

Request Signatory Access (Responsible Official)

Prerequisites

- ▶ User must have CDX Role: Permittee (signature)
- ▶ Signatory must be first person to request access to a Permit ID
- ▶ First Signatory is also assigned Permit Administrative Rights
 - ▶ Permit Admins must approve/deny edit and view access requests for their facility
 - ▶ Regulatory Authority must approve all Signatory requests

CDX Signature vs NetDMR Subscriber Agreements

System	Agreement	Role	Request Frequency
CDX	Signature (ESA)	Permittee (signature)	per Program Service (i.e. NetDMR)
NetDMR	Subscriber	Signatory	per Permit ID

1. Log into CDX (cdx.epa.gov)
2. Click on hyperlink role to get into NetDMR

Home About Recent Announcements Terms and Conditions FAQ Help

CDX Central Data Exchange [Contact Us](#)
Logged in as JBTAFTTEST [Log out](#)

MyCDX Inbox My Profile Submission History Payment History

Status	Program Service Name	Role
	NDMR-NY: NetDMR: NYSDEC	Permittee (signature)

[Add Program Service](#) [Manage Your Program Services](#)

CDX Service Availability
[See the status for all program services](#)


News and Updates
No news/updates.

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

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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 (CDX) 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 21, 2016. If you are interested in learning more about NetDMR please check out the NetDMR Support https://usepa.servicenowservices.com/oeca_icis?id=netdmr_homepage

Access NetDMR

[Continue to NetDMR](#)

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

News

- Welcome to the NYSDEC NetDMR Test site!!!!!!
- Please be aware any DMR submission is only a test. For real submittals please register with the NetDMR production, www.epa.gov/netdmr, if you have questions please contact the Bureau of Water Compliance at (518)402-8177.

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 be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement



EPA will use the personal identifying information which you provide for the expressed purpose of registration to the National Installation of NetDMR site at the Central Data Exchange and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013]

NPDES eReporting Help Desk: NPDESeReporting@epa.gov | 877-227-8965 (9:00am - 8:00pm EST)
Contact Us to ask a question, provide feedback, or report a problem.

Request Access

Home | My Account | **Request Access** | Help | Logout

User: , Permittee User



Manage
Access Requests

Search
All DMRs & CORs

Unscheduled DMRs
Unscheduled DMRs

Import DMRs
Perform Import
Check Results

Update NODI
Check Results

Download
Blank DMR Form

Session Lo

Search: **All DMRs & CORs**

All DMRs & Copies of Record (CORs)

Last 10 Logins		
5/16/17	12:46 PM	-
5/16/17	7:09 AM	-

Enter Permit ID

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and press the **Enter or Tab button** on your keyboard to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Only users with the Permittee (signature) role in CDX can request Signatory roles.

Permit ID:

Facility Name:

Role:
Note: The Signatory Role will also automatically be given the Permit Administrator, Edit, and View Roles.

Access Requests

A summary of the current access requests is presented below.

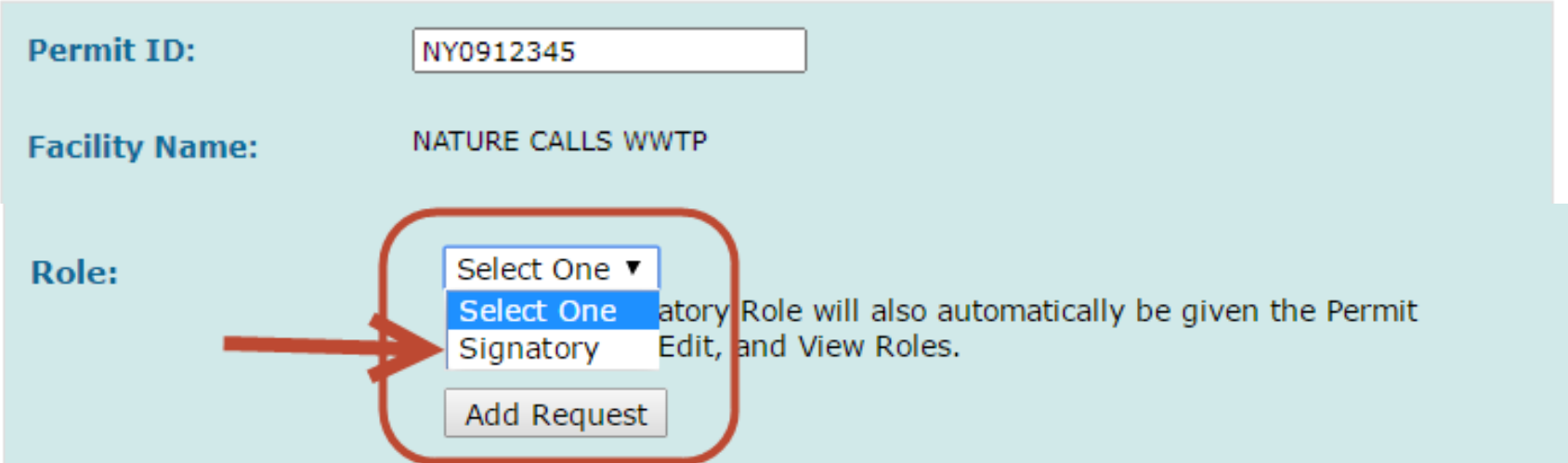
<u>Permit ID</u>	Facility Name	Requested Role	Remove Access Request
No Permits found			

