

USEPA OECA NetDMR CROMERR System Checklist Supporting Documentation

Last updated: August 2, 2007

Item 1b-alt

For EPA Regions with primacy for administering the NPDES program, a paper copy of the signed permit, subscriber agreement and any delegation of authority as required by 40 CFR 122.22 will be maintained in the Regional file room according to the retention schedule specified in EPA Records Schedule 419, using the NARA disposal authority N1-412-97-1/1. This authority specifies records be held in the Regional office for 5 years, upon which time they may be sent to the Federal Records Center. Access to the Regional file room is restricted to personnel authorized by the Regional Records Management Officer.

Item 2

Paper copies of the NPDES permit with signature are received by the Regional Office responsible for permitting and will remain on file along with any delegation of authority as required by 40 CFR 122.22. EPA Regions with primacy for administering the NPDES program using NetDMR will also receive signed subscriber agreements from individuals requesting the ability to sign DMRs electronically for particular permits. Upon receipt of the subscriber agreement, the Regional Office will verify the permit limits and the signatures on the subscriber agreement through direct contact with the facility. Regional office will verify that the "Cognizant Official" is in the ICIS-NPDES database for every facility the user includes in the subscriber agreement and that has been verified by the Region. The Regional Office will retain a paper copy of the subscriber agreement on file according to item #1b-alt. Upon verification, the Regional Office will assign the appropriate level of access in NetDMR.

Item 3

NetDMR will require all users to change their password at minimum of every 90 days.

NetDMR will require all users to provide the answer to 5 secret questions.

Item 16

An investigation will begin within one business day of when an account is suspected of being compromised. The investigation will determine whether a compromise has occurred. If it is determined that the account has been compromised, the account will be immediately locked.

Item 20

The NetDMR application will be hosted at EPA in the CDX environment. The following reflect the procedures in place for this environment.

CORS

The COR will be maintained for at least 6 years from the date of submittal.

Database Backups

NetDMR will be deployed in the CDX environment. CDX servers are backed up using NCC's standard 90-day VERITAS tape backup procedure.

Physical Security

Physical and environmental controls for the CDX Production environment are provided, reviewed, and maintained by the NCC located in RTP, NC in accordance with Agency Network Security Policy; OTOP 200.05; NCC Access Security Procedure; Computer Operations Security Data Center Sign-in Procedure; NCC Physical Security Plan; OARM/RTP Card Access Authorization and Usage Records; and the Draft EPA Qualitative Physical Security Risk Assessment for RTP Campus Draft March 2002. The controls include physical access authorization and control, monitoring physical access, visitor control, and access logs. For specific procedures see referenced documents.