



Reporting in NetDMR for MSGP Permits

TCEQ MSGP Permittee Training – Asa Bigham

Intent of this presentation

- Provide MSGP Permittees information on how to use the NetDMR System to report electronically successfully.
- Help MSGP Permittees better understand their reporting requirements.



Requesting Access to your Permit

Set up
information

Requesting Access To Your Permit

First you must login into NetDMR through your CDX Account

- CDX Home Page
 - <https://npdes-ereporting.epa.gov/net-netdmr>
- Sign in using your CDX Account and Password

CDX-NetDMR Home Page



Welcome to the NetDMR 2017 Upgrade registration and log-in page. To sign in, please use your Central Data Exchange (CDX) User ID and Password. If you are already a registered NetDMR user with or without a current CDX account, check for an email from netdmr-notification@epa.gov with instructions on how to complete the CDX registration for NetDMR users. If you did not receive an email or could NOT complete the process using the link provided in the email, you will need to create a new CDX account unless you already have a CDX account. If you already have a CDX account, please add the appropriate NetDMR program service(s).

Sign in

or [create a new account](#)

* = required

User ID *

Password *

[Forgot username?](#)

[Forgot password?](#)

Requesting Access To Your Permit

Once you have logged in to CDX you will then select your role in the NetDMR-Texas program area:

- Make sure that you are using the (NDMR-TX: NetDMR: Texas TCEQ) Program Service Area
- Select your role in NetDMR

CDX NetDMR Portal

The screenshot shows the CDX Central Data Exchange portal. At the top, there is a navigation bar with buttons for 'MyCDX', 'Inbox', 'My Profile', 'Submission History', and 'Payment History'. Below this is a 'Services' section with a 'Manage' icon. A table lists the services with columns for 'Status', 'Program Service Name', and 'Role'. A red arrow points from the text 'Select your role in NetDMR' to the 'Permittee (signature)' role in the table. At the bottom of the services section, there are two buttons: 'Add Program Service' and 'Manage Your Program Services'.

Status	Program Service Name	Role
	NDMR-TX: NetDMR: Texas TCEQ	Permittee (signature)

Requesting Access To Your Permit

CDX User Types and their roles in NetDMR:

Term	Who	Available NetDMR Roles	Definition
Permittee (signature)	If you work for the company and will <u>sign/submit DMRs</u>	Signatory, Permit Administrator, Edit, View	A person authorized to sign, view, edit and submit DMRs for a specific permit. Will also be able to approve roles for others except signatory.
Permittee (no signature)	If you work for the company but <u>will NOT sign/submit DMRs</u>	Permit Administrator, Edit, View	Can view, enter and upload DMRs into NetDMR, edit CORs, and approve roles for other users within NetDMR
Data Provider	Lab, Contractor or 3 rd Party Affiliate	Edit, View	Allowed to view, enter and import DMRs into NetDMR and edit CORs but they <u>cannot</u> sign and submit forms

Requesting Access To Your Permit

Once you have selected your role you will be taken to the NetDMR Portal page

- This page will take you directly into the NetDMR System
- Click on 'Continue to NetDMR'

NetDMR Portal

FAQs | Getting Started | Contact the NetDMR Team

NetDMR
Network Discharge
Monitoring Report

Welcome

Welcome to the **Texas TCEQ** Installation of NetDMR! NetDMR is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) Permittee Users to enter and electronically submit Discharge Monitoring Report (DMR) data through the Central Data Exchange (CDX) to EPA. All facilities required to provide DMR data as part of their NPDES permit will need to do so electronically using NetDMR as of December 21, 2016. If you are interested in learning more about NetDMR please check out the NetDMR Support https://usepa.servicenowservices.com/oeca_icis?id=netdmr_homepage

Access NetDMR

[Continue to NetDMR](#)

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

News

- There are no news items

Requesting Access To Your Permit

Home | My Account | Request Access | Help | Logout

User:ASA.BIGHAM@TCEQ.TEXAS.GOV, Pe

NetDMR

Network Discharge Monitoring Report

TEXAS COMMISSION ENVIRONMENTAL QUALITY

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

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.