Select Signatory Role, Click Add Request

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and press the Enter or Tab button on your keyboard to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more access requests from this page.

Only users with the Permittee (signature) role in CDX can request Signatory roles.



Permit ID:

Facility Name: NATURE CALLS WWTP

Role: Select One ▼
Select One Signatory Role will also automatically be given the Permit Edit, and View Roles.
Signatory

Submit Request

Access Requests

A summary of the current access requests is presented below.

<u>Permit ID</u>	Facility Name	Requested Role	Remove Access Request
NY0912345	NATURE CALLS WWTP	Signatory	

Submit

Enter Employer's relationship to the facility, Select Radio Button for Responsible Official, then click Submit

Additional Information Required

Please provide additional information associated with the Signatory role.

Permit ID	Requested Role	Additional Information
nm0000051	Signatory	<p data-bbox="466 619 1263 646">What is your employer's relationship to the facility or facilities?*</p> <p data-bbox="1638 619 1811 646">Select One ▼</p> <p data-bbox="466 696 1732 731"><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p data-bbox="466 761 2030 819"><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p data-bbox="519 823 927 851">The following fields are required.</p> <p data-bbox="698 873 1026 901">Responsible Official Name: <input data-bbox="1638 873 1956 911" type="text"/></p> <p data-bbox="698 948 1009 975">Responsible Official Title: <input data-bbox="1638 948 1956 985" type="text"/></p> <p data-bbox="698 1022 1138 1049">Responsible Official Phone Number: <input data-bbox="1638 1022 1956 1059" type="text"/></p> <p data-bbox="698 1096 1131 1123">Responsible Official Email Address: <input data-bbox="1638 1096 1956 1133" type="text"/></p> <p data-bbox="970 1176 1212 1203"><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>

Paper OR Electronic

Confirm Access Requests to a Permit and Associated DMRs

The table below contains the access requests that you have entered.

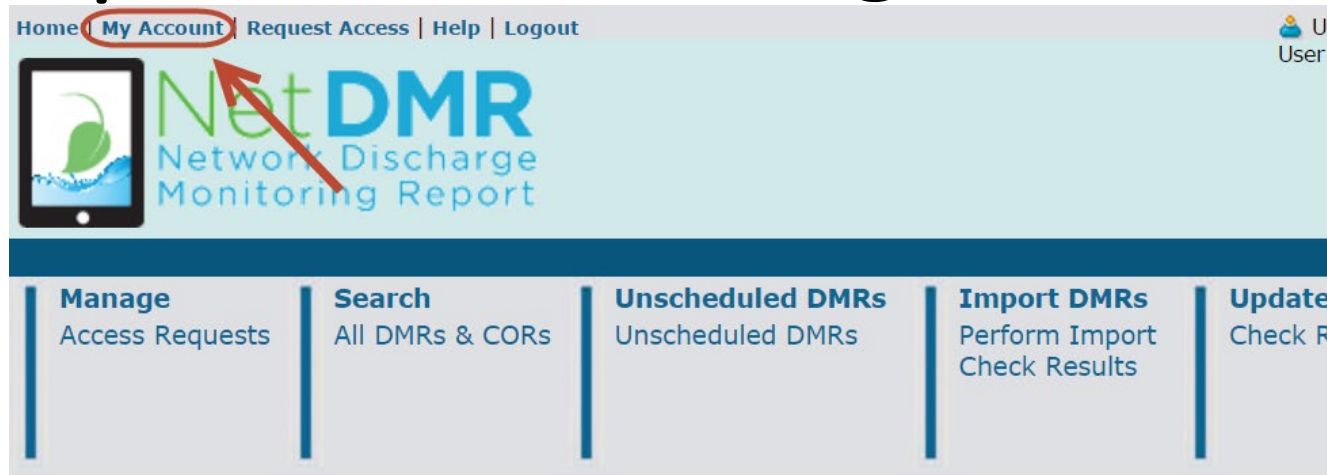
Permit ID	Requested Role	Additional Information
nm0000051	Signatory	<p>What is your employer's relationship to the facility or facilities?*: <input type="text" value="Facility"/></p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards. The following fields are required.</p> <p>Responsible Official Name: <input type="text"/></p> <p>Responsible Official Title: <input type="text"/></p> <p>Responsible Official Phone Number: <input type="text"/></p> <p>Responsible Official Email Address: <input type="text"/></p> <p><input type="button" value="Sign via Paper"/> <input type="button" value="Sign Electronically"/> <input type="button" value="Cancel"/></p>

