

# NetDMR Facility Information Package

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## Introduction

### *Overview of NetDMR System*

NetDMR is a Web-based tool that allows NPDES permittees to electronically sign and submit their discharge monitoring reports (DMRs) to EPA's Integrated Compliance Information System (ICIS-NPDES) via the Central Data Exchange (CDX) node on the Environmental Information Exchange Network. NetDMR is designed to reduce the burden on EPA, states, and the regulated community; improve data quality; provide a cost savings; and expand the ability of both states and EPA in targeting their limited resources to meet environmental goals. An essential component of NetDMR is the exchange of data with ICIS-NPDES allowing permittees to complete a DMR that is specific to their permit limits and outfalls.

### *Reasons and Benefits of Using the NetDMR System*

- Saves facilities compliance costs with a streamlined reporting method and readily available computer tools
- Improves accuracy of compliance data by eliminating potential errors that might otherwise be introduced through manual data entry processes
- Facility in control of reporting on time
- Incorporates legal and security encryption measures to ensure the identity of the sender and the integrity of the information
- Allows facility personnel to easily obtain up-to-date reporting requirements
- Provides immediate feedback of compliance status for proper actions
- Serves as a secure electronic filing cabinet by storing active DMR Copies of Record (COR) for 6 years.

### *Common NetDMR Terms*

<b>Acronym/Term</b>	<b>Definition</b>
CDX	Central Data Exchange ( <a href="http://epa.gov/cdx">epa.gov/cdx</a> )
COR	Copy of Record, a legally enforceable copy of a DMR submission.
CROMERR	Cross-Media Electronic Reporting Regulation ( <a href="http://epa.gov/cromerr">epa.gov/cromerr</a> )
DMR	Discharge Monitoring Report, generated by permittees regulated under the National Pollutant Discharge Elimination System and contain information pertaining to the self-monitoring of discharges into waters regulated under the Clean Water Act.
ECOS	Environmental Council of States ( <a href="http://ecos.org">ecos.org</a> )
eDMR	Electronic Discharge Monitoring Report
EPA	U.S. Environmental Protection Agency

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Acronym/Term	Definition
ICIS-NPDES	Integrated Compliance Information System–National Pollutant Discharge Elimination System, a Web-based system that enables individuals from states and EPA to access integrated enforcement and compliance and NPDES data from any desktop connected to the Internet ( <a href="http://epa.gov/compliance/data/systems/modernization">epa.gov/compliance/data/systems/modernization</a> ).
IIS	Internet Information Server, a set of Internet-based services for servers created by Microsoft for use with Microsoft Windows.
Installation	The NetDMR application as deployed in a hosting environment. A NetDMR installation may be comprised of multiple instances. This guidance document pertains to the National NetDMR installation hosted by EPA.
Instance	A customized version of NetDMR, specific to a Regulatory Authority, such as a state regulating agency or EPA Region. A NetDMR instance is contained within a NetDMR installation.
IPT	Integrated Project Team, a group of individuals comprised of state and EPA staff, support contractors, and technology vendors organized to design and implement a specific data exchange.
J2EE	Java 2 Platform, Enterprise Edition
NAAS	Network Authentication and Authorization Services
NEIEN	National Environmental Information Exchange Network, an Internet-based system used to securely exchange environmental and health data among EPA, states, tribes and territories, and other partners ( <a href="http://www.exhangenetwork.net">www.exhangenetwork.net</a> ).
NPDES	National Pollutant Discharge Elimination System ( <a href="http://epa.gov/npdes">epa.gov/npdes</a> )
OECA	U.S. EPA’s Office of Enforcement and Compliance Assurance ( <a href="http://epa.gov/compliance">epa.gov/compliance</a> )
OEI	U.S. EPA’s Office of Environmental Information ( <a href="http://epa.gov/oei">epa.gov/oei</a> )
PCS	Permit Compliance System, has been undergoing a modernization effort to address outdated technology and new program requirements and is being replaced by ICIS-NPDES.
Regulatory Authority/ Regulating Agency	A governing body that issues NPDES permits such as States, EPA Regions, or tribes.
TRC	Technical Review Committee, established by EPA to review applications submitted under CROMERR.
URL	Uniform Resource Locator
XML	Extensible Markup Language



