

# NPDES Electronic Reporting Rule

## NetDMR Training for Oregon Permittee Users and Data Providers

January 9, 2018

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 1-800-452-4011, ext. 5696; or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us).

# Oregon DEQ's Process

1. The legal contact for your facility will receive an outreach package from Oregon DEQ's NetDMR Support desk
2. You will register for a CDX Test account and add the Oregon DEQ instance of the NetDMR program service
3. You will request access to your permit in NetDMR Test
4. You will submit electronic DMRs in NetDMR Test
5. Your DMR reviewer will approve your permit for NetDMR Production
6. You will register for a CDX Production account and add the Oregon DEQ instance of the NetDMR program service
7. You will request access to your permit in NetDMR Production
8. You will simultaneously submit an electronic DMR and a paper DMR by the due date specified by your permit
9. Your DMR reviewer will notify you that you are no longer required to submit paper DMRs for your permit

# CDX Registration for Oregon DEQ NetDMR Users

# Where do I register?

- To create an account for NetDMR Test, go to the CDX Test site, <https://test.epacdx.net>
- To create an account for NetDMR Production, go to the CDX Production site, <https://cdx.epa.gov>
- Both sites look identical, and the url is the only way to know which site you are in

# Choosing Your Program Service

1. Select “NetDMR: Network Discharge Monitoring Report”
2. Select “NDMR-OR: NetDMR: Oregon DEQ”.  
A common mistake is selecting “NDMR-R10OR: NetDMR: EPA Region 10 – Oregon”. If you register in EPA Region 10, you will not be able to access your permit, so make sure to register with Oregon DEQ

# Choosing Your Program Service

1. Program Service

2. Role Access

3. User and Organization

4. Confirmation

## Registration Information

**Program Service Category** NetDMR

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

### Active Program Services List

Oregon

**NDMR-OR: NetDMR: Oregon DEQ** ✓

**NDMR-R10OR: NetDMR: EPA Region 10 - Oregon** ✗

Back

Cancel

# Selecting Your Role

- **Permittee (signature):** Permittee who will be signing DMRs; required to complete an identity verification process
- **Permittee (no signature):** Permittee who will not be signing DMRs
- **Data Provider:** Contractor for a permittee who is solely providing data and has no signatory or administrative authority

# User Information

- Choose a User ID that is easy to remember and is at least 8 characters
- Choose a password that is at least 8 characters and contains an uppercase letter, a lowercase letter, and a number
- Choose answers to 3 security questions that you will remember, as you will need these answers to regain access to your account in the event that you forget your password

# Organization Info

- If your organization does not appear when you search for it, click “request that we add your organization”
- When entering the email and phone number fields, be sure to use the email address and phone number that you use for work and check regularly

# Email Verification

- A verification email will be sent from [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) to the email address you registered with containing a link for you to click to verify your new CDX account



helpdesk@epacdx.net

4:29 PM (3 minutes ago) ☆

to me ▾



You have successfully created an account with the EPA Central Data Exchange (CDX). In order to complete your registration and begin using the system, you will need to confirm your account by clicking the hyperlink below and successfully logging in. You will need to enter the UserID ([\[REDACTED\]](#)) and Password that were selected during the registration process.

[https://test.epacdx.net/Registration/EmailValidation?code=\[REDACTED\]](https://test.epacdx.net/Registration/EmailValidation?code=[REDACTED])

If you click the link and it appears to be broken, please copy and paste it into a new browser window.

Once you have successfully logged into your account, you may be required to provide additional information. Any additional information will need to be completed before you are able to access your Program Service.

Please do not respond to this message. If you have questions concerning this request, you may contact us by email at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by calling the CDX Technical Support Staff through our toll free telephone support on [888-890-1995](tel:888-890-1995) between Monday through Friday from 8:00 am to 6:00 pm EST/EDT. For International callers, the CDX Help Desk can also be reached at [\(970\) 494-5500](tel:970-494-5500).

