TN Department of Environment & Conservation

Permittees and Data Providers- How to Report in NetDMR

Overview

Discharge Monitoring Reports (DMRs) and DMR-specific attachments must be submitted in NetDMR by the 15th of the month following the end of the monitoring period, unless otherwise specified in the NPDES permit. After a DMR is submitted in NetDMR, it is stored as a static Copy of Record (COR) in NetDMR, which is the official copy of record. Paper DMRs are no longer accepted as the official copy of record.

Each user expecting to enter DMR data, view DMR data, and/or sign and submit DMRs must create and manage their own NetDMR account. When a user is no longer associated with the permit, they must notify a NetDMR administrator to revoke their access to the permit in NetDMR. There is no limit to how many signatory and non-signatory users can have access to a permit in NetDMR, but a signatory user must have access to the permit before any other users can be approved. If additional users need the ability to sign and submit DMRs, they must complete the signatory account registration process and be approved by a NetDMR administrator. Registered signatories are also granted a Permit Administrator role in NetDMR, so they can approve edit and/or view access requests for any non-signatory users who need the ability to edit DMR data and/or view DMRs in NetDMR.

For assistance with NetDMR account registration, NetDMR account management, or reporting DMRs in NetDMR, contact Cassi Savage at (615) 906-2860 or Cassi.Savage@tn.gov. Additional training resources are posted on EPA's NetDMR Support website, including:
- Training Materials
- FAQs
- NetDMR User Guide

1. Sign in to your NetDMR account at NetDMR.epa.gov, click on your CDX role, and Continue to NetDMR.
2. Under All DMRs and Copies of Record (CORs), select your Permit ID from the drop-down menu and click Update.
3. Choose dates in the Monitoring Period End Date range query (e.g., 01/01/2023- 01/31/2023) OR choose a single date for the DMR Due Date (e.g., 02/15/2023) and click Search. This will pull up all the DMRs within that date range.
4. From the DMR/COR Search Results page, identify which DMR you are going to edit by the Monitoring Period End Date and the Permitted Feature and Discharge Numbers.
   - Make sure to double-check the Monitoring Period End Date for the DMR that you have selected to avoid reporting for an incorrect monitoring period!
   - If your DMR does not show up in the search results, search again by using only the Permit ID and Monitoring Period End Date Range queries. Additional queries may limit your search results.
5. Under the Next Step column, click Go to access the data entry page for the DMR you have selected.
6. Enter the Principal Executive Officer information then proceed to data entry.
   - If your facility discharged at any point during the monitoring period, enter numeric data in the Value columns for every limit on the DMR. The form should look like a paper DMR, with the limits, Units, Frequency of Analysis, and Sample Type matching the NPDES permit.
   - All overflows, releases, and bypass occurrences should be reported on the DMR with an overflow report uploaded as an attachment. If no overflows, releases, or bypasses occurred during the monitoring period, report the number 0.

- If numeric data is not available to report for some reason, if you did not discharge during the monitoring period, or if monitoring is not required for a limit during the monitoring period, enter an appropriate NODI (No Data Indicator) code using the guidance below.

7. Once you have entered data for all limits on the DMR, click Save and Continue then scroll to the bottom of the page to upload DMR attachments and review any DMR violations or technical errors in your submission.
   - Upload all DMR-specific attachments (such as lab data, Whole Effluent Toxicity testing results, overflow reports, letters of explanation, etc.) by clicking the Add Attachments button, and include any additional DMR comments in the Comments text field, then click Save and Continue.
   - If you have data for additional limits to enter, click on the arrow below the header at the top of the page to go to the next page, enter the DMR data, and select Save and Continue.
   - If there are violations or technical errors in your submission, you will receive an error message, and the limits with violations or technical errors will be highlighted red. Review the errors at the bottom of the page and make the appropriate corrections to clear the errors or, if a limit exceedance has been entered, click the box to acknowledge the violations to submit the DMR. Save and Continue again, and the Status will change to NetDMR Validated.

