

# **REQUESTING THE NetDMR SIGNATORY ROLE**

The Signatory role has legal responsibility for the accuracy and validity of the DMR data, so there are special requirements for requesting this role. To request the Signatory Role, follow the same steps as you would for requesting the other roles (included below) and then follow the additional steps.

Before requesting your role, you must answer “yes” to the following questions:

- Do you have a confirmed User Account? If not, follow the instructions in the “NetDMR Account Creation” document.
- Have you reviewed the role definitions in “Understanding NetDMR Roles? It is important that you understand the level of access of each role before requesting a role for yourself.

## **Steps to Request a NetDMR Signatory Role:**

1. Login to NetDMR by first choosing your Regulatory Authority (NYSDEC), then entering your user name and password. Once logged in, click the “Request Access” link located at the top of the page.
2. Enter your SPDES number and click “Update”. Roles available for the Permit ID you provided will only be visible if you click Update. Select the desired role in the dropdown menu, and click “Add Request”. You are free to make more than one request – if you do, they will all be listed here.

Note that NetDMR reminds you that whomever is granted the Signatory role will also be assigned the role of Permit Administrator. Whether or not the Signatory keeps Permit Administrator privileges is a decision individual facilities will make.

3. Click “Submit” to proceed to the next page. For the Signatory Role, you will then see a page requesting more information.
  - Specify your employer’s relationship to the facility. In most cases, it will be “facility”, which means you are employed there.
  - If you are authorized to sign DMRs based on your position, choose the top radio button. If your employer has authorized you to be the Signatory, choose the second radio button.
  - If your supervisor is the actual person who has authority, but he or she has told you to request Signatory rights, you will provide your Supervisor’s contact information here. If you are authorized by your employer to sign DMRs, enter your principal executive officer or elected official’s name and contact information.

Click “Submit,” and then “Confirm” on the next page.

You will see a message letting you know that your request has been submitted for approval, but you still have another step in your request for the Signatory role.

4. For the Signatory role, you must print the Subscriber Agreement, read through all seven pages, sign it and mail the original signed agreement to NYSDEC. Scans, faxes, and PDFs will not be accepted; you have to send the original, signed form to NYSDEC through the mail to the address below. This is the only paper form you will have to send when working with NetDMR.

New York State Department of Environmental Conservation  
Bureau of Water Compliance, 4<sup>th</sup> Floor  
625 Broadway  
Albany, NY 12233-3506

DEC's approval is necessary before you can begin working with DMRs as the Signatory. Once approved, DEC will send you a confirmation email. You can also check the status by clicking the 'My Account' link at the upper left of the NetDMR screen. Scroll down and you will be able to see whether your Signatory Role request has been granted. Note that DEC's authorization can take up to two weeks.

If DEC denies your request, an explanation will be given. Contact DEC to resolve any issues that may arise.