Sincerely  
CDX Help Desk

United States Environmental Protection Agency - Central Data Exchange

# Identity Verification for Permittee (signature) Users

- Two options: electronic identity proofing through LexisNexis Instant ID, or mailing a signed and printed form to Oregon DEQ headquarters
- LexisNexis uses your legal name, home address, phone number, date of birth, and last 4 digits of your Social Security number to verify your identity instantly
- The paper verification process does not require your personal information, but you will have to wait until Oregon DEQ receives your signed ESA to access NetDMR if you are registering in Production

# Security Questions for Permittee (signature) Users

- 5 additional security questions and answers for Permittee (signature) Users only
- You will be required to answer one of these 5 questions every time you electronically sign a Subscriber Agreement or DMR

# Electronic Signature Agreement (ESA) for Permittee (signature) Users

- If you are doing the identity verification electronically, you will be asked to enter your CDX password, answer one of your 5 security questions, and click “Sign” to sign your ESA
- If you are doing the identity verification via paper, you will need to print the ESA, sign it, and mail it to Oregon DEQ

# Electronic Signature Agreement (ESA) for Permittee (signature) Users

## eSignature Authorization

### 1. Authenticate

Login to CDX

**User:**

[Redacted]

**Password:**

### 2. Verify

**Question:**

What is the name of the hospital where you were born?

**Answer:**

### 3. Sign

Sign

# Entering NetDMR from CDX

**CDX** Central Data Exchange

MyCDX | Inbox | My Profile | Submission History | E-Enterprise Portal

**Services** Manage

Status	Program Service Name	Role
	NDMR-OR: NetDMR: Oregon DEQ	<a href="#">Permittee (signature)</a>

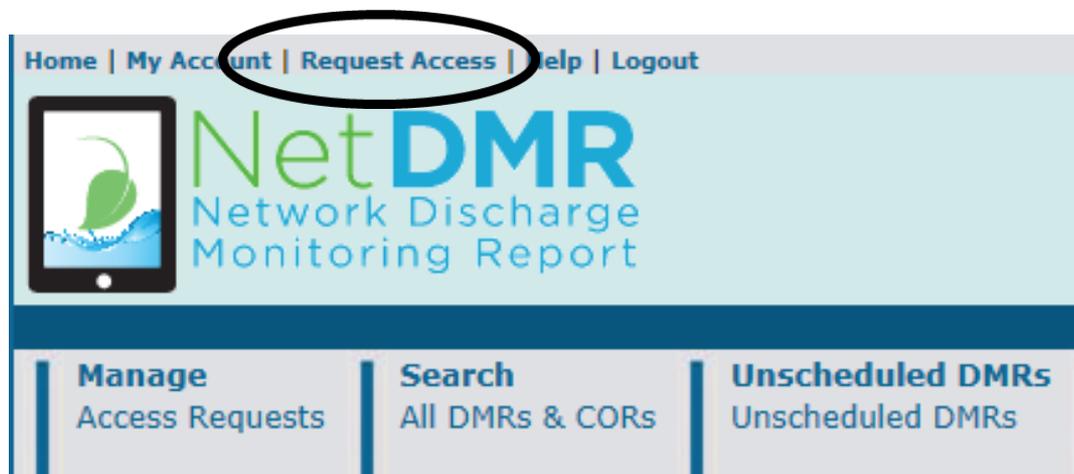
Access NetDMR

[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 [NetDMRSupport@deq.state.or.us](mailto:NetDMRSupport@deq.state.or.us).

