EPA Region 1
Quick Reference Guide for
Electronic Submission of NPDES Program Specific
Reports through NetDMR
(Permittees & Internal Users)

NetDMR can be used to send electronic copies of other NPDES required reports to EPA by submitting these documents as an attachment to an electronic DMR. The Attachment can be submitted in a "pdf", "Word", and/or "Excel format and will retain the format that it was submitted in. **However, EPA recommends a "pdf" format to prevent any inadvertent changes being made to the attachment.**

The following restrictions apply to any attachments added through NetDMR:

Restrictions:
- Each file may not be larger than 20 megabytes.
- The File Name must not contain any spaces
- The File Name must not contain any special characters(", *, ', /)
- File formats that are not acceptable are .com, .dll, .exe. or .vbs

Adding Electronic Reports

To add an attachment while using the "Edit DMR" screen in NetDMR (see below),

Scroll down to the bottom of the "Edit DMR" screen and click on the "**Add Attachment**" Button.
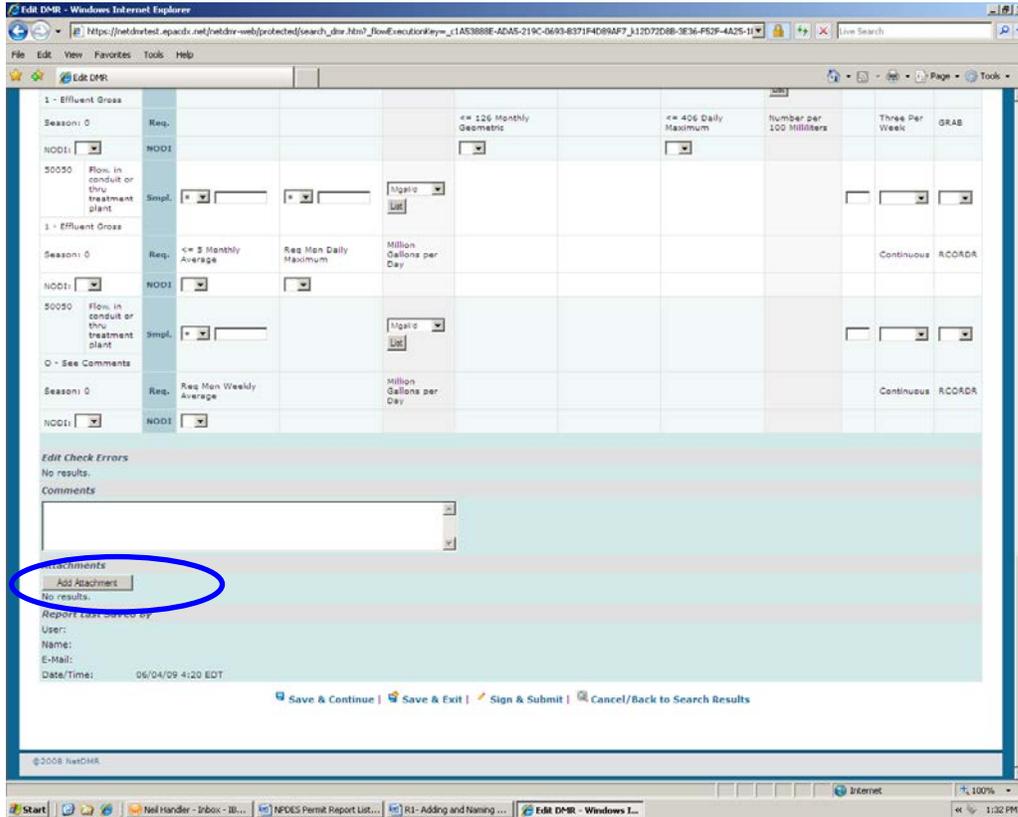
This will bring up the following screen where you can use the "Browse" button to locate the file you are interested in attaching.
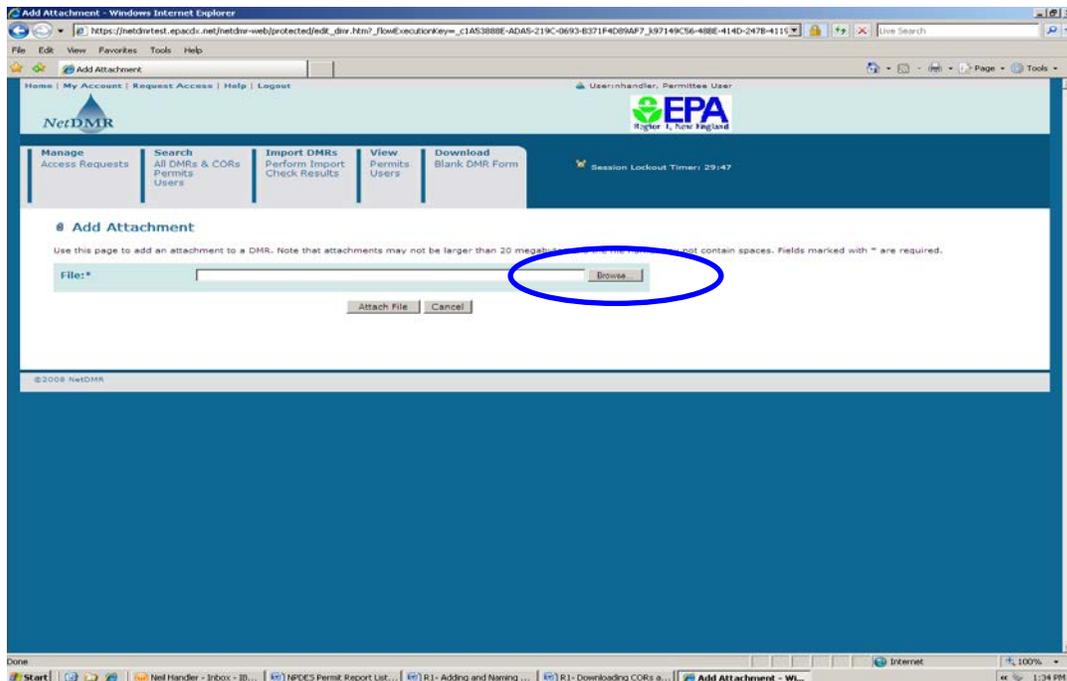
