Monitoring Report Upload Form Instructions

1. Combine all NDMR, NDAR-1, NDAR-2, and NDMLR forms (as applicable) into a single PDF document.

2. Combine GW-59 forms into a separate PDF.

3. Only upload reporting forms for one permit at a time.

4. Ensure the correct permit number is entered on the submittal form – submittals with incorrect permit numbers will be returned for correction.

5. Ensure the correct month and year are entered on the reporting forms – submittals with incorrect month or year will be returned for correction.

6. Enter the email address of the person who is responsible for uploading the reports. The report acceptance or rejection email will be sent to this address.

7. Signature on the upload/submittal form can be completed by whomever is uploading the reports – does not have to be the Permittee or ORC.

Example upload screenshot:

Reporting Form Checklist:

☐   Correct permit number on all pages

☐   Correct month and year on all pages

☐   All text is clear and legible

☐   Monitoring reports are signed by ORC and Permittee

For questions or assistance using the Monitoring Report Upload page email Kendall Williams.