



# ENVIRONMENTAL ELECTRONIC DISCHARGE MONITORING REPORTING SYSTEM (E-DMR)

## **e-DMR FACILITY USER GUIDE**

**Prepared for**  
State of Alabama  
Department of Environmental Management

DECEMBER 15, 2006



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# 1 Introduction

## 1.1 Electronic Reporting and the e-DMR System:

The e-DMR System is a Web and XML-based information system that allows wastewater facilities to electronically send Discharge Monitoring Reports (DMRs) to their respective Environmental State Agency. This system is designed to provide an alternative to submitting hand-written or paper-based Discharge Monitoring Reports that is faster, more efficient, and less burdensome for both the regulated facilities and the Department. As a fully operational electronic reporting system, all of the necessary legal, security, and electronic signature functionalities have been included for this system to serve as a completely paperless reporting system.

## 1.2 E-DMR System Goals and Benefits:

There are a number of beneficial goals that have been considered and which have guided the development of the e-DMR System. Among them are:

- Support online availability of up-to-date DMR reporting requirements and tracking status of submitted DMRs.
- Improve the accuracy of compliance data by eliminating potential errors that would otherwise be introduced through manual data entry.
- Improve the security of DMR submissions from wastewater facilities.
- Reduce the wastewater discharge facility's compliance costs by offering a streamlined reporting method using readily available computer tools.
- Save the Environmental State Agency administration and compliance costs by reducing, and eventually better utilizing resources required for managing paper-based DMR reports.
- Improve the overall effectiveness of wastewater discharge programs with faster responses for data analyses, compliance assessment, enforcement support, and decision-making.

## 1.3 Overview of the e-DMR System:

The e-DMR System is a Web-based application accessible to the participating wastewater facilities via the Internet. The system will serve as an electronic file cabinet to manage DMR reporting requirements provided by the Environmental State Agency, and to receive / store DMR reports submitted by wastewater facilities.

Wastewater facility access privileges are administrated through the use of a PIN, username, and password. All DMR submissions are verified via PIN authentication with software security to ensure that the content of the data is original, truthful, legitimate, and unaltered. A complete chain-of-custody of all records will be maintained in the e-DMR server.

The system makes available up-to-date reporting requirements from the Environmental State Agency's centralized data system, allowing wastewater facilities to submit original or revised DMRs, and allows for reviewing previously submitted reports on-line.

DMRs received at the Server are uploaded to the Data Exchange System for use by the Environmental State Agency to support compliance, permitting, and environmental planning programs.

## 2 Minimum System Requirements

Wastewater facilities will need to have the ability to access the Department's e-DMR System web site through the Internet. Typically, such access is available either through a dedicated connection through the wastewater facilities local area network or through a connection to an Internet Service Provider.

In addition to the Internet connection, the wastewater facility will need an Internet browser program. The e-DMR application is verified to work with Microsoft Internet Explorer Version 6.0 or greater, which can be downloaded for free from <http://www.microsoft.com/downloads>. Facilities may find that other Internet browsers may work but the Department cannot ensure that all of the features of the e-DMR web system will be available.

In summary, to use the e-DMR system, an e-DMR facility participant will need:

- A Computer/Laptop
- Internet Access
- Microsoft Internet Explorer, version 6.0 or greater



### 3 E-DMR System Description

As with a typical paper-based DMR submission process, the e-DMR electronic submission process is surrounded by a number of procedures that guarantee that the available information is up-to-date and accurate. The typical e-DMR submission process performed by a wastewater facility is provided below:

#### **Abbreviated e-DMR Submission Process:**

**Step 1:** Facility user logs into the e-DMR System via the Internet with user ID and password that has been emailed to them.

**Step 2:** Using the **Create a New Report** screen, user selects a working facility, permit number, and reporting period.

**Step 3:** Facility user previews and prepares e-DMR data file in accordance with reporting requirements using one of three methods.

- Option A: Downloading an XML template file that includes the facility's reporting requirements and generating their own submission file using the preformatted XML file format.
- Option B: Completing the online entry web form and generating a submission file. The file may be saved locally for later submission.
- Option C: Copying and pasting data into the online web form and generating a submission file. The file may be saved locally for later submission.

**Step 4:** If in step 3, the facility saves the DMR file locally, facility selects the DMR file, certifies its contents and submits it to the e-DMR Server. If step 3B or 3C are chosen, submission can be made using a Submission Wizard process.

**Step 5:** The Server receives the file, and issues a receipt of confirmation to the facility on the screen. A separate receipt confirmation email will be automatically sent to the sender. The Server verifies that the data file conforms to reporting requirements stored in the Server. If it does, the submission is noted as such on the Server for reference. If not, the submission will be noted as 'rejected' and the facility will be notified via email. The facility must cure the problems and submit revisions to the e-DMR Server. In any case, an email is sent to the certifier stating the status of the submitted DMR.

**Step 6:** Valid DMR submissions can be viewed and printed at any time.



## 4 Using the E-DMR System:

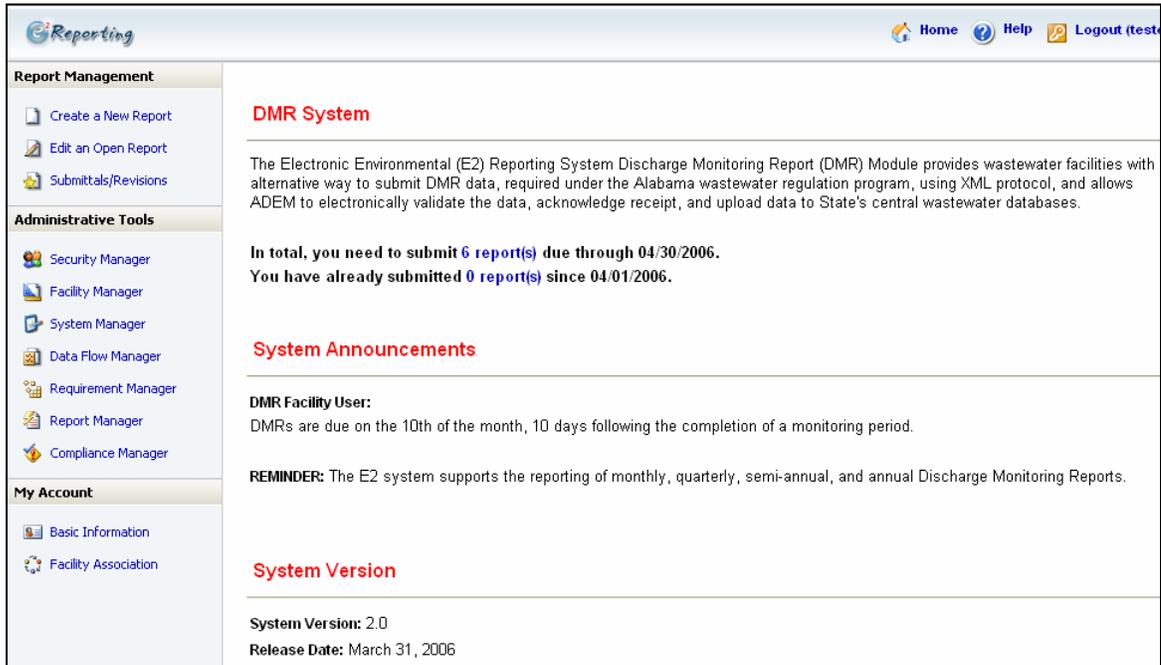
### 4.1 e-DMR Website Login

By using an Internet connection, and Internet Explorer version 6.0 or higher, an e-DMR facility participant logs into the e-DMR System website. After entering the appropriate website address, the participant is greeted by the login screen. To enter the System, the facility participant will have to enter a valid user ID and password on the e-DMR System Login screen shown below (the overview message will vary as it is Environmental-State-Agency-specific).

If a user logs in using the user ID and password received from the respective Environmental State Agency to login for the first time, the system will prompt the user to select a new password as shown below. The new user-defined, case-sensitive password must consist of 8-15 alphanumeric characters (i.e. A-Z, a-z, and 0-9).

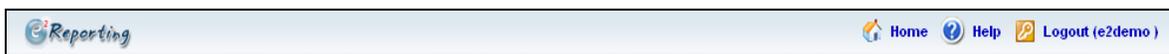
Note that access to the e-DMR System will only be allowed after the password has been changed.

After a valid user ID and password is entered, the user is brought to the DMR module home page, which provides a brief description of the system, and highlights any e-DMR related announcements entered by the e-DMR System Administrator.



*NOTE: the Administrative tools will only be visible to users with administrative rights*

Before proceeding, we will be taking a closer look at the layout of the application as a whole, starting with the status bar.



The status bar is intended to provide quick access to user information, system help, and general system functions.

- 
 The Home icon allows the user to return to the DMR module home page, pictured above.
- 
 The user can access online help by clicking on this icon.
- 
 Once finished using the e-DMR System, the user may log out using this icon. The username of the current logged-in user is also displayed in parenthesis.

To continue on with the layout of the application, the function bar is located in the frame to the left of the main area of the screen. Each functional area is highlighted below.

Under Report Management are the following topics:

-  [Create a New Report](#) The Create a New Report icon leads to the heart of the e-DMR System. Up-to-date reporting requirements can be viewed, printed, and downloaded here. Also, web forms that look very similar to the paper DMR can be used to enter data. Much of this document will focus on this functional area.
-  [Edit an Open Report](#) By clicking on the Edit an Open Report icon, a user can make changes to or delete a report that is currently in progress of being edited, but has not yet been certified and submitted to Environmental State Agency.
-  [Submittals/Revisions](#) DMR files that have been submitted to the Environmental State Agency can be viewed and downloaded by clicking on Submittals/Revision. Submissions can be viewed and searched by submission ID, facility, permit, and date.

Under My Account are the following topics:

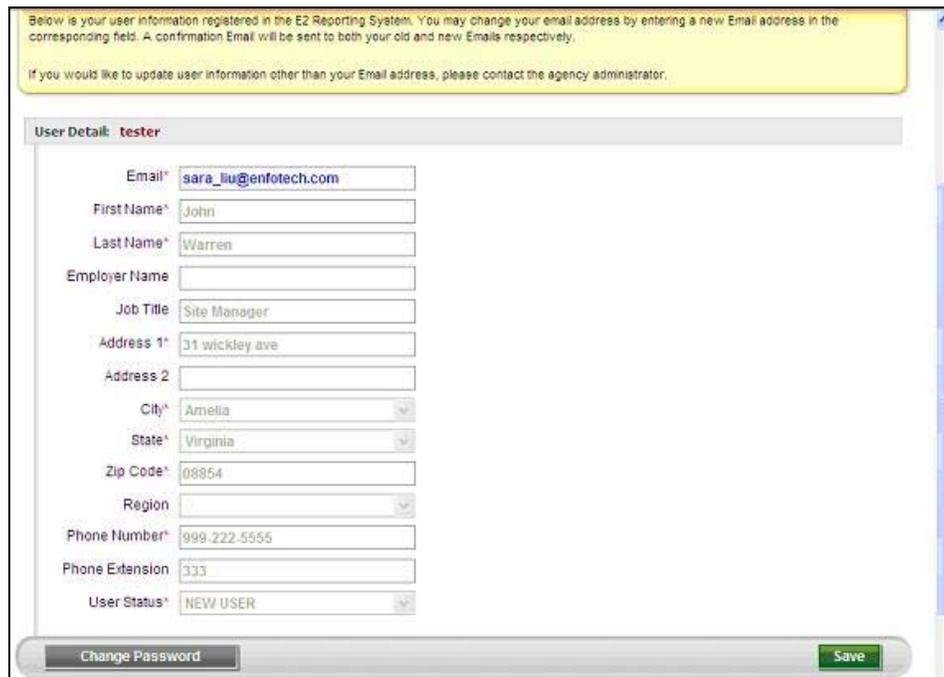
-  [Basic Information](#) The user's general account information can be seen by clicking on Basic Information. Email address and Password changes can be made in this section.
-  [Facility Association](#) Facility Information functions, such as viewing the facilities that the user is associated with, the user's role in reference to that facility, and additional reporting requirements for the facility, are available by clicking on this icon.

## 4.2 View My Account Information:

The My Account section provides two important features. The first is the ability for the user to view their user information, and edit portions of this information such as their email address and login password. The second feature is the ability to view the facilities that the user is associated with in the system.

### 4.2.1 Basic Information:

To view and edit user information, select the  **Basic Information** icon. This will provide a link to the following page:



Below is your user information registered in the E2 Reporting System. You may change your email address by entering a new Email address in the corresponding field. A confirmation Email will be sent to both your old and new Emails respectively.

If you would like to update user information other than your Email address, please contact the agency administrator.

**User Detail: tester**

Email\*

First Name\*

Last Name\*

Employer Name

Job Title

Address 1\*

Address 2

City\*

State\*

Zip Code\*

Region

Phone Number\*

Phone Extension

User Status\*

Most of the information on this screen is read-only (set by the Admin), based on the Environmental State Agency's records and information supplied when registering for e-DMR reporting. The user can change their email address by entering a new address in the Email field and pressing the Save button. To ensure system security, a confirmation email will be sent to the old and new email addresses.

To change the password, click the Change Password button . This will prompt the following screen.

The rules for password changes are the same as in Step 1, the new user-defined, case-sensitive password must consist of 8-15 alphanumeric characters (i.e. A-Z, a-z, and 0-9). The new password will also be emailed to your email address.

#### 4.2.2 Facility Association:

In order for a user to be able to submit DMR reports, the user must be associated with a facility. This is accomplished by submitting a Facility Participation Package to the Environmental State Agency. Contact them to obtain this documentation. Once they receive and approve the application, the user accounts will be created and the user will be associated with the appropriate facility. To view the facilities that you are currently associated with, click on the Facility Association button  [Facility Association](#).

This loads a screen that provides list the facilities that the user is currently associated with:

View Facility	View Compliance	Facility Name	User Role	Facility Status
		Legends Mfg Inc	MC	Active
		R K Enterprises LLC	DMR Preparer	Active
		Manistique Papers Inc	MP	Active
		Praxair Inc	DMR Preparer	Active
		Marine City WWTP	DMR Preparer	Active
		Dana Corp-St Johns	DMR Preparer	Active
		Eau Claire WWSL	DMR Staff	Active

The e-DMR System allows users to be associated with multiple facilities, each of which will be listed here. To obtain further information about a facility, click on the View Facility icon , which will display the Facility Association Details screen.



This screen will display general information about the facility such as its address and its current e-DMR reporting status. If the facility can no longer submit DMRs electronically to the Environmental State Agency, its status will be displayed as either “Inactive” or “Suspended”.

The following table outlines available facility status labels with descriptions:

e-DMR Status	Description
Full	Given by the Application Administer after the facility has completed consecutive successful submissions.
Non e-DMR Report (Non_E2)	Initial status when a new facility record is downloaded from agency database.
Processed App	Administrative status for record keeping. Given after the application has been processed (reporting requirements validated, user information added, etc.)
Received App	Administrative status for record keeping. Given when the facility application was received.
Suspended	A facility will be suspended at the discretion of the application administer. Possible reasons for suspension include repeated failure to submit data in the correct format, failure to meet record keeping requirements, or submitting data files infected with a computer virus.
Inactive	If the facility will no longer be able to use the e-DMR System, the application administrator may inactivate the facility.

The user can also view the facility's compliance schedule by selecting the Compliance icon from the Facility Association screen.

eDMR Home > Facility Association

**Facility Association**

Below are the facilities that are currently associated with your account. To view the compliance schedule for a selected facility, click the Compliance icon. By clicking the Details icon shown in the first column, you can view the details of this facility and your assigned certifying privilege to this facility.

View Facility	View Compliance	Facility Name	User Role	Facility Status
		Boston Water and Sewer STP - New Facility	MC	Active
		Legends Mfg Inc	MC	Active
		R K Enterprises LLC	MP	Active
		Manistique Papers Inc	MP	Active
		Praxair Inc	MP	Active
		Marine City WWTP	MP	Active
		Dana Corp-St Johns	MP	Active
		Eau Claire WWSL	MP	Active

The user can search the status of a compliance schedule by selecting “Completed” or “Not Completed” from the drop down menu.

eDMR Home > Facility Association > Additional Reporting Requirements

**Additional Reporting Requirements**

**DISCLAIMER:** The compliance schedule listed below is not a substitute for the actual permit requirements, but it is intended as a helpful tool for tracking and implementation of the permit requirements. You are responsible for reviewing the permit and ensuring all requirements are met.