- Permit ID: All
- Facility: All
- Permitted Feature: All
- Discharge: All
- Monitoring Period End Date (MPED) Range: [] [] (mm/dd/yyyy)
- DMR Due Date: Month [] Year []

Last 10 Logins		
1/10/22	11:44 AM	-
1/6/22	3:07 PM	-
1/6/22	2:04 PM	-

You are now on the NetDMR Home Page

- From this page you will need to request access to your permit before you can begin submitting
- Click on the 'Request Access' button located at the top of the page

Requesting Access To Your Permit

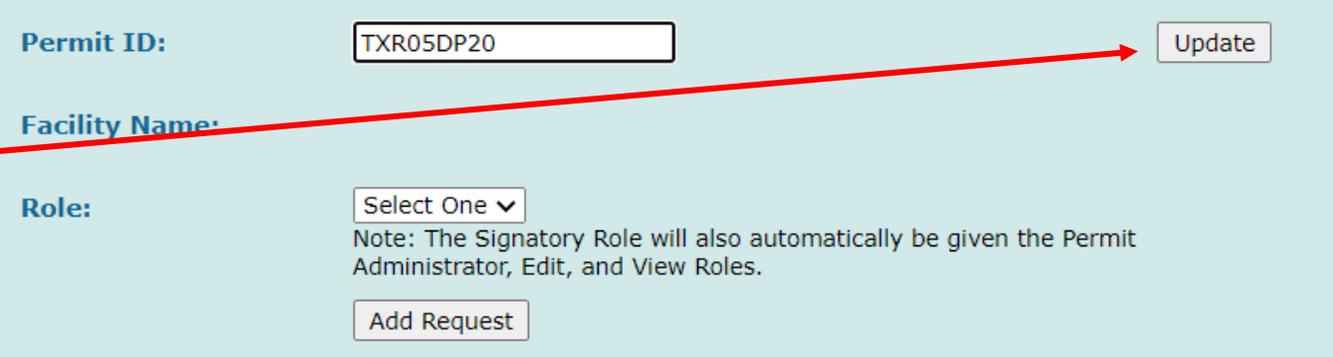
Request Access Tab

- Once you have clicked on the 'Request Access' Tab you will be taken to this screen.
- First enter your permit number and then click the 'Update' button.

Request Access to Permits and Associated DMRs

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

Only users with the Permittee (signature) role in CDX can request Signatory roles.



Permit ID:

Facility Name:

Role:
Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

Access Requests

A summary of the current access requests is presented below.

Permit ID	Facility Name	Requested Role	Remove Access Request
No Permits found			

Requesting Access To Your Permit

Request Access Tab

- Once you have clicked on the 'Update' button the name of your facility should appear below the permit ID.
- You will then need to select your role using the drop-down box and click on the 'Add Request' button.

Request Access to Permits and Associated DMRs

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

Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID:

Facility Name:

Role:

Signatory Role will also automatically be given the Permit Edit, and View Roles.

Access Requests

A summary of the current access requests is presented below.

Permit ID	Facility Name	Requested Role	Remove Access Request
No Permits found			

Requesting Access To Your Permit

Request Access Tab

- Once you have clicked the 'Add Request' button a summary of your request will appear under the Access Requests tab.
- After verifying that everything is correct click on the 'Submit' button.

Request Access to Permits and Associated DMRs

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

Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID:

Facility Name: PLESSALA ENTERPRISES

Role:
Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

Access Requests

A summary of the current access requests is presented below.

Permit ID	Facility Name	Requested Role	Remove Access Request
TXR05DP20	PLESSALA ENTERPRISES	Signatory	

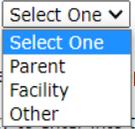
Requesting Access To Your Permit

Additional Information Required

- After you have submitted your initial request, if you requested a Signatory Role, you will be required to provide additional information.
- Select your relationship to the facility.
 - Select “Parent” if you work at a corporate headquarters or off-site office.
 - Select “Facility” if you if you work on-site or near the location of the facility.