Once you have located the file you want to add, you can either double click on that file or highlight the file name and click on "**Open**" button.
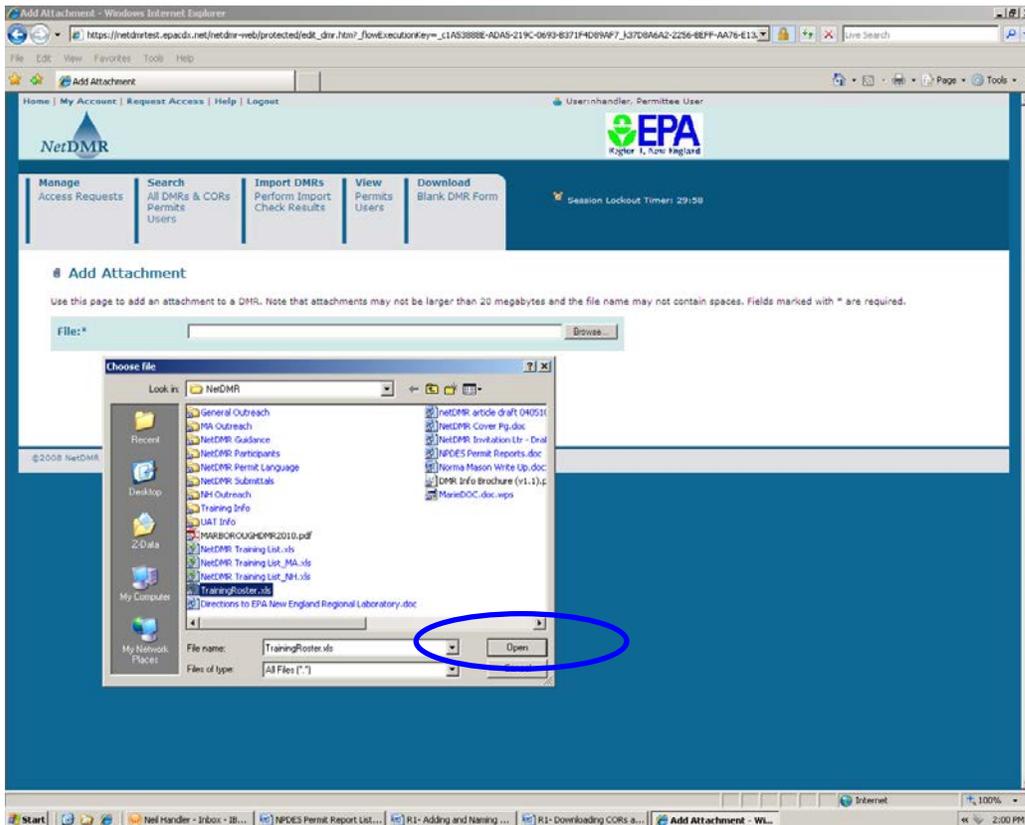
Then click on the "**Attach File**" button or the "**Cancel**" button if you made a mistake.
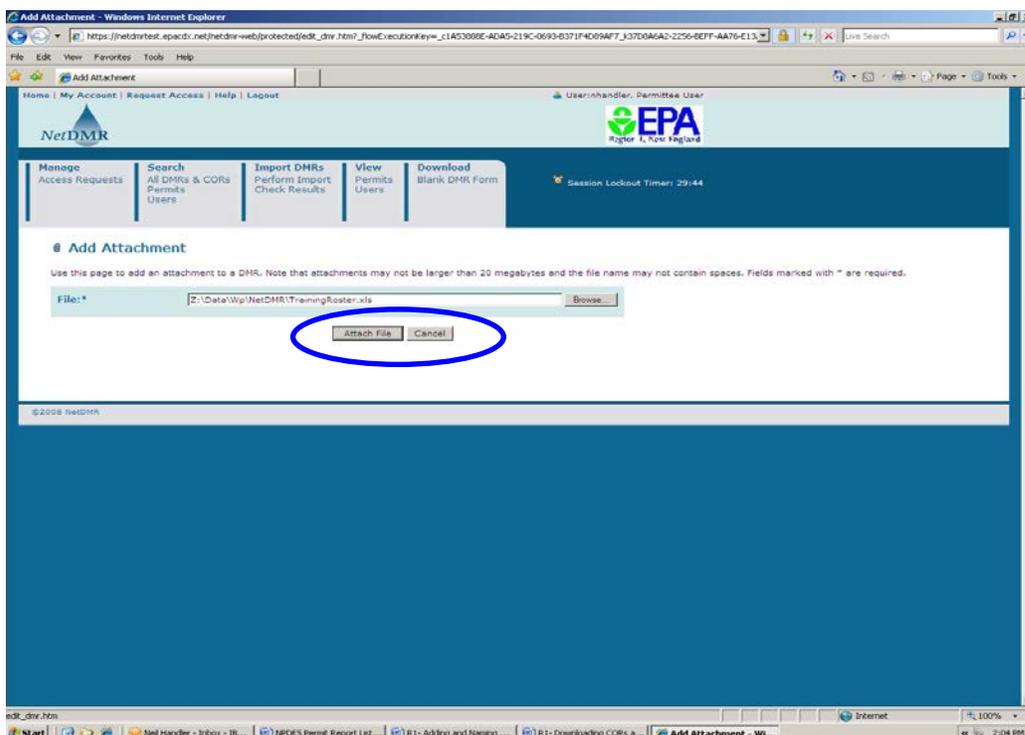
If all went well, you should receive the following message "The attachment has been added".
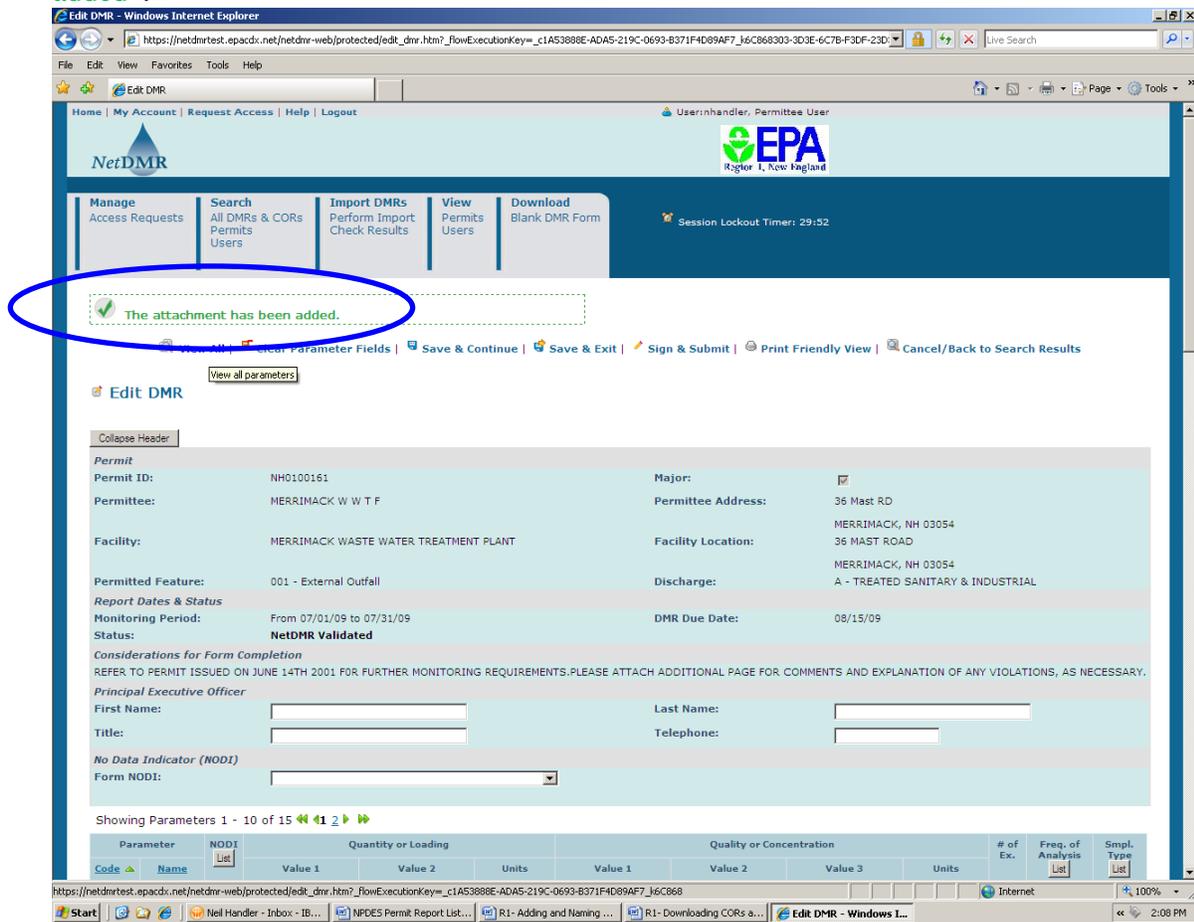
If NetDMR had problems loading your file, for example if the file size was too large, you will receive the following error message "NetDMR Attachment Upload Error".