## Preparations for Electronic Reporting

### *Minimum System Requirements*

NetDMR is a Web-based system and requires a Web browser for a facility to gain access. NetDMR requires the facility to have an internet connection and Microsoft Internet Explorer 6.0 or above with javascript, and session cookies enabled, and pop-up blockers disabled. Mozilla Firefox is not supported by NetDMR. The internet access speed should be T1 or DSL. NetDMR also requires a Pentium III/IV or an equivalent processor, 128 MB RAM (512 MB recommended), and a monitor with a resolution of at least 800 x 600. In addition, the NetDMR application sends the data to ICIS-NPDES via the Exchange Network so the regulatory authority must use ICIS-NPDES.

### *Types of User Accounts*

The ability to view and modify data within the National Installation of NetDMR is controlled by the organization a user is affiliated with and the roles a user can be assigned to:

<b>User Category</b>	<b>Role</b>	<b>Functions</b>
Permittee or Facility	Signatory	<ul style="list-style-type: none"><li>- View and download CORs</li><li>- Modify, sign and submit DMRs</li><li>- Delete DMRs</li><li>- Request a Permit Administrator role</li><li>- Sign and submit subscriber agreements</li><li>- Download blank DMRs</li><li>- Import DMRs</li></ul>
Permittee or Facility	Permit Administrator	<ul style="list-style-type: none"><li>- Manage permit administrator, edit, read-only, and view partial DMRs requests to view or modify DMRs and CORs</li><li>- Manage read only access to partially completed DMRs</li><li>- Request access to view, modify, sign or submit DMRs for a permit</li><li>- Download blank DMRs</li><li>- Import DMRs</li></ul>

<b>User Category</b>	<b>Role</b>	<b>Functions</b>
Permittee or Facility	Edit	<ul style="list-style-type: none"> <li>- View CORs</li> <li>- Import and modify DMRs for a permit</li> <li>- Delete DMRs</li> <li>- Request Permit Administrator and Signatory roles</li> <li>- View users</li> <li>- Download blank DMRs</li> <li>- Download CORs</li> </ul>
Data Provider (Contractor or Lab)	Edit	<ul style="list-style-type: none"> <li>- View CROs</li> <li>- Import and modify DMRs for a permit</li> <li>- View users</li> <li>- Download blank DMRs</li> <li>- Download CORs</li> </ul>
Permittee or Facility	Read Only	<ul style="list-style-type: none"> <li>- View a permit and its DMRs/CORs</li> <li>- View partially completed DMRs</li> <li>- Delete DMRs</li> <li>- Request Edit, Permit Administrator and Signatory roles</li> <li>- Download blank DMRs</li> </ul>
Data Provider (Contractor or Lab)	Read Only	<ul style="list-style-type: none"> <li>- View a permit and its DMRs/CORs</li> <li>- View partially completed DMRs</li> <li>- Request an Edit role</li> <li>- Download blank DMRs</li> </ul>

*Options for Preparing and Submitting Data*

**Option 1: Online Data Entry**

A facility may submit data through direct online data entry by utilizing the DMR Data Entry web page.

**Option 2: Importing Data**

A facility may export DMRs from a spreadsheet or database system into a comma delimited formatted supported by NetDMR and upload them into NetDMR. Additional information on importing data into NetDMR can be found in Appendix 3.

