

Import DMRs

Instructions are in the NetDMR Permittee and Data Provider User Guide, Section 5.2.2.

File specifications are in Appendix B. Appendix C lists the fields that can be submitted in the order they must appear for each row.

Import file can contain data for new DMRs, DMRs that have been partially entered or are in progress, and corrections.

DMR Import File must be in comma delimited or comma separated value format (csv) and be saved with a filename that does not contain spaces and have an extension of '.csv', '.txt', or '.zip'. Recommend that you zip according to the PK Ware zip format and saved with an extension of '.zip'. **Note:** Files cannot be larger than twenty megabytes.

Use the NetDMR Edit DMR functionality to acknowledge soft errors and enter DMR level information such as Principal Executive Officer.

[Review a sample Excel File \(Mike Garretson's\)](#)

[Review an example in the Import File Description](#)

[Easiest way to identify required fields \(ex. monitoring loc., season no.\)](#)
[State/EPA provide Limitation Summary, or search DMRs in NetDMR to find the keys.](#)

[Frequency of analysis, No Data, Sample Type – Search All DMRs & CORs, click on LIST for acceptable values.](#)

Import Procedures

Prepare properly formatted import file. One permit ID per import file.

Review Example of Excel spreadsheet for NM0022306 (send separately)

Reminder: Click on “My Account” to verify you have Signatory or Edit access for the NPDES ID.

If a user has only a View role, the screen will display the Perform Import and Check Results however the person will not have access to perform these functions.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	A							
	permi	limit	mpo	param	manit	zoran	quant	quant	quant	quant	quant	quant	quant	quant	quant	can	can	can	can	can	can	can	can	can	can	can	can	can	can	can	can	can	can					
	te_id	_tot	_tot	_cd	_locat	_num	_nad_c	_qualif	_r_txt	_num	_nad_c	_qualif	_r_txt	_num	_nad_c	_qualif	_r_txt	_num	_nad_c	_qualif	_r_txt	_num	_nad_c	_qualif	_r_txt	_num	_nad_c	_qualif	_r_txt	_num	_nad_c	_qualif	_r_txt					
1																																						
2																																						
3	001	A	2009-05-30	00340	M	0		0.005				0.298																						04/30	24			
4	001	A	2009-05-30	00400	M	0											0.3																	01/07	GR			
5	001	A	2009-05-30	00530	M	0		0.753				0.120																						01/30	OP			
6	001	A	2009-05-30	00720	M	0		0.2228				0.327										0.00027												01/01	24			
7	001	A	2009-05-30	00951	M	0		0.03				0.03										0.45												01/30	24			
8	001	A	2009-05-30	01002	M	0		0.1				0.97										0.00031												01/30				
9	001	A	2009-05-30	01027	M	0		0.5				0.1										0.8												01/30				
10	001	A	2009-05-30	01042	M	0		0.976				0.13										0.0021												0.0029				
11	001	A	2009-05-30	01051	M	0		0.745				0.936										0.00047												0.00058				
12	001	A	2009-05-30	01055	M	0		0.2				0.6										0.933																
13	001	A	2009-05-30	01067	M	0		0.95				0.4										0.983												01/30	24			
14	001	A	2009-05-30	01092	M	0		0.1				0.1										0.144												01/30	24			
15	001	A	2009-05-30	01105	M	0		0.1				0.2										0.0043												0.0059	24			
16	001	A	2009-05-30	01501	M	0																0.63													01/30	GR		
17	001	A	2009-05-30	00050	M	0		0.236				0.28																							01/01	TM		
18	001	A	2009-05-30	01900	M	0		0.00042				0.00044																										
19	002	A	2009-05-30	00400	M	0																																
20	002	A	2009-05-30	00720	M	0		0.0026				0.0047																							02/07	GR		
21	002	A	2009-05-30	01002	M	0		0.1				0.2										0.0087												0.0093	04/30	24		
22	002	A	2009-05-30	01027	M	0		0.0023				0.0023										0.00023													0.00074	01/30	24	
23	002	A	2009-05-30	01042	M	0		0.011				0.023										0.00031													0.00096	02/30	24	
24	002	A	2009-05-30	01051	M	0		0.44				0.56										0.95													0.0074	01/30	24	
25	002	A	2009-05-30	01055	M	0		0.1				0.6										0.76													0.12	01/30	24	
26	002	A	2009-05-30	01105	M	0		0.13				0.16										0.0004													0.0005	02/30	24	
27	002	A	2009-05-30	00050	M	0		0.73				0.38																								0.00034	01/01	RC
28	002	O	2009-06-30	00530	M	0		0.002				0.004										0.00024													0.00069	01/30	24	
29	002	O	2009-06-30	00951	M	0																														0.00034	01/30	24
30	002	O	2009-06-30	01062	M	0																														0.00034	01/30	24
31	002	O	2009-06-30	01092	M	0																														0.00034	01/30	24
32	002	O	2009-06-30	01092	M	0																														0.00034	01/30	24
33																																						
34																																						

