



**Electronic
Discharge Monitoring
Reporting
(e-DMR) System**

Facility User's Guide

Presented to:

**Virginia Department
of
Environmental Quality**

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enfoTech

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1 Introduction

1.1 Electronic Reporting and the e-DMR System:

The Virginia DEQ Electronic Discharge Monitoring Reporting (e-DMR) System is a Web and XML-based information system that allows wastewater facilities to electronically send Discharge Monitoring Reports (DMRs) to Virginia. 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 Virginia DEQ administration and compliance costs by reducing, and eventually better utilizing resources required for managing paper-based DMR reports.
- Improve the overall effectiveness of the Virginia wastewater discharge program 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 Virginia, and to receive/store DMR reports submitted by wastewater facilities.

Wastewater facility designated staff access privileges are administrated through the use of a username, password, PIN and answers to the security questions. All DMR submissions are verified via PIN and security questions 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 Virginia 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 Virginia DEQ 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 modem 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.

- Step 3A: Downloading an XML template file that includes the facility's reporting requirements and generating their own submission file using the preformatted XML file format.
- Step 3B: Completing the online entry web form and generating a submission file. The file may be saved locally for later submission.
- Step 3C: 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:

Virginia 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 screenshot shows the Virginia Department of Environmental Quality (DEQ) website's e-DMR System User Login page. The page is titled "User LOGIN" and includes a login form with fields for "Username" and "Password", and a "login" button. Below the form is a "Help" section with links for "Forgot Your Password?" and "New to e-DMR?". A note states that the E2 Electronic Discharge Monitoring Reporting application has been tested and certified using Microsoft Internet Explorer 6.0, and that Netscape and other browsers do not support the full functionality. Below the note are links to download Internet Explorer and Adobe Reader. The "Overview" section on the right provides information about the E2 reporting system and lists benefits such as saving compliance costs, reducing resources, improving accuracy, and increasing effectiveness. The footer contains the Virginia Department of Environmental Quality address and contact information.

Commonwealth of Virginia

DEQ VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

Virginia DEQ Home

User LOGIN

To access the E2 System, please enter your username and password.

Username

Password

Help

- [Forgot Your Password?](#)
- [New to e-DMR?](#)

Note: The E2 Electronic Discharge Monitoring Reporting application has been tested and certified using Microsoft Internet Explorer 6.0. Netscape and other browsers do not support the full functionality of this application.

For online documents, you will need Adobe Reader to view or print these materials. Please use the links below to obtain or update these applications as needed.

[Internet Explorer](#) [Get Adobe Reader](#)

Overview

The Virginia Department of Environmental Quality (Virginia DEQ) is providing a web-enabled electronic environmental (E2) reporting system for wastewater facilities to streamline the management of discharge monitoring reports (DMRs) required under the Virginia wastewater regulation program.

The E2 DMR systems provides wastewater facilities with an alternative way to submit DMR data and allow the DEQ to electronically validate the data, acknowledge receipt, and upload data to Virginia's central wastewater database.

Implementing this new system will reach the goal of improving the management of data associated with the Department's wastewater monitoring program. The E2 system will:

- Save wastewater treatment facilities compliance costs with a streamlined reporting method and readily available computer tools.
- Save programmatic costs by reducing resources required for managing paper-based DMR reports.
- Improve the accuracy of compliance data by eliminating potential errors that would be otherwise introduced through manual data entry.
- Improve the state wastewater discharge treatment programs' overall effectiveness while offering alternatives for less process to the regulated community.

Virginia Department of Environmental Quality
629 East Main Street
P.O. Box 10009
Richmond, Virginia 23240-0009
(804) 696-4300 or

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

eDMR Home > User Information > New Password

New Password

Enter your password below.

New Password for: e2demo

Old Password

New Password

Retype New Password

Back Cancel Save

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 from the DEQ e-DMR Administrator.

Commonwealth of Virginia Web Policy - Governor of Virginia - Contact Us

DEQ
VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

Virginia DEQ Home

Reporting Home Help Logout (LXu*0001)

Report Management

- Create a New Report
- Edit an Open Report
- Upload XML Report
- Submittals/Revisions

My Account

- Basic Information
- Facility Association

DMR System

Electronic Environmental (E2) Reporting System Discharge Monitoring Report (DMR) Module provides wastewater facilities with an alternative to submitting a paper DMR, required under the Virginia Pollutant Discharge Elimination System Permit program. The system uses an XML protocol, and allows the Virginia Department of Environmental Quality (DEQ) to electronically validate the data, acknowledge receipt, and upload data to DEQ's central database. The e-DMR program currently does not support the submissions of sludge, surface water, or ground water data.

In total, you need to submit 6 report(s) due through 10/31/2010.
You have already submitted 1 report(s) since 10/01/2010.

System Announcements

Please ignore the No Submission Notice sent by the e-DMR system if a paper DMR has been submitted for the respective monitoring period.