Additional Reporting Requirements: **Boston Water and Sewer STP - New Facility**

Status:

Permit Number:

Schedule Name	Due Date	Received Date	Complete Date	Outfall
CORRECTIVE ACTION PLAN				
OBTAIN CTC				
SCHEDULE OF COMPLIANCE - ACHIEVE COMPLIANCE (W/I 4 YR EFF DATE)				001
SUBMIT FORM 2E (W/I 2 YR EFF DATE)				
WATER QUALITY STANDARDS - SEMIANNUAL MONITORING				

This screen will display all additional reporting requirements that the facility may face as a result of a compliance schedule. The name of the compliance schedule item, its due date, received date (if it has been received), completed date, and outfall (if applicable) are displayed.

**Disclaimer:** The compliance schedule information listed on this screen is intended as a helpful tool for tracking and implementation of the permit requirements, but it is not a substitute for the actual permit requirements. The facility responsible official is responsible for reviewing the permit and ensuring all requirements are met.

To return to the Facility Information screen, click on the Back button, or click on the Facility Association icon in the functional area to the left.



### 4.3 Creating and Submitting DMR Reports

The e-DMR System provides three primary methods to allow facilities to submit their Daily and Summary DMR reports. These methods are:

- **Online data entry:** An online Report Wizard will guide the user through entering their DMR results online through a series of Web pages.

*(This option is ideal for facilities that currently do not use a spreadsheet or database program to store or track their DMR results and can therefore use the e-DMR application to directly enter their DMR results.)*

- **Copy and Paste Using Excel Template:** The user can download a blank Excel file from the e-DMR system that contains the parameters that the facility must report. The facility can then use this spreadsheet to enter in their DMR results while being disconnected from the Internet. Then, when the user is ready to submit to the Environmental State Agency, he or she can copy the data from the Excel file and paste this information into the Web form.

*(This option is ideal for facilities that currently use a spreadsheet program such as Microsoft Excel to store or track their DMR results. Using the Copy and Paste approach allows the facility to avoid needing to “double enter” their DMR results.)*

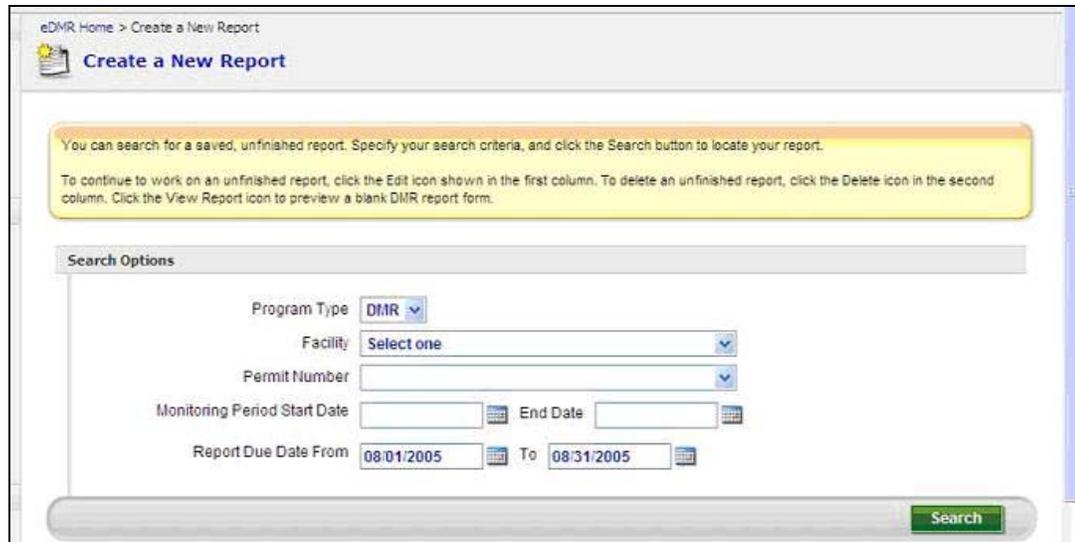
- **XML File Upload:** The user can download a blank XML file from the e-DMR system that contains the parameters that the facility must report. The facility can then use this blank XML template file to enter in their DMR results while being disconnected from the Internet. Then, when the user is ready to submit to the Environmental State Agency, he or she can upload the XML file including DMR results directly.

*(This option is ideal for facilities that currently have a comprehensive system to track their DMR results and have the IT resources to create a converter that converts their DMR results into the electronic XML format required by the State. )*

To begin to submit a report using any of the three options above, the user will want to first click on the Create a New Report icon in the functional area to the left



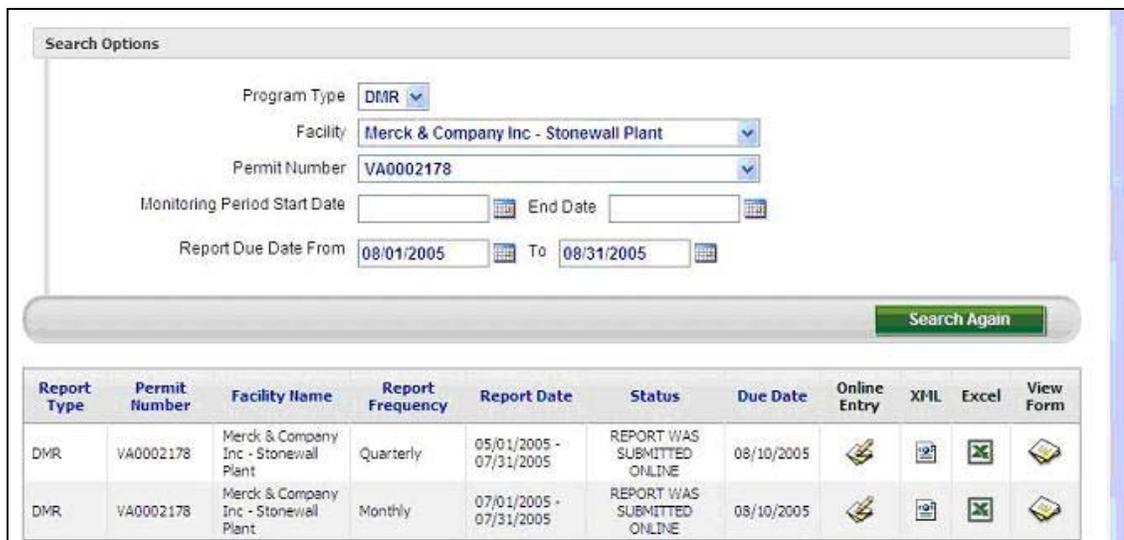
which will bring up the Create a New Report screen, as shown here:



This screen by default will display all DMRs that are due for the current month for the facilities for which the user has some association. One row will be displayed for each DMR report that must be submitted.

To accommodate the possibility that a user will be submitting DMR results for more than one facility, the system allows a user to be associated with multiple facilities.<sup>1</sup> The user can select the registered facility on from the dropdown menu list to filter out the DMR reports for that facility. Only those facilities that the user is associated with, either as a certifier, preparer, or viewer, will be displayed in the drop-down.

The user can also filter the DMRs by permit number or monitoring period. After the filtering criteria are entered, the user can click the Search button to filter the results.



<sup>1</sup> An example could be a consulting firm reporting for multiple individual permitted facilities using only one user ID and password.

Each row in the table represents a DMR that must be submitted. In addition to general information about each DMR report (such as the Facility for which it applies, the reporting frequency, reporting period, and report type) four reporting function tasks can be performed for each search result.

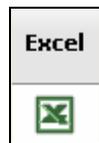
- Enter data through an Online Entry form (used for the online data entry submission option)



- Download a template XML file by clicking on the XML icon (used for the XML file submission method)



- Download a template Excel file by clicking on the Excel icon (used for the Excel copy-and-paste submission method)



- Preview a reporting requirement by clicking on the View Form icon. This is similar to viewing a blank DMR form that displays the reporting requirements and limits, but does not yet display the DMR results.

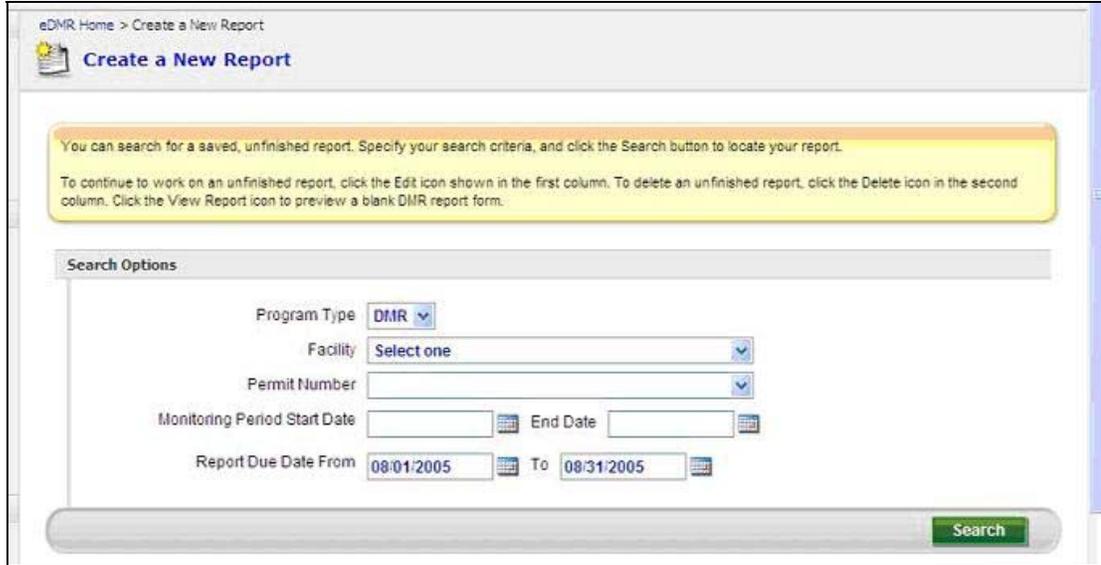


The following sections describe the procedure to submit DMRs using each of the three available options:

### 4.3.1 Submitting Reports Using the Online Data Entry Features

#### **Step 1: Viewing Your Reporting Requirements (optional)**

To begin to submit a report using the online data entry features, first click on the Create a New Report icon in the functional area to the left  [Create a New Report](#) which will bring up the Create a New Report screen, as shown here:



To filter the results, select a facility using the dropdown menu and select a permit number for the chosen facility using the drop-down to the right of the facility.

Facility

Permit Number

Now that the facility and permit are selected, different report types may be present for the same facility, such as Monthly, Quarterly, Annually, or Semi-Annually, depending on the permit requirements for the facility.

Before a DMR file is generated, a user may wish to preview and print out the reporting requirements, as shown on their paper DMR. To preview or print a DMR, click on the View Form icon  for the corresponding month.

**Search Options**

Facility:

Permit Number:

Monitoring Period Start Date:  End Date:

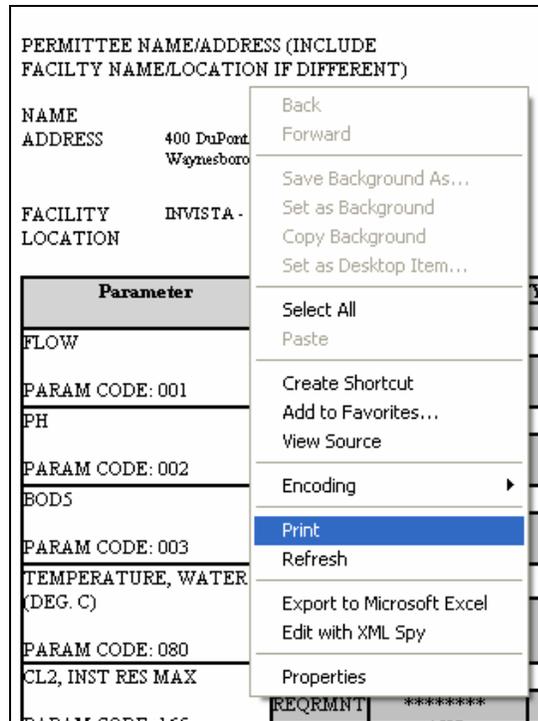
[Search Again](#)

Report Type	Permit Number	Facility Name	Report Frequency	Report Date	Status	Admin Cont.	Online Entry	XML	Excel	View Form
MONTHLY	NJ-456	Legends Mfg Inc	Quarterly	04/01/2005	REPORT NOT SUBMITTED	2				

This will bring up the following pop-up browser that displays the DMR in a format that is very similar to the paper form.

PERMITTEE NAME/ADDRESS (INCLUDE FACILITY NAME/LOCATION IF DIFFERENT) NAME: 400 DuPont Blvd ADDRESS: Waynesboro, VA 22980 FACILITY LOCATION: INVISTA - Waynesboro	COMMONWEALTH OF VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) DISCHARGE MONITORING REPORT (DMR)	Municipal Major DEPT. OF ENVIRONMENTAL QUALITY (REGIONAL OFFICE)									
	VA0002160      001 PERMIT NUMBER    DISCHARGE NUMBER										
	MONITORING PERIOD FROM YEAR MO DAY TO YEAR MO DAY 2004 05 01 TO 2004 05 31	NOTE: READ PERMIT AND GENERAL INSTRUCTIONS BEFORE COMPLETING THIS FORM									
Parameter	REPORTD REQMNT	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
FLOW	REPORTD										
PARAM CODE: 001	REQMNT	NL AVG	NL MAX		***** MIN	***** AVG	***** MAX		CONT	REC	
PH	REPORTD				6.5 MIN	***** AVG	9.5 MAX		2/M	GRAB	
PARAM CODE: 002	REQMNT	***** AVG	***** MAX								
BOD5	REPORTD										
PARAM CODE: 003	REQMNT	116 AVG	309 MAX		***** MIN	***** AVG	***** MAX		2/M	24HC	
TEMPERATURE, WATER (DEG. C)	REPORTD										
PARAM CODE: 080	REQMNT	***** AVG	***** MAX		***** MIN	***** AVG	31 MAX		2/M	IS	
CL2, INST RES MAX	REPORTD										
PARAM CODE: 165	REQMNT	***** AVG	***** MAX		***** MIN	0.03 AVG	0.03 MAX		2/M	GRAB	
ZINC, TOTAL RECOVERABLE	REPORTD										
PARAM CODE: 196	REQMNT	***** AVG	NL MAX		***** MIN	NL AVG	NL MAX		2/M	24HC	
AMMONIA, AS N JAN-MAY	REPORTD										
PARAM CODE: 352	REQMNT	***** AVG	15.58 MAX		***** MIN	NL AVG	0.801 MAX		2/M	24HC	

The form at this point is considered a template, since the permit limits and parameters are listed without actual measured values. To print this template, right click within the pop-up window, and select Print, as shown below.



**Step 2: Using the Web Form to Generate the DMR Submission File**

To begin filling out the DMR using the online web forms, click on the Online Entry icon,  for the corresponding Report Frequency and monitoring period.

**Search Options**

Program Type

Facility

Permit Number

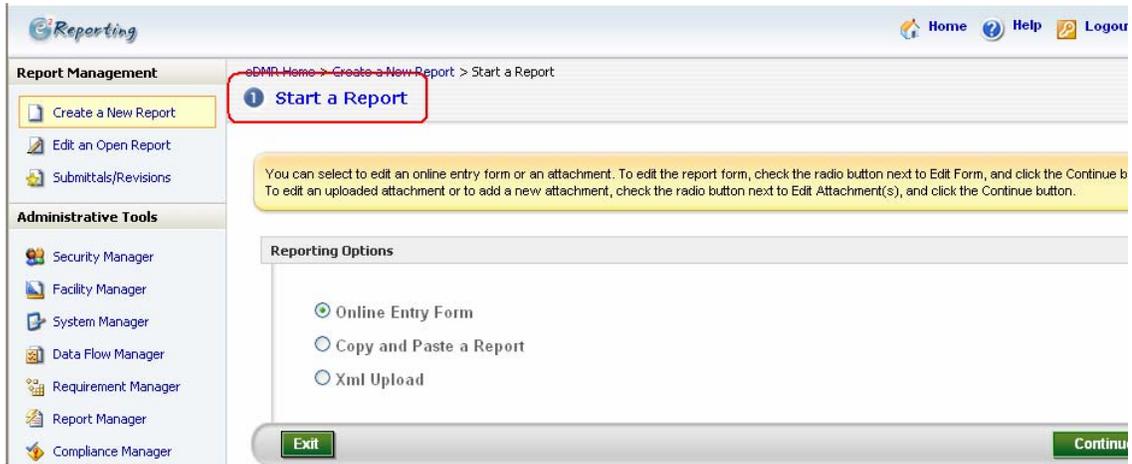
Monitoring Period Start Date  End Date

Report Due Date From  To

Report Type	Permit Number	Facility Name	Report Frequency	Report Date	Status	Due Date	Online Entry	XML	Excel	View Form
DMR	MI0057221	MDEQ-RRD-Coes Cleaner Site	Monthly	11/01/2005 - 11/30/2005	REPORT NOT SUBMITTED	12/10/2005				
Daily DMR	MI0057221	MDEQ-RRD-Coes Cleaner Site	Monthly	11/01/2005 - 11/30/2005	REPORT NOT SUBMITTED	12/10/2005				

The e-DMR system has two different report types for Daily and Summary Reports. Refer to section 4.2.1.1 for information on the Summary DMR form and 4.2.1.2 for information on the Daily DMR form.

