**Connecticut Department of
Energy & Environmental Protection**
Bureau of Materials Management & Compliance Assurance
Permitting & Enforcement Division

NetDMR Frequently Asked Questions

Revised: May 7, 2013

- **What do I do if I receive an error message saying to adjust my browser setting?**
  If you click on the wesbsite link for Test NetDMR or Live NetDMR and receive the following message: *"The page you are looking for is currently unavailable. The website might be experiencing technical difficulties, or you may need to adjust your browser setting,"* then you will need to check your internet settings. Navigate to Internet/Tools/Internet Options/Advanced and scroll to the bottom of the list of settings. If SSL 3.0 and TLS 1.0 is not checked, please check both boxes, then click on OK.

- **Why is my Pretreatment Permit number different?**
  The permit number on all Pretreatment permits in NetDMR has been changed from SP to CTP to reflect the two-digit Connecticut state code. In any correspondence other than the EPA forms and NetdMR, the permit numbers will reflect the number in your permit containing SP.

- **Why is my search for All DMRs and CORs returning no results?**
  It is possible that you are narrowing the search field by limiting the monitoring date range or by selecting other criteria. Try selecting your permit number and leaving all other parameter fields blank, then click on the search button. This search will return all available data.

- **Is the principal Executive Officer information mandatory?**
  No, the Principal Executive Officer information (first name, last name, title, phone number) is not mandatory. There is a change request to remove this from the header. EPA Headquarters does not know when this will be implemented.

- **Which fields do I enter in NetDMR?**
  Enter the results in the value fields. The codes for Frequency of Analysis, and Sample Type should be pre-populated for you according to your permit. Also, acknowledge any soft or hard errors before submitting in NetDMR.

- **What should I do if only a few of my parameters are listed in my DMR for reporting?**

Check to see if there are multiple pages to your permit by looking in the upper right-hand corner of your electronic DMR. If your DMR consists of multiple pages, you will see an arrow to select to pan to the next page.

- **What should I do if I notice any discrepancies between my DMR forms and my permit?**
Notify the DMR staff immediately at CTDEEP before submitting your DMR electronically.

  Please note that CTDEEP use "Compos" for "Daily composite" or "composite" as "sample type" in NETDMR and on our Discharge Monitoring Reports. You are required to follow your permit requirements at all times.

- **My permit was recently modified or reissued. Why are the new limits not in "Test" NetDMR?**
Reissued permit and/or modification limits may not have been updated in "Test" NetDMR. You may need to test the system using your previous permit's DMR requirements. This is the test environment and is used to familiarize you with entering data. However, your newest reissued permit will be in the "Live" NetDMR version.

- **How can I distinguish the difference between flow parameter codes?**
Parameter code 74076 "Flow" is for Flow day of sampling.
Parameter code 00056 "Flow Rate" is for Average daily flow.
Parameter code 50047 "Flow, Maximum during 24 hr Period" is for maximum daily flow.
Parameter code 00058 "Flow Rate" is for flow rate, instantaneous.

- **What is No. Ex.?**
Number of Excursions. Please enter the number of violations for your parameter in the No. Ex. Column associated with the parameter. Enter "0" if there are no violations.

- **How do I enter "Non Detect" results?**
For any "Non-Detect" result, please enter a zero in the value for the parameter and report the parameter name and the actual detection level in the comments field or in an attached cover letter. Also, for averaging purposes, use a zero for a non-detect result. You do not need to report the actual detection level in the comment field or cover letter if you are reporting it on the weekly monitoring spreadsheet.

  Please do not use NODI code B – "Below Detection Limit/No Detection" when reporting Non-Detect results, enter a zero instead.

- **How can I tell if I am in the Test environment or the Live environment of NetDMR?**
  The Test environment and Live environment of NetDMR are identical in their appearance. However, you can distinguish between the two by referring to the web link in your Internet address bar (see below).