To Generate an Import file, follow these steps:

1. Highlight all of the cells, go to Format, click Cells, and select Text.
2. Enter the data in the correct format.
3. Save As and select .csv
 Import File Name – **Remember Filenames cannot have spaces in them.**
4. Another option - rename the file to .txt
5. Another option - Zip the file

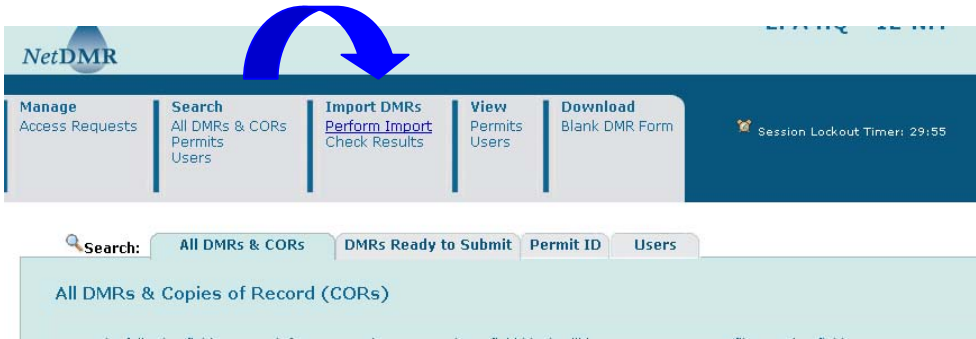
Note: When the CSV file is opened, the formatting changes (the date goes from mm-dd-yyyy to m/d/yyyy, Permitted Features and parameter code loses leading zeros). **Do not save** the CSV file after step 3.

If you want to open the file back up again with leading zeroes intact you can use Excel’s “Data/Import External Data” feature and be sure to change each column from “General” to “Text” while in the Import wizard.

To Upload an Import file into NetDMR, follow these steps:

1. Log into your NetDMR account as a Permittee User or Data Provider with Edit access.

2. Click on **Perform Import** (must have Edit role)

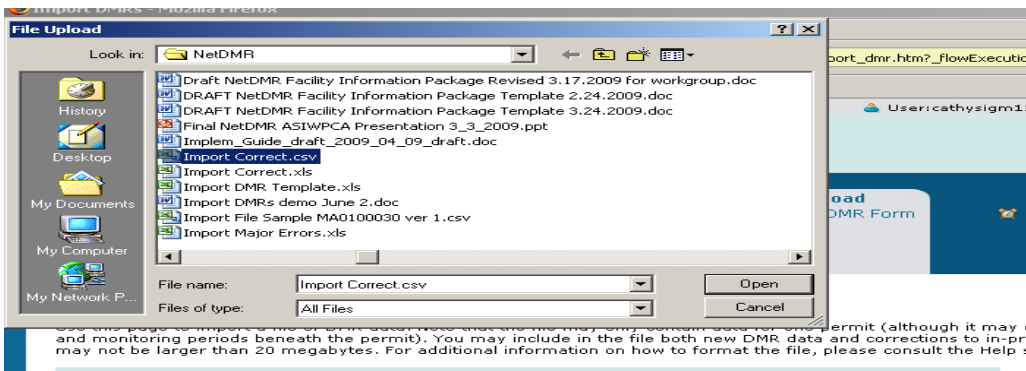


3. Select the permit ID from the pull down list
4. Click on BROWSE to open the “Choose file” popup window

Import DMRs

Use this page to import a file of DMR data. Note that the file may only contain data for one permit (although it may cover multiple permitted features, limit sets, and monitoring periods beneath the permit). You may include in the file both new DMR data and corrections to in-process or previously submitted DMRs. The file may not be larger than 20 megabytes. For additional information on how to format the file, please consult the Help system. Fields marked with * are required.

5. Double click on the name of the file to import OR click on the name of the file to highlight, and click open.
6. File type – must be match the Import file and can be either a '.txt', '.csv' or '.zip' file.



