

# eDMR Registration Checklist

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Before submitting the eDMR Registration Form, please review the following to ensure all applicable information has been verified and provided.

- Verify the minimum system requirements are satisfied for each facility seeking registration.
- Ensure a duly authorized individual as defined in the NPDES permit under the section entitled, "Standard Conditions for NPDES Permits", is requesting the eDMR registration. All other individuals must have signatory authority, which the duly authorized individual has delegated. All such delegations of signatory authority must be made in writing to the North Carolina Division of Water Resources (NCDWR).
- Verify the facility owner information for all permits held by the legal owner. This information can be verified using the *Registration Verification* link located on the eDMR User Registration web page.
- Resolve any owner information issues with the appropriate NCDWR contact prior to registration.
- Complete the eDMR Registration Form and ensure the following information is complete:
  - **Part A. Permit/Facility Information**  
The owner must provide a permit number. If the owner has more than one permitted facility, then only one of the permit numbers needs to be provided. The eDMR system will identify all other permits associated with the owner.
  - **Part B. Owner User Information**  
The legal owner can be an individual or an organization. The information provided here should be for the official contact person for the legal owner and would normally be the duly authorized individual as defined by the permit.
  - **Part C. User Account Information – Facility Administrator and Submitter**  
All user privileges will be given to the owner, including Facility Administrator and Submitter. In addition to the owner, other users may be designated to have Facility Administrator and/or Submitter privileges in eDMR. The Facility Administrator is the person responsible for managing user information for the facility/permit, and may be assigned by the NCDWR eDMR Administrator at the time of registration. The Submitter is the person who submits the electronic report. Users with submitter privileges will be those individuals designated to sign the certification statement on the back page of the DMR. For an owner having more than one permitted facility, the individuals responsible for the DMR submittals must be provided on the registration form. Only the DWR eDMR Administrator can assign a user the submitter privileges.
  - **Responsible Official Authorization and Registration Certification**  
The eDMR Registration Form must be signed by the duly authorized individual as defined by the permit.
- Submit the completed registration form along with the eDMR Owner Verification Report and Delegation of Signature Authority form (if applicable) to the NCDWR's Information Processing Unit via:
  - Fax                      919-807-6498; or
  - Email                    eDMRadmin@ncdenr.gov; or
  - US Postal Mail        Attn: eDMR Registration  
                                 1617 Mail Service Center  
                                 Raleigh, NC 27699-1617