

# NETDMR IMPORT STEPS

Data may be entered into NetDMR using a more advanced method. This is done using an import feature built in to NetDMR. The import feature allows users to enter data for multiple DMRs and permits at once, instead of typing in every data point and navigating between DMRs. Both permittee users and data providers may import data into DMRs. This method may not be useful for all permittees. This page provides an overview of the import feature. For a more detailed walkthrough, please review the DMR Manual or EPA's Permittee User and Data Provider guide.

The import feature uses a template, which has specific formatting and data entry requirements. This is a comma separated value (CSV) file, created using Excel. The template is available on EPA's website at the link below.

- EPA NetDMR Documents and Templates Website:  
<https://netdmr.zendesk.com/hc/en-us/categories/201478443-Documents-and-Templates>

Refer to the DMR Manual or EPA's Permittee User and Data Provider guide on how to enter data into the template. You may enter data from multiple permits and DMRs using one template. Once you have entered appropriate data, you must save the template as a CSV file. Microsoft Excel has the ability to save a CSV file directly from an Excel workbook. Once you have the template saved as a CSV file, log in to NetDMR.

	A	B	C	D	E	F	G	H	I	J	K	L
	permit_id	permitted_feature_id	limit_set_txt	mped_txt	form_nodi_cd	parameter_cd	monitoring_location_cd	season_num	quant_1_no_di_cd	quant_1_qualifier_txt	quant_1_sample_num	quant_1_effluent_num
1												
2	NY0001234	001	M	2013-11-30		00010	1	0				
3	NY0001234	001	M	2013-11-30		00010	G	0				
4	NY0001234	001	M	2013-11-30		00400	1	0				
5	NY0001234	001	M	2013-11-30		00400	G	0				
6	NY0001234	001	M	2013-11-30		00400	1	0				
7	NY0001234	001	M	2013-11-30		00400	G	0				

*Example NetDMR import template file.*

## Import DMRs

Use this page to import a file of DMR data. Note that the file may contain data for multiple permits (including multi-include in the file both new DMR data and corrections to in-process or previously submitted DMRs. The file may not include information on how to format the file, please consult the Help system. Fields marked with \* are required.

**Import File:\*** Procedures\TestCSV.zip  (File of DMR data, not attachments)

**File Type:\***

**Data Replacement Strategy:\***

**Description:\***

### *Import DMRs web page.*

In the list of links at the top of the home page, click "Perform Import" under the "Import DMRs" header. On this screen, using the "Browse" button, select your CSV template file and upload it to NetDMR.

Specify the file type as a "csv" file. The import feature will not work if you specify a different file type than your CSV template.

Leave the "Data Replacement Strategy" as is.

In the "Description" text field, type a short note describing the current file and what DMR data you are submitting. For instance, include the date of submittal, permit ID numbers, monitoring period, and DMR permitted feature information. This will allow you to easily see past submission attempts.

Finally, click "Submit Import File". This submits your selected CSV template for import. You will be taken to the *DMR Import Results* web page. A list of past imports appears, including your most recent submission. Depending on the file size and internet connectivity, the import may take a while. Once it completes, the Status will change from "Pending" to either "Success" or "Failed".

- a. If the template was created correctly, and there were no errors present, the data will be successfully imported. The Status will change to "Success".
- b. If there were errors associated with the file, the Status will change to "Failed". However, any data that was able to import will still be imported into NetDMR. A status of "Failed" does not mean that no data was imported. This simply means that some or all data was not able to be imported. If this is the case, review the Log file created to find any errors. Correct any errors present in the template, and re-submit the template for import.

After the data has been imported, the DMR must still be electronically signed and submitted to EPA. Refer to the sign and submit section of the DMR Manual or EPA's Permittee User and Data Provider guide to finish the DMR submission process.