



RHODE ISLAND
DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

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March 23, 2015

TO: RIPDES Permittee

FROM: Rhode Island Department of Environmental Management
 Office of Water Resources
 RIPDES Program

SUBJECT: **NetDMR Implementation – Notice of Permittee Training**

Rhode Island is starting to implement a phased rollout of NetDMR for the electronic submission of Discharge Monitoring Reports (DMRs) to comply with the reporting requirements of each facility's respective Rhode Island Pollutant Discharge Elimination System (RIPDES) Permit. It is the Department of Environmental Management's (DEM's) intent to have the first phase include major municipal permittees. Since your facility is a major municipal permittee, it will be part of the first phase of NetDMR rollout in Rhode Island. This rollout includes training of the users of each facility that will be responsible for the various aspects of NetDMR. Below is a brief synopsis of NetDMR, who is eligible to use it, how to begin using it, and the training that your facility and personnel will be involved in.

What is NetDMR?

NetDMR is a freely available Web based tool that allows RIPDES permittees to electronically sign and submit their DMRs to DEM via a secure internet connection. NetDMR is designed to improve data quality, save paper, and provide cost savings for permittees and regulators. An essential component of NetDMR is the exchange of data that allows permittees to complete a DMR that is specific to their permit limits and outfalls which then gets directly transferred electronically through EPA's data exchange network to ICIS-NPDES upon submittal.

Who Can Report?

RIPDES permittees that are required to submit DMRs as a result of a RIPDES permit can use NetDMR to submit their DMRs electronically to DEM. Permittees will receive appropriate training before requesting and receiving permission from DEM to use NetDMR. Once approved, a facility in Rhode Island may begin submitting their DMRs electronically to DEM. DEM will begin to include language in RIPDES permits for those facilities using NetDMR, when their permit is reissued, that requires the use of NetDMR.

How Do I Get Started?

- To learn more about NetDMR go to the NetDMR Regional website <http://www.epa.gov/region1/npdes/netdmr/index.html> to see whether your permit is available for reporting in NetDMR.
- Determine if you can meet NetDMR system requirements.
- Contact DEM to sign up for NetDMR training.
- After completing the NetDMR training, set up and register for your NetDMR account.
- Begin submitting your DMRs electronically through NetDMR.

NetDMR Training

DEM is sponsoring a free, in-person NetDMR training session on April 17, 2015 from 9:30 AM – 1:00 PM for permittees in Room 300 at the DEM's Providence Offices (located in the Foundry, 235 Promenade St, Providence, RI). This class will be geared primarily towards those individuals designated by the permittee as the "signatory authority," the permit administrator, or those entering or editing DMRs. Training is strongly suggested before a facility begins using NetDMR. If you are interested in attending the NetDMR training session, please send an email to Aaron Mello aaron.mello@dem.ri.gov with your contact information (i.e., name, address, facility name, facility RIPDES number, facility address, and telephone number).

In the meantime, you can go to the EPA Region 1 NetDMR website listed above to learn more about NetDMR. Click on the "NetDMR Guidance" tab on the left side of the NetDMR home page and scroll down to the "NetDMR National Installation Permittee and Data Provider User Guide (PDF)". This implementation guide contains a lot of information including how to set up a NetDMR account, enter data, and view the data already entered.

The DEM has attached the "NetDMR Subscriber Agreement" and associated instructions that must be completed by each facility prior to creating a NetDMR account once the in-house training is completed. **Please review this agreement and the information provided above and, if your facility intends to attend the training being offered by the DEM, notify the DEM of your desire to attend the training as instructed above by April 1st.**

If you have any questions regarding the above information or other NetDMR related content, please contact Aaron Mello at 401-222-4700, extension 7405, or by email aaron.mello@dem.ri.gov.

Attachment: NetDMR Subscriber Agreement for RIPDES Permittees

cc: Bill Patenaude, DEM/OWR (Electronic Copy)
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