID: **001** | Discharge: **A** | Monitoring End Period: **07/31/12** | DMR Due Date: **08/28/12** | Status: **Not Saved**

Form NODI:

Code ▲	Parameter Name	NODI <input type="text"/>	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis <input type="text"/>	Smpl. Type <input type="text"/>	
			Value 1	Value 2	Units	Value 1	Value 2	Value 3				Units
00400	pH	Smpl.				= 6.2		= 10.2	SU	2	01/07	IS
1 - Effluent Gross												
Season: 0		Req.				>= 6.5 Minimum	<= 9 Maximum		Standard Units	Weekly		INSITU
NODI: <input type="text"/>		NODI				<input type="text"/>	<input type="text"/>					
00530	Solids, total suspended	Smpl.					= 35	=	mg/L	1	01/07	GR
1 - Effluent Gross												
Season: 0		Req.					<= 30 30 Day Average	<= 45 Maximum 7 Day Average	Milligrams per Liter	Weekly		GRAB
NODI: <input type="text"/>		NODI				<input type="text"/>	<input type="text"/>					
03582	Oil and grease	Smpl.							mg/L		77/77	GR
1 - Effluent Gross												
Season: 0		Req.						<= 10 Instantaneous Maximum	Milligrams per Liter	Contingent		GRAB
NODI: <input type="text"/>		NODI					9					
50050	Flow, in conduit or thru treatment plant	Smpl.	= <0.025	= 0.023	MGD						01/07	IN
1 - Effluent Gross												
Season: 0		Req.	Opt Mon 30 Day Average	Req Mon Daily Maximum	Million Gallons per Day							
NODI: <input type="text"/>		NODI	<input type="text"/>	<input type="text"/>								
84066	Oil and grease visual	Smpl.		= 0	Y=1;N=0							
1 - Effluent Gross												
Season: 0		Req.		Req Mon Instantaneous Maximum	Yes=1; No=0							
NODI: <input type="text"/>		NODI										

Whole parameter NODI

Must leave excursions blank



# Fixing Technical Errors

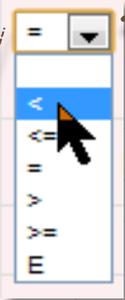
Expand Header

Permit ID: **COTRAIN01** | Permitted Feature ID: **001** | Discharge: **A** | Monitoring End Period: 07/31/2017  
 Form NODI:

Fix hard error, delete "<" from value field. Open value qualifier pick list choose <.

Hard error, only numbers and , . - + in value fields

Code	Name	NODI	Quantity or Loading	Units	# of Ex.	Freq. of Analysis	Smpl. Type
Value 1	Value 2	Units					
00400	pH	Smpl.			2	01/07	IS
1 - Effluent Gross							
Season: 0		Req.	>= 6.5 Minimum	<= 9 Maximum		Weekly	INSITU
NODI: <input type="text"/>		NODI	<input type="text"/>	<input type="text"/>			
00530	Solids, total suspended	Smpl.			1	01/07	GR
1 - Effluent Gross							
Season: 0		Req.		<= 45 Maximum 7 Day Average		Weekly	GRAB
NODI: <input type="text"/>		NODI	<input type="text"/>	<input type="text"/>			
03582	Oil and grease	Smpl.				77/77	GR
1 - Effluent Gross							
Season: 0		Req.		<= 10 Instantaneous Maximum		Contingent	GRAB
NODI: <input type="text"/>		NODI	<input type="text"/>	9			
50050	Flow, in conduit or thru treatment plant	Smpl.	< 0.025	0.023		01/07	IN
1 - Effluent Gross							
Season: 0		Req.	Opt Mon 30 Day Average	Req Mon Daily Maximum		Weekly	INSTAN
NODI: <input type="text"/>		NODI	<input type="text"/>	<input type="text"/>			
84066	Oil and grease visual	Smpl.		0		01/07	VI
1 - Effluent Gross							
Season: 0		Req.	Req Mon Instantaneous Maximum	Yes=1; No=0		Weekly	VISUAL
NODI: <input type="text"/>		NODI	<input type="text"/>				



Flow, in conduit or thru treatment plant

< 0.025



## NetDMR Training Program

- ❑ Using NetDMR
  - ❖ Working with DMRs

# *Error scan*

- ✓ Technical (hard) errors
- ❑ Compliance violation (soft) errors
- ❑ Explain violations

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# Compliance Violations (soft error)

✓ Your changes have been saved.

View Partial | Clear Parameter Fields | Save & Continue | Save & Exit Results | Sign & Submit | Print Friendly View | Cancel/Back

### Edit DMR

Collapse Header

**Permit**

Permit ID: CO00TRAIN Major:

Permittee: Happy-Go-Lucky Waste Distribution Inc Permittee Address: 2 NearToYou

Facility: IMAGINARY TEST FACILITY Facility

Permitted Feature: 001 - External Outfall Dis

**Report Dates & Status**

Monitoring Period: From 09/01/14 to 09/30/14 DMR Due Date: 10/28/14

Status: **NetDMR Validation Errors**

**Principal Executive Officer**

First Name:  Last Name:

Title:  Telephone:

**No Data Indicator (NODI)**

Form NODI:

Parameter	NODI List	Quantity or Loading	Quality or Concentration			# of Ex.	Freq. of Analysis List
			Value 1	Value 2	Value 3		
		Units					

DMR "Saved"

Review, acknowledge or fix "validation errors" (soft)



# Review Soft errors

Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
00400	pH	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00400	pH	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The permit limit value does not have a sample value or NODI selection.	<input type="checkbox"/>

These parameters are in violation of permit

## Soft errors are compliance violations!

- **Exceedances.**
  - Confirm that it is not a typo
- **Blank value fields.**
  - Provide missing info (data or NODI code)
- **Changed units or sample type**
  - Explain why in a cover letter!





