

# *Step 1. NetDMR Account Creation*



# NetDMR Requirement Date

All KPDES Permittees\* that are required to submit DMRs as a condition of their permit will be required to use *NetDMR* for DMR submittal by June 2014. Paper copies will not be accepted after the facility NetDMR date.

Each permittee has been assigned a mandatory NetDMR entry date based on the type of permit and whether they are a Major or Minor discharger.

Permittees can begin using NetDMR immediately – they do not have to wait for their requirement date.

Entry date letters were sent with the 2<sup>nd</sup> Quarter 2013 DMRs and the requirement date is available at:

[http://dep.gateway.ky.gov/eSearch/Search\\_Required\\_NetDMR.aspx](http://dep.gateway.ky.gov/eSearch/Search_Required_NetDMR.aspx)

Example: KY0021016 was assigned a date of July 2013. This facility's July 2013 DMR must be submitted using NetDMR. If paper copies of the July 2013 or later DMRs are submitted, they will be returned unprocessed and will generate violations for non-submittal of DMRs.

\*Does not apply to Coal Mining KPDES permits

# NetDMR Requirement Date

[http://dep.gateway.ky.gov/eSearch/Search\\_Required\\_NetDMR.aspx](http://dep.gateway.ky.gov/eSearch/Search_Required_NetDMR.aspx)

## Required Electronic Discharge Monitoring Reporting

Welcome to DEP's NetDMR Requirement date page on eSearch. This page will give you up-to-date information on the date using NetDMR (rather than mailing paper DMRs). If the requirement date is January 2014, the facility may begin using NetDMR January 1 – 31, 2014 (and all subsequent DMRs) using NetDMR. If a paper DMR is submitted on or after the NetDMR requirement date (a violation for non-submittal)

- Results will show the Agency Interest ID, KPDES ID, Permit Name, Net DMR Required By Date, and County.
- You may use 1 or more of these fields to limit your search.
- Capitalization does not matter and no wildcards are needed on Licensee Name.
- Agency Interest ID is a numeric field.
- A maximum of 4000 agencies will be returned.

[<<< Return to search Online Home](#)

Agency Interest ID:	<input type="text"/>
KPDES ID:	<input type="text" value="KY0021016"/>
Permit Name:	<input type="text"/>
County:	<input type="text"/>
	<input type="button" value="Search"/> <input type="button" value="Reset"/>

AI Details	Agency ID	KPDES ID	Permit Name	Net DMR Required By Date	County	Regional Office
AI Details	2936	KY0021016	HARDIN STP	JULY 2013	Marshall	PA



# NetDMR Requirements and Help

*NetDMR* **requires** the use of Internet Explorer and an Internet Connection.

KYDOW Help page: Web search for “NetDMR KY” and select the Permitting and Approvals | *NetDMR* Information link

Site has links and step by step instructions

<http://water.ky.gov/permitting/Pages/netDMRInformation.aspx>

EPA Training Materials: Web search for “EPA NetDMR training” and select the Training Materials Link under NetDMR Site has training presentations for all phases of NetDMR use

<http://epa.gov/netdmr/about/training.html>

NetDMR accounts are personal accounts and should not be shared.

Please use the instructions and training presentations prior to contacting KY DOW.

# NetDMR Implementation Procedures

Two NetDMR websites: *NetDMR Test* and *NetDMR Production*

The two sites do not share ANY data. The sites are identical in form and function with the following exceptions:

<b>Difference</b>	<b>NetDMR Training/Test</b>	<b>NetDMR Production</b>
Instance name	KY DEP	Kentucky DEP
Page header name	KY DEP	Kentucky DEP
Data pushed to EPA	NO	YES
Replaces Paper DMR	NO	YES

The Training site can be used by KPDES permittees to learn how to use the system. Nothing entered into the Training site will transfer to the Production site (including accounts).



## Welcome

NetDMR is a web-based application that allows National Pollutant Discharge Elimination System (NPDES) Permittee Users to enter and electronically submit Discharge Monitoring Report (DMR) data through the Central Data Exchange (CDX) to the Integrated Compliance Information System (ICIS). This is an alternative to the paper-based DMR submission process. If you are a permittee, this website can be used to complete and submit DMRs electronically for your facility.



Select Regulatory Authority:

Kentucky DEP

### Warning Notice

*The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.*

### Privacy Statement

*EPA will use the personal identifying information which you provide for the expressed purpose of registration to the National Installation of NetDMR site at the Central Data Exchange and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013]*

Click this link to go to NetDMR Production site:

[NetDMR Production](#)

(Internet Explorer required)

Click the rocker to select Kentucky DEP (NetDMR Production)

or KY DEP Training (NetDMR Training)

click GO

If you elect to use the training site, use this link:

[NetDMR Training](#)



## Welcome

Welcome to the KY DEP installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

### New to NetDMR?

- ▶ First time users can [register for a new account](#).
- ▶ If you have any [questions about NetDMR](#), please contact [Cheryl.Edwards@ky.gov](mailto:Cheryl.Edwards@ky.gov).