DMR Facility User:
DMRs are due on the 10th of the month, 10 days following the completion of a monitoring period.

REMINDER: The E2 system supports the reporting of monthly, bi-monthly, quarterly, semi-annual, and annual Discharge Monitoring Reports.

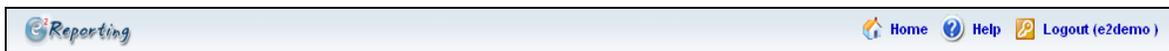
ADDITIONAL REPORTING REQUIREMENTS: Additional Reporting Requirements for each facility can be viewed from E2. To access additional reporting requirements, go to My Account > Facility Association module, and click on the View Compliance icon.

System Version

System Version: 2.1000.0830.21418

If the user has a “Certifier” role, when certifying and submitting a report in this system the user must provide the answer to the selected security questions along with the PIN. The user gets to pick and answer from a list of security questions during the Certifier’s first login. The following screen allows the user to answer the security questions by selecting questions from each question group, typing the answer in the text box and click Save to save the answers.

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.

- 
 Towards the right part of the status bar, the Home icon allows the user to return to the DMR module home page, described 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 DEQ.
-  [Upload XML Report](#) By clicking on the Upload XML Report icon, a user can select and upload a DMR file in XML format that has been generated in compliance with the e-DMR XML schema. Before submission, the submission files can be tested for completeness and compliance with the e-DMR schema.
-  [Submittals/Revisions](#) DMR files that have been submitted to DEQ 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:

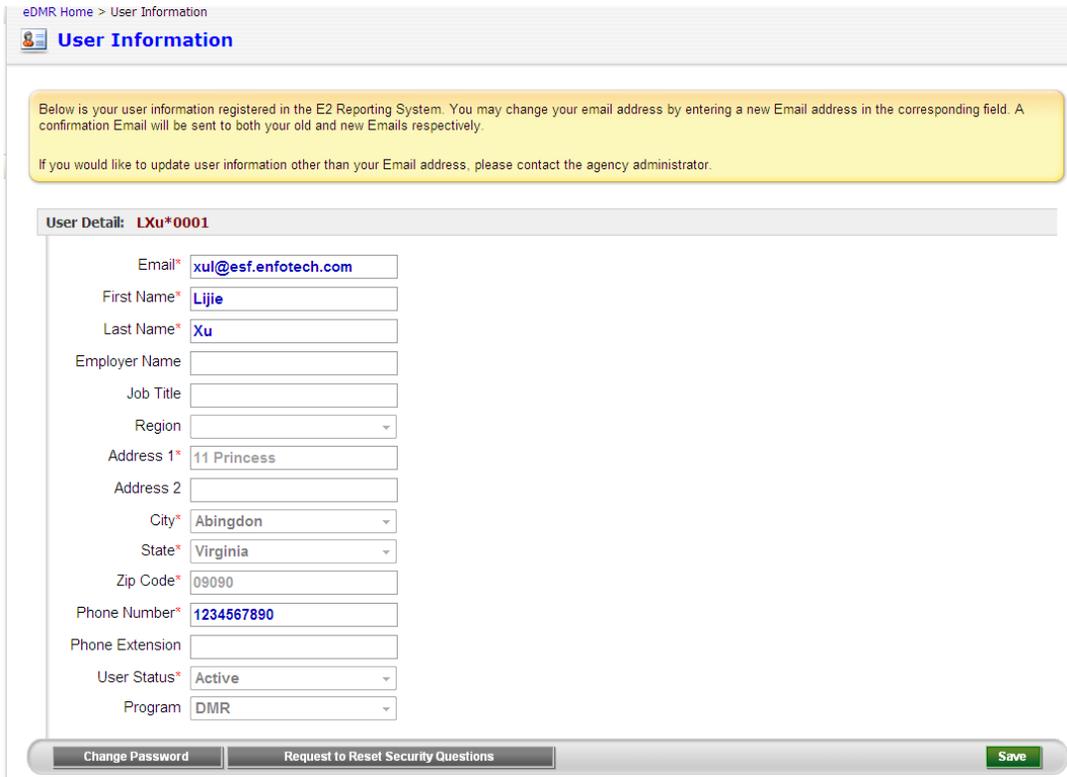
-  [Basic Information](#) The user's general account information can be seen by clicking on Basic Information. Email address and Password changes can be made in this section. The user having a "Certifier" role may also make a request to reset the security questions in this section.
-  [Facility Association](#) 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.

4.1 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.