# Acknowledge Accurate Soft Errors

Acknowledge Soft errors if appropriate

Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
00400	pH	Effluent Gross	Quality or Concentration Sample Value 1	Soft	The provided sample value is outside the permit limit.	<input checked="" type="checkbox"/>
00400	pH	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit.	<input checked="" 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 checked="" type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Quality or Concentration Sample Value 3	Soft	The permit limit value does not have a sample value or NODI selection.	<input type="checkbox"/>

- Check each “Acknowledge” box to accept exceedances/excursions.
- Save the DMR.
- Status should change from “Not Verified” to “NetDMR Validated”.



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *Error scan*

- ✓ Technical (hard) errors
- ✓ Compliance violation (soft) errors

□ Explain violations

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# *Comments & Explanations (violations)*

*Attach a cover letter that explains all acknowledged soft errors*

- Use a cover letter if you need more than 3-4 sentences to explain what happened, why, when, duration, mitigation efforts & your plan to prevent future violations



# *Comments & Explanations (violations)*

*Attach a cover letter that explains changed units, sample frequency & sample type codes*

- Except: when sampling more than required. No explanation necessary just change code to reflect actual sampling rate



# Comments & Explanations (no data)

*Attach a cover letter that explains all NODI codes used other than those defined as monitoring exemptions by permit*

- Examples of permitted monitoring exemptions:
  - No discharge NODI “C”
  - No influent NODI “7”
  - Contingent monitoring NODI “9”
  - (permit specifies conditions)



# Comments & Explanations (non-detect)

*Attach a copy of lab results to support non-detect on your report*

- Non-detect lab results (*whether reported as “< ML” or “NODI B”*)



# Corrected DMR (resubmission)

Enter a comment that shows what you corrected. Enter:

Revised DMR. Originally submitted MM/DD/YYYY. Correcting parameters XXXXX, YYYYY, ZZZZZ, etc... Brief explanation of why you are submitting a corrected DMR

- (XXXXX, YYYYY & ZZZZZ are space holders for the five character parameter codes of the parameters you corrected see image below)
- If your corrections are not simple errors, attach a cover letter to explain

5 character parameter codes

00400

00530

50050

84066

Expand Header												
Permit ID: COTRAIN01   Permitted Feature ID: 001   Discharge: A   Monitoring End Period: 07/31/12   DMR Due Date: 08/28/12   Status: NetDMR Validation Errors												
Form NODI: [ ]												
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	
00400	pH	Smpl.				= 0.2		= 10.2	SU	2	01/07	IS
	1 - Effluent Gross											
	Season: 0	Req.				>= 6.5 Minimum		<= 9 Maximum	Standard Units		Weekly	INSITU
	NODI: [ ]	NODI										
00530	Solids, total suspended	Smpl.					= 35		mg/L	1	01/07	GR
	1 - Effluent Gross											
	Season: 0	Req.					<= 30 30 Day Average	<= 45 Maximum 7 Day Average	Milligrams per Liter		Weekly	GRAB
	NODI: [ ]	NODI										
03582	Oil and grease	Smpl.							mg/L		77/77	GR
	1 - Effluent Gross											
	Season: 0	Req.						<= 10 Instantaneous Maximum	Milligrams per Liter		Contingent	GRAB
	NODI: [ ]	NODI										
50050	Flow, in conduit or thru treatment plant	Smpl.	< 0.025	> 0.023	MGD					0	01/07	IN
	1 - Effluent Gross											
	Season: 0	Req.	Opt Mon 30 Day Average	Req Mon Daily Maximum	Million Gallons per Day						Weekly	INSTAN
	NODI: [ ]	NODI										
84066	Oil and grease visual	Smpl.				= 0			Y=1;N=0	0	01/07	VI
	1 - Effluent Gross											
	Season: 0	Req.									Weekly	VISUAL
	NODI: [ ]	NODI										



# Compliance advisory letter

## If you receive a “Compliance Advisory Letter” from the water quality division

- Follow the instructions in the letter!
- If the letter asks you to correct your DMR
  - Enter comment “Revised DMR...” (see previous slide)
- Attach the compliance advisory letter to your DMR before you resubmit
  - Name the letter: “PermitID\_ComplianceLetter\_YYYY\_MM\_DD”
    - ❖ Where, “PermitID” is your 9 character permit ID
    - ❖ And, “YYYY\_MM\_DD” is the date of the letter
- After you submit
  - forward your submission confirmation email to the compliance officer or inspector who asked for the correction



# *Only Submit DMR, Cov, Lab, WET*

*Only use NetDMR to submit: DMRs, cover letters, lab results, WET testing results*

- Do not try to use NetDMR to submit any other documents/reports/studies than those listed above
- Store any document you wish to by attaching it to a DMR
- Only attach permit compliance related documents



## NetDMR Training Program

### Using NetDMR

# *Working with DMRs*

✓ Searching for DMRs

✓ Search Results

✓ The eDMR

✓ Error Scan

## Attachments

Processing Groups of DMRs

Tracking DMRs to Completion

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## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *Attachments*

