

Bryan W. Shaw, Ph.D., P.E., *Chairman*  
Toby Baker, *Commissioner*  
Jon Niermann, *Commissioner*  
Richard A. Hyde, P.E., *Executive Director*



## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*Protecting Texas by Reducing and Preventing Pollution*

Dear Sir or Madam:

Our records indicate that you may be subject to EPA's National Pollutant Discharge Elimination System Electronic Reporting Rule. This federal rule requires regulated entities that are required to submit discharge monitoring reports (DMRs) to do so electronically by December 21, 2016.

The Texas Commission on Environmental Quality (TCEQ) utilizes the NetDMR system ([www.texasnetdmr.org](http://www.texasnetdmr.org)) to allow users to submit DMRs electronically. We would like to help you set up an account as soon as possible, so you have the opportunity to become familiar with the system and learn how to submit DMRs before the deadline has passed. We have provided step-by-step instructions on the back of this letter to help you create an account and request access to NetDMR.

Printed DMRs will no longer be provided beginning in January of 2017. If you are unable to utilize the NetDMR system, and would like to continue to receive printed DMRs, you can submit a Request for Electronic Reporting Waiver form (TCEQ-20754). Visit [www.tceq.texas.gov/goto/NetDMR-waiver](http://www.tceq.texas.gov/goto/NetDMR-waiver) to download the form. A separate form is required for each permit or authorization requesting a waiver.

The TCEQ's Small Business and Local Government Assistance (SBLGA) section provides assistance to help small businesses and local governments comply with environmental regulations. If you need help to set up a NetDMR account or access the waiver, please contact us at 1-800-447-2827.

Sincerely,

A handwritten signature in black ink, appearing to read "Andy Gardner".

Andy Gardner, Manager  
Small Business and Local Government Assistance  
[www.TexasEnviroHelp.org](http://www.TexasEnviroHelp.org)

## NetDMR Instructions - Create an Account and Request Access

### **Create an Account:**

1. Go to [www.texasnetdmr.org](http://www.texasnetdmr.org)
2. Under the *New to NetDMR* header, click *register for a new account*.
3. Fill out the required information on the *Create a NetDMR Account* page.
4. Choose the correct user type:
  - *Permittee User* - you work for an organization that is required to submit DMRs under a National Pollutant Discharge Elimination System (NPDES) permit.
  - *Data Provider* (e.g., analytical laboratory, consultant) - you support an organization that is required to submit DMRs as part of an NPDES permit. You cannot be a signatory authority if you choose this role. It will give you view or edit rights only.
5. Complete the security questions. Be sure to write down or print your security questions and answers. Remember—they are case sensitive.
6. Click *Submit*.
7. Check the accuracy of the information on the *Verify NetDMR Account* page and click *Verify*.
8. You will receive an email from NetDMR in the email account you provided; click on the link in the email. The *Complete NetDMR Account Create Process* page will open.
9. Answer the security question, create a password, and enter the password a second time.
10. Click *Submit* to complete the create account process.
11. Click on the *Login* link to continue with the next step (*Request Access*).

### **Request Access (Signatory Authority Role):**

The signatory role must be completed before any view or edit roles are added to your facility.

1. Go to [www.texasnetdmr.org](http://www.texasnetdmr.org) - enter your *User Name* and *Password* and click *Submit*.
2. Click the *request access* link in the top, left-hand corner of your screen.
3. Enter your EPA *Permit ID* (TX#####) - include the letters *TX* and click *Update*.
4. Choose *Signatory* from the dropdown box.
5. Click *Add Request*. If you have more than one permit number to enter, go back through steps 3 thru 5 until all permits are entered in the chart displayed at the bottom of the page.
6. Click *Submit*.
7. Complete the *Additional Information* page, click *Submit*, and then click *Confirm*.
8. Click the *Print Subscriber Agreement* button, print it out, sign it, and mail it to the TCEQ address provided at the end of the form.

You will receive a confirmation email from the TCEQ when your application has been processed and approved. If you are requesting the signatory role you don't need to ask for view or edit roles. These are given to you through the signatory role.

### **Request Access (View or Edit Roles):**

1. Go to [www.texasnetdmr.org](http://www.texasnetdmr.org) - enter your *User Name* and *Password* and click *Submit*.
2. Click on the *request access* link in the top, left-hand corner of your screen.
3. Enter your EPA *Permit ID* (TX#####) - include the letters *TX* and click *Update*.
4. Choose *View* or *Edit* from the dropdown box.
5. Click *Add Request*. If you have more than one permit number to enter, go back through steps 3 thru 5 until all permits are entered in the chart displayed at the bottom of the page.
6. Click *Submit*.
7. Click *Confirm*.
8. Contact the signatory authority or permit administrator for the facility. After that person has logged in to their account, they will have the opportunity to approve or deny your view or edit requests.