## **How to Participate**

### *Getting Started*

#### **Filing and Submitting the Application**

There are several steps a facility will need to follow to begin reporting DMRs for a permit:

1. A facility staff member goes to the NetDMR website and search for the facility's NPDES permit ID to confirm that the permit can report electronically to NetDMR.
2. If the NPDES permit ID that you are searching is not approved to report electronically, contact the Regulatory Authority to receive additional information..
3. Once it is confirmed that the permit is able to report to NetDMR, create a user account.
4. After the user account has been created, a confirmation email will be sent to the staff member to confirm and activate the account.
5. Once the email is received, the staff member must log into NetDMR and request access to a permit for both a Permit Administrator role and a Signatory role to begin reporting. Make sure to download the NetDMR Subscriber Agreement (Attachment 2) that will appear when requesting access to the permit.
6. Print, sign, and mail the NetDMR Subscriber Agreement.
7. Once the regulatory authority has received the Subscriber Agreement and has approved the Permit Administrator and Signatory role for the permit, the staff member will be notified and be able to begin reporting to NetDMR.
8. Other facility staff members and contract or lab staff may now register for their own accounts and request Edit or View roles for the permit.

#### **Trial Period**

The regulatory authority may decide to have a trial period prior to allowing a facility to have full status. The trial period may vary in length depending on the regulatory authority. During the trial period, the facility must provide paper DMRs and DMRs electronically to NetDMR. This trial period is designed to ensure the accuracy of DMRs.

#### **Obtaining Full Status**

If the regulatory authority elects to have a trial period, following successful completion, a facility may obtain full status. Once a facility has obtained full status, the facility will only be required to submit DMRs electronically via the NetDMR system.

## *Changing Facility/User Information*

### **Adding a User Account**

To create/add a user account, a user must register for a new account through the NetDMR Login page and provide all of the required information. Once a confirmed NetDMR account request is complete, an email confirmation will be sent to the e-mail account provided during the registration process. The user must log into NetDMR through the confirmation email to complete the account creation process. The account creation process will be complete after security questions are complete and a password is created.

### **Editing a User Account**

A user can revise their email address, NetDMR user name, telephone number, and organization on the Edit Account page. Additionally, a user can request changes to their permit access rights, modify security questions and answers, and lock the account. All of these changes can be made in the My Account webpage within NetDMR. Users can only change their first and last name on this page if they do not have signatory authority on any permits. If the user is a Signatory, they must contact the Regulatory Authority to change their first or last name.

### **Deleting User Access Rights**

A user account cannot be deleted. However, the permit administrator can delete user access rights to a permit through the View Users Web page.

*For detailed technical direction on changing facility/user information, refer to the **NetDMR National Instance User Guide- Permittee and Data Provider**.*

## *Disenrolling from the NetDMR System*

### **Suspension of Accounts**

The state/region reserves the right to suspend or revoke a facility's privilege to use NetDMR. Reasons for suspending a facility include, but are not limited to:

- repeated failure to submit data in the correct format
- failure to meet record keeping requirements
- submitting data files infected with a computer virus or otherwise threatening the integrity of the reporting system

The facility staff will be notified by mail or email that their NetDMR access has been suspended, the reason for the suspension, and the actions required from the facility to be reinstated. During the period of the suspension, the facility must submit all required monitoring data through paper DMR submissions at the required reporting frequency.

## **Voluntary NetDMR Deactivation**

A facility may choose, at any time, to no longer participate in NetDMR. If a facility decides to deactivate from NetDMR, the facility should notify the state/region and agree upon an inactivation date. The facility must submit a new NetDMR subscriber agreement requesting deactivation from NetDMR and a reason for deactivation. Once the subscriber agreement requesting deactivation has been sent to the regulatory authority, the facility must begin submitting paper DMRs at the required reporting frequency.

### *Security Issues*

#### **Compromised Passwords**

If your password has been compromised notify your Regulatory Authority's Internal Administrator. The Internal Administrator's e-mail address is provided under the "New to NetDMR?" section of the NetDMR login page for your instance.

#### **Compromised DMRs**

If you are a Signatory and discover that somebody used your account to submit DMRs without your knowledge, you must contact your Regulatory Authority's Internal Administrator and request that person lock your account and repudiate all CORs that have been submitted during the time you suspect your account has been compromised.