- Naming files
- Secure online filing system

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# Naming Convention

## File Naming Rules

- Attached files are not just for you we use them to determine permit compliance. We must be able to quickly tell if a file is important and why
- Three essentials: **PermitID\_FileContentDescription\_YYYY\_MM**
  - **PermitID** is essential! *(You are not the only one who needs to work with these files)*
  - **FileContentDescription** describes the kind of information contained in the file. For example: lab results, monitoring log, calculations, study results, etc., ...
  - Monitoring period: **YYYY** = 4 digit Year; **MM** = 2 digit Month
- No spaces, in the file name (use “\_” or “CammelNotation” for readability)
- Examples:
  - **COX630528\_Lab\_2015\_06.pdf** - (lab analytical results)
  - **CO0039426\_DMRCov\_2014\_01.docx** - (cover letter, to explain violations)
  - **COG607168\_WET\_2012\_12.docx** - (whole effluent toxicity test results)
  - COG588467\_DailyMonitoringLog2015.xlsx
  - CO0064503\_ImagesUpset\_2013\_09.zip



# *Naming files so you can find them later*

## *File names*

- A name should communicate info about the contents of the file
- Files with similar info should sort together
- Don't include obvious information in the file name
- Order information in the file name from general to specific
- Permit ID is an essential part of the file name and also the most general piece of info about the file contents (left end)
- Dates are the most specific info and should be the last part of the name (right end)
- Dates should be typed backwards YYYYMMDD so they will sort like a number
- Don't put spaces between words use "CamelCase" or an underscore "\_" to separate words
- Use "+" to replace "and"



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *Attachments*

✓ Naming files

□ Secure online filing system

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## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs
    - Attachments

*Secure online  
filing system*

□ Documents you can  
officially submit

□ Documents you can only store

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# Documents Normally Associated with DMRs

Use NetDMR to  
officially submit

- Cover Letters
- Lab Results
- WET Testing Results

But, only these 3  
document types

Report Name	Report Attachment Naming
24 Hour Reporting of Non-Compliance	PermitID_24HrNC_YYYY_MM
Benthic Organism Study	PermitID_BenthicOrg_YYYY_MM
Bioconcentration Study	PermitID_Bioconc_YYYY_MM
Biological Monitoring	PermitID_BioMon_YYYY_MM
Biosolids	PermitID_Biosolids_YYYY_MM
Collection System	PermitID_CollectSys_YYYY_MM
Compliance Schedule	PermitID_CompSch_YYYY_MM
Construction Schedule	PermitID_ConstrSch_YYYY_MM
CSO Report	PermitID_CSO_YYYY_MM
DMR Cover Letter	PermitID_DMRCov_YYYY_MM
Flow Management	PermitID_FlowMgmt_YYYY_MM
Ground Water Management	PermitID_GWMgmt_YYYY_MM
Hydrostatic Test Water Discharge	PermitID_HydroTest_YYYY_MM
Inflow and Infiltration	PermitID_II_YYYY_MM
Laboratory Report	PermitID_Lab_YYYY_MM
Metals Study	PermitID_Metals_YYYY_MM
Mixing Zone Study	PermitID_MixingZone_YYYY_MM
Monthly Operating Reports	PermitID_MOR_YYYY_MM
Notice of Change	PermitID_NOC_YYYY_MM
Nutrient Study	PermitID_Nutrient_YYYY_MM
Other	PermitID_Other_YYYY_MM
Pretreatment Local Limits Evaluation	PermitID_PreLLE_YYYY_MM
Pretreatment Annual	PermitID_PreAnnRpt_YYYY_MM
Pretreatment Streamlining Rule	PermitID_PretSR_YYYY_MM
Pretreatment Regulatory Conformance	PermitID_PretRC_YYYY_MM
SSO Report	PermitID_SSO_YYYY_MM
Sediment Monitoring	PermitID_SedMon_YYYY_MM
Special Studies	PermitID_SpecialStdy_YYYY_MM
Stormwater Report	PermitID_StormH2O_YYYY_MM
TIE/TRE Toxicity Reduction Evaluation	PermitID_ToxRedEval_YYYY_MM
TRC Continuous Monitoring	PermitID_TRCMon_YYYY_MM
Treatability Study	PermitID_TreatStdy_YYYY_MM
Whole Effluent Toxicity	PermitID_WET_YYYY_MM

Expected Attachments  
No hard copy by snail mail required



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs
    - Attachments

# *Secure online filing system*

- ✓ Documents you can officially submit
- Documents you can only store

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# Filing Cabinet Files

Attach any documents that you want to securely store and make accessible

- You can't use NetDMR to submit these docs
- Only for accessible document storage

