NEBRASKA
DEPT. OF ENVIRONMENT AND ENERGY

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

18-026-3a

February, 2021

How to: Enter your DMR data

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

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

A: Circled in red is the link to access NetDMR from inside CDX. Click on "permitee" to access NetDMR.

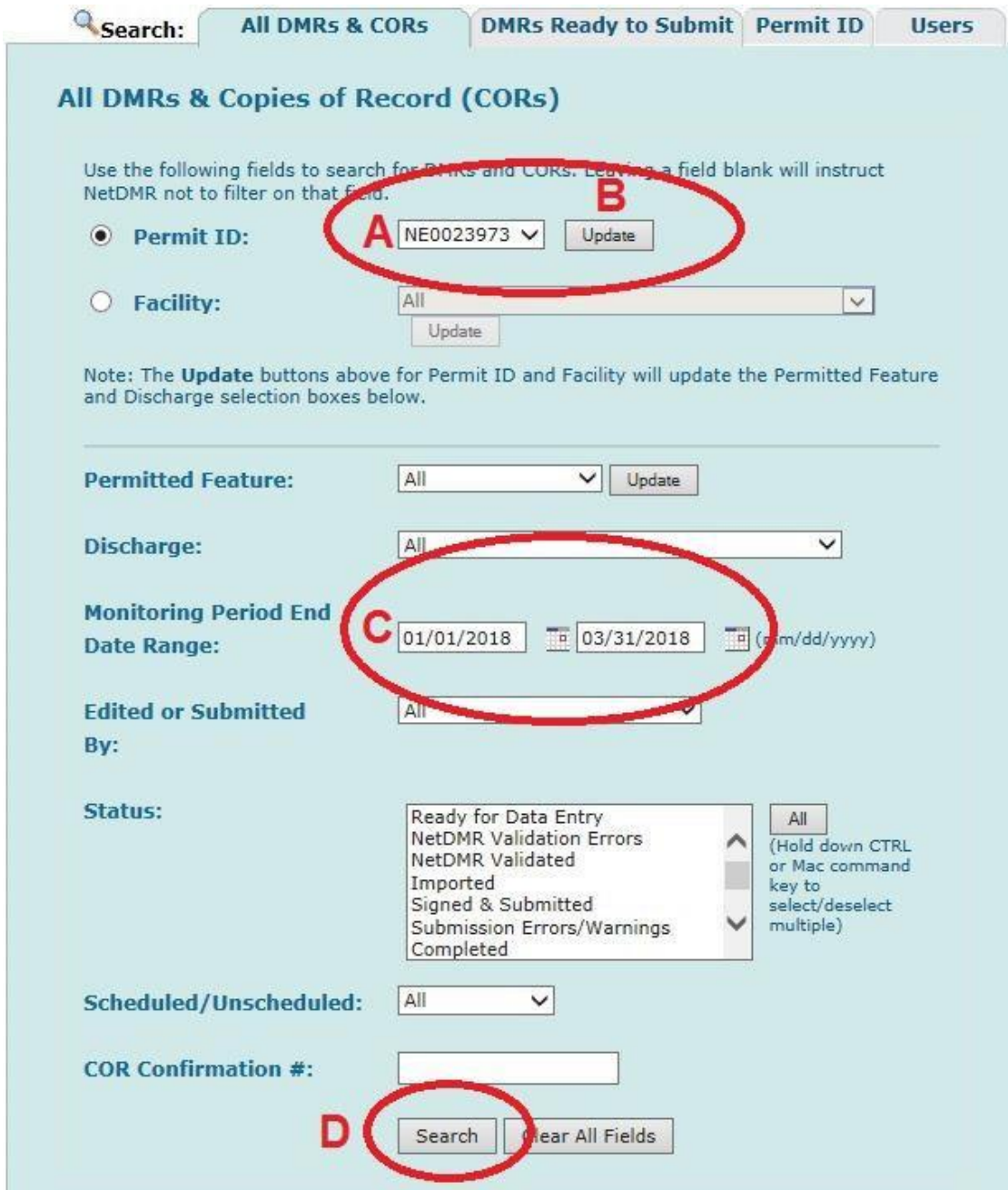**B**: Circled in red is the link to access NetDMR. Click on "Continue to NetDMR" to access the NetDMR homepage.

