



ROY COOPER
Governor

MICHAEL S. REGAN
Secretary

LINDA CULPEPPER
Director

April 29, 2019

Subject: Electronic Signature Agreements
Response Required by **May 31, 2019**

Dear Permittee,

Over the last few years the NC Division of Water Resources (DWR) has required the submittal of wastewater Discharge Monitoring Reports (DMRs) through the electronic NC eDMR system. While the data has been transferred electronically to this point, permittees have still been required to submit signed hard copies of DMR forms because NC DWR was not fully compliant with EPA's electronic reporting requirements. All of your efforts to this point in making this system work efficiently are greatly appreciated!

We are currently in the final phases of implementing changes that will achieve full compliance with the federal Cross-Media Electronic Reporting Regulation (CROMERR) for the NC eDMR system. CROMERR compliance will mean that DMR data can be submitted entirely through the NC eDMR system with an electronic signature. Permittees will no longer be required to submit signed hard copies of the DMRs. Completion of this process will, however, require action on your part.

On our eDMR webpage under the "Forms and Reports" section you will find a form for our Electronic Signature Agreement (ESA). You can access the form at: <https://deq.nc.gov/about/divisions/water-resources/edmr/forms-and-reports>. In order for a user to receive the required electronic signature credentials from the NC DWR, this form must be completed, signed, notarized and submitted in hard copy form to the Division. Please note that this process will not impact all current users in the eDMR system. It only impacts two user groups, Owners and Submitters. Individuals that have user privileges of Facility Administrators, Certifiers, Data Entry and View Only will not be impacted and no information submittal is required for them. You can log into the eDMR system and view the approved users for your facilities and the permissions (user groups) they have been assigned.

Individuals in the Owner and Submitter user's groups will need to submit the ESA form as soon as possible, but no later than **May 31, 2019**. After receipt of the forms, NC DWR will have to review, verify and update our database information. Once this review is complete, the users will receive an email with further instructions requiring them to establish a new password and to select challenge questions that will be used when submitting documents with electronic signatures. Our goal is to have the electronic signature process up and running by mid-July. Department IT staff will provide email notifications regarding the update as the start date gets closer.

Please read the ESA agreement information completely as it establishes responsibilities for users submitting and receiving information electronically with the NC DWR. The Electronic Signature Agreement, when finalized and approved, will also allow the individuals with electronic signature credentials to sign electronically a variety of required permit documents in lieu of the submittal of signed paper copies. The submittal of Electronic Discharge Monitoring Reports (eDMR) will be available once your electronic signature credentials are in place. Some agreements for other types of document submittals or acceptance are not currently available electronically, but are included here to have the agreements in place to avoid the need to complete future agreement forms when these systems are initiated.

Over ->



North Carolina Department of Environmental Quality | Division of Water Resources
1617 Mail Service Center | Raleigh, North Carolina 27699-1617
919-707-3616

If you have any questions about the ESA submittal process for eDMR please contact us by phone at (919) 707-3681 or by email at eDMRAdmin@ncdenr.gov.

Please Note The Following:

- You may receive multiple copies of this letter if you have multiple permitted facilities.
- Individuals that have Owner and/or Submitter permissions in the NC eDMR system will also be contacted and made aware of this process through email.
- Once this process is complete only those individuals that have followed these procedures and received electronic submittal credentials will be allowed to submit DMR information electronically.

Thanks again for all of your assistance!

Sincerely,

Original Signed by Jeffrey O. Poupart

Jeffrey O. Poupart, Section Chief
Water Quality Permitting Section