4.1.1 Basic Information:

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



eDMR Home > User Information

User Information

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: LXu*0001

Email*

First Name*

Last Name*

Employer Name

Job Title

Region

Address 1*

Address 2

City*

State*

Zip Code*

Phone Number*

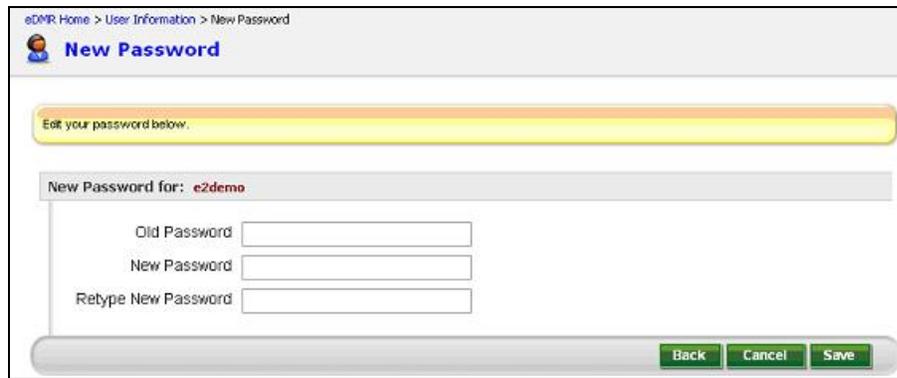
Phone Extension

User Status*

Program

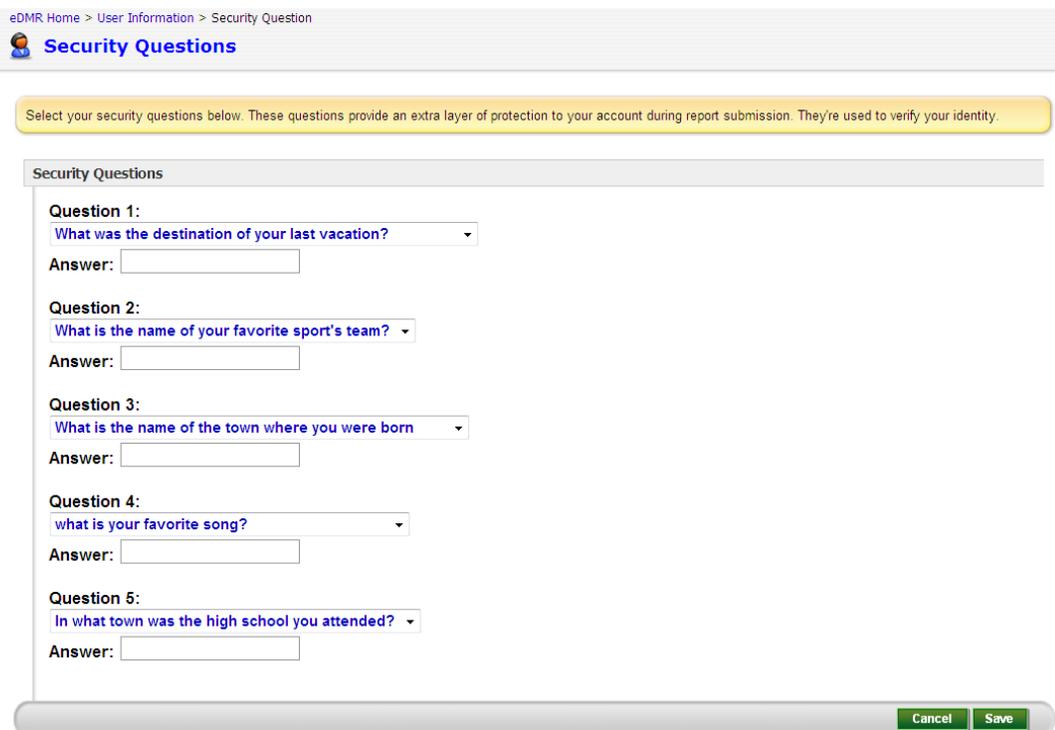
Most of the information on this screen is read-only, based on DEQ's records and information supplied when registering for e-DMR reporting. The user can change their email address by entering a new address in the Email field and pressing the Save button. To ensure system security, a confirmation email 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 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.

To change the answers to the security questions, the user having a “Certifier” role may click the “Request to Reset Security Questions” button and an email will be sent to the DEQ E-DMR Administrator. Once the request is approved by the e-DMR Administrator, the user will be notified via email and the following screen will be displayed when the user logs in. The screen will only be displayed when the user has a “Certifier” role.