Clicking on the  icon will bring initiate the Report Wizard.



**Reporting** Home Help Logout

eDMR Home > Create > New Report > Start a Report

**Start a Report**

You can select to edit an online entry form or an attachment. To edit the report form, check the radio button next to Edit Form, and click the Continue button. To edit an uploaded attachment or to add a new attachment, check the radio button next to Edit Attachment(s), and click the Continue button.

**Reporting Options**

Online Entry Form

Copy and Paste a Report

Xml Upload

Exit Continue

- **Report Wizard Step 1.** Start the report by choosing a reporting option. To proceed to the online entry form, click Continue, bringing up the online form.
- **Report Wizard Step 2.** Fill out the form. The summary DMR form instructions are below. Refer to section 4.2.1.2 for instructions on completing the Daily form.

### 4.3.1.1 Summary DMR Form

The screenshot displays the 'Reporting' web interface. At the top, there are navigation links for Home, Help, and Logout. Below this, permit information is shown: Permit Number MI0057221, Monitoring Period 03/01/2006 ~ 03/31/2006, Permit Limit Final, Frequency Monthly, Facility MDEQ-RRD-Coes Cleaner Site, and Address north of Liberty and west of Main Street, Muskegon Heights, MI 48381.

The main area is divided into two columns. The left column lists various parameters with a 'No Discharge' checkbox and a list of parameters including Dissolved Oxygen, pH, Total Phosphorus (as P), Methyl Tert-Butyl Ether, BETX, Naphthalene, Equipment Inspection, Flow, 1,2,4-Trimethylbenzene, 1,3,5-Trimethylbenzene, Tetrachloroethene, and Outfall Observation. The right column is titled 'Parameter: Dissolved Oxygen' and contains three sections: 'Quantity or Loading', 'Concentration', and 'Monitoring/Analysis Information'. Each section has input fields for Reporting Data, Permit Requirement, and Comment. The 'Monitoring/Analysis Information' section includes dropdowns for Sample Type (Grab) and Frequency of Analysis (Monthly), along with fields for Excursion No. and Lab Code. At the bottom of the form are buttons for 'Exit Form', 'Save Change', 'Next Parameter', and 'Preview Report'.

Similar to the preview, the online web form looks very similar to the paper DMR. The web form is pre-populated with the facility and permit information, report identification, parameter information, and permit limit values. Text fields, check boxes, and drop-downs indicate to the user those areas that he or she is expected to fill in.

The user may save the any changes to the current parameter by clicking on the **Save Change** button.

## Entering in DMR Results:

Please use the following key for entering in DMR results:

Permit Number: MI0057221 | Permit Limit: Final | Facility: MDEQ-RRD-Coes Cleaner Site | Address: north of Liberty and west of Main Street  
 Monitoring Period: 03/01/2006 ~ 03/31/2006 | Frequency: Monthly | Location: Muskegon Heights, MI 46381

Outfall: 001A  No Discharge

Parameter: Dissolved Oxygen

**Quantity or Loading**

Average Maximum Unit  
 Reporting Data: \*\*\*\*\*  
 Permit Requirement: \*\*\*\*\*

**Concentration**

Minimum Average Maximum Unit  
 Reporting Data: 3.0 \*\*\*\*\*  
 Permit Requirement: 3.0 \*\*\*\*\* mg/l

**Monitoring/Analysis Information**

Reporting Data: Grab Sample Type Monthly Frequency of Analysis Exursion No. Lab Code  
 Permit Requirement: Grab Monthly  
 Comment:

Save Change Next Parameter

### 1 Navigating between outfalls (i.e. Monitoring Groups):

One facility may have a DMR that spans multiple monitoring groups. In order to completely fill out the DMR form for each monitoring group, navigate between groups using the Monitoring Group drop-down at the top left corner of the web form.

If more than one monitoring group is available, the user can navigate back and forth between monitoring groups by using the drop down menu.

### 2 No Discharge:

For the DMR Summary web form, if no discharge occurred during the monitoring period, check the “No Discharge” checkbox. All the required fields will be filled in with five asterisks (\*\*\*\*\*).

### 3 Quantity or Loading Section:

Enter the average (monthly average) and, if appropriate, maximum (or weekly average maximum) quantities in the “reported” fields under the heading marked “Quantity or Loading”. The weekly average shall be calculated based on the data collected during a complete week. A complete week is defined as Sunday to Saturday within a calendar month.

For those parameters where the “permit requirement” fields are marked \*\*\*\*\* no data should be entered. It signifies that the permit does not require the reporting of this data field (that there is no effluent limitation for the pollutant parameter).

Be sure to enter an appropriate data value in accordance with the units listed. Additional data conversion may be necessary, for example, to translate the data from a lab report to the units required to be reported by the permit, as indicated in the form. Note that to calculate the daily mass loading the following formulae should be used:

- $\text{KG/DAY} = \text{Concentration (mg/l)} \times \text{Flow (MGD)} \times 3.785$
- $\text{LB/DAY} = \text{Concentration (mg/l)} \times \text{Flow (MGD)} \times 8.34$

where flow is from the same 24-hour period that the sample was collected

#### **4 Concentration Section:**

Enter the minimum, average (monthly average), and/or maximum (or weekly average maximum) in the “reported” fields under the heading marked “Concentration”. The weekly average shall be calculated based on the data collected during a complete week as was indicated above. Be sure to enter an appropriate data value in accordance with the units listed. As was noted above, additional data conversion may be necessary to translate data from a lab report.

As indicated in the bottom of the form, the “reported” fields (textboxes) in the loading and concentration columns will accept only the following pre-defined values:

- Numbers
- “NR”: Not required
- “X”: No sample results
- “<QL”: Below quantification level
- “<”: Less than (along with a numeric value)
- “>”: Greater than (along with a numeric value)

#### **5 Excursions:**

Enter the number of samples which do not comply with the maximum and/or minimum permit requirements in the “reported” field in the column marked “No. Ex.” (Number of Excursions). Do not include monthly average excursions in this column.

#### **6 Sample Frequency:**

Select from the dropdown list the actual frequency of analysis for the selected parameter.

You are required, at a minimum, to sample at the frequency indicated in your permit. If you monitor any pollutant specifically addressed by the permit more frequently than the permit requires, the results of this monitoring shall be included in the calculation and reporting of the data submitted in this form.

### 7 Sample Type:

Select from the dropdown list the actual type of sample collected for the selected parameter in the “reported” field in the column marked “Sample Type”.

You are required, at a minimum, to sample using the sample type indicated in your permit.

After clicking Next, a general comments and operator page will appear:

#### MONTHLY DISCHARGE MONITORING REPORT

PERMIT NUMBER: VA0085855	PERMIT LIMIT: Final	FACILITY: Lyon Shipyard Inc
MAILING ADDRESS: PO Box 2180	MONITORING PERIOD: 05/01/2005 To 05/31/2005	LOCATION: PO Box 2180
Norfolk VA, 23501	OUTFALL NUMBER:	Norfolk VA, 23501

**8** GENERAL REPORT COMMENTS AND EXPLANATION:

**9** Operator Information:

Operator Name	Operator Certification Number	Operator Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Exit Form
Save Current Page
Back
Continue

### 8 General Report Comments:

Enter general report comments and explanation in the space provided, where applicable. Indicate whether an attachment is submitted online, by mail or other methods. If submitting online, note that the maximum attachment file size is 1.5 MB.

General report comments may include an explanation for submitting the report late, extenuating circumstances, etc. If there is more than one outfall for a facility and a general comment such as “Sorry this is late” is entered, the same general comment will appear regardless of which outfall is navigating to.

To change the general report comment at any time, click within the text box and edit as needed.

It should be noted that at any time from this point, the user may save the values that have been entered for this DMR and return at a later time. This can be done by clicking on the Save Current Page button

A green rectangular button with a thin black border and a slight gradient, containing the text "Save Current Page" in white, bold, sans-serif font.

which is located at the top and bottom of every web form. If the user closes the web form window and logs out of the system, upon his return his data will still be available as he left it. (*Please refer to section 4.4 Editing or Deleting an Open Report for more information.*)

**9 Operator:**

The operator in responsible charge of the facility should review the completed form and provide the name in the appropriate space on the form. If the facility is required to have a licensed wastewater works operator, the operator's license number shall be reported in the space provided.

### 4.3.1.2 Daily DMR Form

**General Information**

<b>MONITORING POINT:</b> 001A	<input type="checkbox"/> <b>NO DISCHARGE</b>
<b>MONITORING PERIOD:</b> 11/1/2005 ~ 11/30/2005	<b>PERMIT NUMBER:</b> MI0057221
<b>PERMITTEE NAME:</b> MDEQ-RRD-Coes Cleaner Site	<b>DISTRICT:</b>
<b>COUNTY:</b>	<b>LOCATION:</b>
<b>MAILING ADDRESS:</b> north of Liberty and west of Main Street Muskegon Heights MI, 48381	north of Liberty and west of Main Street

**Sample Data**

(Show Copy and Paste)

Go To: Page 1

	1,2,4-Trimethylbenzene Code: 77222 Unit: ug/l	1,3,5-Trimethylbenzene Code: 77226 Unit: ug/l	BETX Code: 30383 Unit: ug/l	Dissolved Oxygen Code: 00300 Unit: mg/l
11/1/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/2/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/3/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/4/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/5/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/6/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/7/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/8/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/9/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/10/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/11/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/12/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add Parameter:** 1,1,1-Trichloroethane

**ADD SPECIFIC COMMENTS AND EXPLANATION:**  
 ROW: 1,2,4-Trimethylbenzene (ug/l) COLUMN: 11/01/2005

Just as with the Summary DMR form, the daily online web form looks very similar to the paper DMR. Again, the web form is pre-populated with the facility and permit information, report identification, parameter information, and permit limit values. The user is expected to enter monitoring results where applicable on the grid fields for a certain parameter and date.

enfoTech

Revision Date: 12/15/2006

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It should be noted that at any time the user may save the values that have been entered for this DMR and return at a later time. This can be done by clicking on the Save Current Page button



which is located at the top and bottom of every web form. If the user closes the web form window and logs out of the system, upon his return his data will still be available as he left it. (Please refer to section 4.4 Editing or Deleting an Open Report for more information.)

**Entering in DMR Results:**

Please use the following key for entering in DMR results:

**General Information**

<b>MONITORING POINT:</b> <span style="border: 1px solid gray; padding: 2px;">001A</span> <span style="border: 1px solid gray; border-radius: 50%; padding: 2px 5px; float: right;">1</span>	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px 5px; float: right;">2</span>
<b>MONITORING PERIOD:</b> 11/1/2005 ~ 11/30/2005	<input type="checkbox"/> <b>NO DISCHARGE</b>
<b>PERMITTEE NAME:</b> MDEQ-RRD-Coes Cleaner Site	<b>PERMIT NUMBER:</b> MI0057221
<b>COUNTY:</b>	<b>DISTRICT:</b>
<b>MAILING ADDRESS:</b> north of Liberty and west of Main Street Muskegon Heights MI, 48381	<b>LOCATION:</b> north of Liberty and west of Main Street

**Sample Data**

3 (Show Copy and Paste)

	1,2,4-Trimethylbenzene Code: 77222 Unit: ug/l	1,3,5-Trimethylbenzene Code: 77226 Unit: ug/l	BETX Code: 30383 Unit: ug/l	Dissolved Oxygen Code: 00300 Unit: mg/l
11/1/2005	<span style="border: 1px solid gray; border-radius: 50%; padding: 2px 5px; font-weight: bold;">5</span>			
11/2/2005				
11/3/2005				
11/4/2005				
11/5/2005				
11/6/2005				
11/7/2005				
11/8/2005				
11/9/2005				
11/10/2005				
11/11/2005				
11/12/2005				

6
**Add Parameter:** 1,1,1-Trichloroethane

**Add Parameter**

Go To: Page 1 4

### 1 Navigating between outfalls (i.e. Monitoring Groups):

If more than one monitoring group is available, the user can navigate back and forth between monitoring groups by using the drop down menu.

### 2 No Discharge:

If no discharge occurred during the monitoring period, check the “No Discharge” checkbox. The grid entry section of the web form will collapse because there will not be any monitoring information to enter for the monitoring point. User can navigate to the next monitoring point by clicking “Continue” or selecting a new monitoring point from the drop down menu.

### 3 Copy/Paste Section:

The copy/paste section for the daily report can be accessed on the web form by clicking the copy/paste link. This will show the copy/paste field. For more information on the copy/paste functionality refer to section 4.2.3.

Sample Data

(Show Copy and Paste)

FILL FORM USING COPY AND PASTE:

[Update Table](#)

#### 4 Parameter Navigation:

For the daily report form, the parameters are listed on the report header. Only four parameters are listed on one page. To navigate between pages, select the desired page on the drop down menu.

					Go To:
1,2,4-Trimethylbenzene		1,3,5-Trimethylbenzene		BETX	Dissolved Oxyg
Code: 77222		Code: 77226		Code: 30383	Code: 00300
Unit: ug/l		Unit: ug/l		Unit: ug/l	Unit: mg/l
11/1/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/2/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 1  
 Page 2  
 Page 3

#### 5 Daily Monitoring Result grid:

On the grid you can enter the monitoring result for a particular parameter and date. If more than one sample was taken during the day, the daily average shall be calculated based on the data collected during the specific date. Be sure to enter an appropriate data value in accordance with the units listed. Additional data conversion may be necessary to translate data from a lab report.

#### 6 Adding additional parameters:

If during the monitoring period you need to report sample analysis information for parameters that are not in the reporting requirements, the parameter can be added to Daily report. To add a new parameter to the report, select the parameter and unit from the drop down menus in the section at the bottom of the screen. Click the “Add Parameter” button. This will populate the parameter to the grid header.

11/1/2005

Add Parameter:   [Add Parameter](#)

## 8 Specific Field-by-Field Comments:

**ADD SPECIFIC COMMENTS AND EXPLANATION:**

ROW 1,2,4-Trimethylbenzene (ug/l) COLUMN 11/01/2005

Add/Save Comment  
Remove Comment

Enter specific comments and explanation in the space provided, where applicable. Reference each comment or explanation by specific row (parameter) and column (date) selected from the dropdown list. Then click the Add Comment button to confirm.

Where noncompliance of permit requirements are reported, attach a brief explanation in accordance with the permit requirements describing the cause(s) of the noncompliance, the duration of the noncompliance, including the date(s) the noncompliance began or occurred, and corrective actions taken and to be taken to address the noncompliance. The foregoing information should be provided for each noncompliance noted in this report.

To delete a specific comment, select the parameter and date combination from the drop-downs and click Remove Comment. The page will automatically refresh, and the specific comment selected for removal will be gone.

Once a comment has been added, the comment can be viewed by clicking the  icon listed next the measurement result box on the grid as shown below. Once the icon is clicked, the comment information is populated in the comment edit section of the report.