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
TXR05DP20	Signatory	<p>What is your employer's relationship to the facility or facilities?*</p> <p><input type="radio"/> I am a Responsible Official and 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 is a Responsible Official, and does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p>Confirm Responsible Official Email Address: <input type="text"/></p> <p>Select One </p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

Requesting Access To Your Permit

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
TXR05DP20	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/></p> <p><input checked="" type="radio"/> I am a Responsible Official and 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 is a Responsible Official, and does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p>Confirm Responsible Official Email Address: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

Additional Information Required

- You will then click on the button indicating if you are a “Responsible Official” or a “Duly Authorized Representative”
 - If you are a Responsible Official select the first button indicating that and then click submit.
 - If you are a Duly Authorized Representative, you will select the second button and enter the following information for the Responsible Official and then click the submit button.

Requesting Access To Your Permit

Confirm Access Request

- From here you will be prompted to “Sign Electronically” or “Sign via Paper”

Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

Permit ID	Facility Name	Requested Role	Additional Information
TXR05DP20	PLESSALA ENTERPRISES	Signatory	<p>What is your employer's relationship to the facility or facilities?*: Facility v</p> <p><input checked="" type="radio"/> I am a Responsible Official and 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 is a Responsible Official, and does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p><input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></p>

Requesting Access To Your Permit

Signing Electronically

- You will be taken to this screen where you can view a copy of your Subscriber Agreement. Click “Sign Electronically” when you are ready to officially submit your request for approval.
- Signing electronically is faster and you will generally be granted access the same day as your request.

Please sign the Subscriber Agreement(s) by clicking the 'Sign Electronically' button below.

If you are a **Responsible Official**, your request will be sent directly to the Regulatory Authority via email. If you are a **Duly Authorized Representative**, your Responsible Official must access NetDMR to approve your request before it is sent to the Regulatory Authority.

Your status will be Pending until your request is approved by the Regulatory Authority. Thank you for choosing to sign your Subscriber Agreement electronically.

Sign Electronically

Cancel

Agency: Texas TCEQ

Subscriber Agreement Number: 203cfff8-3aac-479a-b342-22ef11414943

Generated On: 2022-01-10 15:41:37.0

Account Reference: 19321

NetDMR Subscriber Agreement Instructions Page

This form can be used for permits issued by: Texas TCEQ, hereafter referred to as "the Regulatory Authority".

Requesting Access To Your Permit

Signing via Paper

- If you chose to sign via paper you will be taken to a similar page with a copy of your subscriber agreement attached.
- You will print a copy of this Subscriber agreement, sign it and mail it the address shown below your signature.

You have chosen to sign a hard copy of your Subscriber Agreement. Your request will be in Pending status until you print and sign the paper Subscriber Agreement(s), and mail it to your Regulatory Authority for the request to be processed. To print additional copies, go to My Account.

Print this form, save a copy for your records, and mail to:

Texas TCEQ

Attn: Compliance Monitoring – MC224

P.O. Box 13087

Austin , TX 78711-3087



Searching and Submitting DMRs

MSGP Monitoring
Requirements

How to search for and
submit DMRs

MSGP Monitoring Requirements

Monitoring Type	Limit Set Type	Season ID	Reporting Due Date
Hazardous Metals	Unscheduled	Season ID = 0	March 31, annually
Numeric Effluent Limits – Federal Effluent Guidelines (ELGs)	Scheduled and Unscheduled*	Season ID = 0	March 31, annually
Benchmark Monitoring	Unscheduled	Season ID = 1	March 31, annually
Impaired Waterbody	Unscheduled	Season ID = 0	March 31, annually

Hazardous Metals reporting required by all permits. Numeric Effluent Limits will vary based on sector and facility. Benchmark Monitoring applies to certain facilities. Impaired Water Body Monitoring applies to certain facilities discharging directly to an impaired waterbody.

Searching and Submitting DMRs

Scheduled DMRs:

- To search for Scheduled DMRs to submit start by selecting your permit number from the drop down box next to the 'Permit ID' tab.

Manage Access Requests | Search All DMRs & CORs Permits Users | Unscheduled DMRs Unscheduled DMRs | Import DMRs Perform Import Check Results | Update NOI Check Results

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.