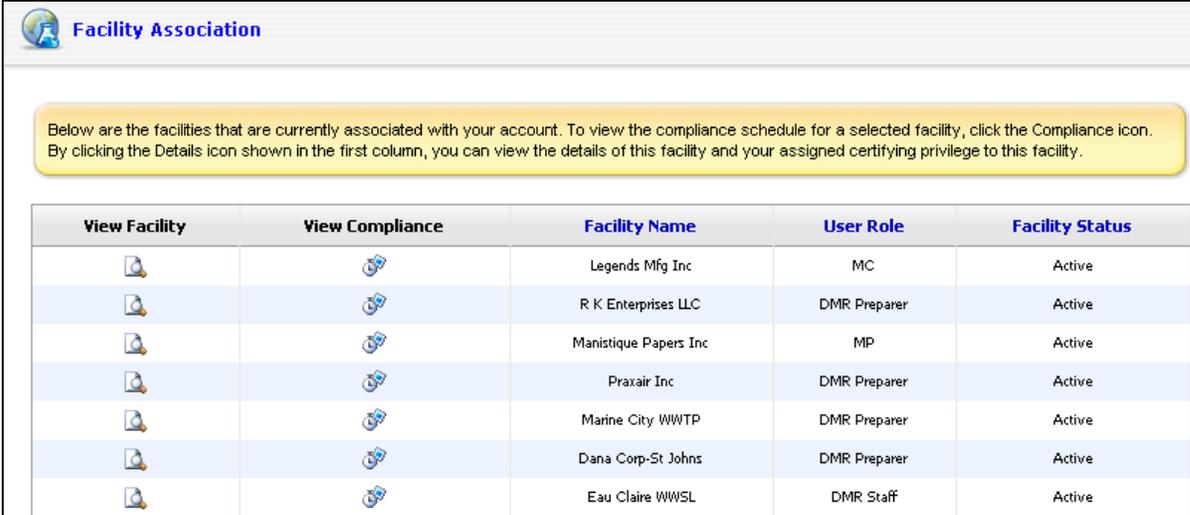


4.1.2 Facility Association:

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 DEQ. Please contact DEQ to obtain this documentation. Once DEQ receives and approves the application,

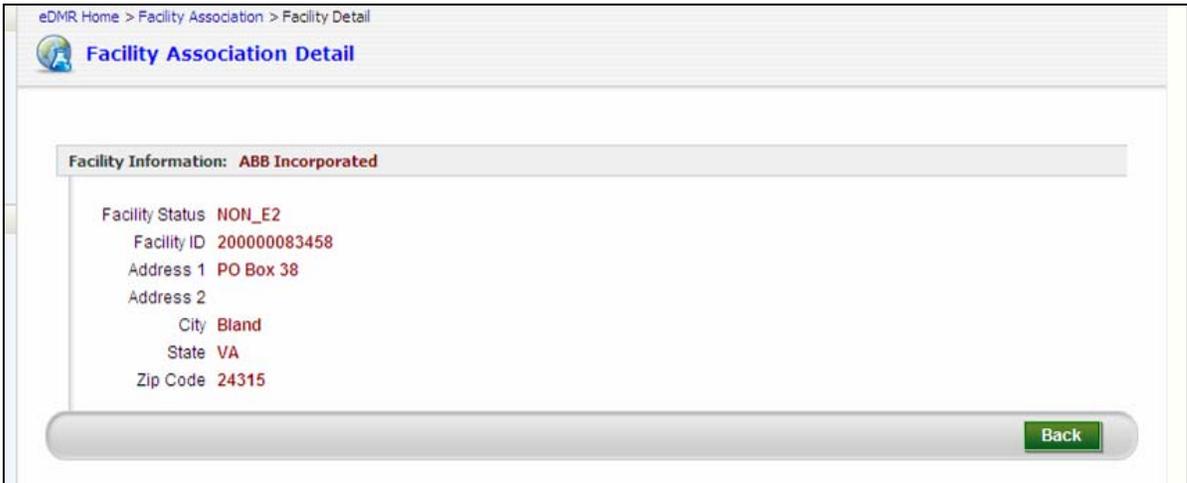
the user accounts will be created and the user will be associated with the appropriate facility. To view the facilities that you are currently associated with, click on the Facility Association button  [Facility Association](#).

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.



Facility Information: ABB Incorporated	
Facility Status	NON_E2
Facility ID	200000083458
Address 1	PO Box 38
Address 2	
City	Bland
State	VA
Zip Code	24315

This screen will display general information about the facility such as its mailing address and its current eDMR reporting status. If the facility can no longer submit DMRs electronically to the DEQ, its status will be displayed as either “Inactive” or “Suspended”.

The user can also view the facility's compliance schedule by selecting the View 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.