11/12/2005					
------------	--	---	--	--	--

Add Parameter: 1,1,1-Trichloroethane MGD Add Parameter

**ADD SPECIFIC COMMENTS AND EXPLANATION:**

ROW 1,2,4-Trimethylbenzene (ug/l) COLUMN 11/12/2005

Lab data was lost

Add/Save Comment  
Remove Comment

After clicking Continue, a general comments and operator page will appear:

General Information		
<b>MONITORING PERIOD:</b>	11/01/2005 ~ 11/30/2005	
<b>PERMITTEE NAME:</b>	MDEQ-RRD-Coes Cleaner Site	<b>PERMIT NUMBER:</b> MI0057221
<b>MAILING ADDRESS:</b>	north of Liberty and west of Main Street Muskegon Heights MI, 48381	<b>LOCATION:</b> north of Liberty and west of Main Street Muskegon Heights MI, 48381

General Comments								
<b>10</b> GENERAL REPORT COMMENTS AND EXPLANATION: <div style="border: 1px solid gray; height: 80px; width: 100%;"></div>								
<b>11</b> Operator Information: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Operator Name</th> <th style="width: 33%;">Operator Certification Number</th> <th style="width: 33%;">Operator Phone Number</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>			Operator Name	Operator Certification Number	Operator Phone Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Operator Name	Operator Certification Number	Operator Phone Number						
<input type="text"/>	<input type="text"/>	<input type="text"/>						

### **10** General Report Comments:

Enter general report comments and explanation in the space provided, where applicable. Indicate whether an attachment is submitted online, by mail or other methods. If submitting online, note that the maximum attachment file size is 1.5 MB.

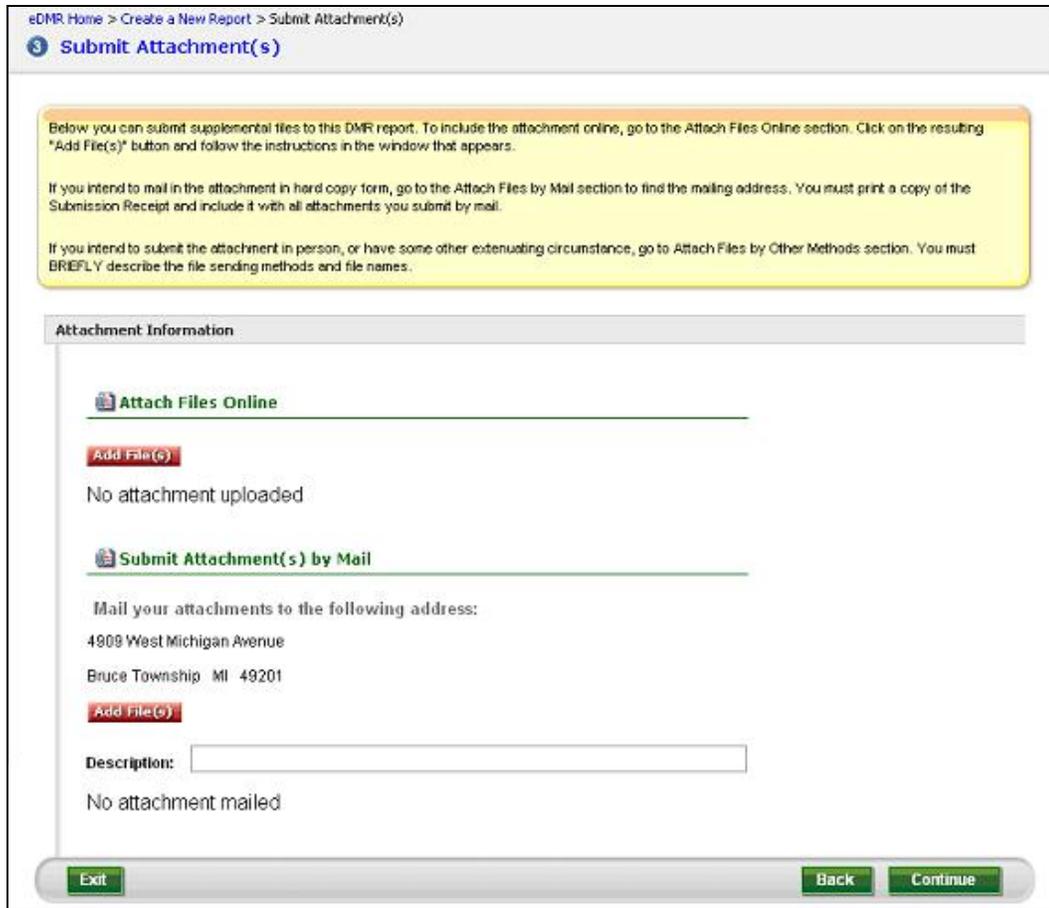
General report comments may include an explanation for submitting the report late, extenuating circumstances, etc. If there is more than one outfall for a facility and a general comment such as "Sorry this is late" is entered, the same general comment will appear regardless of which outfall is navigating to.

To change the general report comment at any time, click within the text box and edit as needed.

### **11** Operator:

The operator in responsible charge of the facility should review the completed form and provide the name in the appropriate space on the form. If the facility is required to have a licensed wastewater works operator, the operator's license number shall be reported in the space provided.

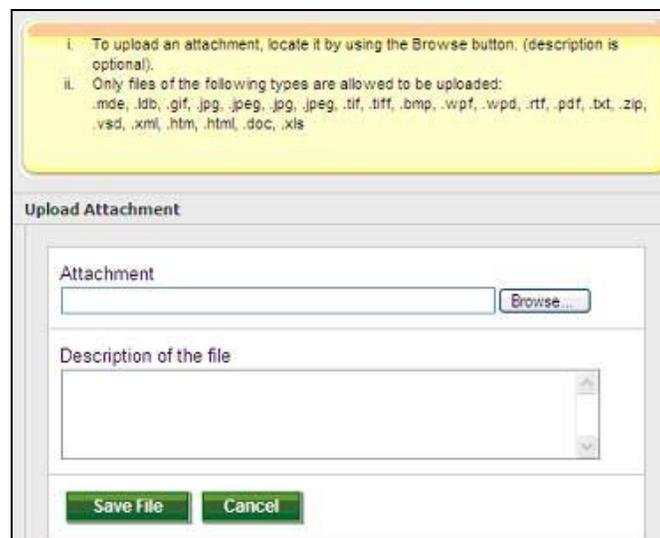
- **Report Wizard Step 3. Attach Files.** After completing the form the user has the option of submitting supplemental files to this DMR report.



The user has two options for submitting attachments:

- **Attach Files Online:** The user can browse for and upload electronic files to the e-DMR server. Each attachment can not be any larger than 1.5 MB.

Click on the resulting "Add File(s)" button and follow the window will appear.



To locate the file to be attached, use the Browse... button. Then provide a brief description of the file. Only certain file types are allowed to be uploaded.

- **Submit Attachments by Mail:** If the user does not have an electronic copy of the attachment to submit, or if the file is too large, the user can send in the attachments via mail. The user can provide a description of the attachments that will be mailed so the Environmental State Agency will know the nature of the attachments that will be expected via mail. Attachments are to be mailed to the appropriate Regional Office. If you intend to mail in the attachment in hard copy form, go to the Submit Attachment(s) by Mail section to find the mailing address. You must print a copy of the Submission Receipt and include it with all attachments you submit by mail.
- **Report Wizard Step 4. Report Review.** At this stage, the user has an opportunity to review the DMR submission prior to certifying the results and submitting to the Environmental Stage Agency.

eDMR Home > Create a New Report > Report Review

### Report Review

Before submitting the report, please review your completed form and attachment(s) if applicable. Click the Edit button next to each page to return to that page for modification. Make sure you save the corrected report before returning to this page or your changes will not be saved or displayed below.

If you need to make changes to uploaded files, please go to Attachment(s) page from the left side navigation panel.

#### Report Summary

Monthly Discharge Monitoring Report [View Form](#)

Facility Name: Legends Mfg Inc

Permit Number: NJ-456

Report Frequency: Quarterly

Report Period: 03/01/2005 - 07/31/2005

#### Data Validation Summary

Data Validation: Failed!

#### Attachment Summary

##### Online Attachments

File Type	File Name
	database.pdf
	IPACS8EAF.ppt
	database.pdf

##### Mail Attachments

No attachment mailed

[Exit](#) [Back](#) [Continue](#)

- **Report Wizard Step 5. Report Submission.** The DMR Report certifier must finally read the certification statement, click the checkbox indicating that he or she has read and understands the certification statement, enter in the PIN number previously supplied by the Environmental State Agency, and click the Submit button to submit the results.

eDMR Home > Create a New Report > Report Submission

### 5 Report Submission

In order to submit your DMR report to the E2 system, you must read the certification statement and check "I Certify". Enter your PIN which is issued by the State agency in the PIN field. Click the Submit button to finish the submission.

Upon successful submission, an Email will be sent to your registered Email address to confirm the receipt.

As the true and sole authorized user of this Personal Identification Number (PIN), I certify under penalty of law that I have personally examined and am familiar with the information submitted herein; and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment.

I acknowledge that I have read the certification statement

PIN:

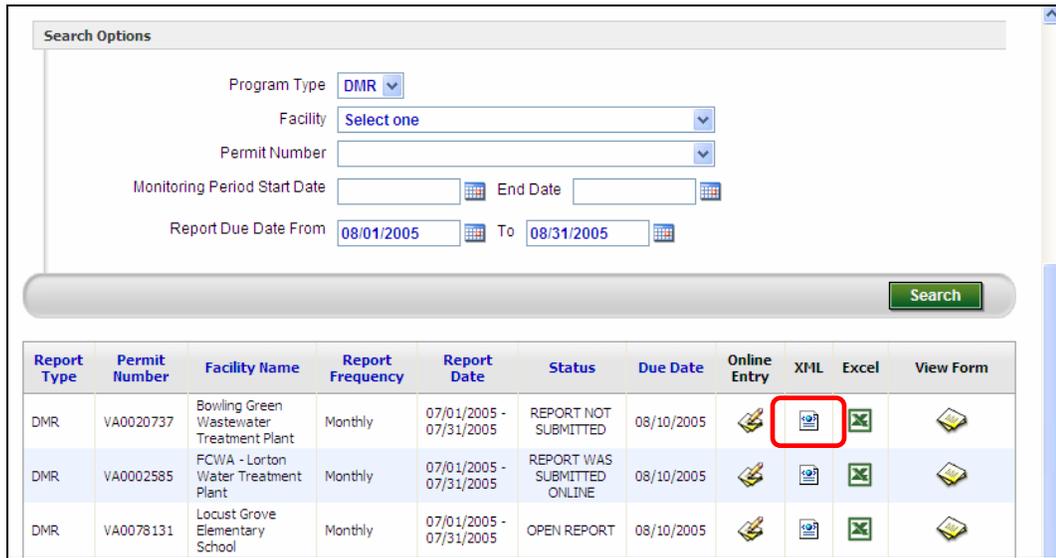
[Exit](#) [Back](#) [Submit](#)

The DMR will then be sent to the Environmental State Agency.

### 4.3.2 Submitting Reports Using the XML File Upload Option

#### **Step 1: Downloading a Copy of Your Reporting Requirements (XML Template)**

In the previous section the template, or blank DMR form, was viewed online using the View Form window. If the user is using the XML File Upload submission option, the user can download an XML template of the DMR file by returning to the Create a New Report screen by clicking on the Create a new Report icon in the functional area to the left,  [Create a New Report](#) which will bring up the following screen.



The screenshot shows a search interface with the following fields:

- Program Type: DMR
- Facility: Select one
- Permit Number: [Empty]
- Monitoring Period Start Date: [Empty] End Date: [Empty]
- Report Due Date From: 08/01/2005 To: 08/31/2005

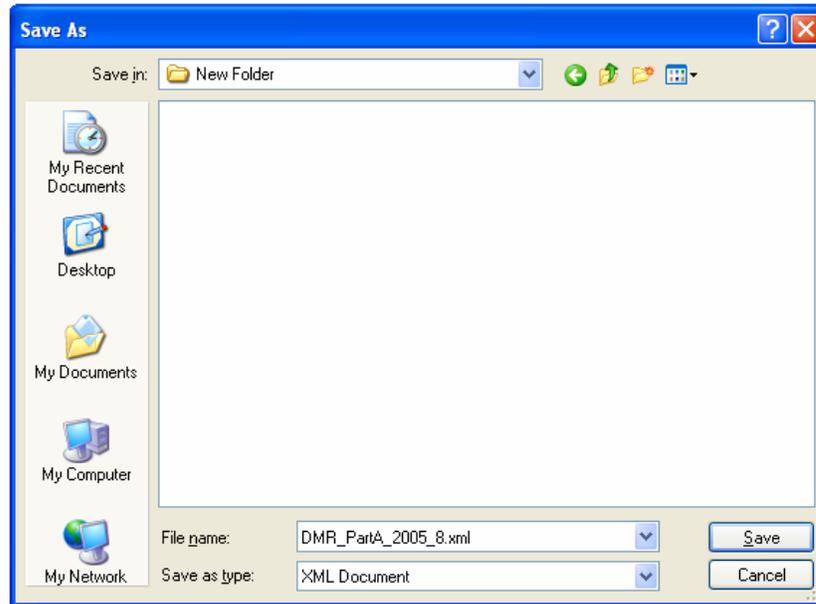
A Search button is located at the bottom right of the search area.

Report Type	Permit Number	Facility Name	Report Frequency	Report Date	Status	Due Date	Online Entry	XML	Excel	View Form
DMR	VA0020737	Bowling Green Wastewater Treatment Plant	Monthly	07/01/2005 - 07/31/2005	REPORT NOT SUBMITTED	08/10/2005				
DMR	VA0002585	FCWA - Lorton Water Treatment Plant	Monthly	07/01/2005 - 07/31/2005	REPORT WAS SUBMITTED ONLINE	08/10/2005				
DMR	VA0078131	Locust Grove Elementary School	Monthly	07/01/2005 - 07/31/2005	OPEN REPORT	08/10/2005				

To download an XML template of the DMR file, click on the Download XML icon,  for the corresponding month. This will begin a series of message boxes.



To open the file in a new window without saving, click Open. However, if you wish to download the template DMR XML file, click Save, at which point the user will be prompted to supply the location to which they wish to save the file.



Navigate to the directory where you wish to save the file. Once you have selected a file location and name, click Save.

The file that is downloaded is an XML instance document that contains the data submitted by the facility.

The readable DMR format displayed in the e-DMR system (click the  [View Report](#) link), described in Section 4.3.1, is created by applying a style sheet to the XML instance document that is being downloaded in this section. This type of style sheet is used to display XML, the language adopted to communicate between environmental facilities and agencies, because it is platform-independent.

Clicking on the XML button,  or viewing the XML file that is downloaded, allows you to view the data being displayed in XML format.

The following screenshot shows a portion of the XML template file opened using Internet Explorer.

```

<?xml version="1.0" encoding="UTF-8"?>
<!-- edited with XMLSPY v2004 rel. 3 U (http://www.xmlspy.com) by Jason Huang (enfoTech & Consulting Inc.) -->
<eDMR xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:noNamespaceSchemaLocation="C:\Schema\DMR\20050524_VA_v1.2
\EDMR_e-DMR_VA_v1.2.xsd">
  <MetaData>
    <SchemaIdentification>e-DMR Schema version 1.0</SchemaIdentification>
    <SchemaDescription>e-DMR Work Group Schema version 1.0</SchemaDescription>
    <SchemaPurpose>Electronic Discharge Monitoring Report submissions</SchemaPurpose>
    <SchemaVersion>1</SchemaVersion>
    <SchemaCreateDate>2002-02-28</SchemaCreateDate>
    <SchemaLastUpdateBy>e-DMR XML Schema Work Group</SchemaLastUpdateBy>
    <SchemaLastUpdateDate>2003-10-20</SchemaLastUpdateDate>
    <SchemaContactInformation>leopard.matthew@epa.gov, and Edmr_support@enfotech.com</SchemaContactInformation>
  </MetaData>
  <Receiver>
    <AgencyName>State of Virginia Department of Environmental Quality</AgencyName>
    <ReceivercontactName/>
    <ReceivercontactTitle/>
    <ReceiverMailAddress>
      <MailingAddressText/>
      <SupplementalAddressText/>
      <MailingAddressCityName/>
      <MailingAddressStateUSPSCode>VA</MailingAddressStateUSPSCode>
      <MailingAddressStateName>Virginia</MailingAddressStateName>
      <MailingAddressCountryName>United States</MailingAddressCountryName>
      <MailingAddressZIPCode/>
    </ReceiverMailAddress>
  </Receiver>
  <Sender>
    <SenderName/>
    <SenderPhoneFaxEmail>
      <TelephoneNumber/>
    </SenderPhoneFaxEmail>
    <SenderAddress>
      <MailingAddressText/>
      <MailingAddressCityName/>
      <MailingAddressStateName/>
      <MailingAddressZIPCode/>
    </SenderAddress>
  </Sender>
  <Submission submissionID="" submissionFileName="" submissionFileCreateDate="" submissionComment="">
    <Facility>

```

Use the scrollbar at the right side of the browser to see the entire XML template file.

