NPDES Stormwater EzDMR Checklist: Are you ready to submit your data?

☐ Have all individuals registered user accounts in the DEP Business Portal that will be involved in managing user access requests, entering and/or certifying data in EzDMR?

☐ Have all users requested their appropriate access role(s) in EzDMR? (See the table below for more information regarding the access roles.)

Note: A single user can request multiple authorization roles.

Role Type	Description
Duly Authorized Representative (DAR)* Has the DAR Role been requested by at least one (1) person meeting the criteria in the Description column?	Every facility submitting data in EzDMR must at least approved DAR. DAR requests are managed by the department. The role of the DAR is to manage user access roles in EzDMR for individuals associated with their facility. The DAR must be a Responsible Corporate Official (RCO) as defined by 62-620.305, Fl. Admin. Code. A RCO may delegate a non-RCO to act as the DAR in EzDMR by submitting a letter to the department signed in accordance with Part VII.G. (page 51120, Signatory Requirements) of the Multi-Sector Generic Permit. Once reviewed by the department, the delegate may request the DAR role in EzDMR.
Certifier* Has the Certifier role been requested by at least one (1) person meeting the criteria in the Description column?	Every facility submitting data in EzDMR must have at least one approved certifier. A Certifier can enter, save, edit, certify and submit reports to the department. There must be at least one approved certifier. The role is approved by the facility's DAR and requires a PIN.
Preparer Has the Preparer role been requested by a user meeting the criteria in the Description column? (not required)	A preparer can only enter, edit and save data. They are unable to submit or certify reports, and cannot approve nor deny certifier requests.

*Role is required

☐   Has the permittee, responsible corporate official or their authorized delegate's DAR role been approved?

☐   Has the DAR approved all pending access role requests in EzDMR?

☐   Have all approved certifiers requested a PIN? (i.e. filled out the Electronic Subscriber Agreement, had it notarized and sent to the department.)

   ☐   Have all certifiers who submitted PIN applications received an email from the department that the PIN has been approved? **

   ☐   Has the PIN been activated and verified by clicking the link within the email?

☐   If applicable, do the appropriate users have access to all lab analysis data and/or any other required documentation to enter monitoring results?

**If your PIN has not been received within 5 business days, check your email's spam/junk folder. The email will have been sent from no-reply@dep.state.fl.us or no-reply@floridadep.gov.

Congratulations! You are now ready to submit your data via EzDMR.

For more information, please visit: www.floridadep.gov/ezdmr or contact EzDMR support at EzDMRAdmin@floridadep.gov or at (850) 245-7521.