4.2 Creating and Submitting DMR Reports

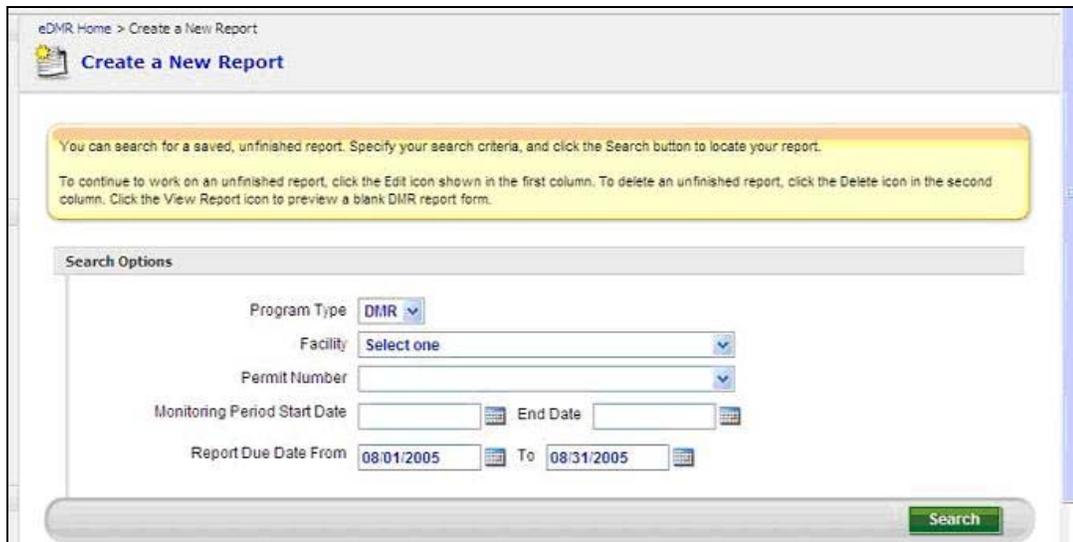
The e-DMR System provides three primary methods to allow facilities to submit their DMR reports. These methods are:

- **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 DEQ, 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 DEQ, he or she can upload the XML file including DMR results directly to DEQ.
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 DEQ.

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



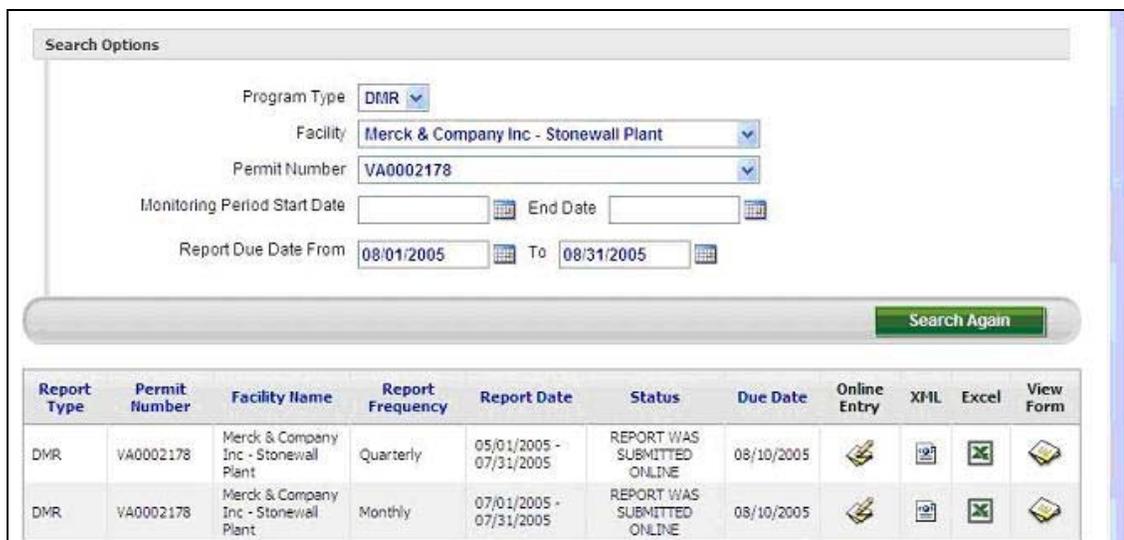
which will bring up the Create a New Report screen, as shown here:



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.¹ The user can select the registered facility on the drop-down pick 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.



¹ 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, and reporting period) 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)



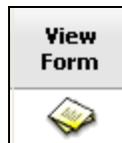
- Download a template XML file by clicking on the XML icon (used for the XML file submission method)



- 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.