For a clearer picture of the structure of the XML file and how it relates to the standard DMR format, collapse the following data elements, which are shown in red text above and enveloped by < >, by clicking on the ( - ) : MetaData, Receiver, Sender, FacilityIdentification, ReportIdentification, LocationGroupIdentification, Certification, and all but the first MonitoringData.

```

<?xml version="1.0" encoding="UTF-8"?>
<!-- edited with XMLSPY v2004 rel. 3 U (http://www.xmlspy.com) by Jason Huang (enfoTech & Consulting Inc.) -->
<eDMR xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:noNamespaceSchemaLocation="C:\Schema\DMR\20050524_VA_v1.2\EDMR_e-DMR_VA_v1.2.xsd">
  + <MetaData>
  + <Receiver>
  + <Sender>
  - <Submission submissionID="" submissionFileName="" submissionFileCreatedDate="" submissionComment="">
    - <Facility>
      + <FacilityIdentification stateFacilitySystemAcronymName="VA e-DMR" stateFacilityIdentifier="6066">
        - <Report>
          + <ReportIdentification>
            - <MonitoringLocationGroup monitoringLocationName="">
              + <LocationGroupIdentification monitoringLocationName="">
                - <MonitoringData>
                  + <ParameterIdentification>
                  + <Laboratory>
                  + <SummaryofMonitoringResult>
                  + <SummaryofMonitoringResult>
                  + <SummaryofMonitoringResult>
                  + <SummaryofMonitoringResult>
                  + <SummaryofMonitoringResult>
                </MonitoringData>
              </MonitoringLocationGroup>
            + <OperationalData>
          </Report>
        </Facility>
      + <Certification>
    </Certification>
    <Attachments/>
  </Submission>
</eDMR>

```

Now that the structure is well defined, the form can be examined piece-by-piece to see exactly where the data presented using the style sheet is in relationship to the entire XML e-DMR file.

The e-DMR system focuses primarily on the Submission section of the e-DMR file.

The following image highlights a section of the DMR in red, and assigns a section number to it in blue. The XML is then displayed with the corresponding section number on the following pages.

### 4.3.2.1 Summary DMR XML Explanation

DMR Form:

**1** State of Alabama Department of Environmental Management **2** Monthly Discharge Monitoring

**PERMITTEE NAME:** 4020 Koppers Rd  
**MAILING ADDRESS:** Salem, VA24153  
**FACILITY LOCATION:** Koppers Inc

**PERMIT NUMBER:** VA0001333  
**MONITORING POINT:** 002

**DISTRICT:**  
**COUNTY:**

**Monitoring Period:** 2005-06-01 To: 2006-01-31 **HO**

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	Ex.	Frequency of Analysis	Sample Type
		Average	Maximum		Minimum	Average	Maximum				
Molybdenum	Sample Measurement				0.01720	0.02084	0.02300				24 Hour Composite
PARAM CODE: 202	Permit Requirement					NL	NL			Three Times per Week	24 Hour Composite
Copper, Total	Sample Measurement				0.00000	0.00077	0.00570				24 Hour Composite
PARAM CODE: 204	Permit Requirement					1.0	1.0			Three Times per Week	24 Hour Composite
Sulfide	Sample Measurement				0.00000	0.00000	0.00000				24 Hour Composite
PARAM CODE: 226	Permit Requirement					1.0	1.0			Three Times per Week	24 Hour Composite
Flow	Sample Measurement				10600.00000	163110.13793	212200.00000				24 Hour Composite
PARAM CODE: 244	Permit Requirement					288000	288000			Three Times per Week	24 Hour Composite
COD	Sample Measurement				127.00000	134.20000	139.00000				24 Hour Composite
PARAM CODE: 246	Permit Requirement					1000	1000			Three Times per Week	24 Hour Composite
BOD	Sample Measurement				0.00000	6.46000	9.80000				24 Hour Composite
PARAM CODE: 247	Permit Requirement					1000	1000			Three Times per Week	24 Hour Composite
TSS	Sample Measurement				0.00000	0.00000	0.00000				24 Hour Composite
PARAM CODE: 253	Permit Requirement					750	750			Three Times per Week	24 Hour Composite

**4**

Name/Title of Principal Executive Officer Or Authorized Agent	I certify under penalty of law that I have personally examined and am familiar with the information submitted herein; and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	Signature of Principal Executive Officer Or Authorized Agent	Telephone No	Date (MM/DD/YY)
---	---	--	--------------	-----------------

Page 1

### 1 Section 1

```

- <FacilityIdentification stateFacilitySystemAcronymName="" stateFacilityIdentifier="">
  - <FacilitySite>
    <FacilitySiteName>Koppers Inc</FacilitySiteName>
  </FacilitySite>
  + <FacilityRegionOffice>
  + <LocationAddress>
  - <MailingAddress>
    <MailingAddressText>4020 Koppers Rd</MailingAddressText>
    <MailingAddressCityName>Salem</MailingAddressCityName>
    <MailingAddressStateName>VA</MailingAddressStateName>
    <MailingAddressZIPCode>24153</MailingAddressZIPCode>
  </MailingAddress>
</FacilityIdentification>
    
```

## 2 Section 2

```
- <ReportIdentification>
  <PermitNumber>VA0001333</PermitNumber>
  <PermitteeName />
  <FormComment />
  <ReportType>MONTHLY</ReportType>
  <FacilityReportGroup />
  <ReportReferenceID />
  <ReportStartDate>2005-06-01</ReportStartDate>
  <ReportEndDate>2006-01-31</ReportEndDate>
  <ReportFrequency>Annually</ReportFrequency>
  <GeneralReportComment />
  <DueDate>2006-03-20</DueDate>
  <ReportCreateDate>2006-03-20</ReportCreateDate>
</ReportIdentification>
- <MonitoringLocationGroup monitoringLocationName="002">
  - <LocationGroupIdentification monitoringLocationName="002">
    <StateMonitoringGroupID>002</StateMonitoringGroupID>
    <NoDischargeIndicator />
    <BypassOverflowOccurrences />
    <BypassOverflowFlow />
    <BypassOverflowBOD />
  </LocationGroupIdentification>
```

## 3 Section 3

Summary (just a portion of the code):

```
- <MonitoringData>
  - <ParameterIdentification>
    <StateMonitoringSiteID />
    <MonitoringSiteDescription />
    <PCSLocationCode />
    <ParameterCode>202</ParameterCode>
    <ParameterName>Molybdenum</ParameterName>
    <DisplaySequencyNo>1</DisplaySequencyNo>
    <PermitSampleFrequency>Three Times per Week</PermitSampleFrequency>
    <PermitSampleType>24 Hour Composite</PermitSampleType>
  </ParameterIdentification>
```

## 4 Section 4

```
- <RepresentativeContactInfo>
  <EmailAddressText />
  <TelephoneNumber />
  <PhoneExtension />
  <FaxNumber />
  <AlternateTelephoneNumber />
</RepresentativeContactInfo>
<CertificationCategory />
<CertificationNumber />
<OperatorRequiredInd />
</OperationalData>
</Report>
</Facility>
- <Certification>
  <CertificationStatement>I certify under penalty of law that this document and all attachments were prepared under my
  direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and
  evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those
  persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge
  and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false
  information, including the possibility of a fine and imprisonment for knowing violations. Attached is a copy of the
  certified lab results.</CertificationStatement>
  <Certifier />
  <CertifierTitle />
  - <CertifierContactInfo>
    <TelephoneNumber />
  </CertifierContactInfo>
  <!-- <CertificationDate xsi:nil="true"/> -->
</Certification>
```

The data that is populated in the template XML file and used for the preview can be thought of as the data that is needed to create a blank DMR form, ready to be filled out by the corresponding facility. All data that is in the prepopulated template file has been drawn from the agency database to simplify reporting for the facility and to increase accuracy.

The bulk of the DMR data will be in Section 3 - note that the data elements are empty. Since this is the template file, or the blank DMR form, these values will be populated with actual reporting data when the submission XML file has been created by the facility.

### **Step 2: Populating the XML template file with DMR results**

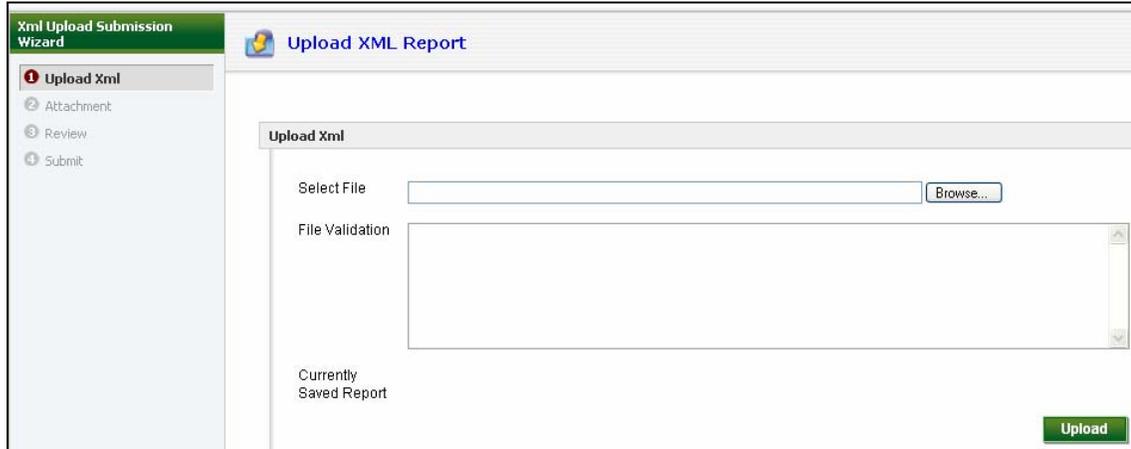
A variety of commercially available software can be used to populate the XML template file that is downloaded from the e-DMR system. A simple text editor such as Notepad can be used, or targeted XML data entry software such as Altova XML Spy. However, DMR facilities that prefer the XML submission option typically make this choice because they can configure their existing DMR tracking software to automatically output or convert their DMR results to the e-DMR XML schema format. If your software can be configured or customized to automatically output XML files in the e-DMR format, then this submission option may be the preferred option.

### **Step 3: Uploading an XML Submission File to the e-DMR System**

Once an XML file has been generated and saved locally, the file can be submitted to the e-DMR System. Once the file is submitted, it can be viewed by regulatory agencies and accessed for future reference. To submit the XML file, click on the Online Entry icon after selecting Create a New Report. Select the Xml Upload option and hit continue.

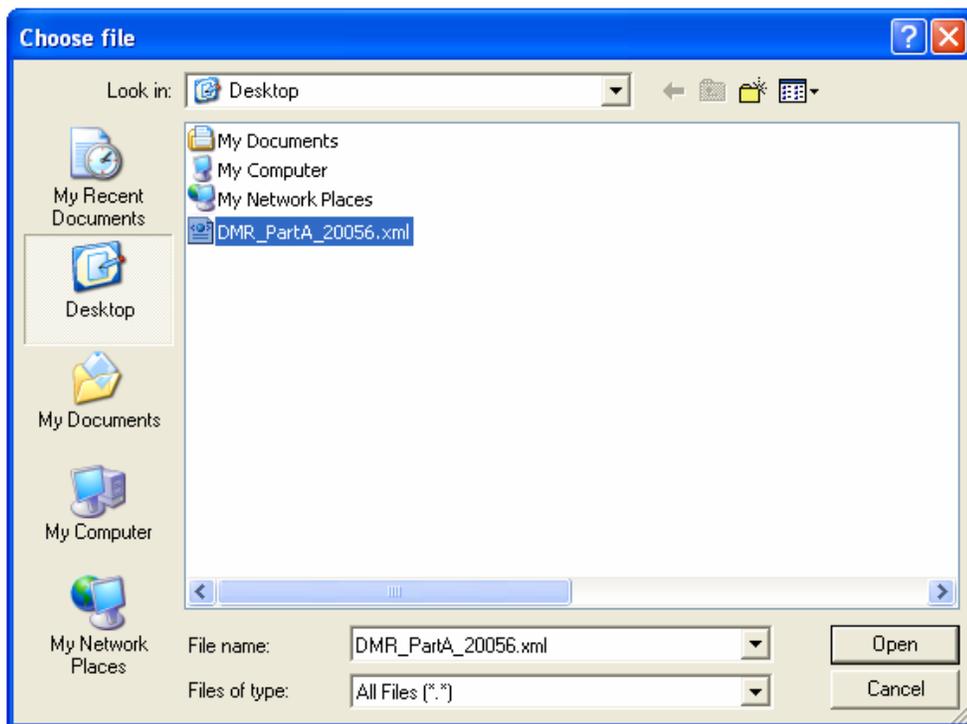
The screenshot displays the e-DMR Reporting web application interface. On the left, there is a navigation menu with two main sections: 'Report Management' and 'Administrative Tools'. Under 'Report Management', the options are 'Create a New Report' (highlighted in yellow), 'Edit an Open Report', and 'Submittals/Revisions'. Under 'Administrative Tools', the options are 'Security Manager', 'Facility Manager', 'System Manager', 'Data Flow Manager', 'Requirement Manager', 'Report Manager', and 'Compliance Manager'. The main content area shows the breadcrumb trail 'eDMR Home > Create a New Report > Start a Report' and a large blue button labeled 'Start a Report'. Below this, a yellow message box provides instructions: 'You can select to edit an online entry form or an attachment. To edit an online entry form or to add a new attachment, click on the Online Entry icon. To edit an uploaded attachment or to add a new attachment, click on the Attachments icon.' Underneath the message box is the 'Reporting Options' section, which contains three radio buttons: 'Online Entry Form', 'Copy and Paste a Report', and 'Xml Upload' (which is selected). At the bottom right of the main content area, there is a green 'Exit' button.

This will take you to the following screen:



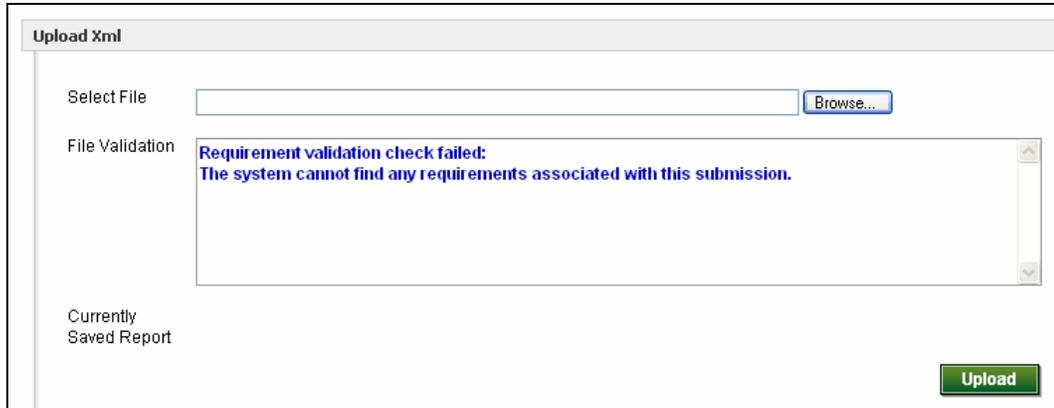
To select the XML file, click on the Browse button.

This will bring up the Choose File message box. Browse through the local file directory, and select the file to be uploaded.