### News

- NetDMR requires the use of the Microsoft Internet Explorer web browser.
- First time users - once you have created your account and logged in, the first step is to request your permit. In the upper left corner of the home page click on "Request Access", enter your permit number and follow the rest of the instructions. Be sure to confirm all steps before leaving the page.
- Kentucky has officially implemented NetDMR production at <https://netdmr.epa.gov>
- This is a test site only for the entry of DMR and electronic submittal of those results and is not in anyway used for the purpose of compliance reporting of your permit.
- NetDMR training is available at <http://epa.gov/netdmr/about/training.html>
- In Production, you will be required to create a new account and submit an original hardcopy; no copy will be accepted, of the Subscribers Agreement to the Division of Water Central Office.

**Login to NetDMR**

User Name

Password

[Forgot User Name?](#) / [Forgot Password?](#) / [Create a NetDMR Account](#)

**Check Your PermitID**

- ▶ First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)

Click register for a new account to begin the setup process

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#### Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the National Installation of NetDMR site at the Central Data Exchange and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA

## Create a NetDMR Account

### General Account Information

Please provide the information requested below to create a NetDMR account. A '\*' indicates a required entry.

Email Address:*	<input type="text" value="test@z.com"/>
Enter Email Address Again:*	<input type="text" value="test@z.com"/>
User Name:*	
<input checked="" type="radio"/> Use my email address as my user name	
<input type="radio"/> Create my own user name	<input type="text"/>
First Name:*	<input type="text" value="Test"/>
Last Name:*	<input type="text" value="Permittee"/>
Telephone Number:*(###-###-####)	<input type="text" value="502-867-5309"/>
Organization:*	<input type="text" value="Z Tam"/>
Type of User:*	<input type="text" value="Permittee User"/>

Fill out the user account form with your information. Remember, these are YOUR account - treat it like a bank account, do NOT share accounts.

If you are the permittee or sign the DMR your **user type** is **Permittee User**

If you are a consultant or laboratory that fills out the DMR you are a **Data Provider**

Do not use **Internal**

## Selected Security Questions

Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive. Answer must be between 1 and 50 characters. Special characters other than - . ' may not be used.

**Question 1\***  
What is your mother's maiden name? ▾  
quigley

**Question 2\***  
What is your father's middle name? ▾  
joseph

**Question 3\***  
What was your high school mascot? ▾  
bearcats

**Question 4\***  
What is the name of the high school you attended? ▾  
western

**Question 5\***  
What is the name of the street where you grew up? ▾  
versailles

Select and answer the 5 required security questions. The answers are case sensitive.

When you have completed the account information and security questions, click Submit.

## Verify NetDMR Account Request

Please verify the information you entered below to create a NetDMR account.

### General Account Information

Email Address:	test@z.com
User Name:	
<input checked="" type="radio"/> Use my email address as my user name	
<input type="radio"/> Create my own user name	test@z.com
First Name:	Test
Last Name:	Permittee
Telephone Number:	502-867-5309
Organization:	Z Tam
Type of User:	Permittee User

### Selected Security Questions

<b>Question 1</b>	
What is your mother's maiden name? ▾	quigley
<b>Question 2</b>	
What is your father's middle name? ▾	joseph
<b>Question 3</b>	
What was your high school mascot? ▾	bearcats
<b>Question 4</b>	
What is the name of the high school you attended? ▾	western
<b>Question 5</b>	
What is the name of the street where you grew up? ▾	versailles

Verify Cancel

PRINT THIS SCREEN so you will have a record of your account information and security questions.

Once you have reviewed your information, click Verify.



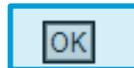
## Confirm NetDMR Account Request

Thank you, test@z.com. Your NetDMR account creation request is being processed.

Within the next 24 hours, you should receive an email that includes a Web link. Click the link and follow the instructions on the page that is displayed to complete the account creation process. You will have 60 days to complete the account creation process. If you do not receive an email within the next 24 hours, please make sure the email has not been inadvertently blocked by a spam filter. Contact your [regulatory authority](#) for further assistance.

Thank you.

