

HOW TO SEARCH FOR YOUR BLANK DMRs FOR SUBMITTAL

1. Log in to NetDMR
2. NetDMR will automatically direct you to to the '**ALL DMRS & COPIES OF RECORD (CORS)**' page.
3. You will see **PERMIT ID**. **Click on the arrow** and choose the **permit ID** you are working on.
4. **CLICK UPDATE**. PLEASE NOTE: You will not see any changes, all changes happen behind the scenes.
5. **ENTER THE MONITORING DATES** for the DMR you are submitting in the **format given**. Make sure to narrow down by the monitoring period date **TO PREVENT submitting the DMR for the WRONG MONTH**.
6. **GO TO STATUS**: **CLICK 'READY FOR DATA ENTRY'**
7. **CLICK SEARCH (SEE BELOW)**

Search: **All DMRs & CORs** **DMRs Ready to Submit** **Permit ID** **Users**

All DMRs & Copies of Record (CORS)

Use the following fields to search for DMRs and CORs. Leaving a field blank will instruct NetDMR not to filter on that field.

Permit ID: MS00TEST1

Facility: All

Note: The **Update** buttons above for Permit ID and Facility will update the Permitted Feature and Discharge selection boxes below.

Permitted Feature: All

Discharge: All

Monitoring Period End Date Range: 10/01/2016 10/31/2016 (mm/dd/yyyy)

Edited or Submitted By: All

Status:

- Ready for Data Entry
- NetDMR Validation Errors
- NetDMR Validated
- Imported
- Signed & Submitted
- Submission Errors/Warnings
- Completed

 (Hold down CTRL or Mac command key to select/deselect multiple)

Scheduled/Unscheduled: All

COR Confirmation #:

8. **ONCE SEARCH IS CLICKED, YOUR AVAILABLE DMRS WILL APPEAR ON THE NEXT SCREEN.**

DMR/COR Search Results

DMRs 1 through 2 of 2

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/Unscheduled	DMR Due Date	Status	COR Received Date	Include in Batch Submit
Edit DMR <input type="button" value="Go"/>	MS00TEST1	JOHNSON'S INDUSTRIES	001	001-A	PROCESS WASTEWATER	10/31/16	Scheduled	11/28/16	Ready for Data Entry		<input type="button" value="Check All On Page"/> <input type="button" value="Clear All"/>
Edit DMR <input type="button" value="Go"/>	MS00TEST1	JOHNSON'S INDUSTRIES	002	002-B	PROCESS WASTEWATER	10/31/16	Scheduled	11/28/16	Ready for Data Entry		

9. TO ENTER YOUR DATA: CLICK GO. Your DMR will appear on the next screen.

Permit										
Permit ID:	MS00TEST1									
Permittee:	JOHNSON'S INDUSTRIES									
Major:	<input type="checkbox"/>									
Permittee Address:	123 AMITE ST JACKSON, MS 39201									
Facility:	JOHNSON'S INDUSTRIES									
Facility Location:	123 AMITE ST CITY OF JACKSON, MS 39201									
Permitted Feature:	001 - External Outfall									
Discharge:	A - PROCESS WASTEWATER									
Report Dates & Status										
Monitoring Period:	From 10/01/16 to 10/31/16									
DMR Due Date:	11/28/16									
Status:	Ready for Data Entry									
Principal Executive Officer										
First Name:	<input type="text"/>									
Last Name:	<input type="text"/>									
Title:	<input type="text"/>									
Telephone:	<input type="text"/>									
No Data Indicator (NODI)										
Form NODI:	<input type="text"/>									
Parameter	NODI	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units		
00400	pH				=			SU		
1 - Effluent Gross	Smpl.							List		
Season: 0	Req.				>= 6 Minimum		<= 9.5 Maximum	Standard Units		Weekly
NODI: <input type="text"/>	NODI									
00556	Oil & Grease			lb/d				mg/L		
1 - Effluent Gross	Smpl.			List				List		
Season: 0	Req.		<= 258 Daily Maximum	Pounds per Day			<= 200 Daily Maximum	Milligrams per Liter		Twice Per Month

10. You can now proceed entering your data. If you have any issues, please send an email to netdmrhelp@mdeq.ms.gov . Make sure to include your contact information and your permit number.