#### **Extended Periods of Unuse**

If you will be not be using NetDMR for an extended period of time due to circumstances such as temporary duty in another area, sabbatical or sick leave, lock your user account to avoid its unauthorized use. Locking your account can be done in the My Account webpage within NetDMR

### *Troubleshooting*

#### **Unlocking an Account**

If you have previously locked your account, you can unlock your account by logging into NetDMR and answering your security question. If you are unable to unlock an account through this method, contact your Regulatory Authority's Internal Administrator. The Internal Administrator's e-mail address is provided under the "New to NetDMR?" section of the NetDMR login page for your instance.

## **NetDMR Reporting System or Internet System Failure**

NetDMR has been developed to provide reliable service on a continual basis. However, if the NetDMR server is not responding, the user should try again at a later time. It is possible that there is a temporary problem with the user's local Internet service provider, the Internet connection, unusually heavy traffic, or with the NetDMR server itself. A temporary inability to transmit data to the NetDMR server does not relieve the facility of its obligation to report DMR data to the state/region within the time frames required by the permit. If there are questions or concerns about the inability to transmit data to the NetDMR server then the user should contact the regulatory authority.

## **Facility Computer System Failure**

If the facility's internet service provider or connection, NetDMR generating system, or other facility hardware or software is not working, the facility's internal system support staff should be contacted. Such difficulties are not a valid reason for the failure to submit required data. If the facility has ongoing system failures, the Permit Administrator should contact the regulatory authority and review reporting requirements to determine options for reporting information.

## **Appendix 1**

### **Frequently Asked Questions (FAQ)**

#### **What is NetDMR?**

NetDMR is a Web-based tool that allows NPDES permittees to electronically sign and submit their discharge monitoring reports (DMRs) to EPA's Integrated Compliance Information System (ICIS-NPDES) via the Environmental Information Exchange Network. NetDMR will reduce the burden on EPA, states, and the regulated community; improve data quality; and expand the ability of both states and EPA in targeting their limited resources to meet environmental goals. An essential component of NetDMR when fully implemented will be the exchange of data with ICIS-NPDES allowing permittees to complete a DMR that is specific to their permit limits and outfalls.

#### **What is a NPDES permit?**

NPDES (National Pollutant Discharge Elimination System) permits are issued under the authority of the Clean Water Act and regulate discharges to the waterways of the United States. A state environmental agency, EPA Region, or Federal EPA may issue and/or manage NPDES permits. For more information about the NPDES program, see <http://cfpub.epa.gov/npdes/>.

#### **What is a DMR?**

A DMR is a Discharge Monitoring Report. A common requirement of a NPDES permit is regular self-monitoring of permitted parameters, typically monthly. The results of this regular self-monitoring are submitted to the regulating agency on a DMR form.

#### **How was NetDMR developed?**

The NetDMR application was developed under an EPA grant by a consortium of states coordinated by the Environmental Council of States (ECOS) and led by Texas. Information about that version of the application can be found on the ECOS Web site at <http://www.exchangenetwork.net/exchanges/water/netdmr.htm>.

#### **Who can report?**

NPDES permittees required to submit discharge monitoring reports (DMRs) may use NetDMR after requesting and receiving permission from their permitting authority. After the state or region has approved the facility's request, the NetDMR tool enables permittees to complete their DMRs via a secure Internet connection.

#### **Can a lab fill in the DMR form through NetDMR?**

A lab or contractor may fill in a DMR form through NetDMR for a facility. The lab or contractor must register through NetDMR and become a Data Provider with Edit rights. However, the facility Signatory must sign and submit the DMR form after the data has been provided by the lab or contractor.

**Which states will be using NetDMR?**

States may use the national instance of NetDMR, a state instance of NetDMR, or a separate electronic discharge monitoring report (eDMR) system. To see which states will be using NetDMR in 2009, view the map of participating states.

**Is NetDMR secure?**

Yes, your communications with NetDMR are secured by your password, responses to security questions, and use of SSL communications. SSL is commonly used by online banking sites.