Report Name	Report Attachment Naming
24 Hour Reporting of Non-Compliance	PermitID_24HrNC_YYYY_MM
Benthic Organism Study	PermitID_BenthicOrg_YYYY_MM
Bioconcentration Study	PermitID_Bioconc_YYYY_MM
Biological Monitoring	PermitID_BioMon_YYYY_MM
Biosolids	PermitID_Biosolids_YYYY_MM
Collection System	PermitID_CollectSys_YYYY_MM
Compliance Schedule	PermitID_CompSch_YYYY_MM
Construction Schedule	PermitID_ConstrSch_YYYY_MM
CSO Report	PermitID_CSO_YYYY_MM
DMR Cover Letter	PermitID_DMRCov_YYYY_MM
Flow Management	PermitID_FlowMgmt_YYYY_MM
Ground Water Management	PermitID_GWMgmt_YYYY_MM
Hydrostatic Test Water Discharge	PermitID_HydroTest_YYYY_MM
Inflow and Infiltration	PermitID_II_YYYY_MM
Laboratory Report	PermitID_Lab_YYYY_MM
Metals Study	PermitID_Metals_YYYY_MM
Mixing Zone Study	PermitID_MZstudy_YYYY_MM
Monthly Operating Reports	PermitID_MOR_YYYY_MM
Notice of Change	PermitID_NOC_YYYY_MM
Nutrient Study	PermitID_Nutrient_YYYY_MM
Other	PermitID_Other_YYYY_MM
Pretreatment Local Limits Evaluation	PermitID_PreLLE_YYYY_MM
Pretreatment Annual	PermitID_PreAnnRpt_YYYY_MM
Pretreatment Streamlining Rule	PermitID_PretSR_YYYY_MM
Pretreatment Regulatory Conformance	PermitID_PretRC_YYYY_MM
SSO Report	PermitID_SSO_YYYY_MM
Sediment Monitoring	PermitID_SedMon_YYYY_MM
Special Studies	PermitID_SpecialStdy_YYYY_MM
Stormwater Report	PermitID_StormH2O_YYYY_MM
TIE/TRE Toxicity Reduction Evaluation	PermitID_ToxRedEval_YYYY_MM
TRC Continuous Monitoring	PermitID_TRCMon_YYYY_MM
Treatability Study	PermitID_TreatStdy_YYYY_MM
Whole Effluent Toxicity	PermitID_WET_YYYY_MM

NetDMR is filing cabinet for these documents not submission method  
**Submit as specified!**



## NetDMR Training Program

### Using NetDMR

# *Working with DMRs*

✓ Searching for DMRs

✓ Search Results

✓ The eDMR

✓ Error Scan

✓ Attachments

Processing Groups of  
DMRs *(back to search results)*

Tracking DMRs to Completion

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## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *Processing Groups of DMRs (back to search results)*

- **NODI code groups of DMRs**
- **Sign & Submit groups of DMRs**

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# Batch NODI Coding Whole DMRs

NODI Code multiple DMRs (up to 100 at a time)

Check each DMR you want to code with the same NODI code

New Search | Refine Search | Data | Sign & Submit Checked DMRs | Download Checked CORs in XML | Download Checked CORs in PDF | Update NODI

### DMR/COR Search Result

DMRs 1 through 4 of 4

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 COR Download	Update NODI
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	COTRAIN06	COLORADO FAKE FACILITY	001	001-A	fake discharge 001	09/30/13	10/28/13	Ready for Data Entry		<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	COTRAIN06	COLORADO FAKE FACILITY	002	002-A	fake discharge	09/30/13	10/28/13	Ready for Data Entry		<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input checked="" type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	COTRAIN06	COLORADO FAKE FACILITY				9/30/13	10/28/13	Ready for Data Entry		<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input checked="" type="checkbox"/>
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	COTRAIN06	COLORADO FAKE FACILITY				/30/13	10/28/13	Ready for Data Entry		<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input checked="" type="checkbox"/>

Width of page determines where "Update NODI" appears in header



# Batch Update NODI

Save & Exit | Cancel/Back to Search Results

## Update NODI

### Select New NODI Values

Select a NODI code below or select delete. Click the 'Save and Exit' option above when done.

NODI Code: C - No Discharge

- Delete::
- M - Laboratory Error
  - 1 - Wrong Flow
  - 2 - Operation Shutdown
  - 4 - Discharge to Lagoon/Groundwater
  - 5 - Frozen Conditions
  - 7 - No Influent
  - 8 - Other (See Comments)
  - 9 - Conditional Monitoring - Not Required This Period
  - A - General Permit Exemption
  - B - Below Detection Limit/No Detection
  - C - No Discharge
  - D - Lost Sample/Data Not Available
  - E - Analysis Not Conducted/No Sample
  - F - Insufficient Flow for Sampling
  - G - Sampling Equipment Failure
  - H - Invalid Test
  - J - Land Applied
  - K - Recycled - Water-Closed System
  - L - Natural Disaster

### My Selected

These are the  
You may select

Remove

DMRs 1 through

Permit

COTR

COTR.A

COTRAIN06

COTRAIN06

following DMRs changed.

3<sup>rd</sup> Save & Exit  
back to search  
results page

2<sup>nd</sup> choose  
appropriate  
NODI code

1<sup>st</sup> Reselect  
DMRs to update

Discharge Description	Monitoring Period End Date	DMR Due Date	Status
fake outfall 001	09/30/13	10/28/13	Ready for Data Entry
fake outfall 002	09/30/13	10/28/13	Ready for Data Entry
fake outfall 003	09/30/13	10/28/13	Ready for Data Entry
fake outfall 004	09/30/13	10/28/13	Ready for Data Entry



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *Processing Groups of DMRs (back to search results)*

- ✓ NODI code groups of DMRs
- Sign & Submit groups of DMRs

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# Batch Sign & Submit

Sign and submit the group

Choose the DMRs that you are going to sign & submit

Sign & Submit Checked DMRs  
Update NODI

Download Checked COR

ML

Download

## DMR/COR Search Results

DMRs 1 through 4 of 4

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
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>	COTRAIN02	COLORADO FAKE FACILITY	001	001-B	Effluent Flow Between 0 and 1 MGD	06/30/13	07/28/13	NetDMR Validated		<input checked="" type="checkbox"/>
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>	COTRAIN02	COLORADO FAKE FACILITY	001	001-W	Acute WET Testing at 001B	06/30/13	07/28/13	NetDMR Validated		<input checked="" type="checkbox"/>
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>	COTRAIN02	COLORADO FAKE FACILITY	001	001-B	Effluent Flow Between 0 and 1 MGD	06/30/13	07/28/13	NetDMR Validated		<input checked="" type="checkbox"/>