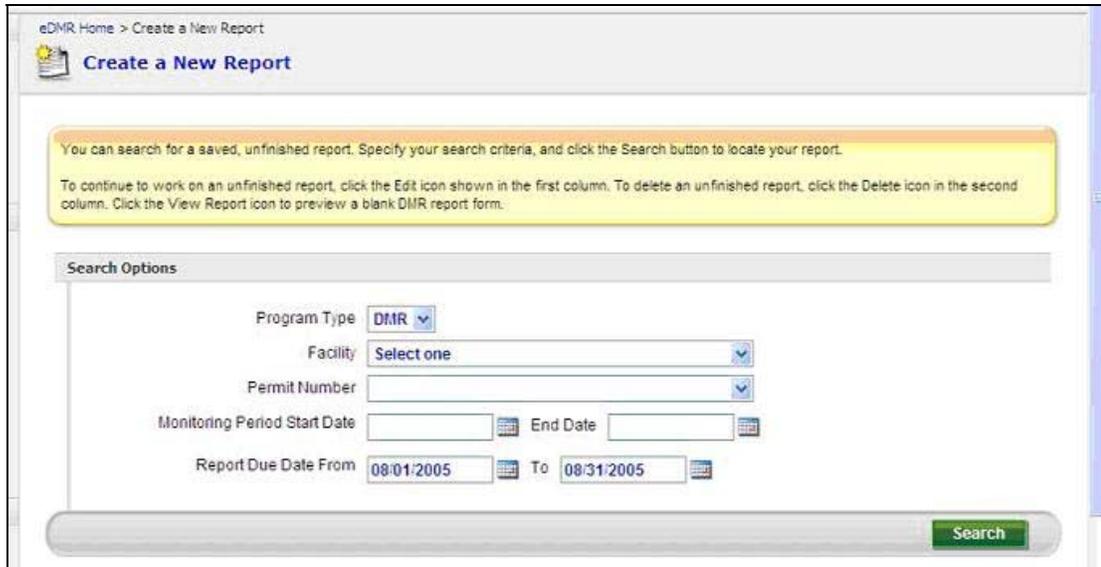


The following sections describe the procedure to submit DMRs using each of the three available options:

4.2.1 *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 drop-down and select a permit number for the chosen facility using the drop-down to the right of the facility.



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

Program Type: **DMR**

Facility: **Marion WWTP**

Permit Number: **VA0086304**

Monitoring Period Start Date: [] End Date: []

Report Due Date From: **10/1/2010** To: **11/17/2010**

Search Again

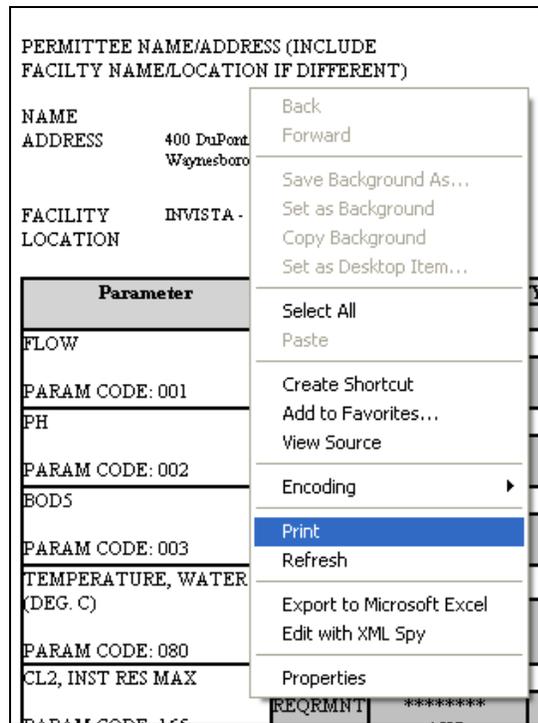
Report Type	Permit Number	Facility Name	Report Frequency	Report Date	Status	Due Date	Online Entry	XML	Excel	View Form
DMR	VA0086304	Marion WWTP	Monthly	10/01/2010 - 10/31/2010	REPORT NOT SUBMITTED	11/10/2010				

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: Marion WWTP ADDRESS: PO Box 1005 Marion, VA 24354	COMMONWEALTH OF VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) DISCHARGE MONITORING REPORT (DMR)	DEPT. OF ENVIRONMENTAL QUALITY (REGIONAL OFFICE) Southwest Regional Office 355 Deadmore Street PO Box 1688 Abingdon, VA 24212																							
FACILITY LOCATION: Intersection of Exit 44 of I-81, and US 11W	<table border="1" style="margin: 0 auto;"> <tr> <td>VA0086304</td> <td>001</td> </tr> <tr> <td>PERMIT NUMBER</td> <td>DISCHARGE NUMBER</td> </tr> </table> <table border="1" style="margin: 5px auto;"> <tr> <th colspan="6">MONITORING PERIOD</th> </tr> <tr> <th>YEAR</th> <th>MO</th> <th>DAY</th> <th>YEAR</th> <th>MO</th> <th>DAY</th> </tr> <tr> <td>2010</td> <td>10</td> <td>01</td> <td>TO</td> <td>2010</td> <td>10</td> <td>31</td> </tr> </table>	VA0086304	001	PERMIT NUMBER	DISCHARGE NUMBER	MONITORING PERIOD						YEAR	MO	DAY	YEAR	MO	DAY	2010	10	01	TO	2010	10	31	NOTE: READ PERMIT AND GENERAL INSTRUCTIONS BEFORE COMPLETING THIS FORM.
VA0086304	001																								
PERMIT NUMBER	DISCHARGE NUMBER																								
MONITORING PERIOD																									
YEAR	MO	DAY	YEAR	MO	DAY																				
2010	10	01	TO	2010	10	31																			