Paper Subscriber Agreement

- **Print, sign with a wet signature, and mail** the Subscriber Agreement to your respective Regulatory Authority (RA)
- RA accesses NetDMR to approve/deny request
- **Address is on the bottom of the subscriber agreement**

You have chosen to sign a hard copy of your Subscriber Agreement. Your request will be in Pending status until you print and sign the paper Subscriber Agreement(s), and mail it to your Regulatory Authority for the request to be processed. To print additional copies, go to My Account.




Print Paper Subscriber agreement



My Permits

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 order applied.

Showing 5 Permits

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Subscriber Agreement</u>	<u>Responsible Official Email</u>	<u>Process</u>	<u>Request Date</u>	<u>Update Date</u>
NY0021610	Signatory	Approved	 d8bcbe19-9ebb-463f-a5b0-48f2d333d5d3		Electronic	01/13/23 09:48 AM	01/13/23 10:26 AM
NY0021610	View	Approved				01/13/23 10:26 AM	01/13/23 10:26 AM
NY0021610	Permit Administrator	Approved				01/13/23 10:26 AM	01/13/23 10:26 AM
NY0226653	Signatory	Pending	 92554bb9-80ae-4014-b057-ace3ccdd2a92		Paper	02/02/23 11:07 AM	02/02/23 11:07 AM
NY0266345	Signatory	Pending	 92554bb9-80ae-4014-b057-ace3ccdd2a92		Paper	02/02/23 11:07 AM	02/02/23 11:07 AM

- Click on printer icon to generate paper subscriber agreement

Electronic Subscriber Agreement

- Electronic submission of Subscriber Agreement is much faster than paper and is recommended for RO that are self-authorizing a signatory request.

Please sign the Subscriber Agreement(s) by clicking the 'Sign Electronically' button below.

If you are a **Responsible Official**, your request will be sent directly to the Regulatory Authority via email. If you are a **Duly Authorized Representative**, your Responsible Official must access NetDMR to approve your request before it is sent to the Regulatory Authority.

Your status will be Pending until your request is approved by the Regulatory Authority. Thank you for choosing to sign your Subscriber Agreement electronically.

Sign Electronically

Cancel

I certify under penalty of law that this submission was 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 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. By selecting 'Accept', I agree that:

1. I am Julia-Beth Taft.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit this data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

Accept

Decline

Signing Electronically via “My Account”



My Permits

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 order applied.

Showing 5 Permits

<u>Permit ID</u>	<u>Access Rights</u>	<u>Access Status</u>	<u>Subscriber Agreement</u>		<u>Responsible Official Email</u>	<u>Process</u>	<u>Request Date</u>	<u>Update Date</u>
NM0000051	Signatory	Pending	b86b99f4-7bcc-480a-8382-a29bd4429314	<input type="button" value="Sign"/>		Electronic	05/17/17 06:15 AM	05/17/17 06:15 AM
NM0000060	Signatory	Pending	f0f34b9d-212b-4503-8863-96ee3c618873	<input type="button" value="Sign"/>	test@test.com	Electronic	05/16/17 01:28 PM	05/16/17 01:28 PM
NM0000108	Signatory	Pending	470cb84-c3e8-4d66-97cb-ee6f9ee0c894		test@test.com	Electronic	05/16/17 07:25 AM	05/16/17 07:25 AM
NM0022250	Edit	Pending					05/16/17 12:56 PM	05/16/17 12:56 PM
NM0022250	Signatory	Pending	ba8d929d-2093-49d0-b6b9-85e9fa37df4a	<input type="button" value="Sign"/>		Electronic	05/16/17 07:23 AM	05/16/17 07:23 AM

Request Access to a Permit and Associated DMRs



**Signing of the Subscriber Agreement(s) was successful.
Your access request(s) have been submitted for approval.**

Approval

- After request is submitted, the Subscriber Agreement is routed to the respective Regulatory Authority (RA) (NYSDEC)
- Once the RA official has approved the Subscriber Agreement, the Responsible Official can sign and submit DMRs