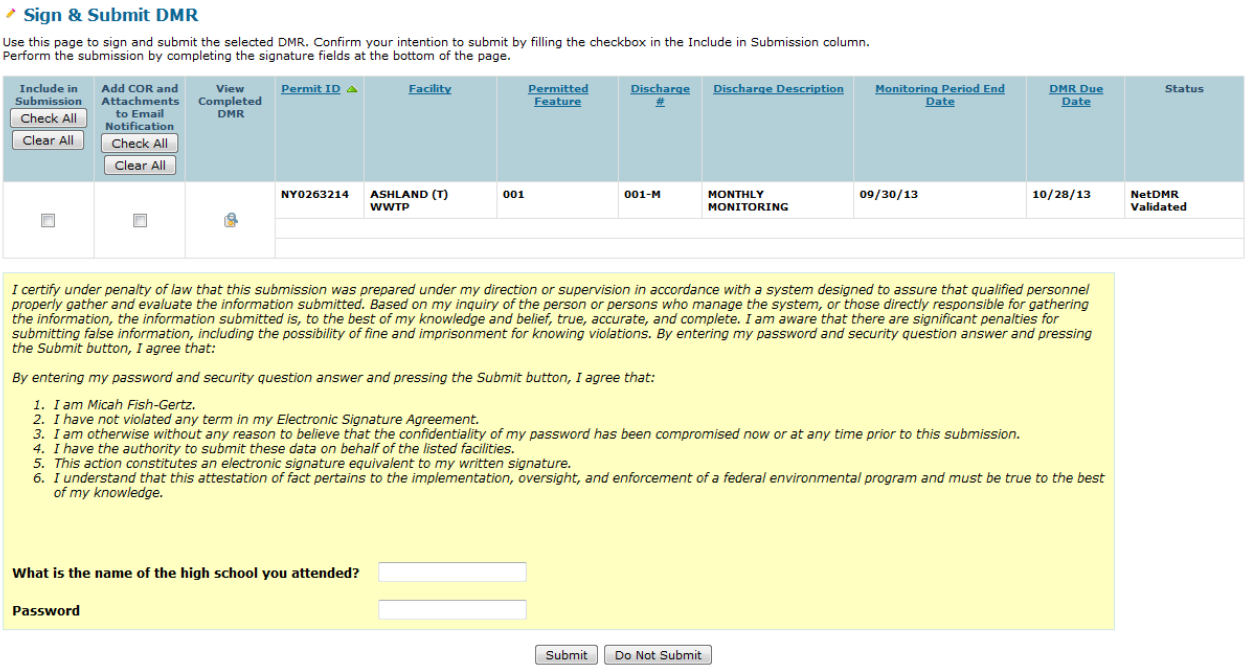
NETDMR SIGN AND SUBMIT

Once a DMR has all appropriate data entered, it must be signed by an authorized signatory and submitted electronically. There are two methods to get to the *Sign and Submit* page for a DMR.

1. From the DMR Search page:
    a. From the Home page, search for the DMR you would like to sign and Submit. Once the list of DMRs appears, select "Sign and Submit DMR" from the drop down next to the desired DMR and click Go.
    b. If you are currently editing the DMR on the *Edit DMR* page, once it is complete scroll to the bottom of the page. Click "Sign and Submit" at the bottom of the page
2. On the *Sign and Submit DMR* page, there are several actions that need to be done before a DMR can successfully be submitted.
    a. Make sure to check both the "Include in Submission" and "Add COR and Attachments to Email Notification" boxes on the left side of the screen. This ensures that your DMR will be submitted, and any included attachments as well as an electronic copy will be sent to DEC.
    b. Review any soft errors with the DMR. You may submit a DMR with soft errors, such as violations.
    c. Review the certification statement at the bottom of the page. You are authorizing that all data included in the DMR is correct, accurate, and non-falsified. Answer the security question selected from your list when you created your account. Enter your password.
    d. Finally, click "Submit".
3. This will take you to the *Submission Confirmation* page. You will receive a confirmation ID number, and may view the Copy of Record created for the DMR.



Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column.
Perform the submission by completing the signature fields at the bottom of the page.

Include in Submission (Check All / Clear All)	Add COR and Attachments to Email Notification (Check All / Clear All)	View Completed DMR	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	DMR Due Date	Status
☐	☐		NY0263214	ASHLAND (T) WWTP	001	001-M	MONTHLY MONITORING	09/30/13	10/28/13	NetDMR Validated

I certify under penalty of law that this submission was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. By entering my password and security question answer and pressing the Submit button, I agree that:

By entering my password and security question answer and pressing the Submit button, I agree that:

1. *I am Micah Fish-Gertz.*
2. *I have not violated any term in my Electronic Signature Agreement.*
3. *I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.*
4. *I have the authority to submit these data on behalf of the listed facilities.*
5. *This action constitutes an electronic signature equivalent to my written signature.*
6. *I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.*

What is the name of the high school you attended?

Password

Submit | Do Not Submit