Check All On Page

Clear All

“NetDMR Validated” DMRs can be signed (in groups of up to 100 DMRs at a time)

# Sign & Submit

## 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 COR 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"/> Check All Clear All	<input checked="" type="checkbox"/> Check All Clear All		COTRAIN01	COLORADO FAKE FACILITY	001	001-A	001	07/31/12	08/28/12	NetDMR Validated																				
<i>Acknowledged Soft Edit Check Errors</i>																														
<table border="1"><thead><tr><th>Code</th><th>Parameter Name</th><th>Monitoring Location</th><th>Field</th><th>Description</th></tr></thead><tbody><tr><td>00400</td><td>pH</td><td>1</td><td>Quality or Concentration Sample Value 1</td><td>The provided sample value is outside the permit limit.</td></tr><tr><td>00400</td><td>pH</td><td>1</td><td>Quality or Concentration Sample Value 3</td><td>The provided sample value is outside the permit limit.</td></tr><tr><td>00530</td><td>Solids, total suspended</td><td>1</td><td>Quality or Concentration Sample Value 2</td><td>The provided sample value is outside the permit limit.</td></tr></tbody></table>											Code	Parameter Name	Monitoring Location	Field	Description	00400	pH	1	Quality or Concentration Sample Value 1	The provided sample value is outside the permit limit.	00400	pH	1	Quality or Concentration Sample Value 3	The provided sample value is outside the permit limit.	00530	Solids, total suspended	1	Quality or Concentration Sample Value 2	The provided sample value is outside the permit limit.
Code	Parameter Name	Monitoring Location	Field	Description																										
00400	pH	1	Quality or Concentration Sample Value 1	The provided sample value is outside the permit limit.																										
00400	pH	1	Quality or Concentration Sample Value 3	The provided sample value is outside the permit limit.																										
00530	Solids, total suspended	1	Quality or Concentration Sample Value 2	The provided sample value is outside the permit limit.																										
<i>Attachments</i>																														
<table border="1"><thead><tr><th>Name</th><th>Type</th><th>Size</th></tr></thead><tbody><tr><td><a href="#">COTRAIN01_LabResults_2011_07.xlsx</a></td><td>xlsx</td><td>8217</td></tr></tbody></table>											Name	Type	Size	<a href="#">COTRAIN01_LabResults_2011_07.xlsx</a>	xlsx	8217														
Name	Type	Size																												
<a href="#">COTRAIN01_LabResults_2011_07.xlsx</a>	xlsx	8217																												

- Check: “Include In Submission” (each DMR you want to sign and submit)
- Check: “Add COR and Attachments to Email Notification” (COR and all attachments sent to email list)
- Preview COR: click the View Completed DMR icon.
- Review violations and attachments



# Sign & Submit

- Scroll down to & read statement in yellow.
  - You are responsible for data quality
  - You are aware of the penalties for submitting false information.
- Answer the security question & enter your password
- Click “Submit” button ONCE!

*I certify under penalty of law that this submission was prepared under my direction or the direction of a qualified person who is directly responsible for gathering the information, the information submitted is true and accurate, I am aware that there are significant penalties for submitting false information, including the possibility of being fined or imprisoned, and by entering my password and security question answer and pressing the Submit button, I agree to the following:*

*By entering my password and security question answer and pressing the Submit button, I agree to the following:*

1. I am Pogo Possum.
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 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, and is true to the best of my knowledge.

What is your favorite vacation destination?

Password

When you are ready to submit click

**once!**

*(If you double click an official submission it will cause compliance trouble! If you think that you might have double clicked, check your search results for 2 CORs per DMR submitted. If you find that you have double submitted, call (303) 691-4046 and tell us what you have done!)*



# Submission Confirmation

- The signed and submitted DMR is now a Copy of Record (COR).
- “Submission Confirmation” code is not available once you leave this page
- Copy and paste code into spreadsheet (if you want to be able to track submissions later using this code)

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

 **Submission Confirmation** - **da6659da-a187-41ce-a080-765c52ec57c0**

Your submission has been received.

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	View COR	Download COR in XML	Download COR in PDF	Download COR Signature
COTRAIN06	COLORADO FAKE FACILITY	001	001-A	fake outfall 001	09/30/13	10/28/13				
COTRAIN06	COLORADO FAKE FACILITY	002	002-A	fake outfall 002	09/30/13	10/28/13				
COTRAIN06	COLORADO FAKE FACILITY	003	003-A	fake outfall 003	09/30/13	10/28/13				
COTRAIN06	COLORADO FAKE FACILITY	004	004-A	fake outfall 004	09/30/13	10/28/13				



## NetDMR Training Program

### Using NetDMR

# *Working with DMRs*

- ✓ **Searching for DMRs**
- ✓ **Search Results**
- ✓ **The eDMR**
- ✓ **Error Scan**
- ✓ **Attachments**
- ✓ **Processing Groups of DMRs**
- Tracking DMRs to Completion**

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## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *Tracking DMRs to Completion*

- Submission confirmation
- Completion confirmation
- Completion with errors and warnings

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# Submission Confirmation Email

Confirms DMRs sent

NetDMR COR Submission Received for: COTRAIN01

Inbox x

netdmr-notification@epa.gov Jul 16

to me, mtomb...