In addition, NetDMR has received approval from EPA that it meets the requirements of the Cross-Media Electronic Reporting Rule (CROMERR). CROMERR specifies standards that govern electronic reporting to states, tribes, and local governments under EPA-authorized programs, such as the NPDES program. The CROMERR standards are designed to provide these electronic submittals with the same level of legal dependability as the corresponding paper submittals.

## Appendix 2

# NetDMR Subscriber Agreement

*NetDMR Subscriber Agreement Instructions Page*  
*This form can be used for permits issued by: <<insert name of Agency>>*

### *Purpose*

The NetDMR Subscriber Agreement should be used by Clean Water Act National Pollutant Discharge Elimination System (NPDES) permit holders that would like to apply to submit Discharge Monitoring Reports (DMRs) electronically, or change/update your reporting status information from a previously-submitted application. Submission of DMRs electronically is an alternative to using paper forms to fulfill the reporting requirements of the CWA NPDES program pursuant to 40 CFR 122.41(l)(4).

### *Basic Information on Who Should Fill Out the Subscriber Agreement*

- To request use of electronic reporting for DMR information, the person that is authorized to sign discharge monitoring reports (DMRs) as described in 40CFR 122.22 (a) must sign this document as the Signatory Authority in Section E of this document.
- If the Signatory Authority (named in Section E) plans to electronically sign DMRs submitted through NetDMR, then this person will also sign as the Subscriber (named in Section F).
- If the Signatory Authority plans to have someone else sign and submit the electronic DMRs, then this individual must be a duly authorized representative as described in 40CFR 122.22(b) and the duly authorized representative must sign as the Subscriber (see Section F).
- If a Signatory Authority has more than one NPDES permit for which they are responsible, and the regulatory authority allows multiple permits on a single Subscriber Agreement, then this document allows the signatory authority to list multiple permits on a single Subscriber Agreement as long as the Subscriber is the same person for all the multiple permits listed.
- If the authority to electronically sign for a permit is to be delegated to multiple Subscribers, then each Subscriber needs to submit and sign a separate Subscriber Agreement.
- This Subscriber Agreement cannot be used to register multiple permits that are issued by different regulatory authorities.

### *Where to Submit*

Print and mail the completed subscriber agreement below to your Clean Water Act permitting authority for their review at the address below. You should retain a hard copy.

<<insert regulatory authority mailing address>>

### *Questions?*

For help or questions please contact the <<Regulatory Name>> at <<phone>> or <<email>>. You will receive a confirmation email from <<insert email address of NetDMR>> when your application has been processed and approved. Thank you for helping us reduce paper use by choosing to electronically submit your DMRs.

**Key to Color Coding in this Document (this is not part of the subscriber agreement, but is to help permitting authorities understand how the form is populated):**

- **Green:** Entered by the user during the account creation process
- **Red:** Selected or entered by the user during the signatory request process
- **Pink:** Entered by a System Administrator as part of the instance creation and customization process.
- **Gray:** Data retrieved from the basic permit data flow
- **Black text:** Static text included in the subscriber agreement.
- **Purple:** To be completed manually after subscriber agreement is printed

Agency: <<insert name of Agency>>

Subscriber Agreement Number: <<Auto Generated 36 digit Hexadecimal number >>

Generated On: <<Auto generated date>>

Account Reference: <<user account number>>

### A. Subscriber Information

The Subscriber is the individual that intends to sign DMRs and signs this subscriber agreement in Section F.

<b>User Name:</b>	
<b>Subscriber Name:</b>	
<b>Organization:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	

### B. Permit Information

Signing privileges are requested for the following permit(s):

Permit ID	Facility Name	Facility Address	Relationship	Authorized By
TX0002440	ABC Steel	123 County Road Steelville, TX 34000	The Facility	Self
TX0000014	AAA Waste	123 North Road Steelville TX 34500	Parent Company	Jane Doe

This request is (check one):

- NEW:** the first request by this facility to use NetDMR reporting.
- REQUEST FOR REACTIVATION:** a re-activation of NetDMR reporting for a facility that had discontinued using NetDMR
- CONTINUATION WITH NEW AUTHORIZATION:** an updated subscriber agreement submitted because the signatory authority and/or subscriber at the facility has changed
- RENEWAL:** an updated form submitted when a permit application is submitted  
Permit ID(s): \_\_\_\_\_