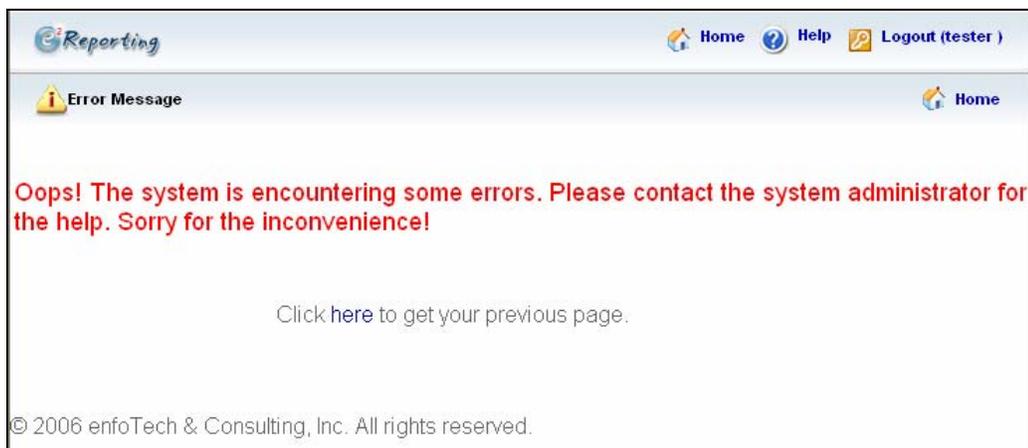
Note that the file selected must be a valid XML file. If the file does not have an .xml extension, an error will occur. Also, the file must be an e-DMR schema instance document that must comply with the national e-DMR XML schema file format. A copy of this file format and specifications can be found at the EPA/State Exchange Network website at <http://www.exchangenetwork.net>. The file must comply with the naming conventions of the data elements, order of the data elements, and data element data type definitions.

Before submitting the e-DMR XML file to the Environmental State Agency, the file will be tested for validation against the e-DMR XML schema after it is uploaded. The file validation box will display this message if the file is invalid.

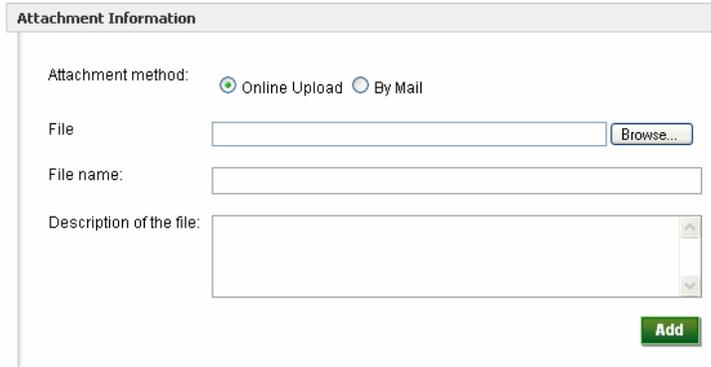


The screenshot shows a web form titled "Upload Xml". It contains a "Select File" field with a "Browse..." button. Below it is a "File Validation" section with a scrollable text area containing the message: "Requirement validation check failed: The system cannot find any requirements associated with this submission." At the bottom left, there is a label "Currently Saved Report" and at the bottom right, there is a green "Upload" button.

If the file is not an XML file, it will upload with no error but the user will encounter the following message when trying to view the file, or during the review step (step 3).



When a proper, acceptable XML file has been uploaded, select Next and add or specify any attachments. If Online Upload is selected, the user must browse for the file. If By Mail is selected, a mailing address appears. In both cases, a File Name and Description should be entered. The following image is for the Online Upload option.



**Attachment Information**

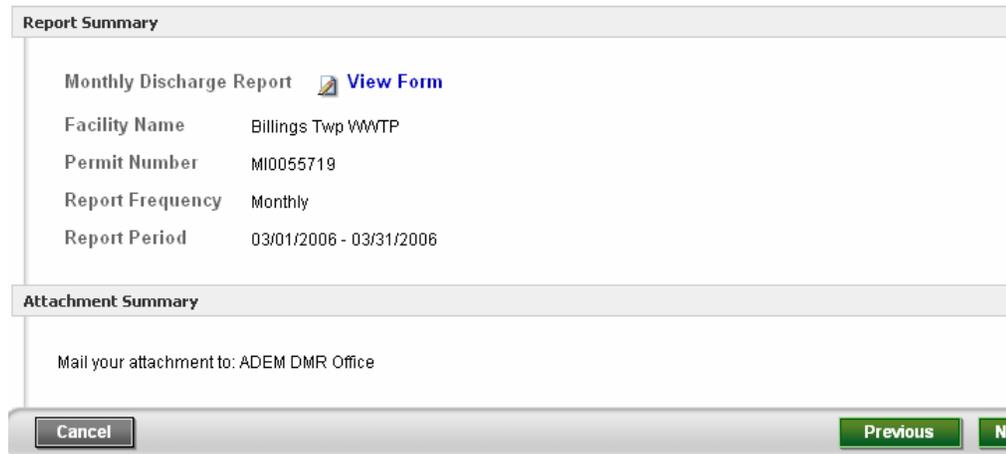
Attachment method:  Online Upload  By Mail

File:

File name:

Description of the file:

Select Next to review the submission. If attachments By Mail were selected, the attachment summary will remind the user to send the attachments by mail. See image below.



**Report Summary**

Monthly Discharge Report [View Form](#)

Facility Name Billings Twp WWTP

Permit Number MI0055719

Report Frequency Monthly

Report Period 03/01/2006 - 03/31/2006

---

**Attachment Summary**

Mail your attachment to: ADEM DMR Office

Select Next to proceed to the submission stage. At this point, enter the Personal Identification Number (PIN), read the certification statement, and check the “I acknowledge” check box. When finished, click Submit. A message box will appear to confirm submission. Click OK.

Once the file has been successfully uploaded and validated against the e-DMR schema, a message will appear confirming receipt of the submission; this confirmation number will be stored in the e-DMR system for future reference and should be recorded by the user for future reference.

### 4.3.3 Submitting Reports Using the Excel Copy-and-Paste Feature

In many cases, a facility may store its DMR data electronically in a common spreadsheet software application, such as Microsoft Excel. To blend the simplicity of the web form with the ease-of-use of commonly used spreadsheet programs, there is a copy-and-paste feature available on the DMR web form.

#### **Step 1: Download an Excel Template with Your Facility's Reporting Requirements**

To download a DMR template file in Excel file format, return to the Create a New Report screen by clicking on the  Create a New Report icon in the functional area to the left, which will bring up the following screen.

**Search Options**

Program Type:

Facility:

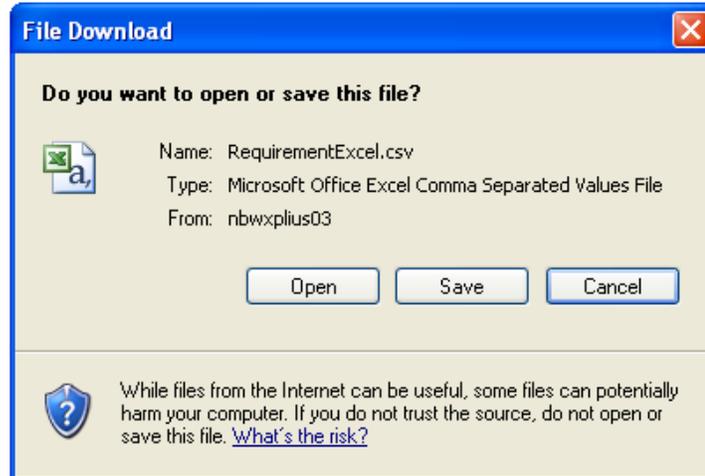
Permit Number:

Monitoring Period Start Date:  End Date:

Report Due Date From:  To:

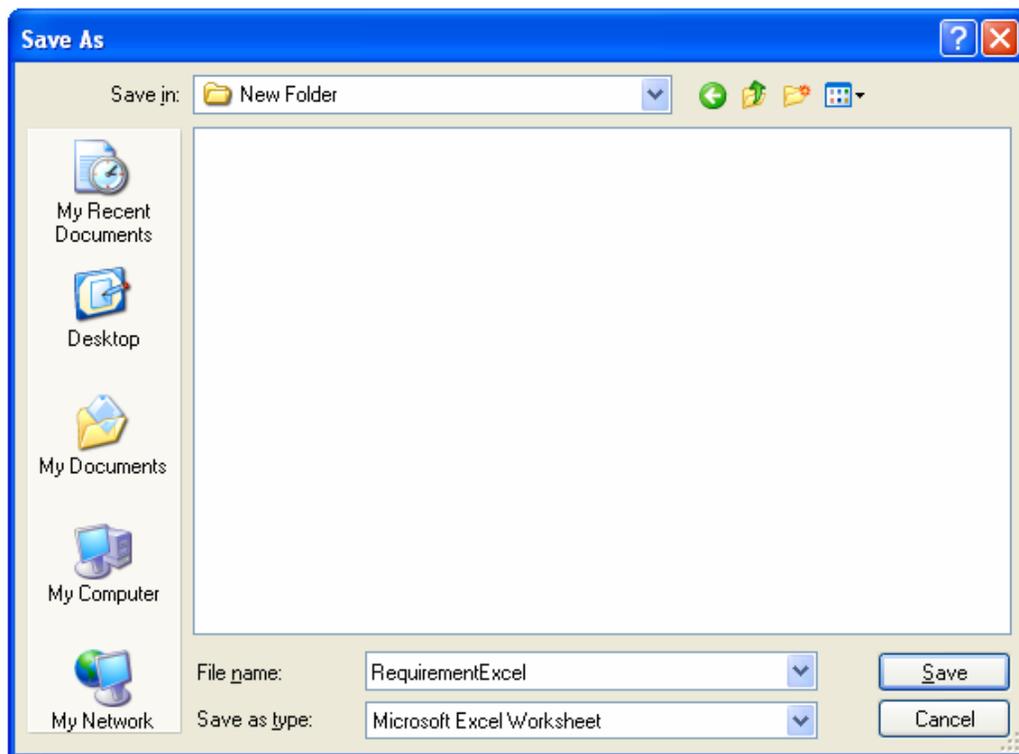
Report Type	Permit Number	Facility Name	Report Frequency	Report Date	Status	Due Date	Online Entry	XML	Excel	View Form
DMR	VA0020737	Bowling Green Wastewater Treatment Plant	Monthly	07/01/2005 - 07/31/2005	REPORT NOT SUBMITTED	08/10/2005				
DMR	VA0002585	FCWA - Lorton Water Treatment Plant	Monthly	07/01/2005 - 07/31/2005	REPORT WAS SUBMITTED ONLINE	08/10/2005				
DMR	VA0078131	Locust Grove Elementary School	Monthly	07/01/2005 - 07/31/2005	OPEN REPORT	08/10/2005				

To download a template DMR file, click on the Download Excel icon,  for the corresponding month. This will begin a series of message boxes.



To open the file in a new window without saving, click Open. Alternately, click Cancel if you do not wish to save or open the file.

However, if you wish to download the template DMR Excel file, click Save, at which point the user will be prompted to respond with the location they wish to save the file in.



This file is a Comma Separated Value (CSV) file that can be read by Microsoft Excel and other spreadsheet programs. This file contains a listing of the parameters on the left-hand side and the heading of the columns of the DMR form across the top. The facility user can then begin using this Excel spreadsheet to enter in DMR results.

**Step 2: Filling out the DMR Form in Excel (or other spreadsheet program)**

The CSV file that is downloaded from the e-DMR system can be opened by Excel and most other spreadsheet programs. Once this file is opened, it can be edited in any way as seen fit by the facility, but the **order of the columns or rows MUST NOT BE MODIFIED**. This is because in Step 3, the data will be copied out from the Excel file and pasted back into the e-DMR system web form, which will expect the data in the same order in which it was downloaded.

**Step 3: Submitting a DMR Using the Copy-and-Paste from Excel Feature**

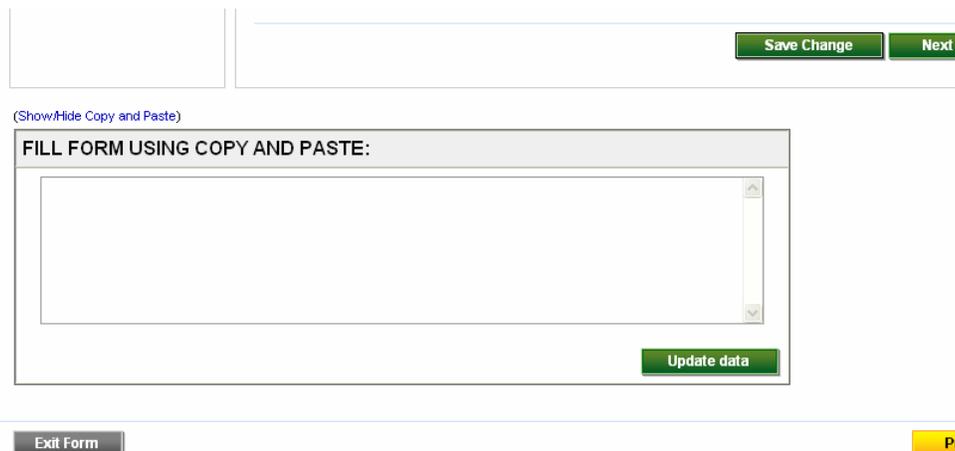
Once the facility user is finished filling out the Excel spreadsheet, he or she can return to the e-DMR system and go to the Create a New Report screen to submit the report.

To access the DMR web form, click on the Online Entry icon  for the corresponding month, which will bring up the following page:



The image shows a 'Reporting Options' dialog box with three radio button options: 'Online Entry Form', 'Copy and Paste a Report' (which is selected), and 'Xml Upload'. There is an 'Exit' button at the bottom left of the dialog.

Choosing the **Copy and Paste a Report** option will open the following page for Summary Reports (found at the bottom of the window):



The image shows a web page for 'Summary Reports'. At the top right, there are 'Save Change' and 'Next P' buttons. Below this is a '(Show/Hide Copy and Paste)' link. The main section is titled 'FILL FORM USING COPY AND PASTE:' and contains a large empty text area with a vertical scrollbar. At the bottom right of this section is an 'Update data' button. At the bottom left of the page is an 'Exit Form' button, and at the bottom right is a partially visible 'Pr' button.

For Daily DMRs, the following page will appear:

**Sample Data**

(Show Copy and Paste)

**FILL FORM USING COPY AND PASTE:**

Go To: Page 1 ▼

	Ammonia Nitrogen (as N) Code: 00610 Unit: lbs/day	Carbonaceous Biochemical Oxygen Demand (CBOD5) Code: 80082 Unit: lbs/day	CBOD5 Minimum % Removal Code: 80091 Unit: %	Dissolved Oxygen Code: 00300 Unit: mg/l
11/1/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11/2/2005	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This copy/paste page is the same as the online entry page, but brings the user to the bottom of the page which displays a textbox for copying in data. Copying and pasting data allows for standardization of data, reducing the degree of error that may occur by retyping the data. To use the copy and paste conversion tool, there are a few rules that must be followed.

1. The order of the parameters in each row and the order of columns of the locally saved spreadsheet must be in the same order as those on the DMR Data web form.
2. Only the body of the DMR form may be copied. This does not include the parameter row headings, columns headings, operator section, or comments section. These values must be entered manually.

For Summary DMR reports, looking first at the first rule, examine the web form parameters, paying attention to their order as listed across the page. The following figure zooms in on this area. This is not as important in Daily DMR because it is easy locate the Parameter and day combination to enter the monitoring information on the excel sheet.