Test environment:

Live environment:

- **Do I need to report the sample date?**
  You must record the sample date of the Monthly, Quarterly, Semi-Annual, or Annual monitoring requirement in the comments field of your NetDMR.

- **How do I report Total Toxic Organics (TTO)?**
  Enter the result in the value field if sampled. For a Solvent Management Plan (SMP), enter 9 (NODI Code for monitoring conditional) in the NODI Code field and send the signed and dated TTO Certification form with the NetDMR as an attachment or copy the entire TTO certification statement in the comment field box.

- **What is a NODI code and where can I find a list of the code descriptions?**
  NODI stands for "No Data Indicator" and is used in place of a sample value when sampling is not performed. An example of when to use a NODI code would be to indicate that there was no wastewater discharged during a particular sampling period. NODI codes CANNOT be used to exempt a permit limit exceedance. NODI codes can be applied to an entire DMR or to a single parameter(s). A list of NODI code descriptions can be found by searching through the "Help" link located at the top left of the NetDMR home page once you are logged into your account.

- **How do I enter Optional Monitoring (Opt Mon) requirements?**
  For toxicity parameters, enter NODI code 9 only if you are reporting during an optional month. However, for a failed toxicity test for any Aquatic Toxicity parameter, you will need to re-test and report the results on the next optional monitoring month. If you did not re-test, you should report the NODI Code "E" for analysis not conducted.

  For other parameters with optional monitoring requirements, NetDMR will give the following soft error unless you report a result: *"All permit limit values for the Parameter are missing sample values or NODI selection."* Unless a sample was taken and reported, please leave the value field blank and acknowledge soft error. This will not be considered a permit violation if reporting is optional for the particular month.

- **Do I need to submit a hard copy to DEEP for my DMR?**
  Hard Copies of the DMR are no longer a requirement if you are in Production NetDMR.

- **Do I still need to submit hard copies of DMRs to my receiving sanitary sewer?**
  It is discretion of each POTW to decide whether they accept electronic or paper DMRs. You will need to contact your specific POTW to inquire about their DMR procedures. If the POTW chooses to accept electronic DMRs, you will be able to download a copy of your submitted DMR (known as a COR, or copy of record) in a PDF format that can be emailed as an attachment to various correspondents.

- **What kind of attachments can I add to my electronic DMR?**
  You may upload any of the following file types up to 20 megabytes in NetDMR: doc, pdf, com, dll, exe, and vbs. Attachments are most commonly used to report more frequent monitoring (such as weekly or daily), as an option to report TTO certifications, or to

report any other comments or conditional monitoring that cannot be addressed within the NetDMR comment box.

- **How should I name my attachments?**
  Please refer to the following table for a list of common attachments and corresponding file names that should be used.

Report Name	Report Attachment Naming
DMR Cover Letter	DMRCov_YYYY_MM
Weekly Monitoring Report	Wkly_Mon_YYYY_MM
Total Toxic Organics (TTO) Certification	TTO_Cert_YYYY_MM
Biosolid Report	Biosolids_YYYY-MM
CSO Report	CSO_YYYY_MM
Bypass Report	Bypass_YYYY_MM
Nutrient Analysis Report	Nutrient_Analysis_YYYY_MM
Monthly Operating Report (MOR)	MOR_YYYY_MM
Aquatic Toxicity Monitoring Report (ATMR)	ATMR_YYYY_MM
The Waiver Certification	Waiver_Cert_YYYY_MM

If you are looking to add an attachment that is not listed above, please contact Suzette Flecha at suzette.flecha@ct.gov.

Sewage Treatment Plants only:

Please provide an electronic attachment and mail a hard copy of your MOR, NAR, and ATMR reports to:

The Municipal Wastewater Coordinator
CTDEEP/WLPR
Planning and Standards Division (2nd floor)
79 Elm Street
Hartford, CT 06106-5127

In the future CTDEEP plans to eliminate the requirement of mailing a paper copy of the reports. However, in the interim please provide an electronic and paper copy.

If you have any questions, please email or call:

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