

### **What is my Permit Number in the DMR system?**

Your permit number will be "GAIS" + the last 5 digits of your NOI unique ID number. Your NOI number can be found inside your ARs or inside of GEOS after the word "watershed" in the source column of the permits under your account. [Here is a guide if you are having trouble.](#)

Remember, your permit number will **not** be GAR050000 in this system...that is the general permit number shared by every industry covered by this permit.

### **If you can see the DMR but cannot edit please try this:**

Please, log in to your new CDX account at <https://cdx.epa.gov>  
Access NetDMR by selecting the "Permittee (signature)" link  
Click "Continue to NetDMR." At the top of the NetDMR page,  
At the very, very top of the page, you should see a "Request Access" link.  
Click Request Access

On the Request Access page:

1. Type in your permit ID and click update
2. Select your role Signatory
3. Click Add Request.
4. Click Submit
5. Answer the questions about facility and whether you have permission or not
6. Click Submit
7. Click Sign Electronically
8. Read the paragraph and click Sign Electronically again
9. Finish the signature process.

You will now get a message that the request has been successfully submitted.

### **I'm in the system and can edit...now what?**

Here are instructions for the most common actions:

1. **To assign a preparer:** start on [slide 51](#), or you can watch instructions for this from about [39 minutes and 24 seconds in this video.](#)
2. **To submit DMR:** Use the "Search" tab to locate your DMR. Remember, your permit number will not be GAR050000 in this system! It will be "GAIS" + the last 5 digits of your NOI unique ID number. After you locate your DMR, follow the instructions [starting from slide 102](#); or you can watch instructions from around [59 minutes and 44 seconds into the video.](#)

### **If there are errors in the parameters of the DMR**

1. For extra parameters you should not have: please use NODI code 9 and the comment box inside of the DMR to highlight what parameters were added in error.
2. For parameters that were left out/omitted: provide data inside the comment box for parameters that may have been omitted.
3. If you have something called MSP as an outfall: MSP means "material storage pile". If we gave you that in error, please use NODI code 9 and the comment box inside of the DMR to say that you do not have a material storage pile.

My team and I are working to correct errors as fast as we can. This is a new process for us all. Thanks for your grace while we iron out these wrinkles.

**If the DMR truly is not available to submit,** please email a copy of the data you would have submitted to [Victoria.adams@dnr.ga.gov](mailto:Victoria.adams@dnr.ga.gov) and copy [industrial.sw@dnr.ga.gov](mailto:industrial.sw@dnr.ga.gov). This will act as a time/date stamp and a data back-up for when you can submit the data (this is **not in lieu of** data submittal in the DMR system). Once the data is submitted we will use the email to back-date it.