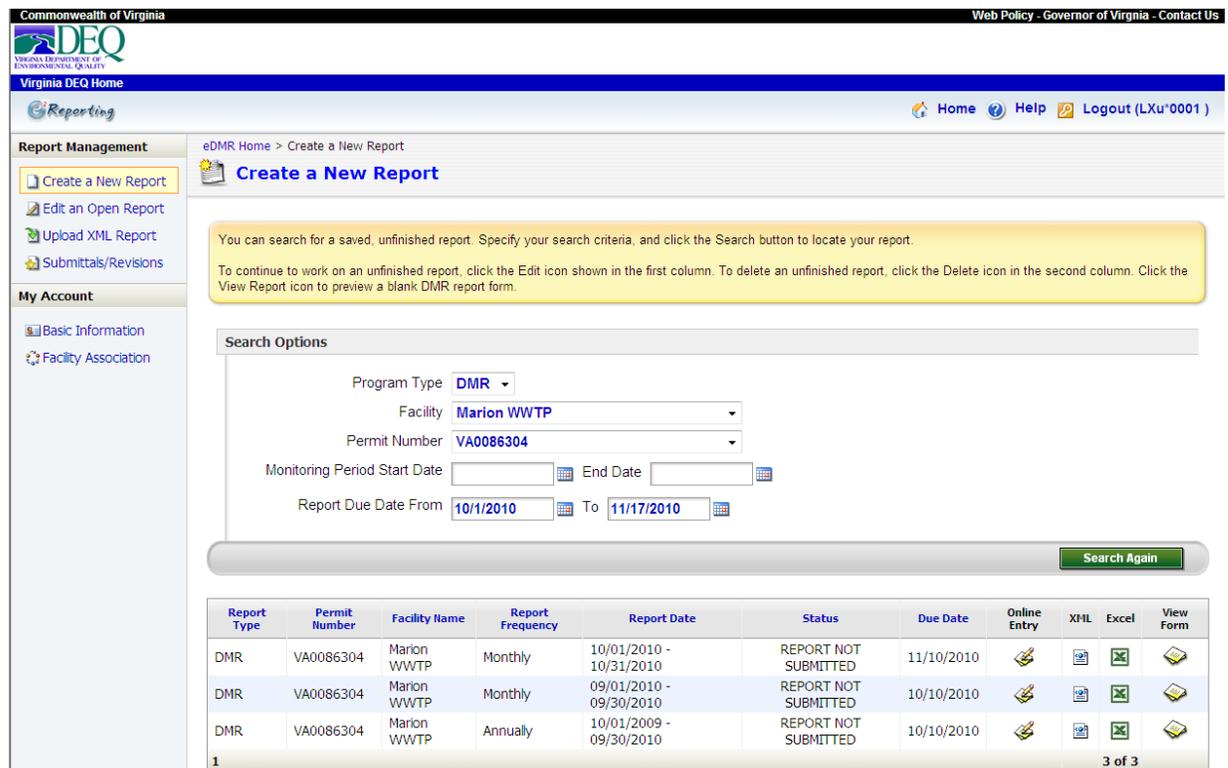
Parameter		QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
FLOW	REPORTD			MGD	*****	*****	*****				
PARAM CODE: 001	REQRMNT	3.4	NL		*****	*****	*****		CONT	REC	
PH	REPORTD	*****	*****			*****					
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0	SU	1 DAY	GRAB	
TSS	REPORTD			KG/D	*****						
PARAM CODE: 004	REQRMNT	390	580		*****	30	45	MG/L	3D/W	24HC	
DO	REPORTD	*****	*****			*****	*****				
PARAM CODE: 007	REQRMNT	*****	*****		6.0	*****	*****	MG/L	1 DAY	GRAB	
AMMONIA, AS N	REPORTD	*****	*****		*****						
PARAM CODE: 039	REQRMNT	*****	*****		*****	3.6	4.4	MG/L	1 W	24HC	
E. COLI	REPORTD	*****	*****		*****						
PARAM CODE: 120	REQRMNT	*****	*****		*****	126	*****	N/CML	3D/W	GRAB	
CBOD5	REPORTD			KG/D	*****						
PARAM CODE: 159	REQRMNT	320	480		*****	25	38	MG/L	3D/W	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, return to the Create a New Report screen, by clicking on the Create a New Report icon in the functional area to the left.



Select the desired Facility and Permit Number using the drop-downs.

To access a DMR web form, click on the Online Entry icon,  for the corresponding Report Frequency and monitoring period.

Search Options

Program Type: **DMR**

Facility: **Marion WWTP**

Permit Number: **VA0086304**

Monitoring Period Start Date: End Date:

Report Due Date From: **10/1/2010** To: **11/17/2010**

[Search Again](#)

Report Type	Permit Number	Facility Name	Report Frequency	Report Date	Status	Due Date	Online Entry	XML	Excel	View Form
DMR	VA0086304	Marion WWTP	Monthly	10/01/2010 - 10/31/2010	REPORT NOT SUBMITTED	11/10/2010				

Clicking on the  icon will bring initiate the Report Wizard.