- INACTIVATION: Explain reason for inactivation in the box below and identify whether the inactivation is temporary or permanent  
Permit ID(s): \_\_\_\_\_

Notes to Permitting Authority (Optional unless Inactivating):

### C. Terms and Conditions

1. **PURPOSE:** The intent of this agreement is to create legally binding obligations upon the parties using the specified data transmission protocols and the NetDMR Reporting System, to ensure that the Certifier (in this document, "Certifier" refers to signers of this document -- both the Signatory Authority, and the Subscriber) agrees to: (i) Maintain the confidentiality and protect the electronic signature from unauthorized use or compromise, and follow any procedures specified by the Regulatory Authority for this purpose; (ii) Be held as legally bound, obligated, or responsible by use of the assigned electronic signature as by hand-written signature.
2. **VALIDITY AND ENFORCEABILITY:** This Agreement has been executed by the parties to evidence their mutual intent to follow Regulatory Authority procedures to create binding regulatory reporting documents using electronic transmission and receipt of such records, consistent with the provisions of 40 C.F.R. Part 3. Acceptance and execution of this agreement by the Regulatory Authority shall be evidenced by the issuance of a personal identification number (PIN) to the Certifier. Consistent with 40 C.F.R. Part 3 electronic signatures under this agreement shall have the same force and effect as a written signature. Pen and ink signatures will remain on file with the Regulatory Authority.
3. **RECEIPT:** A Document shall be deemed to have been received by the Regulatory Authority when it is accessible by the Regulatory Authority, can be fully processed and is syntactically correct to the specified electronic transfer protocol that may be modified from time to time by the Regulatory Authority. No Document shall satisfy any reporting requirement or be of any legal effect until it is received.
  - 3.1 **COMPLIANCE TRACKING:** The Certifier understands that upon activation of the NetDMR account, EPA's database will be expecting to receive electronic transmission of DMR data at the interval specified in the permit. If the database does not receive the DMR from the Certifier at the expected time, the database will flag the DMR as being in non-receipt. If the Certifier chooses to discontinue using NetDMR and return to using paper forms, the Certifier must complete, sign, and submit to the regulatory authority a new subscriber agreement with the "Inactivation" check box selected. If the regulatory authority does not receive this form, it is likely that the system will continue to produce "non-receipt" flags (indicating reporting violations).
4. **VERIFICATION:** Upon receipt of a Document, NetDMR shall process the Document to make it accessible to the Regulatory Authority and the Certifier. The Certifier is responsible for the content of each transmission, in accordance with the associated certification statement, and for reviewing the accuracy of the processed document in accordance with the associated certification statement, and for reviewing the accuracy of the processed document information and as made available by the NetDMR system.
5. **SIGNATURE:** The Certifier shall adopt as its electronic signature any Personal Identification Number (PIN) assigned by the Regulatory Authority following acceptance of this Agreement. The Certifier agrees that any such Signature affixed to or associated with any transmitted

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Document shall be sufficient to verify such party originated and possessed the requisite authority both to originate the transaction and to verify the accuracy of the content, in the format of the specified NetDMR transmission protocol or otherwise, at the time of transmittal. The Certifier also expressly agrees that each report it submits by using its PIN constitutes their agreement with the associated certification statement.