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

News

Step 3: Searching for your DMRs.

      A: click the dropdown list and select your permit ID #.

      B: click on the Update button.

      C: Put in a monitoring period range for the DMRs you want to fill out by using the calendar buttons or typing the following;.

            For quarter 1 – "01/01/2018" "03/31/2018"

            For quarter 2 – "04/01/2018" "06/30/2018"

            For quarter 3 – "07/01/2018" "09/30/2018"

            For quarter 4 – "10/01/2018" "12/31/2018"

      D: Click on the Submit button

Step 4: Search Results

  A: Find the correct Outfall / Discharge # for the DMR that you want to work on.

  B: Next use the monitoring period end date to find the correct monthly or quarterly DMR.

  C: Check the status of the DMR: Ready for Data Entry indicates the DMR has not been filled out.

  D: Click on the Go button that is in the same row as the DMR you want to open and fill out.

DMRs 1 through 3 of 3

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

Step 5: Top portion of the DMR

A: Fill out the Principal Executive Officer / whoever signs the DMRs.
B: The phone # must use this format with the dashes and no spaces "402 – 555 – 5555".

Permit ID:	NE0023973	Major:	☐
Permittee:	SCOTIA WWTF	Permittee Address:	101 S MAIN ST
			SCOTIA, NE 68875
Facility:	SCOTIA WASTEWATER TREATMENT FACILITY	Facility Location:	101 S MAIN STREET
			SCOTIA, NE 68875
Permitted Feature:	001 - External Outfall	Discharge:	M - Effluent Discharge

Report Dates & Status

Monitoring Period:	From 10/01/17 to 10/31/17	DMR Due Date:	01/28/18
Status:	**Not Saved**		

Principal Executive Officer

First Name:	Bob	Last Name:	Cassidy Jr.
Title:	Operator	Telephone:	402-555-0911

No Data Indicator (NODI)

Form NODI:	

Step 6: DMR data entry

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

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

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

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

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

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

Step 7: DMR data entry continued

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

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

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

Step 8: Save and Continue

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

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

Report Last Saved By	
User:	
Name:	
E-Mail:	
Date/Time:	11/16/17 3:20 CST

A 🔲 Save & Continue | 🔲 Save & Exit | ✏ Sign & Submit | 🔍 Cancel/Back to Search Results

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

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

✔ Your changes have been saved.

B 📋 Clear Parameter Fields | 🔲 Save & Continue | 🔲 Save & Exit | ✏ Sign & Submit

C

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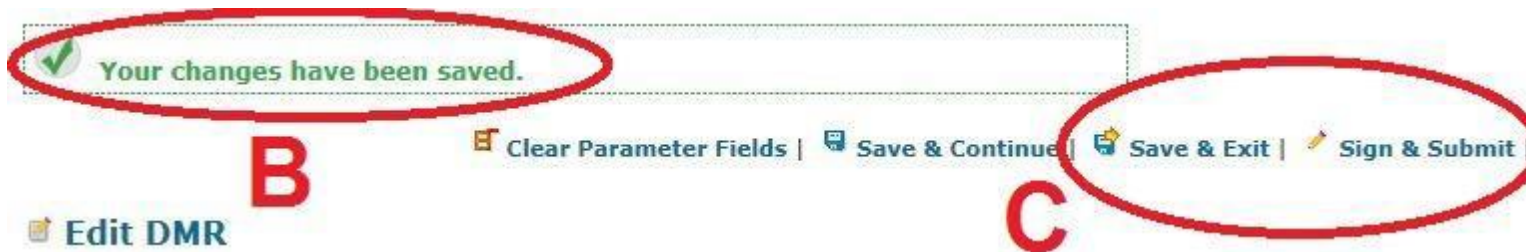
D: if you receive the error message below you will need to scroll to the bottom of the page and review the edit check errors section. Make the necessary changes and repeat step 8.

📋 Clear Parameter Fields | 🔲 Save & Continue | 🔲 Save & Exit |

❗ There were errors processing your request. **D**

📋 Edit DMR

Step 9: Signing process

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

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

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

Step 9: Signing process continued

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

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

Step 10: Signing confirmation

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

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

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