



Connecticut Department of Energy & Environmental Protection

e-NAR Data Submittal Instructions

Purpose

The Department of Energy and Environmental Protection ("DEEP") is implementing a new process to allow facilities covered in the General Permit for Nitrogen Discharges to electronically sign and submit Nutrient Analysis Reports ("NARs"). These facilities will be able to upload NAR monitoring data directly onto DEEP's shared drive.

The purpose of this document is to provide covered facilities with instructions on how to register with DEEP to access the shared drive and submit NAR data.

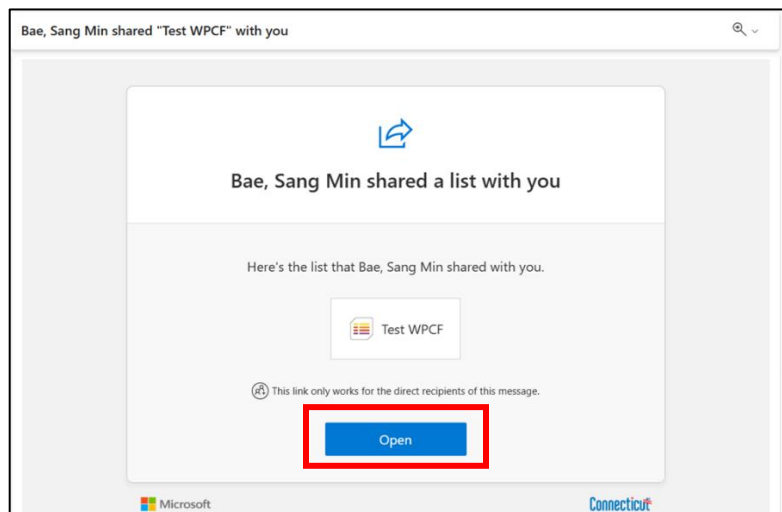
Procedure to register and submit NAR data via DEEP's shared drive:

1. **Complete and submit the Subscriber Agreement to validate and designate an authorized data reporter (a.k.a. Authorized Subscriber).**

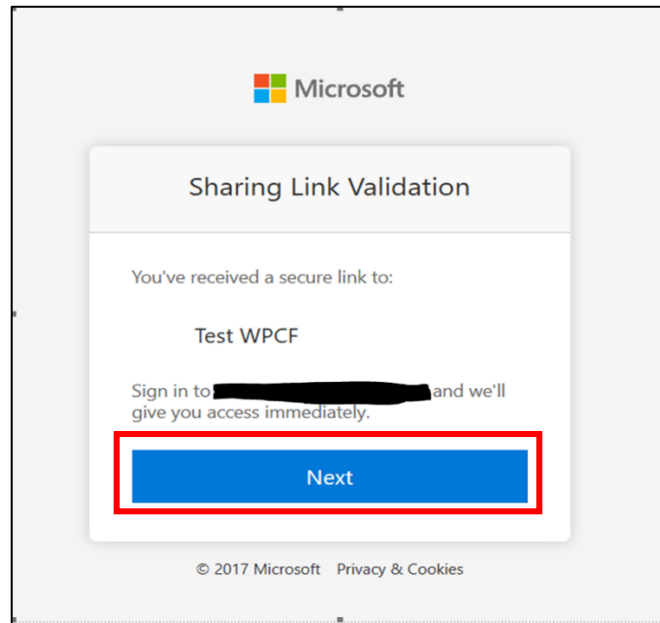
Fill out and submit to DEEP a Subscriber Agreement signed by a duly authorized signatory and each of the individuals who will be authorized to submit NAR data to the Department. Please be sure to fill out the form completely. Access to the shared drive will not be granted until the subscriber agreement has been submitted.