6. **SECURITY:** The parties shall take reasonable actions to implement and maintain security procedures necessary to ensure the protection of transmissions against the risk of unauthorized access, alteration, loss or destruction including, but not limited to: protecting the secrecy of passwords and electronic signatures and transmitting only files in an acceptable protocol.
7. **USE OF PIN:** Each Certifier shall be either the permittee or a person identified by the permittee as a representative authorized for signatory purposes by the permittee for each facility, person, or other entity for which information is being reported. If a PIN has been compromised or where there is evidence of potential compromise, it will be automatically or manually suspended. In addition, the Regulatory Authority will inactivate or revoke a PIN where the Certifier is no longer an authorized representative. Each Certifier expressly agrees that the Regulatory Authority may act immediately and unilaterally in any decision to suspend, inactivate, revoke, or otherwise disallow use of a PIN by any Certifier, where the Regulatory Authority believes that such action is necessary to ensure the authenticity, integrity or general security of transmissions or records, or where there are any actual or apparent violations of this agreement.
8. **INABILITY TO TRANSMIT OR FILE REPORTS ELECTRONICALLY:** No party shall be liable for any failure to perform its obligations in connection with any Electronic Transaction or any Electronic Document, where such failure results from any act or cause beyond such party's control which prevents such party from electronically transmitting or receiving any Documents, except that the Certifier is nonetheless required to submit records or information required by law via other means, as provided by applicable law and with the time period provided by such law.
9. **CONTINUATION OF OPERATIONS:** In the event that electronic submission of DMR data is not possible, it is the responsibility of the certifier to submit paper copies in accordance with the requirements of the authorizing permit. Failure to submit DMR data by the date required by the permit is a violation and will be recorded as such.
10. **SEVERABILITY:** Any provision of the Agreement which is determined to be invalid or unenforceable will be ineffective to the extent of such determination without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such remaining provisions.
11. **TERMINATION AND RENEWAL:** The agreement may be terminated by either party. Upon termination of this agreement, the associated ability to submit electronic information through NetDMR will also terminate. This subscriber agreement becomes effective upon notification of approval by the **Regulatory Authority** to the Certifier (which may be either/or an automated message from the NetDMR software, or separate notification). The regulatory authority will normally provide notification of the effective date, but if no date is provided, the effective date is the next reporting cycle following the notification. The subscriber agreement will continue until modified by mutual consent or unless terminated with 60 days written notice by any party. The permittee must resubmit this form at the time that a new permit application is submitted or when permit responsibility transfers from one entity to another. This subscriber agreement should be periodically reviewed and amended or revised when required. The requirements of this subscriber agreement may, eventually, be incorporated into the NPDES permit so that they would be renewed at the time of each discharge permit reissuance. The regulatory authority reserves the right to approve or disapprove this subscriber agreement.
12. **GOVERNING LAW:** This Agreement shall be governed by and interpreted in accordance with 40 CFR 122, 40 CFR 3, and other applicable state provisions.
13. **AGREEMENT:**
  - I agree:

- i. To protect my account and password from compromise, not allow anyone else to use my account, and not share my password with any other person;
- ii. To change my password if I believe it becomes known to any other person;
- iii. To promptly report to Regulatory Authority any evidence of the loss, theft, or other compromise of my account or password not later than one business day;
- iv. To notify Regulatory Authority, in writing, if I terminate my employment, am reassigned or any other change in my status that causes me to cease to be a certifier represent any of the requested sites for the organization's electronic reports to NetDMR. Notification should occur as soon as this change occurs.
- v. To review, in a timely manner, the email and onscreen acknowledgements and copies of documents submitted through my account to NetDMR;
- vi. To report any evidence of discrepancy between the document submitted, and what NetDMR received;
- vii. That in no event will Regulatory Authority be liable to me or my employer for any special, consequential, indirect or similar damages, including any lost profits or lost data arising out of the use or inability to use the software or of any data supplied therewith even if Regulatory Authority or anyone else has been advised of the possibility of such damages, or for any claim by any other party.  
Regulatory Authority disclaims all warranties, express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, with respect to the software and the accompanying written materials

<<add state conditions here>>

I understand that I will be held as legally bound, obligated, and responsible by the electronic signature created as by a handwritten signature.

## D. Inactivation/Removal

Permittee must indicate reason for inactivation in Section B of the form. This is done to inform the regulatory authority whether the permittee is switching back to paper DMRs, is no longer in business, or has a temporary reason for inactivation.

## E. Signatory Authorization

The signatory authority is the appropriate individual identified under 40 CFR 122.22 with the authority to sign permit applications, reports, and other permit-required submittals (e.g., DMRs).