# Accessing Your Permit in NetDMR

# Requesting Access



- To connect to your permit, click “Request Access” in the small toolbar at the very top of the page in the upper left-hand corner
- Not to be confused with “Manage: Access Requests”

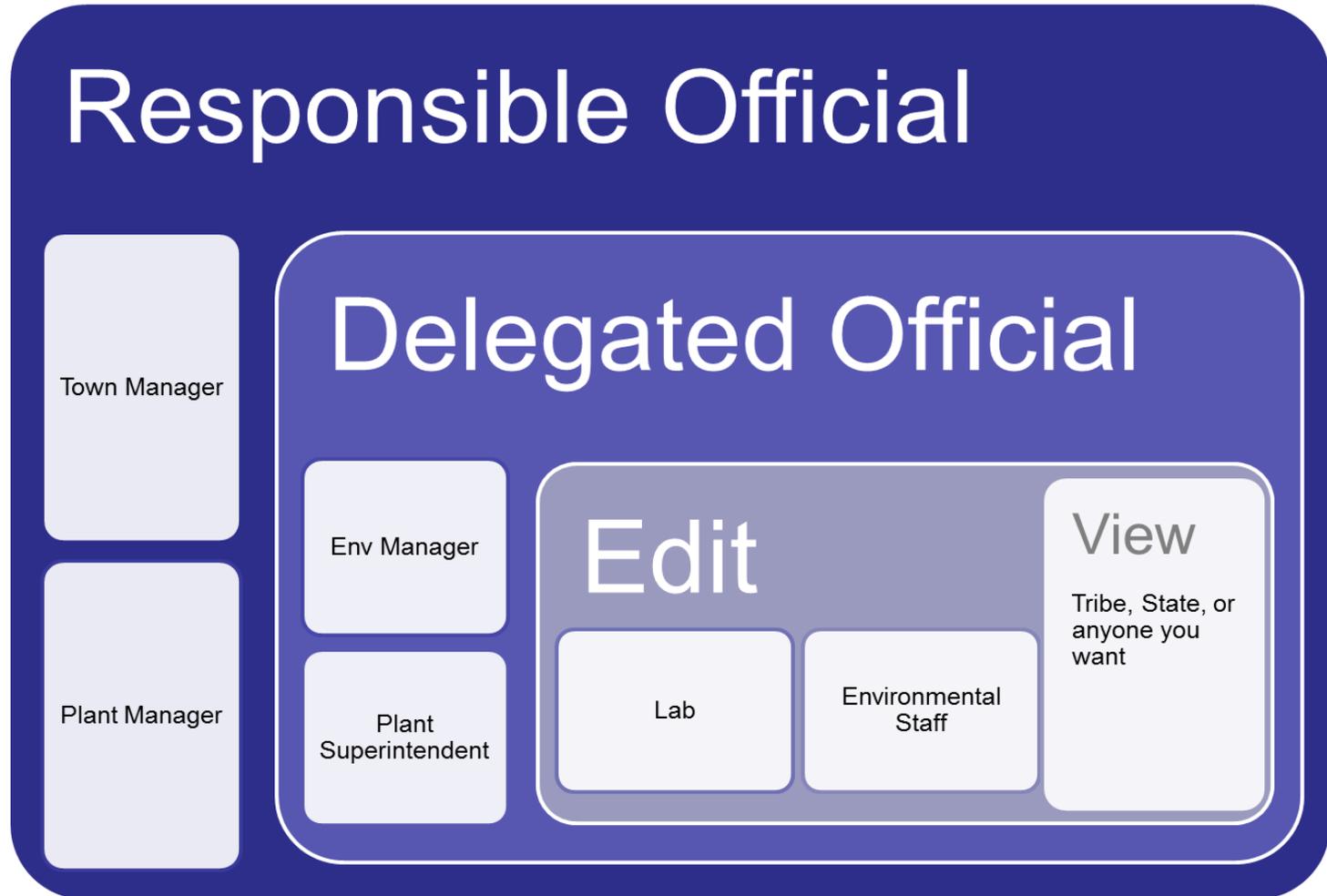
# Entering Your Permit ID

- NetDMR only recognizes the 9 character EPA NPDES permit ID, which is in the format “OR00XXXXX” for Oregon permittees. You can find this number on your permit paperwork.
- After entering your permit ID, click “Update” to populate the drop-down menu to select your role

