



NetDMR Frequently Asked Questions

Revised: July 16, 2021

- **What do I do if I receive an error message saying to adjust my browser setting?**
If you click on the website link for 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 are 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.
- **How do I search for DMRs and CORs?**

From the **All DMR’s and Copies of Record (CORs)**, pick your Permit ID number from the drop down list. Use the radio buttons to select searching by either the **Monitoring Period End Date (MPED) Range** or by the **DMR Due Date**. You may also opt to search specifying no dates at all.

A screenshot of a web interface for searching DMRs and CORs. It features two radio buttons. The first, labeled "Monitoring Period End Date (MPED) Range:", is selected. It is followed by two empty text input boxes, each with a calendar icon to its right, and the text "(mm/dd/yyyy)". The second radio button is labeled "DMR Due Date:" and is followed by "Month" and "Year" labels, each with a dropdown menu.

When the **MPED Range** radio button is selected, specify the start and end dates of monitoring. For example: all DMRs for the monitoring period from 01/01/2021 to 12/31/2021.

Monitoring Period End Date (MPED) Range:

(mm/dd/yyyy)

DMR Due Date:
 Month
 Year

When the **DMR Due Date** radio button is selected, the user selects the Month and Year from the drop down lists. For example: all DMRs due in January 2021(which would result in showing the December 2020 DMRs for the selected permit, because the December 2020 DMRs are due by the end of January 2021).

Monitoring Period End Date (MPED) Range:

(mm/dd/yyyy)

DMR Due Date:
 Month
 Year

Notice that the MPED Range is grayed out when the DMR Due Date button is selected.

NOTE: Click on the **Search** button, not the Status button.

NOTE: Only DMRS and CORs for which the monitoring period has begun will be returned. Future DMR forms are not displayed. Only a maximum of 200 DMRs are returned.

- 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 left-hand corner (above the first parameter) 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.

- **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 an attached weekly monitoring spreadsheet.

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

- **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. If you are allowed to forego TTO monitoring because you have an approved 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 when there is no analytical data to report. An example of when to use a NODI code would be when 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 specific parameters. A list of NODI code descriptions can be found by clicking on the **NO Data Indicator (NODI)** dropdown list, located below the **Principal Executive Officer Title** field.

- **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, if you had a failed toxicity test for any Aquatic Toxicity parameter, you are required to re-test and report the results on the next optional monitoring month. In such cases, if you did not re-test, report NODI Code “E” for “analysis not conducted”.

For other parameters with optional monitoring requirements, you should report NODI code 9 for those months when it is not required by the permit.

- **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 the 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, report details of violations and their resulting investigations and corrective actions, 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 DEEP via email at deep.netdmr@ct.gov.

For Sewage Treatment Plants only:

Please provide an electronic attachment of your MOR, NAR, and ATMR.

Also, please submit these by email to DEEP using the following dedicated email address: DEEP.WPCF@ct.gov

If you have any questions, please email or call:

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