Permit ID: TXR05EY46 ▼

Facility: All ▼

Searching and Submitting DMRs

Scheduled DMRs:

- Then click on the ‘DMR Due Date’ button. In the MSGP universe the reports are due annually in March, so select the month of March and the year you would like to submit for.
- Then scroll down and click on the ‘Search’ button.

The screenshot shows a search interface for DMRs. At the top, there is a radio button labeled "DMR Due Date:" which is selected. To its right are two dropdown menus: "Month" set to "March" and "Year" set to "2022". Below this is a dropdown menu for "Edited or Submitted By:" set to "All". The "Status:" section features a list box with the following options: "Submission Errors/Warnings", "Completed with Errors", "Completed with Warnings", "Completed", "Completed - Cannot Be Corrected", "Update NODI Pending", and "Processed for Signing". To the right of the list box is an "All" button and a note: "(Hold down CTRL or Mac command key to select/deselect multiple)". Below the status section is a dropdown menu for "Scheduled/Unscheduled:" set to "All". There is a text input field for "COR Confirmation #:". At the bottom, there are two buttons: "Search" and "Clear All Fields". A red arrow points from the "DMR Due Date:" radio button to the first bullet point in the text on the left. Another red arrow points from the "Search" button to the second bullet point in the text on the left.

DMR Due Date: Month Year

Edited or Submitted By:

Status:
Completed with Errors
Completed with Warnings
Completed
Completed - Cannot Be Corrected
Update NODI Pending
Processed for Signing

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

Scheduled/Unscheduled:

COR Confirmation #:

Only DMRs and CORs for which the monitoring period has begun will be returned. Future DMR forms are not displayed. A maximum of 200 DMRs are returned.

Searching and Submitting DMRs

[New Search](#) |
 [Refine Search](#) |
 [Sign & Submit Checked DMRs](#) |
 [Download Checked CORs](#) |
 [Update NODI](#)

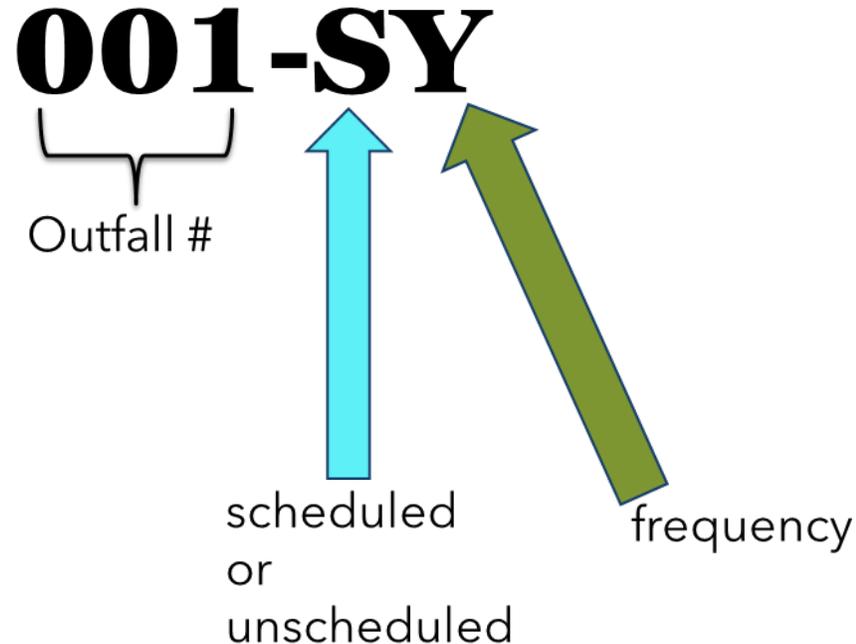
DMR/COR Search Results

One item found

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
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	TXR05EY46	GARDEN CITY ASPHALT PLANT	001	001-SY	(no description)	12/31/21	Scheduled	03/31/22	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"/>

- This page will bring up a list of DMRs with a DMR due date of March 31, 2022.
- From this page you will be able to see the:
 - Discharge #
 - Monitoring Period End Date
 - DMR Due Date
 - Status of the DMR

Searching and Submitting DMRs



DMR Discharge Number Name:

- The first letter after the number, either “S” or “U” represent if the DMR is schedule or unscheduled.
- The second letter represents the frequency of the DMR.
 - A = Monthly
 - Y = Annually
 - Q = Quarterly
 - S = Semi-annually

Searching and Submitting DMRs

New Search | Refine Search | Sign & Submit Checked DMRs | Download Checked CORs | Update NODI

DMR/COR Search Results

One item found

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
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	TXR05EY46	GARDEN CITY ASPHALT PLANT	001	001-SY	(no description)	12/31/21	Scheduled	03/31/22	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"/>

- From the results page you will select 'Edit DMR' from the drop down box and click on the 'Go' button to enter the DMR.

Searching and Submitting DMRs

<i>Permit</i>			
Permit ID:	TXR05EY46	Major:	<input type="checkbox"/>
Permittee:	RK Hall, LLC	Permittee Address:	5020 SE LOOP 286 PARIS, TX 75460-6576
Facility:	GARDEN CITY ASPHALT PLANT	Facility Location:	1404 HIGHWAY 158 GARDEN CITY, TX 79739
Permitted Feature:	001 - External Outfall	Discharge:	SY - (no description)
<i>Report Dates & Status</i>			
Monitoring Period:	From 01/01/21 to 12/31/21	DMR Due Date:	03/31/22
Status:	Not Saved		
<i>Principal Executive Officer</i>			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>	Telephone:	<input type="text"/>
<i>No Data Indicator (NODI)</i>			
Form NODI:	<input type="text" value="v"/>		

- **Once you are in the DMR, the header of the DMR will contain a summary of information.**

Searching and Submitting DMRs

- Beneath the header you will find the parameters where you will enter your monitoring results under the value columns.
- The rows will show the parameters you are reporting values for.

Parameter		NODI <a>List	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis <a>List	Smpl. Type <a>List
<a>Code ▲	<a>Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
00400	pH	Smpl.				= ▼ <input type="text"/>		= ▼ <input type="text"/>	SU ▼ <a>List	<input type="text"/>	<input type="text"/>	<input type="text"/>
EG - Effluent Gross												
Season: 0		Req.				>=6.0 Minimum		<=9.0 Maximum	Standard Units			
NODI:		NODI				<input type="text"/>		<input type="text"/>				
	<input type="text"/>											
00530	Solids, total suspended	Smpl.						▼ <input type="text"/>	mg/L ▼ <a>List	<input type="text"/>	<input type="text"/>	<input type="text"/>
1 - Effluent Gross												
Season: 1		Req.						<=50.0 Maximum	Milligrams per Liter			
NODI:		NODI						<input type="text"/>				
	<input type="text"/>											
00530	Solids, total suspended	Smpl.						= ▼ <input type="text"/>	mg/L ▼ <a>List	<input type="text"/>	<input type="text"/>	<input type="text"/>
EG - Effluent Gross												
Season: 0		Req.						<=23.0 Daily Maximum	Milligrams per Liter			
NODI:		NODI						<input type="text"/>				
	<input type="text"/>											
00556	Oil & Grease	Smpl.						= ▼ <input type="text"/>	mg/L ▼ <a>List	<input type="text"/>	<input type="text"/>	<input type="text"/>
EG - Effluent Gross												
Season: 0		Req.						<=15.0 Daily Maximum	Milligrams per Liter			
NODI:		NODI						<input type="text"/>				
	<input type="text"/>											

Searching and Submitting DMRs

- Be sure to take note of the Season number.
- Season = 1 are the benchmark monitoring results.

