

**EDMR REGISTRATION FORM  
INSTRUCTIONS AND SUPPORTING DOCUMENTATION**

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This form is used to register NPDES wastewater permittees to use NCDWR's eDMR system for the purpose of electronically submitting required monthly monitoring reports.

For more information on the eDMR system, visit the Division of Water Resources' eDMR website.

**General** – When submitting an application to the NCDWR's Information Processing Unit, please use the following instructions as a checklist to ensure all required items are submitted. Adherence to these instructions and checking the provided boxes will help produce a quicker review time and reduce the amount of requested additional information.

**I. eDMR Registration Application [FORM: NC eDMR Registration Form (Revision 4.1)]:**

- Submit the completed and appropriately executed eDMR registration application form [FORM: NC eDMR Registration Form (Revision 4.1)].
  - Part A: Permit/Facility Information.** Provide a permit number and the associated facility information. Only a single permit number is needed for registration. If the Owner holds multiple NPDES wastewater permits, then the permit number provided on the application will be used to identify the Owner and all associated permits. All permits issued to the Owner will be automatically registered for eDMR. *NOTE: Owner is also known as the Permittee and may be an individual or organization.*
  - Part B: Owner User Information.** Provide the Owner/Responsible Official information that will be used to create the Facility Owner in eDMR. The Owner is the legal entity to which the permit(s) have been issued and may be an individual or organization. For an organization, the information provided for the Owner should be the designated Responsible Official or the person with delegated signatory authority for the Owner as specified in Part II, Section B.11 of the Standard Conditions for NPDES Permits and 40 CFR 122.22.
  - Part C: User Account Information.** Provide the user details for each individual who will be assigned Facility Administrators permission and/or Submitters permission.
    1. *Facility Administrator Permission.* The Facility Administrator is the person responsible for managing user information for the facility/permit. The Facility Administrator user permission can be assigned by the Owner or can be assigned at the time of registration by the NCDWR eDMR Administrator. If someone other than the Owner will be responsible for managing facility users within eDMR and you would like NCDWR to set up the permission at the time of registration, then provide the user details for the individual who will need the user permission. *Note: If this person will be responsible for submitting eDMR reports, then you will also need to request Submitter permission for this user.*
    2. *Submitter Permission.* The Submitter is the person who submits the electronic report. This person may be the Owner or other delegated person that has signatory authority for the permit. The Submitter user permission can only be assigned by the NCDWR eDMR Administrator. The Owner specified within the application will be given full eDMR permissions including Submitter user permission.

The Submitter is equivalent to the individual who signs the certification statement on the back of the Discharge Monitoring Report. In most cases, the Submitter will be the Owner but may be other delegated individuals. The Submitter must be an individual with delegated signatory authority. If individuals other than the duly authorized person for the Owner have been delegated signatory authority, the Division of Water Resources must be notified in writing of such delegations as specified in the signatory requirements in Part II, Section B.11 of the Standard Conditions for NPDES Permits and 40 CFR 122.22. A delegation of authority form is available from the eDMR website.

- Responsible Official Authorization.** Complete the Responsible Official Authorization and identify the individual duly authorized to sign applications or reports for the Owner.
- Registration Certification.** Complete and sign the Registration Certification in accordance with Part II, Section B.11 of the Standard Conditions for NPDES Permits and 40 CFR 122.22. An alternate person may be designated as the responsible official if written authorization (see paragraph III below) is provided from a person who meets the criteria in Part II, Section B.11 of the Standard Conditions for NPDES Permits and 40 CFR 122.22.

**II. eDMR Owner Verification Report:**

- Submit the *eDMR Owner Verification Report* verifying the facility permit information. Should the Owner name, Facility information, or ORC Designation be incorrect, the Owner must notify the appropriate NCDWR contact to resolve any discrepancies before continuing with the registration process. The report is accessed using the **Registration Verification** link located on the eDMR User Registration web page. The permit information related to all NPDES wastewater permits issued to the Owner will be returned in a PDF report format. If the Owner has multiple NPDES permits, the Owner should verify that all permits are returned in the report. If there are permits missing from the report, the Owner should conduct a search for each missing permit and verify the Owner Name. Any discrepancies detected must be resolved before registration.