Or if your file name has a space in it or has some other special character not allowed, you will receive the following error message "There were errors processing your request".
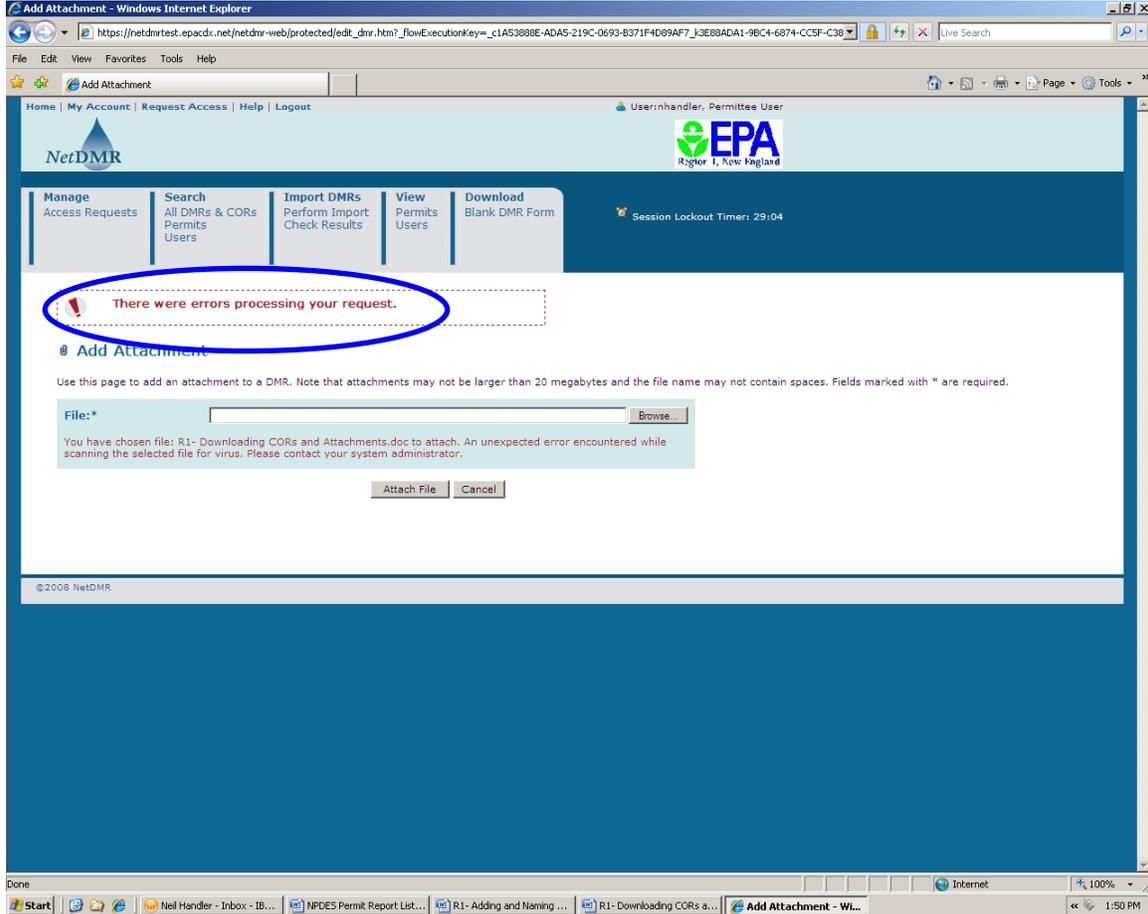
Naming Electronic Reports