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.				= ▼ <input type="text"/>		= ▼ <input type="text"/>	SU ▼ List	<input type="text"/>	<input type="text"/>	<input type="text"/>
	EG - Effluent Gross											
	Season: 0	Req.				>=6.0 Minimum		<=9.0 Maximum	Standard Units			
	NODI:	NODI				<input type="text"/>		<input type="text"/>				
	<input type="text"/>											
00530	Solids, total suspended	Smpl.						▼ <input type="text"/>	mg/L ▼ List	<input type="text"/>	<input type="text"/>	<input type="text"/>
	1 - Effluent Gross											
	Season: 1	Req.						<=50.0 Maximum	Milligrams per Liter			
	NODI:	NODI						<input type="text"/>				
	<input type="text"/>											
00530	Solids, total suspended	Smpl.						= ▼ <input type="text"/>	mg/L ▼ List	<input type="text"/>	<input type="text"/>	<input type="text"/>
	EG - Effluent Gross											
	Season: 0	Req.						<=23.0 Daily Maximum	Milligrams per Liter			
	NODI:	NODI						<input type="text"/>				
	<input type="text"/>											
00556	Oil & Grease	Smpl.						= ▼ <input type="text"/>	mg/L ▼ List	<input type="text"/>	<input type="text"/>	<input type="text"/>
	EG - Effluent Gross											
	Season: 0	Req.						<=15.0 Daily Maximum	Milligrams per Liter			
	NODI:	NODI						<input type="text"/>				
	<input type="text"/>											

Searching and Submitting DMRs (Data Entry)

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.				= ▼ 7		= ▼ 12	SU ▼ List		01/YR ▼	GR ▼
EG - Effluent Gross												
Season: 0		Req.				>=6.0 Minimum		<=9.0 Maximum	Standard Units			
NODI: <input type="text"/>		NODI				<input type="text"/>		<input type="text"/>				

- You will enter your numeric values in the “values” columns.
- Be sure to select 01/YR from the drop-down tab “frequency of analysis” for annual reporting. Also be sure to select the sample type you will be reporting.

Searching and Submitting DMRs (Data Entry)

	00400	pH	Smpl.	=	7.0	=	12.0	SU		01/YR	GR
EG - Effluent Gross								List			
Season: 0			Req.	>=6.0 Minimum		<=9.0 Maximum		Standard Units			
NODI:			NODI								

Edit Check Errors

Code	Name	Monitoring Location	Season ID	Field	Type	Description	Acknowledge
00400	pH	Effluent Gross	0	Quality or Concentration Sample Value 3	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	<input checked="" type="checkbox"/>

DMR Comments

- If you are entering numeric values due to an exceedance NetDMR will “flag” the parameter with an exceedance.
- You must also acknowledge this exceedance by selecting the box under “Acknowledge” located at the bottom of the DMR.

Searching and Submitting DMRs (Data Entry)

- If you are unsure what the selections from the drop-down box mean, you can click on the list button which will give you a pop-up box with a definition for each of the options available to you.

Freq. of Analysis List	Smpl. Type List
01/YR ▼	GR ▼

Frequencies of Analysis Sample Types

Name	Description
01/01	Daily
01/02	Once Every 2 Days
01/03	Once Every 3 Days
01/04	Once Every 4 Days
01/05	Once Every 5 Days
01/06	Once Every 6 Days
01/07	Weekly
01/08	Once Every 8 Days
01/09	Once Every 9 Days
01/10	Once Every 10 Days

Name	Description
01	COMP-1
02	COMP-2
03	COMP-3
04	COMP-4
05	COMP-5
06	COMP-6
08	COMP-8
10	COMP10
12	COMP12
16	COMP16

Searching and Submitting DMRs

Edit Check Errors
No results.

DMR Comments

Comments

Attachments

No results.

Report Last Saved By

User:	ASA.BIGHAM@TCEQ.TEXAS.GOV
Name:	Asa Bigham
E-Mail:	asa.bigham@tceq.texas.gov
Date/Time:	01/11/22 3:16 CST

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

- **Once you have entered your DMR data you will scroll to the bottom of the page and hit 'Save & Continue' or 'Save & Exit'.**

Searching and Submitting DMRs

- This will put your DMR in 'NetDMR Validated' Status.

Permitted Feature:	001 - External Outfall
<i>Report Dates & Status</i>	
Monitoring Period:	From 01/01/21 to 12/31/21
Status:	NetDMR Validated
<i>Principal Executive Officer</i>	

- If 'Save and Continue' Status will be updated in header of DMR.