2. **Receive Access to the DEEP Shared Drive**

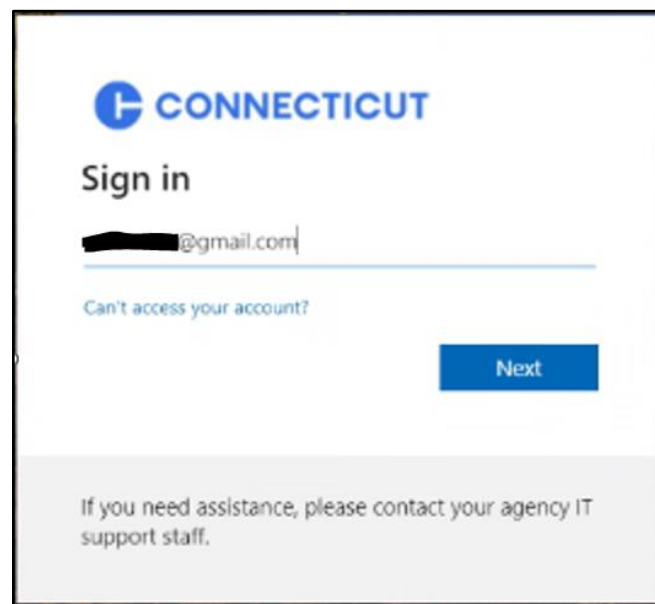
Once the facility has provided DEEP with a list of emails and authorized users via the Subscriber Agreement, each authorized user will receive an email from DEEP containing a link to the shared drive in Microsoft SharePoint. Click the "Open" button.



Click “Next” and then sign in.



3. For users that don't have a Microsoft account, create a free account on Office.com using the same email address provided in the Subscriber agreement. You will then be able to access DEEP's Shared Drive.



4. Verify Your Identity

Multifactor authentication is required. Every time you log in with your email, you will either receive a text or call to verify your identity as shown below.

The left screenshot shows the 'Verify your identity' screen. It features the Microsoft logo at the top, followed by a redacted name. Below the name, there are two options: 'Text +X XXXXXXXX12' and 'Call +X XXXXXXXX12'. A 'More information' link is present, along with a URL 'https://aka.ms/mfasetup' and a 'Cancel' button. At the bottom, it says 'If you need assistance, please contact your agency IT support staff.'

The right screenshot shows the 'Enter code' screen. It also features the Microsoft logo and a redacted name. Below the name, it says 'We texted your phone +X XXXXXXXX12. Please enter the code to sign in.' There is a 'Code' input field, a 'Having trouble? Sign in another way' link, and a 'More information' link. A blue 'Verify' button is at the bottom right. At the bottom, it says 'If you need assistance, please contact your agency IT support staff.'

To submit NAR data, click the “NEW” button.

The screenshot shows the SharePoint interface for the 'DEEP PR - NEP' private group. The '+ New' button is highlighted with a red box. Below it is a table titled 'Test Working' with columns for Sample Date, Average Daily F..., TKN (mg/l), Nitrite (mg/l), Nitrate (mg/l), and Comments. The table contains four rows of data.

Sample Date	Average Daily F...	TKN (mg/l)	Nitrite (mg/l)	Nitrate (mg/l)	Comments
11/22/2023	1.00	15.00	15.00	15.00	
02/27/2024	12.00	5.00	15.00	20.00	
02/28/2024	10.00	10.00	15.00	5.00	
03/05/2024	5.00	3.50	3.00	2.00	corrected value for nitrate

5. Enter the data into the form.

A fillable form will open on the right side of the window. Enter the required data and click the “Save” button.

Nutrient Analysis Report

Sample Date *
Enter a date
You can't leave this blank.

Average Daily Flow (mgd) *
Enter a number

TKN (mg/l) *
Enter a number

Nitrite (mg/l) *
Enter a number

Nitrate (mg/l) *
Enter a number

Comments
Enter value here

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations.

Save Cancel

6. Editing Data After Submittal

If any data point(s) require correction after submitting the data, double click on the row in which the data needs to be corrected to reopen the form.

CONNECTICUT Microsoft 365 Search this list

DEEP PR - NEP Private group

Home + New Edit Edit in grid view Share Copy link Delete Automate ...


Test Working ☆ ☺


Sample Date	Average Daily F...	TKN (mg/l)	Nitrite (mg/l)	Nitrate (mg/l)	Comments	+ Add column
11/22/2023	1.00	15.00	15.00	15.00		
02/27/2024	12.00	5.00	15.00	20.00		
02/28/2024	10.00	10.00	15.00	5.00		
03/05/2024	5.00	3.50	3.00	2.00	corrected value for nitrate	

Return to classic SharePoint


After the form reopens, click “Edit All” in the top left corner. Make the necessary changes to the data and leave a comment at the bottom indicating what changes were made. After making the required changes and comment, click “Save” again.

[Edit all](#) [Copy link](#)


 **Nutrient Analysis Report**

 Sample Date *


02/28/2024

 Average Daily Flow (mgd) *


10.00

 TKN (mg/l) *


10.00

 Nitrite (mg/l) *

10.00

 Nitrate (mg/l) *

5.00

 Comments

Nitrite value was changed to 10 mg/l 2/29/2024

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations.