

How to delete user roles in NetDMR as a Permit Administrator

Log into CDX (cdx.epa.gov)

Click on hyperlink role to get into NetDMR

The screenshot displays the EPA CDX Central Data Exchange user interface. At the top left is the EPA logo and the text "United States Environmental Protection Agency". A navigation bar contains links for Home, About, Recent Assessments, Terms and Conditions, FAQ, and Help. Below this is the "CDX Central Data Exchange" header, with a "Contact Us" link and a "Logged in as [username] (log out)" indicator. A secondary navigation bar includes "MyCDX", "Inbox", "My Profile", "Submission History", and "Payment History".

The main content area features a "Services" table with columns for Status, Program Service Name, and Role. The "Role" column contains a red circle around the text "Permittee (signature)". To the right of the table is a "CDX Service Availability" section with a link to "See the status for all program services". Below that is a "News and Updates" section stating "No news/updates". At the bottom of the main content area are two buttons: "Add Program Service" and "Manage Your Program Services".

The footer contains contact information for CDX Help Desk (888-890-1705 | (370) 494-5500 for international callers), EPA Home, Privacy and Security Notice, Accessibility, About CDX, Frequently Asked Questions, Terms and Conditions, and Contact Us. The EPA seal is also present in the bottom right corner.

Click Continue to NetDMR

FAQs | Getting Started | Contact the NetDMR Team | Contact Us



Welcome

Welcome to the **NYSDEC** installation of NetDMR. 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 (CDE) to EPA. All facilities required to provide DMR data as part of their NPDES permit will need to do so electronically using NetDMR as of December 31, 2016. If you are interested in learning more about NetDMR please check out the NetDMR Support https://usenvi.servicenow.com/ceca_ics?id=netdmr_homepage

Access NetDMR

[Continue to NetDMR](#)

- First time users should check to see if your permit is available in NetDMR yet by [Checklist your Permit ID](#)
- If you have any questions about NetDMR, please contact NetDMR@dec.ny.gov.

News

- Welcome to NYSDEC's NetDMR Production Site.
- Refer to the NYS DEC or EPA helpdesk website listed below for NetDMR assistance. Or send an email to netdmr@dec.ny.gov.

[How To Complete And Submit Discharge Monitoring Reports \(DMRs\) - NYSDEC](#)

[NetDMR Homepage - CDECA ICES \(servicenow.com\)](#)

- NYS HODI code usage policy.

These codes are the only acceptable HODI codes to use on NYS DMRs.

- 1 - Operation Shutdown;
- 9 - Conditional Monitoring - Not required this period;
- C - No Discharge;
- E - Failed to Sample/Required Analysis Not Conducted;
- F - Laboratory Error or Invalid Test;
- T - Environmental Conditions - Monitoring not possible;
- W - Dry Limbwater/Well

All HODI codes except for HODI C need to have an explanation or attachment describing why the parameter value was not reported.

Warning Notice

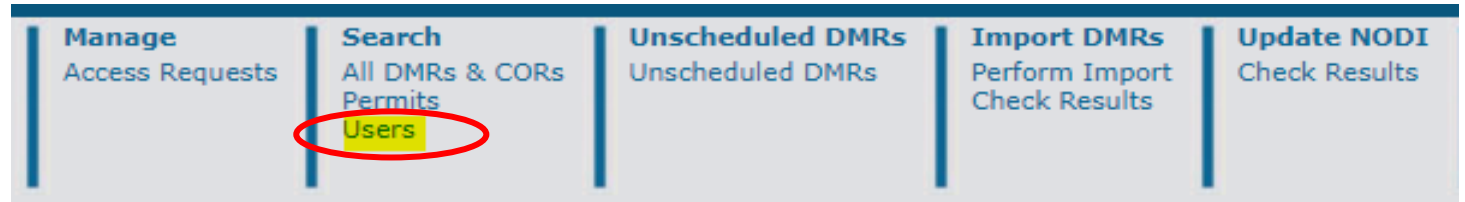
The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may

Search by User:

Under Search, click “Users”

Enter Name or other information

Click Search



Search Users

Search for Users using any combination of search criteria. For text and numeric information, you can enter full or par







User First Name	<input type="text" value="holly"/>
User Last Name	<input type="text"/>
User Name	<input type="text"/>
Email	<input type="text"/>
Permit ID	<input type="text"/>
Facility Name	<input type="text"/>

Check box for delete role, click submit

View Users

The following users are associated with your permits. Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. [Refine Search](#) [New Search](#) If you click View All or View Partial, the table will be displayed with the default sort order applied and any selected check boxes will be reset to unselected.

Users 1 through 7 of 7

<u>First Name</u>	<u>Last Name</u>	<u>User Name</u>	<u>Facility</u>	<u>Permit ID</u>	<u>User Type</u>	<u>Role</u>	<u>Delete Role</u>	<u>Email</u>	
Holly	Shear	DECTEST123	WALTER W BRADLEY WPCF	NY0021610	Permittee (no signature)	Edit	<input type="checkbox"/>	hollys'...reset@gmail.com	
Holly	Shear	HBSHEAR@GW.DEC.STATE.NY.US.GOV	WALTER W BRADLEY WPCF	NY0021610	Permittee (signature)	Permit Administrator	<input type="checkbox"/>	holly: ...25@gmail.com	
Holly	Shear	HBSHEAR@GW.DEC.STATE.NY.US.GOV	WALTER W BRADLEY WPCF	NY0021610	Permittee (signature)	View	<input checked="" type="checkbox"/>	holly: ...25@gmail.com	
Holly	Shear	HBSHEAR@GW.DEC.STATE.NY.US.GOV	WALTER W BRADLEY WPCF	NY0021610	Permittee (signature)	 Signatory		holly: ...25@gmail.com	
Holly	Shear	HBSHEAR@GW.DEC.STATE.NY.US.GOV	WESTERN TRANSFER STATION	NYR00B014	Permittee (signature)	 Signatory		holly: ...25@gmail.com	
Holly	Shear	HBSHEAR@GW.DEC.STATE.NY.US.GOV	WESTERN TRANSFER STATION	NYR00B014	Permittee (signature)	Permit Administrator	<input type="checkbox"/>	holly: ...25@gmail.com	
Holly	Shear	HBSHEAR@GW.DEC.STATE.NY.US.GOV	WESTERN TRANSFER STATION	NYR00B014	Permittee (signature)	View	<input type="checkbox"/>	holly: ...25@gmail.com	

Comment, then confirm deletion

Add Comments for Access Rights Removal

 You have requested access rights removal from the following users.
Please provide comment(s):

One item found

First Name	Last Name	User Name	Facility	Permit ID	Role	Delete Role	Comment	Email
Holly	Shear	HBSHEAR@C...NY.US.GOV	WALTER W BRADLEY WPCF	NY0021610	View	<input checked="" type="checkbox"/>	<input type="text"/>	holly...@gmail.com 

~ OR ~

Search by Permits:

Under Search, click “Permits”

Enter permit number

Click Search

The screenshot shows a web application interface with a navigation menu at the top. The menu items are: Manage Access Requests, Search All DMRs & CORs, Permits, Users, Unscheduled DMRs, Unscheduled DMRs, Import DMRs, Perform Import, Check Results, and Update NO, Check Result. The 'Permits' option under the 'Search' menu is highlighted in yellow. Below the navigation menu, there is a section titled 'Permit ID' with a magnifying glass icon. The text below the title reads: 'Enter a full Permit ID to retrieve and view information about the permit.' Below this text is a light blue input field labeled 'Permit ID:' containing the text 'NY0021610'. Below the input field is a 'Search' button. Both the input field and the 'Search' button are circled in red.

Click “View Details” icon for user information

View Permit Details

Click any underlined column title to sort the table rows in ascending or descending order by the informati

Permit ID	NY0021610
Facility Name	WALTER W BRADLEY WPCF
Facility Location	226 PHILLIPS ROAD WEBSTER , NY 14580

Users and Roles

14 Users/Roles found, displaying 1 to 10 <<< 1, 2 >>> View All

<u>User Name</u>	<u>Organization</u>	<u>User Type</u>	<u>Access Rights</u>	<u>Access Right Status</u>	<u>View Details</u>
DECTEST123	New York State Department of Environmental Conservation	Permittee (no signature)	Edit	Approved	
djones@ci.webster.ny.us	Town of Webster	Permittee (signature)	Permit Administrator	Approved	
djones@ci.webster.ny.us	Town of Webster	Permittee (signature)	View	Approved	
djones@ci.webster.ny.us	Town of Webster	Permittee (signature)	Signatory	Approved	
HBSHEAR@GW.DEC.STATE.NY.US.GOV	NYSDEC	Permittee (signature)	Permit Administrator	Approved	
HBSHEAR@GW.DEC.STATE.NY.US.GOV	NYSDEC	Permittee (signature)	View	Approved	
HBSHEAR@GW.DEC.STATE.NY.US.GOV	NYSDEC	Permittee (signature)	Signatory	Approved	

Checkbox for delete role, click submit

View User Account Details

General Account Information

First Name	Holly
Last Name	Shear
User Name	HBSHEAR@GW.DEC.STATE.NY.US.GOV
Email Address	hollywork625@gmail.com
Telephone Number	(518) 402-8175
Organization	NYSDEC
Type of User	Permittee (signature)

Permits and Roles

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column. If you click View All or View Partial, the table will be displayed with the default sort

Roles 1 through 6 of 6

<u>Permit ID</u>	<u>Facility</u>	<u>Role</u>	<u>Role Request Status</u>	<u>Delete Role</u>	<u>Comment</u>
NY0021610	WALTER W BRADLEY WPCF	Permit Administrator	Approved	<input type="checkbox"/>	<input type="text"/>
NY0021610	WALTER W BRADLEY WPCF	View	Approved	<input type="checkbox"/>	<input type="text"/>
NY0021610	WALTER W BRADLEY WPCF	Signatory	Approved		
NYR008014	WESTERN TRANSFER STATION	Signatory	Approved		
NYR008014	WESTERN TRANSFER STATION	Permit Administrator	Approved	<input type="checkbox"/>	<input type="text"/>
NYR008014	WESTERN TRANSFER STATION	View	Approved	<input checked="" type="checkbox"/>	<input type="text"/>

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First Name	Last Name	User Name	Facility	Permit ID	Role	Delete Role	Comment	Email
Holly	Shear	HBSHEAR@C... NY.US.GOV	WALTER W BRADLEY WPCF	NY0021610	View	<input checked="" type="checkbox"/>	<input type="text"/>	holly...@gmail.com