# Roles for Permit Access in NetDMR

- **Signatory:** Signs DMRs. Must be a Permittee (signature) user in CDX. Automatically gains Permit Administrator, Edit, and View roles. Can be delegated. A permit must have a Signatory user to request other roles
- **Permit Administrator:** Can grant access to the permit to other users. Must be a Permittee (signature) or Permittee (no signature) user in CDX
- **Edit:** Can fill out and edit DMRs and save them for the Signatory user to sign. May be a Permittee (signature), Permittee (no signature), or Data Provider user in CDX
- **View:** Can view DMRs. May be a Permittee (signature), Permittee (no signature), or Data Provider user in CDX

# Roles for Permit Access in NetDMR



# Signing the Subscriber Agreement

- If you have the authority to sign DMRs yourself, only your signature is required on your Subscriber Agreement to gain Signatory access to your permit
- If you are delegated authority to sign DMRs by your boss, you and your boss must sign your Subscriber Agreement
- If you will be signing your Subscriber Agreement electronically and your authority is delegated to you, you must enter the email address associated with your boss's CDX account in order for them to have access to your Subscriber Agreement

# Signing the Subscriber Agreement

- You may sign your Subscriber Agreement either via paper or electronically
- If you click “Sign via Paper”, you will print the Subscriber Agreement, sign it, and mail it to Oregon DEQ headquarters
- If you click “Sign Electronically”, you will need to enter your CDX password, answer one of your 5 security questions, and click “Sign” in order to complete the electronic signature process

# Editing and Submitting DMRs

# Searching for DMRs to Edit

- You can search by either Permit ID or Facility using the drop-down menus and clicking “Update” and then “Search”
- You can refine your search results by searching the Permitted Feature, Discharge, Monitoring Period End Date Range, Edited or Submitted By, Status, Scheduled/Unscheduled, and/or COR Confirmation # of the DMR you need to edit

# Parameter Setup in NetDMR

Parameter		NODI	Value 1
Code ▲	Name	List	
00010	Temperature, water deg. centigrade	Smpl.	
1 - Effluent Gross			
Season: 0		Req.	
NODI: <input type="text"/>		NODI	
00010	Temperature, water deg. centigrade	Smpl.	
5 - Upstream Monitoring			
Season: 4		Req.	
NODI: <input type="text"/>		NODI	
00010	Temperature, water deg. centigrade	Smpl.	
U - See Comments			
Season: 4		Req.	
NODI: <input type="text"/>		NODI	
00010	Temperature, water deg. centigrade	Smpl.	
V - See Comments			
Season: 4		Req.	
NODI: <input type="text"/>		NODI	