Import DMRs

Use this page to import a file of DMR data. Note that the file may only contain data for one permit (although it may cover multiple permitted features, limit sets, and monitoring periods beneath the permit). You may include in the file both new DMR data and corrections to in-process or previously submitted DMRs. The file may not be larger than 20 megabytes. For additional information on how to format the file, please consult the Help system. Fields marked with * are required.

Permit ID: * NM0022306

Import File: * R:\NetDMR\Import Corr Browse... (File of DMR data, not attachments)

File Type: * zip

Data Replacement Strategy: * Only

Description: *

Submit Import File Cancel

7. From Data Replacement Strategy, select one of the options.

Append only – Can add data (not overwrite the existing data)

Append and Overwrite – Replaces data

Use Append and Overwrite, append only is not working due to population of frequency of analysis & sample type fields.

Import DMRs

Use this page to import a file of DMR data. Note that the file may only contain data for one permit (although it may cover multiple permitted features, limit sets, and monitoring periods beneath the permit). You may include in the file both new DMR data and corrections to in-process or previously submitted DMRs. The file may not be larger than 20 megabytes. For additional information on how to format the file, please consult the Help system. Fields marked with * are required.

Permit ID: * NM0022306

Import File: * R:\NetDMR\Import Corr Browse... (File of DMR data, not attachments)

File Type: * zip

Data Replacement Strategy: * Append Only

Description: *

Submit Import File Cancel

8. Enter the description of the Import file.

9. Click on **Submit Import File** or cancel to return to Signatory Home page.

Error message will appear for missing or data that has been entered incorrectly.

NetDMR

[Manage Access Requests](#) |
 [Search All DMRs & CORs Permits Users](#) |
 [Import DMRs Perform Import Check Results](#) |
 [View Permits Users](#) |
 [Download Blank DMR Form](#)

Session Lockout Timer: 29:30

✓ Your import request has been assigned transaction ID 68 and queued for processing.

DMR Import Results

Select the Log icon for an import to view detailed status and error messages generated during the import's processing. 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.
One record found

<u>Transaction ID</u>	<u>Submission Date/Time</u>	<u>Permit ID</u>	<u>Facility</u>	<u>Import File</u>	<u>Data Replacement Strategy</u>	<u>Description</u>	<u>Status</u>	<u>Log</u>
68	5/26/09 3:34 PM	NM0022306	CHEVRON MINING INC.	ImportCorrect.csv	Append Only	NM0022306 Demo Correct	Pending	

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Sample Import Things to Remember

All * fields are required.

Import DMRs

Use this page to import a file of DMR data. Note that the file may only contain data for one permit (although it may cover multiple permitted features, limit sets, and monitoring periods beneath the permit). You may include in the file both new DMR data and corrections to in-process or previously submitted DMRs. The file may not be larger than 20 megabytes. For additional information on how to format the file, please consult the Help system. Fields marked with * are required.

Permit ID: *

Import File: *

File Type: *

Data Replacement Strategy: *

Description: *

No spaces in filename

Be sure File Type matches file extension (.csv, .zip, txt)

Freq. of analysis & sample type – Must use Append & Overwrite

Tip: The Import File queue starts up every half hour. Your file may take up to 45 minutes to import if it is large or there are other files in the queue.

Check Results

After submit, you can monitor the status of the import on the “**Check DMR Import Results**”. Once processed, NetDMR will send you an email and you can check for errors in the **Check DMR Import Results** page. You must acknowledge soft errors, and can provide optional information such as the Principal Executive Officer.

DMR Import Log

Transaction ID	Submission Date/Time	Permit ID	Facility	Import File	Data Replacement Strategy	Description	Status
73	5/27/09 1:55:44 PM EDT	NM0022306	CHEVRON MINING INC.	ImportNM22306Correct.csv	Append and Overwrite	Test 5	Success

Showing 4 of 4 messages.

Date/Time	Error Type Code	Error Code	Description
5/27/09 2:25 PM	Information	Begin import	Begin import
5/27/09 2:25 PM	Information	Header Row	Line 1: Header row detected and ignored.
5/27/09 2:25 PM	Information	End import of file	End of importing file ImportNM22306Correct.csv
5/27/09 2:25 PM	Information	End import	Import finished successfully with 30 rows successfully committed and no errors.

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Import Validation

See section 5.2.2.2 to see the validations that are automatically performed by NetDMR.

If an error is found in one row, only that row and all of its data will be rejected.

DMR Import Results

Under the Import DMRs tab, click on **Check Results**. Information that is available on this page is:

Transaction id, Submission Date/Time, Permit ID, Facility, Import File name, Data Replacement Strategy, description, Status (pending, in process, failed, completed with errors, signed & submitted, success).