NetDMR has received the signed 3 DMR(s) and created the Copies of Record (CORs) for the 3 DMR(s) below. The submission will be forwarded for further processing.

Permitted Facility Name: COLORADO FAKE FACILITY  
Permit ID: COTRAIN01  
Permitted Feature: 001  
Discharge: A - 001  
Monitoring Period End Date: 05/31/13  
COR Signature:  
7235b0d9e7026994895f6589198aa93de815489b2b81aea1bde91e95f421  
4e2cd12f10f47d41812c426427f0c3558bba9b669b84459c95616e609ff6  
e114a4b5a285ec19278b16bd1357848bf4408759ecc8e1645f62b7ebc330

Attachments: ...

COTRAIN01\_LabResults\_2011\_07.xlsx

Permitted Facility Name: COLORADO FAKE FACILITY  
Permit ID: COTRAIN01  
Permitted Feature: 003  
Discharge: A - 003  
Monitoring Period End Date: 05/31/13  
COR Signature:  
6e85be31fb45fb501c489f91f376718c2917bf97bc765d0  
b2ad9adf2f08feb89de0d79dbade4ca13a5e453cb0433f  
ab480c99d558ceaa1fc5072ab7101f3db69cda7c08ce3  
cb3fcf0445d235555091beda9ca85373bacb9bad0eafb2

Attachments included in the COR: No

Thank you.

Notification generated from "Test" NetDMR

3 attachments — [Download all attachments](#)

- NetDMR\_COR\_19381\_COTRAIN01\_001\_A\_20130531.zip  
28K [View](#) [Download](#)
- NetDMR\_COR\_19382\_COTRAIN01\_002\_A\_20130531.zip  
37K [View](#) [Download](#)
- NetDMR\_COR\_19383\_COTRAIN01\_003\_A\_20130531.zip  
31K [View](#) [Download](#)

Download these files "backup copy"

3 attachments — [Download all attachments](#)

- NetDMR\_COR\_19381\_COTRAIN01\_001\_A\_20130531.zip  
28K [View](#) [Download](#)
- NetDMR\_COR\_19382\_COTRAIN01\_002\_A\_20130531.zip  
37K [View](#) [Download](#)
- NetDMR\_COR\_19383\_COTRAIN01\_003\_A\_20130531.zip  
31K [View](#) [Download](#)



# Download COR

Name of zip folder identifies DMR (files inside are generically named)

Name	Type	Compressed size	Password ...	Size
COTRAIN01_LabResults_2011_07.xlsx	Microsoft Office Excel Wo...	6 KB	No	
DischargeMonitoringReport.xsl	XSL Stylesheet	8 KB	No	
dmrSubmission.pdf	Adobe Acrobat Document	20 KB	No	
dmrSubmission.xml	XML Document	3 KB	No	
submissionReceipt.xml	XML Document	1 KB	No	

“dmrSubmission.pdf” = COR  
All attachments are in the folder



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *Tracking DMRs to Completion*

- ✓ Submission confirmation
- Completion confirmation
- Completion with errors and warnings

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# Processing Complete

- Notice of successful reporting.
- No errors detected
- You have fulfilled reporting requirement



NetDMR DMR(s) Submittal Passed for: COTRAIN01



Inbox x

netdmr-notification@epa.gov

Jul 16 ☆

to me ▾

The following signed 3 DMR(s) were submitted to EPA and were successfully processed:

CDX Transaction ID: \_4547d6e0-793b-4448-bcf8-5b8b091da695  
User ID: [netdmr01@gmail.com](mailto:netdmr01@gmail.com)  
Timestamp: 07/16/2013 17:10:57

-----  
Permitted Facility Name: COLORADO FAKE FACILITY  
Permit ID: COTRAIN01  
Permitted Feature: 001  
Discharge: A - 001  
Monitoring Period End Date: 05/31/13

-----  
Permitted Facility Name: COLORADO FAKE FACILITY  
Permit ID: COTRAIN01  
Permitted Feature: 002  
Discharge: A - 002  
Monitoring Period End Date: 05/31/13

-----  
Permitted Facility Name: COLORADO FAKE FACILITY  
Permit ID: COTRAIN01  
Permitted Feature: 003  
Discharge: A - 003  
Monitoring Period End Date: 05/31/13

Thank you.

Notification generated from "Test" NetDMR

ICIS Database has received data



## NetDMR Training Program

- Using NetDMR
  - ❖ Working with DMRs

# *Tracking DMRs to Completion*

- ✓ Submission confirmation
- ✓ Completion confirmation
- Completion with errors and warnings

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# Submission Errors & Warnings

NetDMR DMR(s) Submittal Processed with Warnings or Errors for: COG588072



Inbox x



netdmr-notification@epa.gov

7/25/13 ☆



to mtlomb, me

The following signed 2 DMR(s) were submitted to EPA. All of the DMRs in the submission are listed. If a DMR had warnings and/or errors, the details are included below.