**III. Delegation of Signature Authority:**

- Complete and submit the *Delegation of Signature Authority* form (located on the eDMR Forms and Reports web page) for each individual who has been authorized, as described in paragraph I above, to sign reports for the Owner. This includes each individual who will be given Submitters permission. If a delegation letter has been previously submitted to NCDWR, then include a copy with your application package.

THE COMPLETED REGISTRATION FORM AND SUPPORTING DOCUMENTATION SHALL BE SUBMITTED TO THE  
NORTH CAROLINA DIVISION OF WATER RESOURCES

<u>Fax:</u>	or	<u>Email:</u>	or	<u>US Postal Mail:</u>
(919) 807-6498		eDMRadmin@ncdenr.gov		Information Processing Unit Attn: eDMR Registration 1617 Mail Service Center Raleigh, NC 27699-1617



2. Submitter Permission

Provide the users, in addition to the Owner, who will need Submitter permission. The Submitter user permission can only be assigned by the NCDWR eDMR Administrator. The Owner specified above will be given full eDMR permissions including Submitter permission.

In addition to the user details, please specify the permit(s) to which each user will be associated for eDMR submittal. Should additional space be needed for users and/or permits, please make additional copies of this page and complete as needed.

**NOTE:** *The Owner will be responsible for creating all facility users except those with Submitter permissions.*

*In addition to the Owner and Submitter user groups, there are four user types identified by user permission level: Facility Administrator, Certifier, Data Entry and View Only.*

*The Owner and Facility Administrator will have the ability to create and manage facility users. The Facility User Management Guide, located on the eDMR User Documentation web page, provides the appropriate procedures for facility user management.*

Submitter User Details					
Permit No. (s):					
First Name:					
Middle Name:					
Last Name:					
Phone Number:					
Email:			User ID:	<i>(Assigned by DWR eDMR Administrator)</i>	

Submitter User Details					
Permit No. (s):					
First Name:					
Middle Name:					
Last Name:					
Phone Number:					
Email:			User ID:	<i>(Assigned by DWR eDMR Administrator)</i>	

**RESPONSIBLE OFFICIAL AUTHORIZATION**

The Responsible Official, as identified in accordance with Part II, Section B.11 of the Standard Conditions for NPDES Permits and 40 CFR 122.22, is the appropriate individual with the authority to sign applications or reports for the Owner/Organization.

I, \_\_\_\_\_ (*printed name*), have the authority to make this request for  
\_\_\_\_\_ (*Owner/Organization Name*).

**REGISTRATION CERTIFICATION**

For the permit(s) associated with the Owner identified above, I request permission to submit DMR data using the NCDWR eDMR system.

I understand that electronic submittal of the DMR does not fully satisfy US EPA’s electronic signature requirements and as a result, I understand I will be required to print, sign, and submit hardcopies (**one signed original and a copy**) of the eDMR to NCDWR under the same reporting requirements as paper-based DMRs as specified in Part II, Condition D (2) of the NPDES Permit.

I agree to protect the security of my user ID and password from compromise and shall take all necessary steps to prevent its loss, disclosure, modification, or unauthorized use.

\_\_\_\_\_  
Owner/Responsible Official Name (*type or print*)

\_\_\_\_\_  
Official Title (*type or print*)

\_\_\_\_\_  
Owner/Responsible Official Signature

\_\_\_\_\_  
Date

**North Carolina General Statute § 143-215.6B provides that:**

Any person who knowingly makes any false statement, representation, or certification in any application, record, report, plan, or other document filed or required to be maintained under this Article or a rule implementing this Article; or who knowingly makes a false statement of a material fact in a rulemaking proceeding or contested case under this Article; or who falsifies, tampers with, or knowingly renders inaccurate any recording or monitoring device or method required to be operated or maintained under this Article or rules of the Commission implementing this Article, shall be guilty of a Class 2 misdemeanor which may include a fine not to exceed ten thousand dollars (\$10,000). 18 U.S.C. Section 1001 provides a punishment by a fine or imprisonment not more than 5 years, or both, for a similar offense.