Appendix D contains a list of ICIS DMR Processing Error Messages and Appendix E contains NetDMR Error Messages.



DMR Import Log

Displays the status and error messages generated during the processing of the DMR import. View the DMR Import Log by clicking on the icon - while on the DMR Import Results page.

DMR Import Results

Select the Log icon for an import to view detailed status and error messages generated during the import's processing. 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 6 of 6 records.

<u>TransactionID</u>	<u>Submission Date/Time</u>	<u>Permit ID</u>	<u>Facility</u>	<u>Import File</u>	<u>Data Replacement Strategy</u>	<u>Description</u>	<u>Status</u>	<u>Log</u>
73	5/27/09 1:55 PM	NM0022306	CHEVRON MINING INC.	ImportNM22306Correct.csv	Append and Overwrite	Test 5	Success	
72	5/27/09 10:01 AM	NM0022306	CHEVRON MINING INC.	ImportCorrect2.csv	Append and Overwrite	5th try	Failed	

DMR Import Log

<u>Transaction ID</u>	<u>Submission Date/Time</u>	<u>Permit ID</u>	<u>Facility</u>	<u>Import File</u>	<u>Data Replacement Strategy</u>	<u>Description</u>	<u>Status</u>
73	5/27/09 1:55:44 PM EDT	NM0022306	CHEVRON MINING INC.	ImportNM22306Correct.csv	Append and Overwrite	Test 5	Success

Showing 4 of 4 messages.

<u>Date/Time</u>	<u>Error Type Code</u>	<u>Error Code</u>	<u>Description</u>
5/27/09 2:25 PM	Information	Begin import	Begin import
5/27/09 2:25 PM	Information	Header Row	Line 1: Header row detected and ignored.
5/27/09 2:25 PM	Information	End import of file	End of importing file ImportNM22306Correct.csv
5/27/09 2:25 PM	Information	End import	Import finished successfully with 30 rows successfully committed and no errors.

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My Test Import Results

1st try – Extra row after my header column. Used Excel to take out row. This caused my .csv file to drop all leading zeros and changed the date to the incorrect format. (Should have used a Text Editor or a word processor to make my changes) Copied my .xml file again as a .csv file.

2nd try – On the Perform Import page, my file was a .csv file and I left the Data Replacement Strategy as a .zip file.

3rd try – Frequency of analysis and Sample type entered – must use “Append and Overwrite”

4th try - one incorrect storet code 01067 should be 01062.

5th try - SUCCESS

Note: If you want to open the file back up again with leading zeroes intact you can use Excel’s “Data/Import External Data” feature and be sure to change each column from “General” to “Text” while in the Import wizard.

Sample Error File: Parameter was 01062 instead of 01067. Line 13 values were entered with the qualifier, ex. <6.1 <8.7 (qualifier is entered in separate field)

DMR Import Log

Transaction ID	Submission Date/Time	Permit ID	Facility	Import File	Data Replacement Strategy	Description	Status
74	5/27/09 2:44:42 PM EDT	NM0022306	CHEVRON MINING INC.	ImportNM22306Minor.csv	Append and Overwrite	Minor Errors	Failed

Showing 7 of 7 messages.

Date/Time	Error Type Code	Error Code	Description
5/27/09 2:55 PM	Information	Begin import	Begin import
5/27/09 2:55 PM	Information	Header Row	Line 1: Header row detected and ignored.
5/27/09 2:55 PM	Error	Parameter Value	Line 12: No matching parameter value was found.
5/27/09 2:55 PM	Error	Quantity 1 Sample	Line 13: The Quantity 1 Sample value is not a number.
5/27/09 2:55 PM	Error	Quantity 2 Sample	Line 13: The Quantity 2 Sample value is not a number.
5/27/09 2:55 PM	Information	End import of file	End of importing file ImportNM22306Minor.csv
5/27/09 2:55 PM	Information	End import	Importation process has completed with 2 lines with errors and 28 lines successfully committed.

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Sample Error File: Data entered in field where data was not expected, no matching parameter, 01/month frequency of analysis, data and NODI enter for a parameter.

