NetDMR – Texas TCEQ Instance

Access Instructions for the Texas TCEQ NetDMR Instance

*The first person requesting access to the Texas TCEQ NetDMR instance must be the signatory. Once a signatory is approved for the permit the edit, view, and permit administrator roles will be available for users to request.

Step 1: Login to your CDX account here. https://cdx.epa.gov/

Step 2: Select ‘Add Program Service’ located at the bottom of the screen.
Texas TCEQ NetDMR Information for O&G Permittees under the TPDES Program

Step 3: Type NetDMR into the search field or scroll down and select ‘NetDMR: Network Discharge Monitoring Report’

<table>
<thead>
<tr>
<th>Net: NPDES eReporting Tool (7)</th>
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<tbody>
<tr>
<td>NetDMR: Network Discharge Monitoring Report (59)</td>
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<tr>
<td>ODS: Ozone Depleting Substances</td>
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Step 4: Type Texas into the search field or scroll down and select ‘NDMR-TX: NetDMR: Texas TCEQ’

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<th>NDMR-TOK: NetDMR: Training Instance - OK</th>
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<tr>
<td>NDMR-TX: NetDMR: Texas TCEQ</td>
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<tr>
<td>NDMR-USVI: NetDMR: USVI DPNR-DEP</td>
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Step 5: Select the appropriate role and then click the ‘Request Role Access’ button.
Step 6: Select either ‘Current Organization’ and choose from dropdown list or ‘Request to Add an Organization’, then click the ‘Submit Request for Access’ button.

Step 7: Enter your job title. Then click the ‘Next’ button.
Texas TCEQ NetDMR Information for O&G Permittees under the TPDES Program

Step 8: You should now see a green 'Program Service sucessfully added' message. Click the ‘MyCDX’ option to return to the screen in Step 1.

Step 9: Click on the role for your new NetDMR: Texas TCEQ program service. This will take you into the NetDMR site, then click 'Continue to NetDMR’. You will now need to request access to your specific permit or permits in NetDMR.

Step 10: In the top left corner of your screen select ‘Request Access’.

Step 11: Type in your 9-digit permit number with no spaces or dashes (e.g. TX0000000). Then click the ‘Update’ button. Now select the appropriate role then click ‘Add Request’. You should now see the Access Request populated in the summary of current access requests. You can now either click submit if you only need the one role or access to one permit or go back up to the Permit ID field and repeat the steps to add additional permits or roles. Then add the request before you click submit.
If you are requesting a role other than the signatory you have completed all the steps needed. If you are the signatory, please continue.

Step 12: Select your employer’s relationship to the facility or facilities from the dropdown box. The choices are: Parent, Facility, or other. Almost all of you will select ‘Facility’ in this field unless you work for a parent corporation or have some other relationship to the facility. Select the first radio button ‘I have the authority to enter into this Agreement for the Permittee under the applicable standards’ if you have been given signatory authority and then click ‘Submit’.

If you have not been given this authority, select the second option ‘I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards’. If you select this second option one of two things must happen before your signatory access is approved. Either:

1) you choose to sign the subscriber agreement electronically and the responsible official you identified will need to use their existing CDX account (or create a new one) with the same email address you entered on the subscriber agreement to gain access to the Texas NetDMR instance in order to sign it, or

2) you choose to sign the subscriber agreement via paper. You will need to print the agreement and have it signed by yourself and the responsible official before mailing to TCEQ. Original, “wet-ink” signatures for both parties listed on the Subscriber Agreement must be provided.
Step 13: If you select ‘Sign Electronically’ you will be taken to the below screen. You will then select ‘Sign Electronically’ and be prompted to enter your password and answer a security question. You are now finished with the required steps.

Step 14: If you select ‘Sign via Paper’ a pop-up window with your subscriber agreement will appear. If you have the pop-up blocker enabled in your browser, you can also locate your Subscriber Agreement under the ‘My Account’ link on the top of the page. You will need to print and sign that agreement before mailing it to the TCEQ office.

Additional help and resources can be found on the NetDMR support site https://netdmr.zendesk.com/hc/en-us. If you need assistance with logging in or any CDX issues call 1-888-890-1995 or if you need NetDMR support contact us at TCEQ’s NetDMR Helpline at NetDMR@tceq.texas.gov or call us at 512-239-eDMR (3367).