CDX Transaction ID: \_dc5d117a-f875-44d1-9b0b-98714bb35f22  
User ID: [netdmrtn01@gmail.com](mailto:netdmrtn01@gmail.com)  
Timestamp: 07/25/2013 14:40:08

Permitted Facility Name: C LAZY U RANCH, INC.  
Permit ID: COG588072  
Permitted Feature: 001  
Discharge: A - DISCHARGE TO WILLOW CREEK  
Monitoring Period End Date: 06/30/10  
There are 1 warnings and/or errors present and all are shown below:  
1. Warning - Warning: the following Numeric Condition Quantity(ies) has a Percent Exceedence of greater than 500%: Q1

Permitted Facility Name: C LAZY U RANCH, INC.  
Permit ID: COG588072  
Permitted Feature: 300  
Discharge: I - INFLUENT MEASUREMENTS  
Monitoring Period End Date: 06/30/10  
There are 0 warnings and/or errors present and all are shown below:

Thank you.

Notification generated from "Test" NetDMR

Confirmation email indicates 1 DMR with Submission Errors & Warnings



# Submission Errors & Warnings

## DMR/COR Search Results

DMRs 1 through 14 of 14

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	Update NODI
<input type="text" value="Correct DMR"/> <input type="button" value="Go"/>	COG588072	C LAZY U RANCH,	001	001-A	DISCHARGE TO WILLOW CREEK	06/30/10	07/28/10	Submission Errors/Warnings	<a href="#">07/25/13</a> <a href="#">06/11/10</a> <a href="#">06/11/10</a> <a href="#">06/11/10</a> <a href="#">06/23/10</a>	<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
<input type="text" value="Correct DMR"/> <input type="button" value="Go"/>				300-I	INFLUENT MEASUREMENTS	06/30/10	07/28/10	Completed	<a href="#">07/25/13</a> <a href="#">06/24/10</a> <a href="#">06/23/10</a>			
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>		RANCH, INC.		001-A	DISCHARGE TO WILLOW CREEK	07/31/10	08/28/10	NetDMR Validated				
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>	COG588072	C LAZY U RANCH, INC.	300	300-I	INFLUENT MEASUREMENTS	07/31/10	08/28/10	NetDMR Validation Errors				
<input type="text" value="Correct DMR"/> <input type="button" value="Go"/>	COG588072	C LAZY U RANCH, INC.	001	001-A	DISCHARGE TO WILLOW CREEK	08/31/10	09/28/10	Completed	<a href="#">09/10/10</a>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>	COG588072	C LAZY U RANCH, INC.	300	300-I	INFLUENT MEASUREMENTS	08/31/10	09/28/10	Ready for Data Entry				<input type="checkbox"/>
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>	COG588072	C LAZY U RANCH, INC.	001	001-A	DISCHARGE TO WILLOW CREEK	09/30/10	10/28/10	Imported				<input type="checkbox"/>
<input type="text" value="Edit DMR"/> <input type="button" value="Go"/>	COG588072	C LAZY U RANCH, INC.	300	300-I	INFLUENT MEASUREMENTS	09/30/10	10/28/10	NetDMR Validated				<input type="checkbox"/>

- Correct DMR
- Correct DMR
- View CORs
- Download CORs in XML
- Download CORs in PDF
- Review Last Submission Errors/Warnings

Check error messages



# Submission Errors & Warnings Page

## DMR Submission Errors and/or Warnings

Use this page to review errors and/or warnings that occurred when this DMR was submitted to the Environmental Protection Agency. For assistance resolving errors, please consult the Help system or a system administrator.

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date
000588072	C LAZY W RANCH, INC.	001	001-A	A	06/30/10	07/28/10	Submission Errors	<a href="#">07/25/13 12:41 MDT</a>

One item found

<a href="#">Error Code</a>	<a href="#">Error Type Code</a>	<a href="#">Description</a>	<a href="#">Parameter Code</a>	<a href="#">Parameter Name</a>	<a href="#">Monitoring Location Code</a>	<a href="#">Monitoring Location</a>	<a href="#">Season Num</a>
DMR300	Warning	Warning: the following Numeric Condition Quantity(ies) has a Percent Exceedence of greater than 500%: Q1	00530	Solids, total suspended	1	Effluent Gross	0

[Back](#)

**Getting started**

**Using NetDMR**

**NetDMR  
Training  
Program**

**Introduction**

**Additional  
Resources**

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# Web Hyperlinks

- NetDMR test - practice site
  - <https://netdmrtest.epacdx.net/netdmr-web/public/home.htm>
- NetDMR production - official site
  - <https://netdmr.epa.gov/netdmr/public/home.htm>
- EPA's "...Permittee and Data Provider User Guide:"
  - <http://www.epa.gov/netdmr/documents/pdf/NetDMRNationalInstallationPermitteeAndDataProviderUserGuideFinal.pdf>
- EPA's online training material for NetDMR - several free online courses you can take at anytime
  - <http://www.epa.gov/netdmr/about/training.html>



# Handouts

- Dropbox: training documents and instructions (you do not need an account just to download files )
- <https://www.dropbox.com/sh/3s9wr48ikca3jd4/K6Rj3OTsMT>
  - ❖ *Account Setup - instructions on creating an account and requesting access to permits*
  - ❖ *Administrator Instructions - Instructions on how to grant access to other users within your organization (Administrators, Editors & Viewers)*
  - ❖ *Data Entry Aids - DMR data entry code definitions and attachment naming conventions for documents you might attach to your DMRs*
- Data Import - formatting templates and instructions for uploading data to NetDMR
- Regulations - excerpts of regulations that describe who is eligible to become a signatory of permit documents including DMRs
  - ❖ *Webinar PowerPoint - this presentation*



# E-Reporting Rule

- E-reporting rule sites
- The Federal Register: Proposed E-Reporting rule
  - <https://federalregister.gov/a/2013-17551>
  - <http://www.gpo.gov/fdsys/pkg/FR-2013-07-30/pdf/2013-17551.pdf>
- Information about the rule
  - <http://www2.epa.gov/compliance/proposed-npdes-electronic-reporting-rule>



# *Technical Requirements*

- Modern browser (IE 7 or 8, Chrome, Firefox, don't know about IE 9).
- Enable cookies. The site uses cookies that are removed when you log off.
- Enable pop-ups. Some buttons launch popup windows that provide info.

