

*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.*

## How to: Submit a DMR with No Discharge

**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 “permittee” to access NetDMR.

The screenshot shows the MyCDX interface with tabs for MyCDX, Inbox, My Profile, and Submission History. A table titled 'Services' is displayed with columns for Status, Program Service Name, and Role. The first row shows a user icon, 'NDMR-R10AK: NetDMR: EPA Region 10 Alaska', and the role 'Permittee (signature)'. A red circle highlights the 'Permittee (signature)' role. To the right, there are sections for 'CDX Service Availability' (with a link 'See the status for all program services') and 'News and Updates' (with the text 'No news/updates.').

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

**Access NetDMR**

**B** [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 [NDEQ.NetDMR@nebraska.gov](mailto: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

The screenshot shows the 'All DMRs & CORs' search page. At the top, there are tabs for 'All DMRs & CORs', 'DMRs Ready to Submit', 'Permit ID', and 'Users'. Below the tabs, the title 'All DMRs & Copies of Record (CORs)' is displayed. A search instruction reads: 'Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.' The search fields are: 'Permit ID:' with a dropdown menu showing 'NE0023973' and an 'Update' button (circled in red with 'A' and 'B'); 'Facility:' with a dropdown menu showing 'All' and an 'Update' button; 'Permitted Feature:' with a dropdown menu showing 'All' and an 'Update' button; 'Discharge:' with a dropdown menu showing 'All'; 'Monitoring Period End Date Range:' with two date input fields showing '01/01/2018' and '03/31/2018', each with a calendar icon, and a '(mm/dd/yyyy)' label (circled in red with 'C'); 'Edited or Submitted By:' with a dropdown menu showing 'All'; 'Status:' with a list box containing 'Ready for Data Entry', 'NetDMR Validation Errors', 'NetDMR Validated', 'Imported', 'Signed & Submitted', 'Submission Errors/Warnings', and 'Completed', and a button labeled 'All' with a note '(Hold down CTRL or Mac command key to select/deselect multiple)'; 'Scheduled/Unscheduled:' with a dropdown menu showing 'All'; and 'COR Confirmation #:' with an empty text input field. At the bottom, there are 'Search' and 'Clear All Fields' buttons (circled in red with 'D').

**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 #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	NE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-M	Effluent Discharge	10/31/17	Scheduled	01/28/18	Ready for Data Entry
<input type="button" value="Edit DMR"/> <input type="button" value="Go"/>	NE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-M	Effluent Discharge	11/30/17	Scheduled	01/28/18	Ready for Data Entry
<input type="button" value="Edit DMR"/> <input type="button" value="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:	<input type="checkbox"/>
Permittee:	SCOTIA WWTF	Permittee Address:	101 S MAIN ST
Facility:	SCOTIA WASTEWATER TREATMENT FACILITY	Facility Location:	SCOTIA, NE 68875
Permitted Feature:	001 - External Outfall	Discharge:	SCOTIA, NE 68875
<i>Report Dates &amp; Status</i>			
Monitoring Period:	From 10/01/17 to 10/31/17	DMR Due Date:	01/28/18
Status:	<b>Not Saved</b>		
<i>Principal Executive Officer</i>			
First Name:	<input type="text" value="Bob"/>	Last Name:	<input type="text" value="Cassidy Jr."/>
Title:	<input type="text" value="Operator"/>	Telephone:	<input type="text" value="402-555-0911"/>
<i>No Data Indicator (NODI)</i>			
Form NODI:	<input type="text"/>		

**Step 6: Filling out the DMR with No Discharge**

A no data indicator (NODI code) in NetDMR replaced the check box for no discharge on the paper DMR.

**A:** Click on the dropdown menu to the right of "Form NODI:", then select C- No Discharge. This is located just above where the tables start for the parameters.

The screenshot shows the 'No Data Indicator (NODI) Form NODI:' section of the NetDMR interface. It features a table with columns for 'Parameter', 'NODI', and 'List'. The 'NODI' column contains a dropdown menu that is currently open, displaying a list of NODI codes. The code 'C - No Discharge' is highlighted with a red circle. A red arrow labeled 'A' points to the dropdown menu. The table contains the following data:

Code	Name	NODI	List
00310	BOD, 5-day, 20 deg. C	Smpl.	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 Selection <b>C - No Discharge</b> D - Lost Sample/Not Available E - Analysis Not Conducted/No Sample F - Insufficient Flow for Sampling G - Sampling Equipment Failure H - Invalid Test I - Land Applied J - Recycled - Water-Closed System K - Natural Disaster L - DMR Received but not Entered Q - Not Quantifiable S - Fire Conditions V - Weather Related W - Dry Lysimeter/Well X - Parameter/Value Not Reported M - Laboratory Error 3 - Special Report Attached N - Not Constructed
1 - Effluent Gross		Req.	
Season: 0		NODI	
NODI: [v]			
00400	pH	Smpl.	
1 - Effluent Gross		Req.	
Season: 0		NODI	
NODI: [v]			
00530	Solids, total suspended	Smpl.	

**Step 6 Continued:**

**B:** After clicking on “C – No Discharge” you should see the message below at the top of the screen in blue.


**C:** Now select Save and Continue to insure you have no errors.


 The NODI code has been applied to the entire DMR, including any parameters that appear on other pages.

**B**  Clear Parameter Fields |  **Save & Continue** |  Save & Exit |  Sign & Submit |


**D:** You should now see the green message that says “Your changes have been saved”. If you have errors go ahead and correct them and select save and continue again.

**E:** Now select Sign and Submit to start the signing process

 Your changes have been saved.

**D**  Clear Parameter Fields |  Save & Continue |  Save & Exit |  **Sign & Submit** |

**E**

 Edit DMR

### Step 8: 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.

#### 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		NE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-M	Effluent Discharge	10/31/17	01/28/18	NetDMR Validated

**A B** 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 Test NetDMR.
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 **C**

**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.

What is your favorite TV show?

**D**

Submit Do Not 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.

[View All Copies of Submission](#) [DMR/COR Search Results](#) [View DMR Signing Status](#)

**A**

**Signing Process Confirmation - CDX Activity ID: \_de94d4b2-b6ad-475e-91c6-826d1aba2f0**

Your DMRs are undergoing the Signing Process

Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	View Copy of Submission
NE0023973	SCOTIA WASTEWATER TREATMENT FACILITY	001	001-M	Effluent Discharge	10/31/17	01/28/18	

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