Outfall: 001A  No Discharge

- Dissolved Oxygen
- pH
- Total Suspended Solids
- Ammonia Nitrogen (as N)
- Total Phosphorus (as P)
- Flow
- Fecal Coliform
- Carbonaceous Biochemical Oxygen Demand (CBOD5)
- CBOD5 Minimum % Removal
- Total Suspended Solids Minimum % Removal

**Parameter: Dissolved Oxygen**

---

**Quantity or Loading**

	Average	Maximum	Unit
Reporting Data:	*****	*****	
Permit Requirement:	*****	*****	
Comment:			

---

**Concentration**

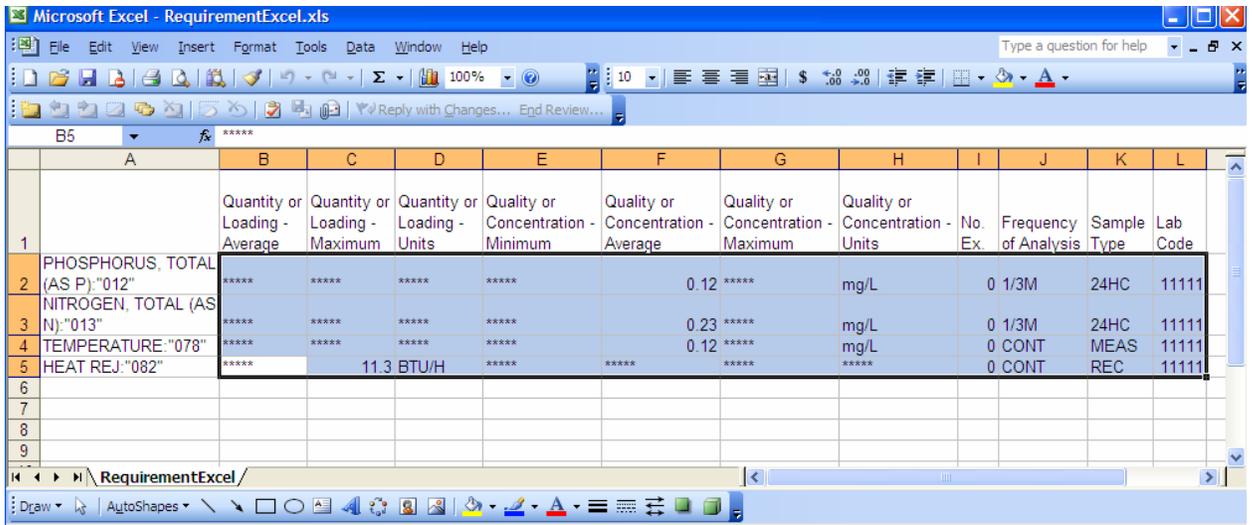
	Minimum	Average	Maximum	
Reporting Data:		*****	*****	mg/l
Permit Requirement:	6.0	*****	*****	mg/l

Next, open the spreadsheet software that stores the DMR Data. Verify that the parameters listed have not been modified, and that the order matches exactly (which will be true by default). This may take some time to set up, but it need only be done once. The following image illustrates this.

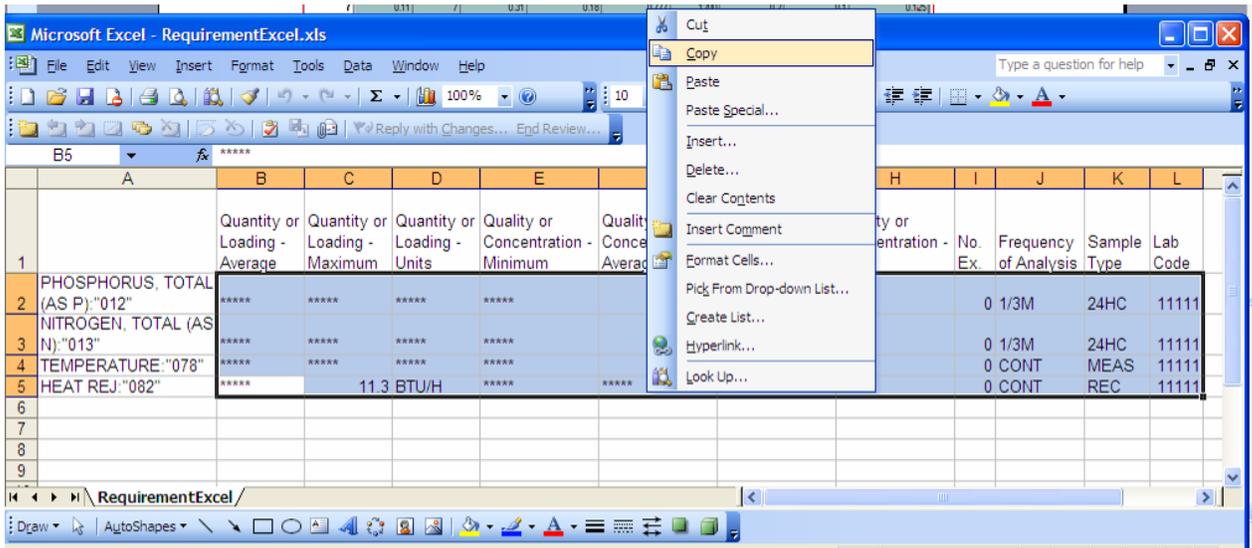
	A	B	C	D	E	F	G	H	I	J	K	L
1		Quantity or Loading - Average	Quantity or Loading - Maximum	Quantity or Loading - Units	Quality or Concentration - Minimum	Quality or Concentration - Average	Quality or Concentration - Maximum	Quality or Concentration - Units	No. Ex.	Frequency of Analysis	Sample Type	Lab Code
2	PHOSPHORUS, TOTAL (AS P):"012"	*****	*****	*****	*****	0.12	*****	mg/L	0	1/3M	24HC	11111
3	NITROGEN, TOTAL (AS N):"013"	*****	*****	*****	*****	0.23	*****	mg/L	0	1/3M	24HC	11111
4	TEMPERATURE:"078"	*****	*****	*****	*****	0.12	*****	mg/L	0	CONT	MEAS	11111
5	HEAT REJ:"082"	*****	*****	11.3 BTU/H	*****	*****	*****	*****	0	CONT	REC	11111

In this case, the parameters are identical and in the same order (as the listed parameters on the left), and the column order is the same across the top of the spreadsheet as the listed parameters from left to right, line-by-line.

For example, DMR data for December is highlighted in the following spreadsheet. Note that only the data itself is selected.



Copy the selected cells using CTRL-C, by right clicking and selecting Copy.

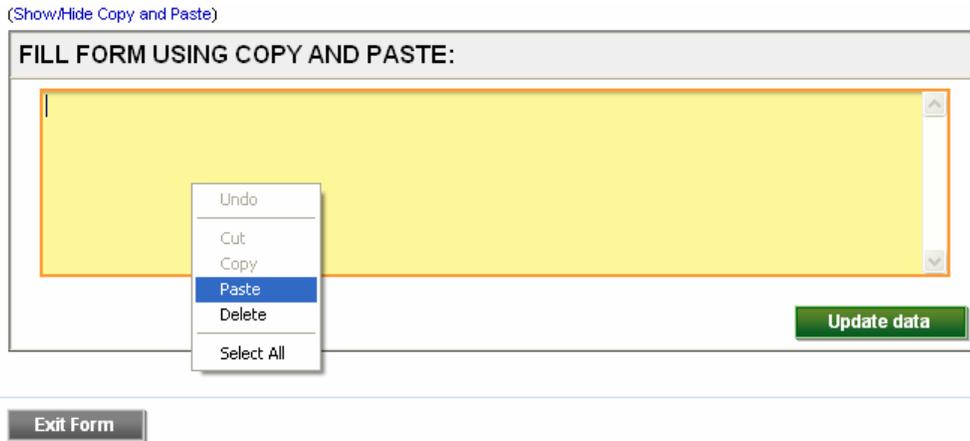


For Daily Reports, the parameters are listed on the header and the days are listed as columns. Again, only do not select the column headers or row names.

	A	B	C	D	E
1		Dissolved Oxygen:"00300" 0"	pH:"0040" 0"	Total Phosphorus (as P):"00665"	Methyl Tert-Butyl Ether:"22 417"
2	Day 1	15	8		
3	Day 2	12			44
4	Day 3				
5	Day 4		8		
6	Day 5			33	
7	Day 6			44	
8	Day 7	17	7.9	24	
9	Day 8				
10	Day 9				67
11	Day 10				
12	Day 11		7.9		
13	Day 12			33	
14	Day 13	16		8	
15	Day 14				
16	Day 15				
17	Day 16				
18	Day 17		8	55	
19	Day 18				
20	Day 19				
21	Day 20	25			
22	Day 21				
23	Day 22		8.2		

Make sure that the parameters, column headers, or extra columns to the right are not selected and copied.

Back in the e-DMR system, inside of the text box beneath the Copy and Paste the Report box, right click and select paste.



This will paste the tab delimited data that had been copied from the locally saved spreadsheet.

****	****	****	****	0.12	****	mg/L	0	1/3M	24HC	11111
****	****	****	****	0.23	****	mg/L	0	1/3M	24HC	11111
****	****	****	****	0.12	****	mg/L	0	CONT	MEAS	11111
****	11.3	BTU/H	****	****	****	****	0	CONT	REC	11111

To populate the DMR web form with this copied and pasted data, click the **Update Data** button.

If the data is copied into the box incorrectly, click the **Back** button to remove the contents from the box and resubmit the data properly.

Note: If the permit contains multiple outfalls, only one outfall can be pasted at a time. Clicking the continue button will bring up another screen which will allow the user to paste in the data for the each subsequent outfall, until all outfalls are populated.

The DMR form will be displayed with the fields populated from the copy-and-paste step; verify that the correct data are in the appropriate web form fields.

For Daily DMRs, copy and paste in the same manner, this time click the "Update Table" button.

(Show Copy and Paste)

**FILL FORM USING COPY AND PASTE:**

15	8				
12			44		
	8				
			33		
			44		
17	7.9		24		

[Update Table](#)

The Daily DMR information will then appear in the web form.

	1,2,4-Trimethylbenzene Code: 77222 Unit: ug/l	1,3,5-Trimethylbenzene Code: 77226 Unit: ug/l	BETX Code: 30383 Unit: ug/l	Dissolved Oxygen Code: 00300 Unit: mg/l
12/1/2005	15	12		
12/2/2005	8			8
12/3/2005				
12/4/2005		44		
12/5/2005				
12/6/2005				

Complete the DMR web form by filling in the other fields that could not be pasted such as bypass and overflows and comments. For detailed instructions on filling out the online entry form, please refer back to section 4.3.2.

It should be noted that, at any time, the user may save the values that have been entered for this DMR and return at a later time. This can be done in two ways, either by clicking on the Save current page button which is located at the top and bottom of every web form,

**Save Current Page**

Or the user can click Continue which will save the current data and take the user to the next Monitoring Point. If the user closes the web form window, and logs out of the system, upon return, the data will still be available as it was left.

At this point, the user can continue through the steps of the **Report Wizard**. For a detailed description of the Report Wizard process, please see section 4.3.1 of this document.

## 4.4 Editing or Deleting an Open Report

As stated above in the section on creating new reports, the user has the option of saving their work at any time during the creation process. To continue work on an open report, click on the “Edit an Open Report” icon in the functional area to the left.

The screenshot shows the 'Reporting' application interface. On the left is a navigation menu with sections: 'Report Management' (Create a New Report, Edit an Open Report, Submittals/Revisions), 'Administrative Tools' (Security Manager, Facility Manager, System Manager, Data Flow Manager, Requirement Manager, Report Manager, Compliance Manager), and 'My Account' (Basic Information, Facility Association). The main content area is titled 'Select a Report for Editing'. It contains a yellow instruction box: 'You can search for a saved, unfinished report. Specify your search criteria, and click the Search button to locate your report. To continue to work on an unfinished report, click the Edit icon shown in the first column. To delete an unfinished report, click the Delete icon in the second column. Click the View Report icon to preview a blank DMR report form.' Below this is a 'Search Options' section with fields for Report Type (DMR), Facility (Select one), Permit Number, Monitoring Period Start Date, End Date, and Last Update From/To. A green 'Search' button is at the bottom right. Below the search options is a table of reports:

Edit	Delete	Report ID	Report Type	Permit Number	Facility Name	Report Frequency	Report Date	Due Date	Last Updated Date	Sub
		59	Monthly	MI0057221	MDEQ-RRD-Coes Cleaner	Monthly	02/01/2006 - 02/28/2006	03/10/2006	4/6/2006 3:38:41 PM	te

By entering the appropriate search criteria the report that needs to be edited can be found.

Each open report will have a corresponding Report ID listed.<sup>2</sup>

### 4.4.1 Editing an Open Report

To edit a report select the Edit icon . The user is then given the option of editing the DMR form or the report's attachments.

<sup>2</sup> This Report ID is an ID that is used until the report is submitted. When the report is certified and submitted, a new Submission ID will be generated for the DMR.

eDMR Home > Edit an Open Report > Select an Action

**1 Select an Action**

You can select to edit an online entry form or an attachment. To edit the report form, check the radio button next to Edit Form, and click the Continue button. To edit an uploaded attachment or to add a new attachment, check the radio button next to Edit Attachment(s), and click the Continue button.

Select an Item for Editing

Edit Form

Edit Attachment(s)

Exit Continue

To edit a form select Edit Form and press the Continue icon located in the lower right section. This will open the saved summary DMR form.

The user can then proceed as in Section 4.3.1 to continue filling out the report.

To edit a report's attachments select Edit Attachments and press the Continue icon located in the lower right section. This will bring the user to the Submit Attachment(s) screen.

eDMR Home > Create a New Report > Submit Attachment(s)

**3 Submit Attachment(s)**

Below you can submit supplemental files to this DMR report. To include the attachment online, go to the Attach Files Online section. Click on the resulting "Add File(s)" button and follow the instructions in the window that appears.

If you intend to mail in the attachment in hard copy form, go to the Attach Files by Mail section to find the mailing address. You must print a copy of the Submission Receipt and include it with all attachments you submit by mail.

If you intend to submit the attachment in person, or have some other extenuating circumstance, go to Attach Files by Other Methods section. You must BRIEFLY describe the file sending methods and file names.

**Attachment Information**

 **Attach Files Online**

---

**Add File(s)**

No attachment uploaded

 **Submit Attachment(s) by Mail**

---

Mail your attachments to the following address:

4909 West Michigan Avenue  
Bruce Township MI 49201

**Add File(s)**

**Description:**

No attachment mailed

**Exit** **Back** **Continue**

The user can then proceed as in Section 4.3.1 to submit the attachments.

#### 4.4.2 Deleting an Open Report

A report that has been started but has not yet been certified and submitted to the State can be deleted by selecting the delete icon, . Note that reports that have been certified and submitted to the State in E2 cannot be deleted. If corrections are necessary, a revision must be made.

Edit	Delete	Report ID	Report Type	Permit Number	Facility Name	Report Frequency	Last Updated Date
		53	MONTHLY	NJ-456	Legends Mfg Inc	Quarterly	6/7/2005 5:20:14 PM
		81	CRUISESHIP	NJ-567	GM-MFD-Grand Blanc Plant	Monthly	6/9/2005 7:48:45 PM
		82	CRUISESHIP	NJ-567	GM-MFD-Grand Blanc Plant	Monthly	6/9/2005 8:05:42 PM
		83	CRUISESHIP	NJ-567	GM-MFD-Grand Blanc Plant	Monthly	6/9/2005 8:06:57 PM
		84	CRUISESHIP	NJ-567	GM-MFD-Grand Blanc Plant	Monthly	6/9/2005 8:36:51 PM
		36	CRUISESHIP	NJ-567	GM-MFD-Grand Blanc Plant	Monthly	6/6/2005 12:19:19 PM
		7	CRUISESHIP	NJ-567	GM-MFD-Grand Blanc Plant	Monthly	5/31/2005 10:47:18 AM
		41	CRUISESHIP	NJ-567	GM-MFD-Grand Blanc Plant	Monthly	6/6/2005 3:38:32 PM
		40	CRUISESHIP	NJ-567	GM-MFD-Grand Blanc Plant	Monthly	6/6/2005 2:45:05 PM
		42	CRUISESHIP	NJ-567	GM-MFD-Grand Blanc Plant	Monthly	6/6/2005 4:28:03 PM
<a href="#">1</a> <a href="#">2</a> <a href="#">3</a> <a href="#">4</a> <a href="#">5</a>							<b>Total Records: 47</b>

## 4.5 Processing and Notification of Submissions

Each time a DMR is submitted, a submission receipt will be displayed that can be printed out for future reference, as shown here:

 **E2 Receipt**

Here is your report submission receipt. Click [here](#) to print.

**Submission ID: 41**  
Submitted on 6/23/2005 11:48:13 PM, at 192.168.88.95

**Submitted by:** John Warren  
Weyers Cave Water System  
31 wickley ave  
Amelia, VA 08854  
999-222-5555  
sara\_liu@enfotest.com

---

**Report Detail**

Monthly Discharge Monitoring Report  
Facility Name Weyers Cave Water System  
Permit Number 1517  
Report Frequency Monthly  
Report Period -

---

**Attachment Detail**

[Online Attachments](#)

---

[Mail Attachments](#)

Mail to Address:

In addition, a confirmation will be sent via email, along with follow-up messages indicating the processing status of the submission.

If there are validation errors, the email message will list the issues as they relate to each data element.

Common errors are listed below, by form.

Common Schema Validation Errors		
Web form / field	Expected Value	Expected Error
Frequency of Analysis	Enumerated Value: Use the web form drop-down.	The 'Actual Sample Frequency' element has an invalid value according to its data type.
Sample Type	Enumerated Value: Use the web form drop-down.	The 'Actual Sample Type' element has an invalid value according to its data type.
Certification Date	Date must be in format YYYY-MM-DD, (2002-10-22)	The 'Certification Date' element has an invalid value according to its data type.
Units	Enumerated Value: Use template values.	The 'Measurement Unit' element has an invalid value according to its data type.
Lead Operator Info	Should not be empty (in some cases)	The Operator Info must be supplied.

It is strongly recommended that if the user is submitting using the Excel or XML submission option, that template DMR Excel or XML files be downloaded from e-DMR System only, since the application has been designed to map the correct data from the agency database to the corresponding data element. If the system is expecting a value in a particular data element, it may not be able to correctly display the XML using a style sheet, or the file may not validate. The best way to ensure that a submission will be accurate and uploaded correctly to the e-DMR Server is by utilizing the web form, and then stepping through the e-DMR Wizard for submission.

## 4.6 Viewing and/or Revising Past Submissions

### 4.6.1 Viewing Past Submissions

After a file has been submitted to the e-DMR Server, it is accessible for viewing at any time. To view a DMR submission, click on the Submittals/Revisions icon in the left functional area. This will open the following screen.

Detail	Submission ID	Submission Status	Submission Date	Permit Number	Facility ID	Facility Name	Report Due Date	Report Date	Submitter
	137	Report is locked due to a submitted revision	08/08/2005	VA0026891	200000073219	Warsaw Aerated Lagoons	09/10/2005	08/01/2005 08/31/2005	DKay0001
	139	Revision is rejected by program staff	08/08/2005	VA0026891	200000073219	Warsaw Aerated Lagoons	09/10/2005	08/01/2005 08/31/2005	DKay0001
						Gretna Town		07/01/2005	

To view a DMR submission, first select a facility by selecting from the drop-down menu.

Next select the submission date range. You may enter date search criteria by either typing in the date in MM/DD/YYYY format, or by clicking on the calendar to the right of the date field . Click on the day to select the date and close the Calendar window. Using the Calendar pop-up ensures that the date format is correct to query the e-DMR database for submissions.

Once the search criterion is entered, click on the Search button, which will display a listing of your past submissions.

The user can use this screen to monitor the current status of the submission. For example, when the DMR is first submitted, its status will be “New Submission is Received”, but after The Environmental State Agency has validated the submission, its status will change to either “Exchanged” or “Report is Rejected by Program Staff”.

Detail	Submission ID	Submission Status	Submission Date	Permit Number	Facility ID	Facility Name	Report Due Date	Report Date	Submitter
	137	Report is locked due to a submitted revision	08/08/2005	VA0026891	200000073219	Warsaw Aerated Lagoons	09/10/2005	08/01/2005 - 08/31/2005	DKay0001
	139	Revision is rejected by program staff	08/08/2005	VA0026891	200000073219	Warsaw Aerated Lagoons	09/10/2005	08/01/2005 - 08/31/2005	DKay0001
						Gretna Town Sewage Treatment Plant		07/01/2005	

To select a report for viewing, go to the desired DMR submission and click on the Detail icon . This will display a report summary for the submission. bring the user to the following screen.

eDMR Home > Submitted Reports > Summary

### Report Summary

Summary Revision Attachment

You can view submission details on this page, which includes chain-of-custody, submitted form, attachments, and all historical submission(s) if there are any.

**Submitted Report Information**

Submission ID	141
Submitted Report	 View Report  Download XML
Certifier's name	e2 test
Certifier's IP	127.0.0.1
Submission CRC Number	4010958433
Submission Date/Time	8/8/2005 7:52:56 PM
Uploaded File Sent to Server	8/8/2005 7:52:56 PM
Uploaded File Received	8/8/2005 7:52:56 PM
Uploaded File Accepted	8/8/2005 7:52:56 PM
Submission Status	new submission is received
On-Time Submission Status	ONTIME
Attachments	

Previous Submission(s)

Detail	Submission ID	Submission Status	Submission Date	Permit Number	Facility ID	Facility Name	Report Due Date	Compliance Status
	140	Exchanged	08/08/2005	VA0063843	200000090901	Gretna Town - Sewage Treatment Plant	08/10/2005	ONTIME

The certifier's login name as well as the Internet Protocol (IP) address of the machine from which the submission is made is displayed. The Date and time the file was uploaded will only be available if the file was uploaded using the Submit Reports screen. If there is no information displayed, it is evident that the file was generated and submitted using a web form and the e-DMR Submission Wizard. The atomic dates listed are in Coordinated Universal Time.

This screen also displays the date that confirmation was sent. Also listed is the Submission Status of the submitted file. The last piece of information is the checksum validation. The checksum validation is a mathematical validation performed to make sure that the file on the server is the same as the one submitted. This prevents tampering with the files, and is another security feature of the e-DMR System.

CRC No, which stands for Cyclic Redundancy Check, is used to track the changes of the original document or XML file submitted to the e-DMR system. In the e-DMR System, once the user submits a report, the system will calculate the CRC number, and the user can use this to confirm that the submission file has not been altered by the system in any way.

You can view the submission by clicking on the View Report icon .

Alaska State Department of Environmental Conservation Monthly Discharge Monitoring Report (I											
<b>PERMITTEE NAME:</b> Kenai Fire Training Facility		<b>PERMIT NUMBER:</b> 2003DB025			<b>DISTRICT:</b>						
<b>MAILING ADDRESS:</b> 210 Fildalgo Ave Kenai, AK 99611		<b>MONITORING POINT:</b> 001A			<b>COUNTY:</b>						
<b>FACILITY:</b> Kenai Fire Training Facility		<b>Monitoring Period :</b> 2004-07-01 To: 2004-07-31			<b>NO DISCHARGE FROM</b>						
<b>LOCATION:</b> 450 Marathon Road Kenai, AK 99611											
Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No. Ex.	Frequency of Analysis	Sample Type
		Average	Maximum		Minimum	Average	Maximum				
Flow	Sample Measurement	*****	*****		*****	*****	*****		0	*****	*****
PARAM CODE: 50050 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	(report) Maximum Monthly Average	(report) Maximum Daily	MGD	*****	*****	*****	*****		Daily	Recorded Daily Flow
Total Residual Chlorine	Sample Measurement	*****	*****		*****	*****	*****		0	*****	*****
PARAM CODE: 50060 Mon. Site No.: 001A Stage Code: 1	Permit Requirement	*****	*****	*****	*****	*****	0.038 Maximum Daily	mg/l		3X Weekly	Grab

The Form displays the submitted DMR XML in a format that is very similar to a completed paper form. The form at this point is considered a completed discharge monitoring report, since the permit limits and parameters are listed with their corresponding actual measured values.

The readable format is accomplished by using a style sheet. This type of style sheet is used to display XML, the language adopted to communicate between environmental facilities and agencies because it is independent of platform. In order to understand any type of message, common definitions and rules must be adopted and enforced, which is where the XML Schema specific to discharge monitoring reporting, the e-DMR schema, comes into play.

To view the XML report click on the Download XML icon . This report allows you to take a peek behind the scenes at the data being displayed.

```

<?xml version="1.0" encoding="UTF-8" ?>
- <eDMR xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:noNamespaceSchemaLocation="../../CONFIG/SCHEMA/DMR/V1/EDMR_E-DMR_V1.XSD">
- <MetaData>
  <SchemaIdentification>e-DMR Schema version 1.0</SchemaIdentification>
  <SchemaDescription>e-DMR Work Group Schema version 1.0</SchemaDescription>
  <SchemaPurpose>Electronic Discharge Monitoring Report submissions</SchemaPurpose>
  <SchemaVersion>1</SchemaVersion>
  <SchemaCreateBy>e-DMR XML Schema Work Group</SchemaCreateBy>
  <SchemaCreateDate>2002-02-28</SchemaCreateDate>
  <SchemaLastUpdateBy>e-DMR XML Schema Work Group</SchemaLastUpdateBy>
  <SchemaLastUpdateDate>2002-02-28</SchemaLastUpdateDate>
  <SchemaContactInformation>leopard.matthew@epa.gov, and
    Edmr_support@enfotech.com</SchemaContactInformation>
</MetaData>
- <Receiver>
  <AgencyName>Alaska State Department of Environmental Conservation</AgencyName>
  <ReceivercontactName>Division of Air and Water Quality</ReceivercontactName>
  <ReceivercontactTitle />
- <ReceiverMailAddress>
  <MailingAddressText>555 Cordova Street</MailingAddressText>
  <SupplementalAddressText />
  <MailingAddressCityName>Anchorage</MailingAddressCityName>
  <MailingAddressStateUSPSCode>AK</MailingAddressStateUSPSCode>
  <MailingAddressStateName>Alaska</MailingAddressStateName>
  <MailingAddressCountryName>USA</MailingAddressCountryName>
  <MailingAddressZIPCode>99501</MailingAddressZIPCode>
</ReceiverMailAddress>
</Receiver>
- <Sender>
  <SenderName />
  - <SenderPhoneFaxEmail>
    <TelephoneNumber />
  </SenderPhoneFaxEmail>
  - <SenderAddress>
    <MailingAddressText />
    <MailingAddressCityName />
    <MailingAddressStateName />

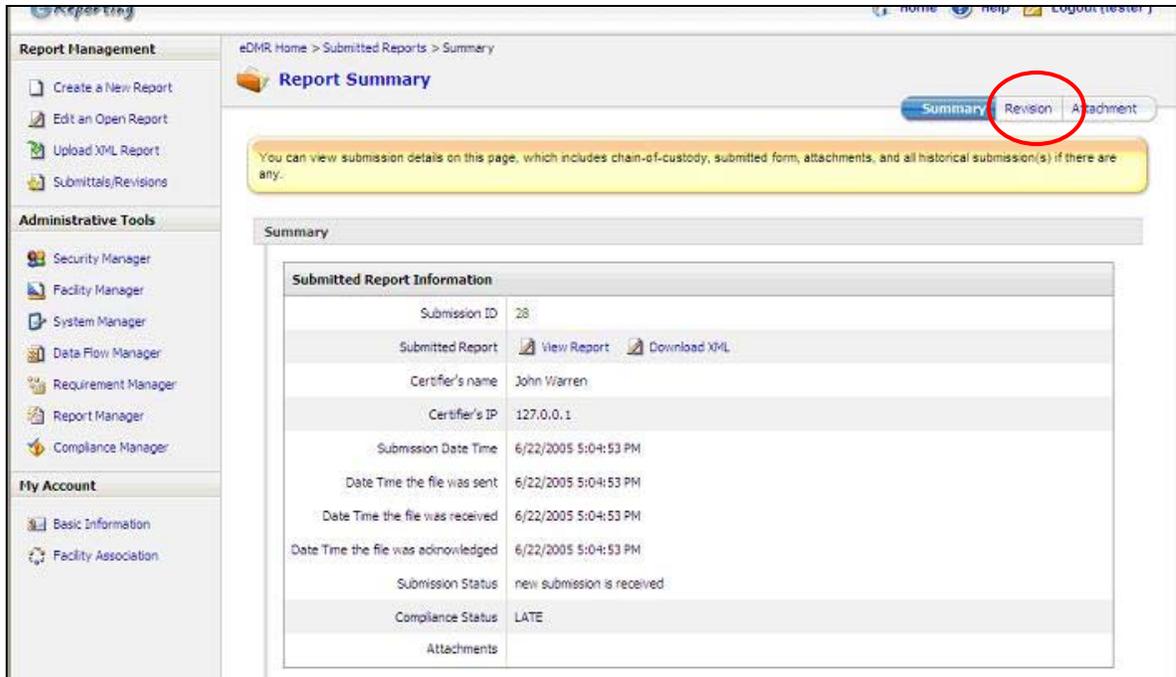
```

By clicking Save, the user can save the XML file locally.

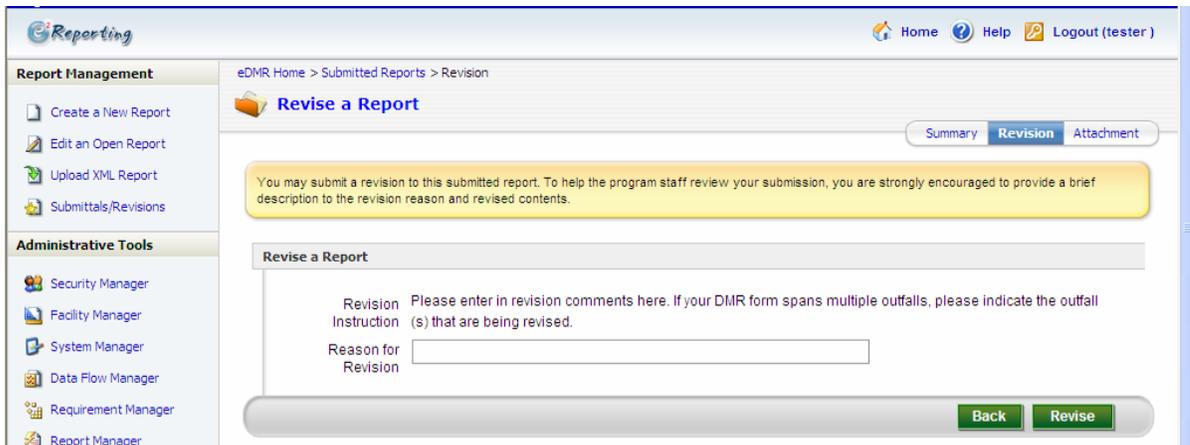
#### 4.6.2 Making DMR Revisions

After a DMR is submitted to the Environmental State Agency, the facility can use the e-DMR system to make revisions to the DMR and resubmit. However, when a revision is made, the user must supply a reason for making the revision. Revisions will not be automatically processed by the e-DMR system and instead will be manually reviewed by the Environmental State Agency staff. Because of this, the facility may not receive an indication of Acceptance or Rejection as quickly as with an original submission.

To make a revision to a previously submitted DMR, the user can click on the Revision tab of the Report Summary screen, as shown below:



The user will first be prompted to enter in a reason for making the revision. If the DMR form spans multiple outfalls, the facility must specify in the comments the outfall(s) that are being modified. Then click the Revise button to continue.



The revision must be submitted using the same submittal method that was used for the original. So for example, if the original DMR was submitted using XML file upload, the revision must also be submitted using XML file upload.

The user can then continue to go through the Reporting process. The reporting process from this point on will be the same as described in Section 4.3.



## 5 Glossary

Acronym/ Terminology	Description
<b>DMR</b>	Discharge Monitoring Report
<b>e-DMR</b>	Electronic Discharge Monitoring Report
<b>XML Schema</b>	An XML is a document that is used to standardize a set of mark-up tag names in a particular order. This definition includes what data elements are expected, the acceptable values for the data element, etc. Taken as a whole, the schema is a definition file that provides a mechanism for both human and computer interpretation of information contained in a document.
<b>e-DMR Schema</b>	The electronic Discharge Monitoring Reporting schema file(s) that provides validation rules for interpreting the e-DMR data files written in the XML format. It is used as a guideline for the wastewater facility to prepare electronic DMR data files in the compatible XML file format to the appropriate agency.
<b>XML File / Instance Document</b>	An XML file is an instance of the schema definition file. It will be prepared by the wastewater discharge facility to provide actual monitoring data for submission to the regulatory agency. The wastewater facilities could either develop a data export program to automatically export the DMR data from their databases to the XML file format compatible with the schema definition, or enter the DMR data through a web-form provided by the regulatory agency.
<b>Template DMR File</b>	XML file or instance document of the e-DMR schema that includes reporting requirements, permit limits, and facility information data. This file may be used to fill in actual measured data and is analogous to a blank DMR paper form.
<b>Submission DMR File</b>	XML file, or instance document of the e-DMR schema with actual data, reporting requirements, and certification information. This XML will be submitted to the regulatory agency.
<b>Style Sheet</b>	A style sheet is an XML file that contains language, linking and style. The main purpose of the style sheet is: (1) to display the XML data files in a user-friendly report format, and (2) to transform the data from one XML format to another format (for data conversion or loading to other database systems). In the e-DMR System a style sheet is used to transform XML data into a readable format. A style sheet that is applied to a template file will look like a blank DMR paper form, while a style sheet that is applied to a submission file will appear as a completed DMR paper form.
<b>Report Wizard</b>	A process that begins after a user clicks on Generate Submission File on an online web entry form. This wizard is used to guide the user through certifying and submitting a generated submission file. Also, the wizard can be used to save the file locally.