<u>Discharge #</u>	<u>Discharge Description</u>	<u>Monitoring Period End Date</u>	<u>Scheduled/ Unscheduled</u>	<u>DMR Due Date</u>	<u>Status</u>
001-SY	(no description)	12/31/21	Scheduled	03/31/22	NetDMR Validated

- If 'Save and Exit' Status will be shown updated in 'DMR/COR Search Results' page

Searching and Submitting DMRs

Edit Check Errors
No results.

DMR Comments

Comments

Attachments

No results.

Report Last Saved By

User:	ASA.BIGHAM@TCEQ.TEXAS.GOV
Name:	Asa Bigham
E-Mail:	asa.bigham@tceq.texas.gov
Date/Time:	01/11/22 3:16 CST

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

- You will then click on the ‘Sign & Submit’ button.

Searching and Submitting DMRs

- You will then be taken to the 'Sign & Submit' page.
- Enter your password and click on the 'Submit' button.

Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

Include in Submission	Add Copy of Submission and Attachments to Email Notification	View Completed DMR	Permit ID ▲	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
<input type="checkbox"/> Check All Clear All	<input type="checkbox"/> Check All Clear All		TXR05EY46	GARDEN CITY ASPHALT PLANT	001	001-SY	(no description)	12/31/21	03/31/22	NetDMR Validated

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

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

- 1. I am Asa Bigham.*
- 2. I have not violated any term in my Electronic Signature Agreement.*
- 3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.*
- 4. I have the authority to submit these data on behalf of the listed facilities.*
- 5. This action constitutes an electronic signature equivalent to my written signature.*
- 6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.*

Password

Show Password

Submit

Do Not Submit

Searching and Submitting DMRs

- After entering your password and hitting 'Submit' you will be prompted to answer one of your security questions.
- Enter the answer and hit 'Submit' again.

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

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

- 1. I am Asa Bigham.*
- 2. I have not violated any term in my Electronic Signature Agreement.*
- 3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.*
- 4. I have the authority to submit these data on behalf of the listed facilities.*
- 5. This action constitutes an electronic signature equivalent to my written signature.*
- 6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.*

What is your favorite hobby?

Show Answer

Submit

Do Not Submit

Searching and Submitting DMRs

- The next page will confirm that your DMR has been successfully signed & submitted.
- You should also receive an email from NetDMR confirming NetDMR has received your submission.

NetDMR Confirmation Page:

📧 **Signing Process Confirmation - CDX Activity ID: [_ff176ceb-5662-4af2-9b24-475129fa6e23](#)**

Your DMRs are undergoing the Signing Process

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date
TXR05EY46	GARDEN CITY ASPHALT PLANT	001	001-SY	(no description)	12/31/21	03/31/22

Email Confirmation:

NetDMR COR Submission Received for: TXR05EY46



netdmr-notification-test@epacdx.net

To Asa Bigham

Retention Policy TCEQ Inbox (30 days)

Expires 2/11/2022

This item will expire in 30 days. To keep this item longer apply a different Retention Policy.



NetDMR has received the following 1 DMR(s) during the signing process.

CORs have been created for the following DMRs. These DMRs will be forwarded for further processing:

Permitted Facility Name: GARDEN CITY ASPHALT PLANT

Permit ID: TXR05EY46

Permitted Feature: 001

Searching and Submitting DMRs

- You should soon after receive a final email confirmation which will indicate your DMR has been successfully processed and the data has been submitted.
 - This email will include a CDX Transaction ID

Final Email Confirmation:

NetDMR DMR(s) Submittal Passed for: TXR05EY46

 netdmr-notification-test@epacdx.net    
To  Asa Bigham 11:00 AM
Retention Policy TCEQ Inbox (30 days) Expires 2/11/2022
 This item will expire in 30 days. To keep this item longer apply a different Retention Policy.
We removed extra line breaks from this message.