Permit ID(s): TX0000014

I, Jane Doe, have the authority to enter into this Agreement for AAA Waste and Permit ID TX0000014 under the applicable standards. I request Regulatory Authority grant John Smith the ability to submit DMRs for Permit ID TX0000014.

\_\_\_\_\_  
Signatory Authority Signature

\_\_\_\_\_  
President  
Title

\_\_\_\_\_  
Date

## F. Subscriber Signature

The subscriber is the NetDMR user that submits this agreement to request to electronically sign DMRs. The subscriber is given signatory authority to sign reports and other information (e.g. DMRs) either under

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40 CFR 122.22(a) or is delegated signatory authority by the individual(s) identified as the signatory authority in Section E of this agreement [See 40 CFR 122.22(b)].

Permit ID: **TX0002440**

I, **John Smith**, have the authority to enter into this Agreement for **ABC Steel** and Permit ID **TX0002440** under the applicable standards.

Permit ID: **TX0000014**

I, **John Smith**, am authorized by the signatory authority named in Part E of this document, who does have the authority under the applicable standards, to enter into this agreement for **AAA Waste** and Permit ID **TX0000014**.

By submitting this application to **Regulatory Authority I, John Smith**, have read, understand, and accept the terms and conditions of this subscriber agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attachments and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the application, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

\_\_\_\_\_  
Subscriber Signature

\_\_\_\_\_  
Date

Print this form, save a copy for your records, and mail to: <<insert regulatory authority mailing address>>

Checklist - Permitting Authority Use Only:

Check	Name	Date
Form Received by		
Verified ICIS-NPDES Permit Limits		
Regulatory Authority Approves NetDMR Authorization		
ICIS-NPDES NetDMR Flag Populated		
User Approved in NetDMR Application		
Notification to User		
Inactivated?		

## **Appendix 3**

### **DMR Importing Basics**

#### **Who can import a DMR?**

- Data Provider/Permittee with Edit Role, Permit Administrator, or user with Signatory Role.

#### **DMR import format requirements**

- DMR Import file contents all the information for a parameter that conforms to the file specifications described in Appendix C in the NetDMR National Instance User Guide – Permittee and Data Provider.
- The DMR import file must be separated by comma saved as CSV, TXT or ZIP format.
- Each field may or may not be enclosed in double quotes.
- Data for each parameter is located on a separate line.
- A Parameter row of a DMR must exist in NetDMR.

#### **Data Replacement Strategy**

##### **User must specify:**

- Append Only - The import can add data to an in-process DMR but can not overwrite the DMR's existing data, it only adds to fields that were previously blank.
- Overwrite and Append - The import can replace data in an in-process DMR. Adds data to fields that were previously blank and updates existing data with the new data. Acts like a change.

#### **Restrictions/Other Notes**

- User must still use the NetDMR web forms to provide Principal Executive Officer, and to Sign and Submit a completed DMR.
- Attachments for a DMR cannot be imported.
- The file cannot be larger than 20 megabytes.
- User can do as many imports to the same DMR as they want.

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**DMR Import Template**

permitted _feature_ id	limit_set _txt	mped _txt	parameter _cd	monitoring _location_ cd	season_ num	quant_1 _nodi_cd	quant_1 _qualifier_ txt	quant_1 _sample_ num	quant_1 _effluent_ num	quant_2 _nodi_cd	quant_2 _qualifier_ txt	quant_2 _sample_ num	quant_2 _effluent_ num	quant_uom _cd	conc_1 _nodi_cd	conc_1 _qualifier_ txt	conc_1 _sample_ num	conc_1 _effluent_ num	conc_2 _nodi_cd	conc_2 _qualifier_ txt	conc_2 _sample_ num	conc_2 _effluent_ num	conc_3 _nodi_cd	conc_3 _qualifier_ txt	conc_3 _sample_ num	conc_3 _effluent_ num	conc_uom _cd	excursions _num	freq_analysis _cd	sample_ _type_ cd				