DMR Import Log

Transaction ID	Submission Date/Time	Permit ID	Facility	Import File	Data Replacement Strategy	Description	Status
75	5/27/09 2:46:46 PM EDT	NM0022306	CHEVRON MINING INC.	ImportNM22306Major.csv	Append and Overwrite	NM22306 Major	Failed

Showing messages 1-10 of 11. << 1, 2 >> View All

Date/Time	Error Type Code	Error Code	Description
5/27/09 2:55 PM	Information	Begin import	Begin import
5/27/09 2:55 PM	Information	Header Row	Line 1: Header row detected and ignored.
5/27/09 2:55 PM	Error	Conc. 1 Sample	Line 11: The Conc. 1 Sample Number is present even though no permit limit is set for Conc. 1
5/27/09 2:55 PM	Error	Parameter Value	Line 12: No matching parameter value was found.
5/27/09 2:55 PM	Error	Freq of Analysis	Line 20: The Frequency of Analysis Record is not a valid code in NetDMR.
5/27/09 2:55 PM	Error	Quantity 2 Sample	Line 28: The Quantity 2 Sample Number is present even though a NODI code is provided for Quantity 2
5/27/09 2:55 PM	Error	Quantity 2 Sample	Line 29: The Quantity 2 Sample Number is present even though a NODI code is provided for Quantity 2
5/27/09 2:55 PM	Error	Quantity 2 Sample	Line 30: The Quantity 2 Sample Number is present even though a NODI code is provided for Quantity 2
5/27/09 2:55 PM	Error	Quantity 2 Sample	Line 31: The Quantity 2 Sample Number is present even though a NODI code is provided for Quantity 2
5/27/09 2:55 PM	Information	End import of file	End of importing file ImportNM22306Major.csv

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Once your Imported file has been a **SUCCESS:**

You will need to check for Errors

DMR Import Log

Transaction ID	Submission Date/Time	Permit ID	Facility	Import File	Data Replacement Strategy	Description	Status
76	5/27/09 3:11:49 PM EDT	NM0022306	CHEVRON MINING INC.	ImportNM22306SoftError.csv	Append and Overwrite	Soft error ex	Success

Showing 4 of 4 messages.

Date/Time	Error Type Code	Error Code	Description
5/27/09 3:25 PM	Information	Begin import	Begin import
5/27/09 3:25 PM	Information	Header Row	Line 1: Header row detected and ignored.
5/27/09 3:25 PM	Information	End import of file	End of importing file ImportNM22306SoftError.csv
5/27/09 3:25 PM	Information	End import	Import finished successfully with 30 rows successfully committed and no errors.

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Search All DMRs & CORs

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:

Facility:

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

Permitted Feature:

Discharge:

Monitoring Period End Date Range: (mm/dd/yyyy)

Edited or Submitted By:

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

NetDMR Validation Errors
NetDMR Validated
Imported

Click on Edit DMR “GO”.

[Sign & Submit Checked DMRs](#) |
 [Download Checked CORs](#) |
 [Refresh DMR Data](#) |
 [Refine Search](#) |
 [New Search](#)

DMR/COR Search Results

One item found

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status	COR Received Date	Include in Batch Submit	Include in Batch COR Download
Edit DMR Go	NM0022306	CHEVRON MINING INC.	001	001-A	PROCESS WATER	05/31/09	06/15/09	Imported		<input type="button" value="Check All"/> <input type="button" value="Clear All"/>	<input type="button" value="Check All"/> <input type="button" value="Clear All"/>

Review Edit Check Errors. Remember all Soft errors must be acknowledged by clicking in each box.

01051	Lead, total (as Pb)	Smpl.	=	=	lb/d	=	=	mg/L		01/07	24
1 - Effluent Gross			0.746	0.936	List	0.00047	0.00058	List			
Season: 0	Req.	<= .82 Monthly Average	<= 1.25 Daily Maximum	Pounds per Day		<= .023 Monthly Average	<= .035 Daily Maximum	Milligrams per Liter		Weekly	COMP24
NODI: <input type="button" value="Apply"/>	NODI										

Edit Check Errors

Code	Name	Monitoring Location	Field	Type	Description	Acknowledge
00400	pH	Effluent Gross	Quality or Concentration Sample	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00400	pH	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	<input type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Quantity or Loading Sample Value 1	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Quantity or Loading Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
00530	Solids, total suspended	Effluent Gross	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
01002	Arsenic, total (as As)	Effluent Gross	Quantity or Loading Sample Value 1	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
01002	Arsenic, total (as As)	Effluent Gross	Excursion	Soft	The number of excursions should be greater than zero.	<input type="checkbox"/>
01027	Cadmium, total (as Cd)	Effluent Gross	Quantity or Loading Sample Value 1	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>
01027	Cadmium, total (as Cd)	Effluent Gross	Quantity or Loading Sample Value 2	Soft	The provided sample value is outside the permit limit.	<input type="checkbox"/>

Edit the DMR using the procedures in Section 5.2.1, and **notify Signatory that DMR is ready to sign & submit.**