8. After you have reviewed the DMR and double-check that all acknowledged violations are valid, click Save and Continue, then Sign and Submit. If you do not have signatory access to the permit, notify a permit signatory to complete the DMR submission process.

9. Check Include in Submission and Add COR and Attachments to Email Notification, then after you review the DMR submission certification statement, enter your password, click Submit, answer your signature authorization question, and click Submit again to submit the DMR.

10. A Signing Process Confirmation message will be generated on the NetDMR page, then after the DMR is done processing in NetDMR, you will receive an automated DMR submission confirmation email, and if you checked the box to Add COR and Attachments to Email Notification, a copy of the COR will be attached. Always double-check the DMR submission confirmation email to make sure that the DMR was submitted for the correct limit set and monitoring period, and if you have any questions, notify the NetDMR administrator or the compliance contact for your permit.

NODI code reporting instructions

All limits in the NPDES permit require data entry on the DMR in NetDMR, and if numeric data is not available, a No Data Indicator (NODI) code should be reported to explain why numeric data is not being reported.

If numeric data is not available for a single limit, select the appropriate NODI code from the drop-down menu below the Value box and include a detailed explanation of why the data is not being reported in the comment section at the bottom of the DMR. If numeric data is not available for all the limits on the DMR, select the appropriate NODI code from the drop-down menu immediately below the Principal Executive Officer information header. This will auto-fill the NODI code for all limits on the DMR.

Some NODI codes help you explain why a permit violation occurred, and some NODI codes, like NODI C (No Discharge), NODI 9 (Conditional Monitoring- Not Required This Period), and NODI B (Below Detection Limit/ No Detection), help you to avoid unwarranted reporting violations when monitoring and/or reporting is not required for that monitoring period.

NODI code examples

- If there was no discharge during the monitoring period, select NODI code C (No Discharge) from the drop-down menu immediately below the Principal Executive Officer information header. This will auto-fill the NODI code for all limits on the DMR.
- If a limit only requires quarterly, semi-annual, or annual monitoring, and monitoring was not conducted during the monitoring period, select NODI code 9 (Conditional Monitoring- Not Required This Period).
- If sampling results were less than the detection limit, or if the MDL was greater than the permit limit, select NODI code B (Below Detection Limit/No Detection) and include the method detection limit in the DMR comment section.
- If analysis was not conducted for a limit with required monitoring, select NODI code E (Failed to Sample/ Required Analysis Not Conducted) and include a detailed explanation about why the analysis was not conducted and if any corrective action has been done in the DMR comment section. This will generate a non-receipt violation because required monitoring was not conducted and/or reported on the DMR.

Keep in mind that you can either enter numeric data OR a NODI code for each limit, but NetDMR will not accept both. If you enter numeric data AND a NODI code for a limit, it will result in a technical violation, or "*hard error*", and NetDMR will not allow you to submit the DMR until one of the values is removed. To remove a NODI code, click on the drop-down menu and select the blank value at the top of the menu.

Available NODI codes

Below is a list of available NODI codes. The highlighted codes will generate a non-receipt reporting violation, so they should only be used to explain permit violations when required numeric data was not reported. All non-receipt reporting violations must be acknowledged before the DMR is signed and submitted in NetDMR. If you are unsure which NODI code to report, contact a NetDMR administrator or your field office compliance contact.

NODI Code	Description	NODI Code	Description
2	Operation Shutdown	F	Insufficient Flow for Sampling
3	Special Report Attached	I	Land Applied
7	No Influent	N	Not Constructed
9	Conditional Monitoring – Not Required This Period	P	Laboratory Error or Invalid Test
A	General Permit Exemption	Q	Not Quantifiable
B	Below Detection Limit/ No Detection	T	Environmental Conditions- Monitoring Not Possible
C	No Discharge	W	Dry Lysimeter/Well
E	Failed to Sample/ Required Analysis Not Conducted		