In order to help standardize the way reports are named when submitted as an attachment using NetDMR, EPA is requesting that each facility use the following approach. Each Report should be named us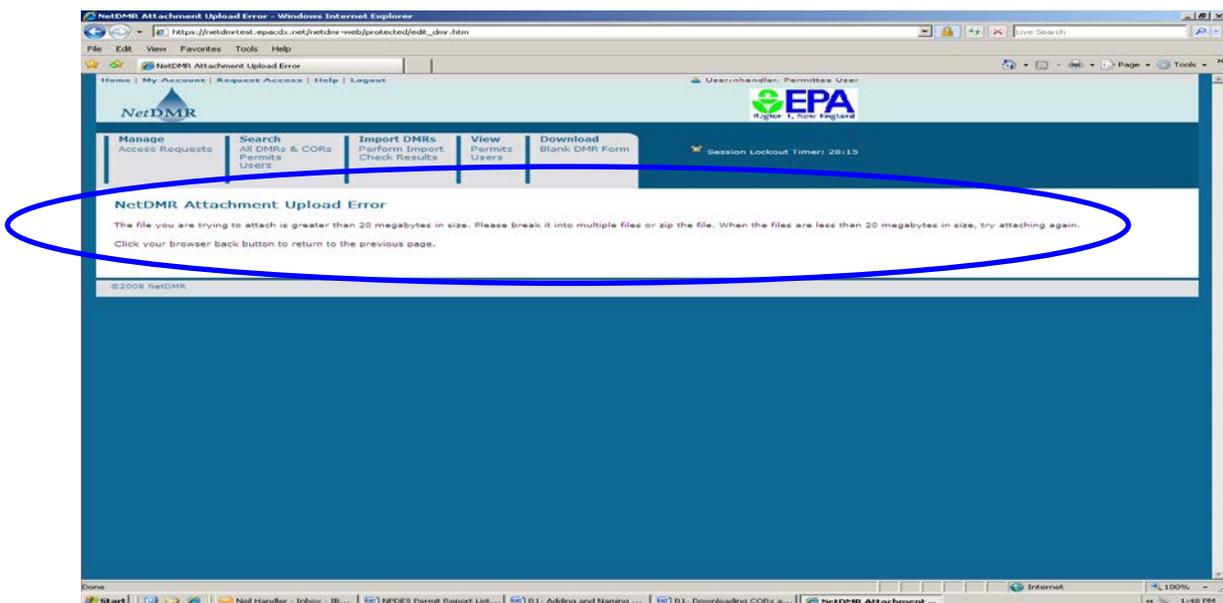ing the following convention consisting of the NPDES permit ##, the Report Type Name (see next page), the year and month the report covers:

NPDESPermit#_ReportTypeName_YYYY_MM

For example, if the Marlborough Westerly WWTP was submitting its monthly operating report in for July of 2011 as an attachment, the report name would be:

"**MA0100480_MOR_2011_July**"

NPDES Permit-Related Report Names

Report Name	Report Attachment Naming
24 Hour Reporting of Non-Compliance	24HrNC _YYYY_MM
Benthic Organism Study	BenthicOrg_YYYY_MM
Bioconcentration Study	Bioconc_YYYY_MM
Biological Monitoring	BioMon_ YYYY_MM
Biosolids	Biosolids_ YYYY_MM
Collection System	CollectSys _YYYY_MM
Compliance Schedule	CompSch _YYYY_MM
Construction Schedule	ConstrSch _YYYY_MM
CSO Report	CSO_YYYY_MM
DMR Cover Letter	DMRCov_YYYY_MM
Flow Management	FlowMgmt _YYYY_MM
Ground Water Management	GWMgmt _YYYY_MM
Hydrostatic Test Water Discharge	HydroTest_YYYY_MM
Inflow and Infiltration	II _YYYY_MM
Laboratory Report	Lab_YYYY_MM
Metals Study	Metals _YYYY_MM
Mixing Zone Study	MZStudy YYYY_MM
Monthly Operating Reports	MOR_YYYY_MM
Notice of Change	NOC _YYYY_MM
Nutrient Study	Nutrient_ YYYY_MM
Other	Other_YYYY_MM
Pretreatment Local Limits Evaluation	PreLLE_ YYYY_MM
Pretreatment Annual	PreAnnRpt _YYYY_MM
Pretreatment Streamlining Rule	PretSR_YYYY_MM
Pretreatment Regulatory Conformance	PretRC_ YYYY_MM
SSO Report	SSO_YYYY_MM
Sediment Monitoring	SedMon_YYYY_MM
Special Studies	SpecialStdy_ YYYY_MM
Stormwater Report	StormH20_YYYY_MM
TIE/TRE Toxicity Reduction Evaluation	ToxRedEval _YYYY_MM
TRC Continuous Monitoring	TRCMon_YYYY_MM
Treatability Study	TreatStdy _YYYY_MM
Whole Effluent Toxicity	WET _YYYY_MM

Connecticut DEEP provides the following addendum to EPA Region 1's document, entitled *"EPA Region 1- Quick Reference Guide for Electronic Submission of NPDES Program Specific Reports through NetDMR."* EPA R1's Guide provides instructions on submitting attachments in NetDMR, including naming conventions for the attached documents.

The table below provides naming conventions for additional reports commonly used by Connecticut permittees, and is meant to supplement those listed in the table found on page 6 in EPA R1's Guide.

CT DEEP - NPDES Permit-Related Report Names

Weekly Monitoring Report	Wkly_Mon_YYYY_MM
Total Toxic Organics (TTO) Certification	TTO_Cert_YYYY_MM
Bypass Report	Bypass_YYYY_MM
Nutrient Analysis Report	Nutrient_Analysis_YYYY_MM
Aquatic Toxicity Monitoring Report (ATMR)	ATMR_YYYY_MM
The Waiver Certification	Waiver_Cert_YYYY_MM