The following signed 1 DMR(s) were submitted to EPA and were successfully processed:

CDX Transaction ID: **e4bf99a6-7f42-4368-95fb-0f27b619c9e6**

User ID: ASA.BIGHAM@TCEQ.TEXAS.GOV

Timestamp: 01/12/2022 11:37:13

Searching and Submitting DMRs

Unscheduled DMRs:

- To submit an Unscheduled DMR start by clicking on 'Unscheduled DMRs' at the top of the NetDMR home page.

The screenshot shows the NetDMR home page navigation bar with five main sections: Manage (Access Requests), Search (All DMRs & CORs, Permits, Users), Unscheduled DMRs (Unscheduled DMRs), Import DMRs (Perform Import, Check Results), and Update NC (Check Results). A red arrow points from the 'Unscheduled DMRs' link in the navigation bar to the 'Unscheduled DMRs' link in the search filters below. Below the navigation bar is a search interface with a search bar and tabs for 'All DMRs & CORs', 'DMRs Ready to Submit', 'Permit ID', and 'Users'. The 'All DMRs & Copies of Record (CORs)' section is active, showing instructions to use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field. There are two search fields: 'Permit ID' with a radio button and a dropdown menu set to 'All', and 'Facility' with a radio button and a dropdown menu set to 'All'.

Searching and Submitting DMRs

Unscheduled DMRs:

- Select your permit number from the drop down box and click on the 'Update' button.
- The select the Permitted Feature, Limit Set, and enter the Monitoring Period End Date and click the 'Submit' button.

Unscheduled DMR

The screenshot shows a form titled "Unscheduled DMR" with the following fields and buttons:

- Permit:** A dropdown menu with "TXR05EY46" selected. A red arrow points from the "Update" button to this dropdown.
- Permitted Feature:** A dropdown menu with "001" selected.
- Limit Set:** A dropdown menu with "UY" selected.
- Monitoring Period End Date:** A date input field with "12/31/2022" entered. A calendar icon is visible to the right of the field. The format "(mm/dd/yyyy)" is shown in grey text to the right of the date.
- Buttons:** An "Update" button is located to the right of the "Permit" dropdown. A "Submit" button is located at the bottom left of the form. A red arrow points from the "Submit" button to the second bullet point in the text on the left.

Searching and Submitting DMRs

NODI (No Data Indicator) Codes:

- When submitting an **Unscheduled DMR** you may not always have data to report for each parameter. In this instance you will need to use a **NODI Code**.
- The **NODI codes** you will most likely use are:
 - **NODI=C** (No Discharge)
 - **NODI=9** (Conditional Monitoring – Not Required this Monitoring Period)

NODI Code	NODI Name
C	No Discharge
9	Conditional Monitoring - Not Required This Period

Searching and Submitting DMRs

NODI (No Data Indicator) Codes:

- **NODI Codes can be applied to the entire DMR by selecting a NODI Code through the drop down box located next to "Form NODI".**

Principal Executive Officer

First Name: Last Name:

Title: Telephone:

No Data Indicator (NODI)

Form NODI:

Showing Parameters 1

Parameter	
Code ▲	Name
00530	Solids, total suspended
EG - Effluent Gross	
Season: 0	
NODI: <input type="text"/>	
00556	Oil & Grease
EG - Effluent Gross	

NODI dropdown menu:

- 2 - Operation Shutdown
- 3 - Special Report Attached
- 7 - No Influent
- 9 - Conditional Monitoring - Not Required This Period**
- A - General Permit Exemption
- B - Below Detection Limit/No Detection
- C - No Discharge
- E - Failed to Sample/Required Analysis Not Conducted
- F - Insufficient Flow for Sampling
- I - Land Applied
- N - Not Constructed
- P - Laboratory Error or Invalid Test
- Q - Not Quantifiable
- T - Environmental Conditions - Monitoring Not Possible
- W - Dry Lysimeter/Well

Contact Info

If you have any additional questions, please contact us with the contact info found below:

- ***E-mail Support:*** [**NetDMR@tceq.texas.gov**](mailto:NetDMR@tceq.texas.gov)
- ***MSGP telephone line:*** **(855) 906-6747 or (512) 239-6747**