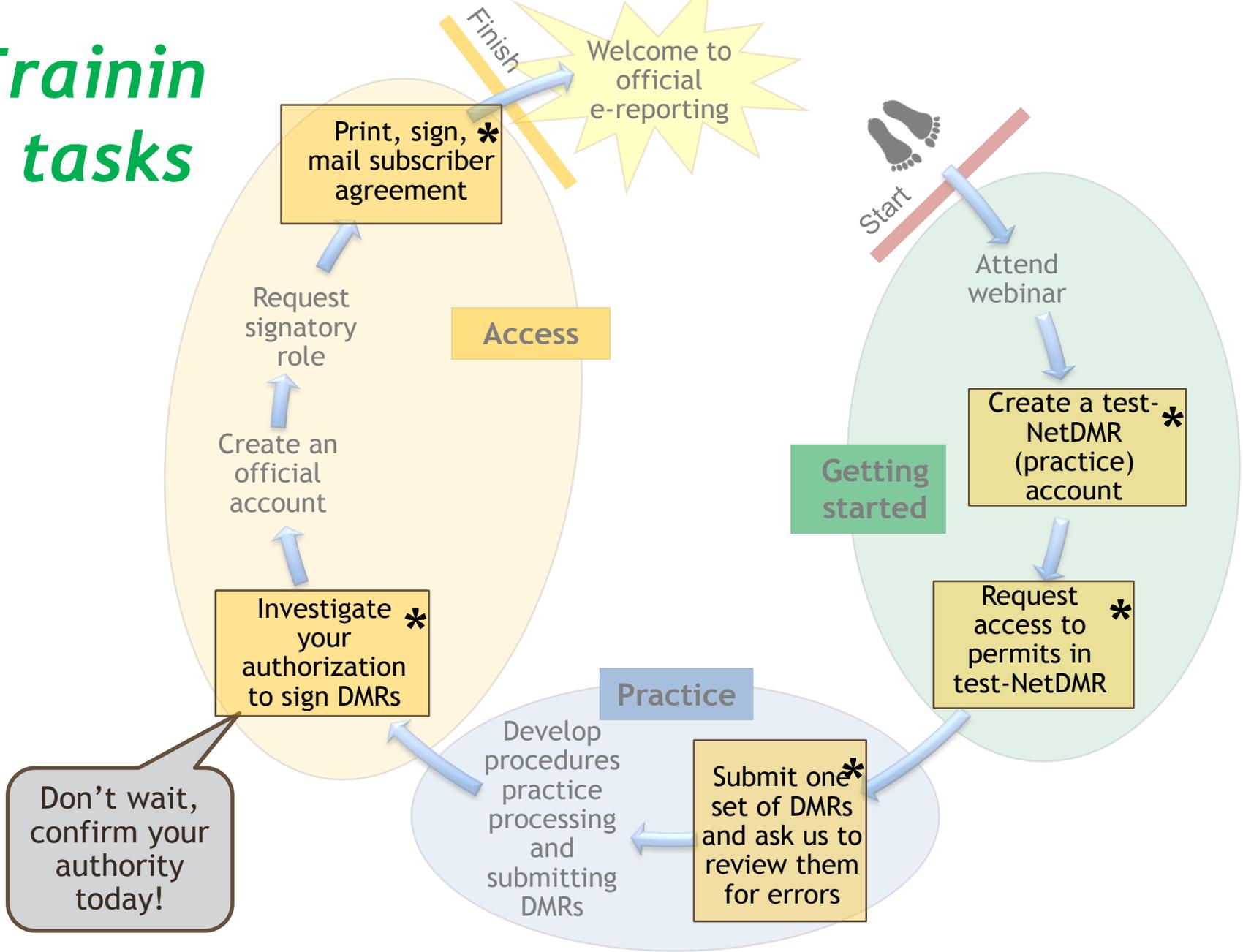


# Definitions

- CDPHE - Colorado Department of Public Health & Environment
- COR -- Copy of Record A legally enforceable copy of a DMR, one that has been submitted to EPA and/or CDPHE
- DMR -- Discharge Monitoring Report
- eDMR - Electronic Discharge Monitoring Report
- EPA - Environmental Protection Agency
- ICIS-NPDES - Integrated Compliance Information System, National Pollutant Discharge Elimination System. The database of record for air and water pollution data
- NetDMR - Electronic DMR reporting tool
- NODI - No data indicator. A way of indicating why you have no data in a value field
- NPDES - National Pollutant Discharge Elimination System
- Permittee - The person(s) who is legally responsible for permit NPDES permit compliance
- WQCD - Water Quality Control Division (of CDPHE)



# Training tasks





*Thank you for all you do to  
keep Colorado clean*

Your hard work helps maintain Colorado as one of the great  
places to live and work



**COLORADO**  
Department of Public  
Health & Environment

