



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.

18-027

July 2018

NetDMR Roles

(Note: This guidance document focuses on roles relating to online Discharge Monitoring Reports, also known as NetDMRs. For more information, go to [NetDMR Introduction](#).)

Signatory

The Signatory Role in NetDMR is the person that is authorized to sign DMRs for the facility. This person must be listed on our SAF (signatory authorization form) as either the Certifying Official or authorized representative.

The first person to request access in NetDMR for your permit must qualify for the Signatory Role. **A Signatory Role is approved only by DEQ when you sign and submit your subscriber agreement as a hard copy.**

Requirements:

Certifying Official: This person is responsible for the permit, signing reapplications, signing DMRs or designating someone to sign DMRs (Authorized Representative / Signatory) and other correspondence.

Nebraska Department of Environmental Quality, Title 119, Chapter 13.

002 All permit applications submitted to the Department shall be signed as follows:

002.01 for a corporation, by a responsible corporate officer;

002.02 for a partnership or sole proprietorship, by a general partner or proprietor, respectively;

002.03 for a municipal, State, Federal, or other public agency, by either a principal executive officer or ranking elected official.

Authorized Representative / Signatory: This person is designated by the Certifying Official and is responsible for receiving, completing and signing DMRs, and receiving other correspondence.

Nebraska Department of Environmental Quality, Title 119, Chapter 13.

003 All reports required by permits, and other information requested by the Director shall be signed by a person designated in 002 above, or by a duly authorized representative if such a representative is responsible for the overall operation of the regulated facility; the authorization is made, in writing, by the person designated under 002 above; and the written authorization is submitted to the Director.

Permit Administrator

The Permit Administrator Role is given to the first person that received access as a Signatory for your permit. This Role allows you to grant access to others to have a View Role or Edit Role in NetDMR. After the initial access the original Permit Administrator Role can be given to another user.

Edit Role, Permittee or Facility

The Edit Role can view and edit the facility's DMRs but cannot sign them. The Permit administrator can grant access to this person for your permit.

Edit Role, Data Provider- Contractor or Lab

The Edit Role can also view and edit the facility's DMRs but cannot sign them. The Permit administrator can grant access to this person for your permit.

View

The View is designed so that you may grant access for someone to only view your DMRs for review. No changes can be made to the DMRs with this role.

The table below shows the capabilities allowed in NetDMR for each type of Role you have. The first person to get Signatory access to your permit will also be given the Permit Administrator Role. After you have a Permit Administrator Role you can now approve View and Edit Roles for your permit/facility.

Role	Manage access	View DMR CORs	Download blank DMRs	Edit DMRs	Sign and submit DMRs
View		X	X		
Edit		X	X	X	
Signatory		X	X	X	X
Permit Admin. And Signatory	X	X	X	X	X
Permit Admin. And Edit	X	X	X	X	
Permit Admin. And View	X	X	X		

(DMRs = Discharge Monitoring Reports; CORs = Copy of Records)