Parameter 1

Parameter 2

Parameter 3

Parameter 4

# Monitoring Location Codes

Monitoring Location Code	Description	General Directions
0	Intake	Use 0 for intake measurements
1	Effluent Gross	Use 1 for effluent gross measurements
2	Effluent Net	Use 2 for effluent net measurements
5	Upstream Monitoring	Use 5 for upstream monitoring measurements
6	Downstream Monitoring	Use 6 for downstream monitoring measurements
7	Intake from Stream	Use 7 for intake from stream measurements
G	Raw Sewage Influent	Raw Sewage Influent specific to your permit for G
GW	Groundwater	Groundwater specific to your permit for GW
H	During Manufacturing	During Manufacturing specific to your permit for H
I	Intake from Well	Intake from Well specific to your permit for I
K	Percent Removal	Percent Removal for BOD, 5 DAY, 20 DEG C (REMOVAL); BOD, CARBONACEOUS, % REMOVAL; SOLIDS, TOTAL SUSPENDED (REMOVAL)
O	See Comments	See Comments specific to your permit for O*
P	See Comments	See Comments specific to your permit for P*
Q	See Comments	Unless otherwise noted – Use Q for reporting original samples without violations, also Use Q when daily limit for E. coli is exceeded and Resample is <b>greater</b> than 126#/100mL
R	See Comments	Unless otherwise noted - Use R when daily limit for E. coli is exceeded and Resample is <b>less</b> than 126#/100mL
RW	Receiving Water	Receiving Water specific to your permit for RW
S	See Comments	See Comments specific to your permit for S*
SC	See Comments	See Comments specific to your permit for SC*
T	See Comments	See Comments specific to your permit for T*
U	See Comments	See Comments specific to your permit for U*
V	See Comments	Unless otherwise noted - Use V for 7 day averages*
W	See Comments	Unless otherwise noted - Use W for Weekly Limits*
Z	Instream Monitoring	Instream Monitoring specific to your permit for Z
<ul style="list-style-type: none"> <li>• Please see the DMR Comments section on NetDMR for information specific to your permit.</li> <li>• Additionally, if you use a monitoring location codes like Q and R. When one is entered please fill in a NODI Code 9 for the other corresponding monitoring location that you are not using.</li> </ul>		

# No Discharge (NODI) Codes

Nodi Code	Nodi Desc
1	Wrong Flow
2	Operation Shutdown
3	Special Report Attached
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
Nodi Code	Nodi Desc
G	Sampling Equipment Failure
H	Invalid Test
I	Land Applied
J	Recycled - Water-Closed System
K	Natural Disaster
L	DMR Received but not Entered
M	Laboratory Error
N	Not Constructed
Q	Not Quantifiable
R	Administratively Resolved
S	Fire Conditions
V	Weather Related
W	Dry Lysimeter/Well
X	Parameter/Value Not Reported

- NODI codes can be used to indicate that discharge is not occurring at a specific site or for the entire facility
- The most common NODI code is “9 – Conditional Monitoring – Not required this period”

# Attachments

- Used for submitting data required by your permit not included in the DMR form
- Attachments may not have a space or special character in the file name and may not be .com, .dll, .exe, or .vbs files
- Communicate with your DMR reviewer about what format is best for attachments for your permit's electronic DMRs
- Datasheet templates for NetDMR attachments for both domestic and industrial facilities is being developed by Oregon DEQ's Permitting Program. Facilities will be kept informed on the status of this requirement

# Saving DMR Data

- If you have Edit access but not Signatory access, click “Save and Exit” when you are finished editing the DMR. This will take you back to the DMR search page and will save the DMR so that it can be signed and submitted by the Signatory user
- If you have Signatory access, you may click “Save and Continue” to continue to sign DMRs

# Signing DMRs

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

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

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

**What is your favorite city?**

**Password**

Submit

Do Not Submit

# Email Confirmation

- Email notifications will be sent to Signatory and Internal Admin users to confirm DMR submissions
- [netdmr-notification-test@epacdx.net](mailto:netdmr-notification-test@epacdx.net) will confirm NetDMR Test submissions, and [netdmr-notification@epa.gov](mailto:netdmr-notification@epa.gov) will confirm NetDMR Production submissions
- Any possible warnings, errors, or violations will be included in the email confirmation

# Resources

- Oregon DEQ's NetDMR Support Desk:  
(503) 229-6400 or  
[NetDMRSupport@deq.state.or.us](mailto:NetDMRSupport@deq.state.or.us)
- EPA's NetDMR Support Desk:  
[NetDMR@epa.gov](mailto:NetDMR@epa.gov)
- CDX Helpdesk: (888) 890-1995 or  
[helpdesk@epacdx.net](mailto:helpdesk@epacdx.net)

# Resources

- Oregon DEQ's Electronic Reporting Rule external website:  
<http://www.oregon.gov/deq/wq/wqpermits/Pages/NPDES-E-Reporting.aspx>
- EPA's NetDMR Support website:  
<https://netdmr.zendesk.com/hc/en-us>

# Questions?