NetDMR Support



Confirmation screen (click OK)

You will receive an email from NetDMR with a link to complete account creation

## Activate Your NetDMR Account

Inbox x



netdmr-notification@epa.gov

10:35 AM (5 minutes ago) ☆

Shawn Hokanson, Your NetDMR account must be finalized before you can log into...



netdmr-notification@epa.gov

10:40 AM (1 minute ago) ☆



to me ▾

shawn hokanson,

Your NetDMR account must be finalized before you can log into the system and request access to your permits.  
Please click on the following link:

<https://netdmrtest.epacdx.net/netdmr-web/public/verification.htm?key=6c418b68e97157dc276c05565e233a1ce5026057dd0821bb6d11382a7b988abb&userId=3694>



Click here to [Reply](#) or [Forward](#)

Sample email: Click the link to complete account creation and set up your password

Be sure to list [NetDMR-notification@epa.gov](mailto:NetDMR-notification@epa.gov) as a safe sender so the email does not go to your SPAM folder

# Account Setup

Login | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)

**NetDMR**

## Complete NetDMR Account Creation Process

Hello shawnhokanson00@gmail.com. To finish creating your NetDMR account, provide a response to the security question and create a password for your account. Password must be between 8 and 20 characters containing letters and at least one number. Special characters other than ! @ # \$ ^ & \* + = may not be used.

**What is your father's middle name?**

**Create Password:**

**Enter Password Again:**

(Answers are case-sensitive)  
(Case sensitive, 8-20 characters, include letters and numbers)

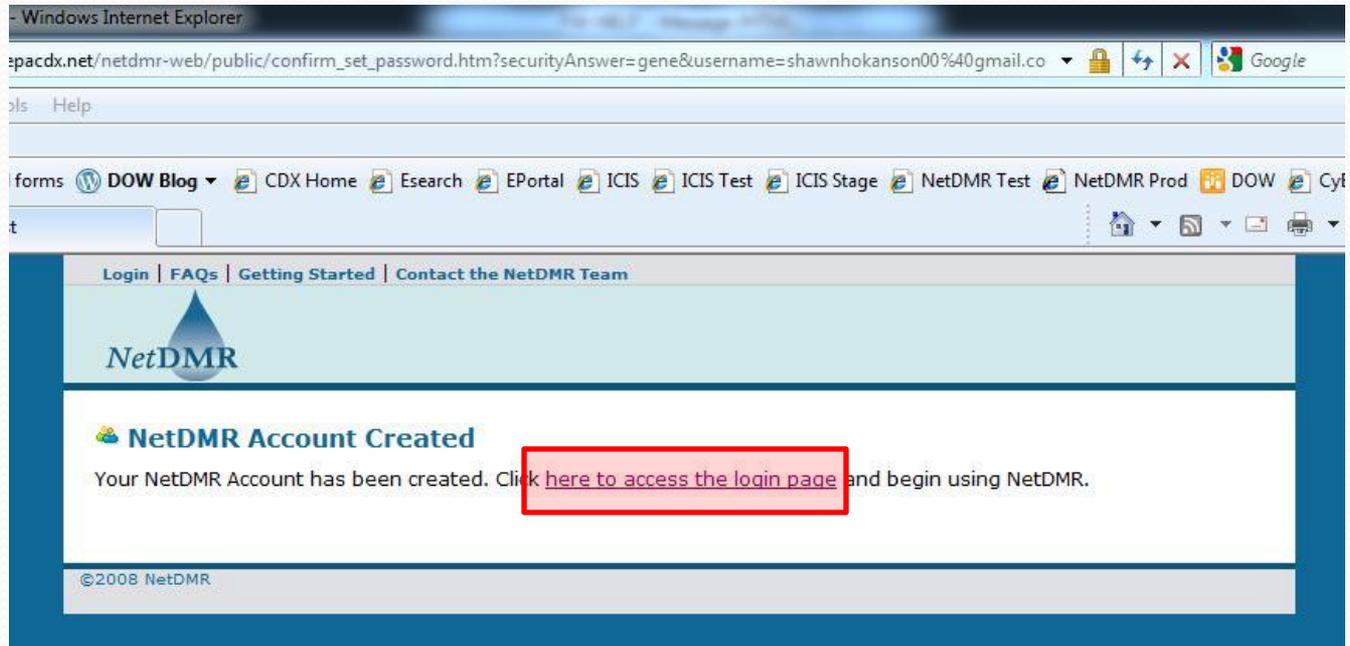
©2008 NetDMR

The link will route you to this screen

You will need to supply one of your security answers and then a password.

Click submit when you have entered your information

# Account Setup



You will be routed to this page. Click the link to log in with your user name and password.

Click this link to go to NetDMR Production site: [NetDMR Production](#) to log in

Click this link to go to NetDMR Training site: [NetDMR Training](#) to log in