Commonwealth of Virginia Web Policy - Governor of Virginia - Contact Us

DEQ
VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

Virginia DEQ Home

Reporting [Home](#) [Help](#) [Logout \(LXu*0001\)](#)

Report Wizard eDMR Home > Create a New Report > Start a Report

Start a Report

1 Start Report
2 Fill Form
3 Attachment
4 Review
5 Submit

Report Management
[Create a New Report](#)
[Edit an Open Report](#)
[Upload XML Report](#)
[Submittals/Revisions](#)

My Account
[Basic Information](#)
[Facility Association](#)

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

[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.

Commonwealth of Virginia Web Policy - Governor of Virginia - Contact Us

DEQ
VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

Virginia DEQ Home Home Help Logout (LXu*001)

E2 Home > Create a New Report > Complete a Form

2 Complete a Form

SUMMARY DISCHARGE MONITORING REPORT

Outfall Number: Save Current Page

PERMIT NUMBER: VA0086304 PERMIT LIMIT: Final FACILITY: Marion WWTP
 MAILING ADDRESS: PO Box 1005 MONITORING PERIOD: 10/01/2010 To 10/31/2010 LOCATION: Intersection of Exit 44 of I-81 and US 11W
 Marion VA, 24354 OUTFALL NUMBER:

NO DISCHARGE

[View Copy Paste/Permissive Values](#)

PARAMETER	QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Lab Code
	AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS				
FLOW Code: 001	Sample Measurement	<input type="text"/>	<input type="text"/>	MGD	*****	*****	*****		<input type="text"/>	<input type="text"/>	<input type="text"/>
	Permit Requirement	3.4	NL		*****	*****	*****			CONT	REC
PH Code: 002	Sample Measurement	*****	*****		<input type="text"/>	*****	<input type="text"/>	SU	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Permit Requirement	*****	*****		6.0	*****	9.0	SU		1/DAY	GRAB
TSS Code: 004	Sample Measurement	<input type="text"/>	<input type="text"/>	KG/D	*****	<input type="text"/>	<input type="text"/>	MG/L	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Permit Requirement	390	580		*****	30	45	MG/L		3D/W	24HC
DO Code: 007	Sample Measurement	*****	*****		<input type="text"/>	*****	*****	MG/L	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Permit Requirement	*****	*****		6.0	*****	*****	MG/L		1/DAY	GRAB
AMMONIA AS N Code: 039	Sample Measurement	*****	*****		*****	<input type="text"/>	<input type="text"/>	MG/L	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Permit Requirement	*****	*****		*****	3.6	4.4	MG/L		1/W	24HC
COU	Sample Measurement	*****	*****		*****	<input type="text"/>	*****	N/CML	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

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 4.3 Editing or Deleting an Open Report for more information.)

Note: If you leave the DMR entry form without saving your data first, you risk losing any unsaved data that has been entered.

Entering in DMR Results:

Please use the following key for entering in DMR results:

MONTHLY DISCHARGE MONITORING REPORT

Outfall Number:

PERMIT NUMBER: VA0088855 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

NO DISCHARGE

View Permissive Values

PARAMETER	QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Lab Code
	AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS				
FLOW Code: 001	Sample Measurement	*****	<input type="text"/>	*****	*****	*****		<input type="text"/>	Not Applicable	Not Applicable	<input type="text"/>
	Permit Requirement	*****	NL	*****	*****	*****			1/3M	EST	<input type="text"/>
PH Code: 002	Sample Measurement	*****	*****	<input type="text"/>	*****	<input type="text"/>		<input type="text"/>	Not Applicable	Not Applicable	<input type="text"/>
	Permit Requirement	*****	*****	6.0	*****	9.0			1/3M	GRAB	<input type="text"/>
TSS Code: 004	Sample Measurement	*****	*****	*****	*****	<input type="text"/>		<input type="text"/>	Not Applicable	Not Applicable	<input type="text"/>
	Permit Requirement	*****	*****	*****	*****	NL			1/3M	GRAB	<input type="text"/>

1 Navigating between outfalls (i.e. Monitoring Outfalls):

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

If more than one Outfall is available, the user can navigate back and forth between Outfalls 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 in the columns marked “Quantity or Loading”.

For those parameters where the “permit requirement” fields are marked “NL” or a limitation appears, enter data in the “reported” fields in accordance with the

requirements of your permit. "NL" means that there is no effluent limitation for the pollutant parameter but monitoring is required.

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 Quality or Concentration Section:

Enter the minimum, average (monthly average), and/or maximum (or weekly average maximum) in the "reported" fields in the columns marked "Quality or Concentration". 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 (No space between "<" and "QL")
- "<": Less than (along with a numeric value)
- ">": Greater than (along with a numeric value)

5 Excursions:

Enter the number (integers only) 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.

The number of excursions is required to be entered in all cases except when there are no limits for that parameter, or if "NR" is entered.

6 Sample Frequency:

Select from the dropdown list the actual frequency of analysis for each parameter in the "reported" field in the column marked "Frequency of Analysis". If "Other (Please specify below)" is selected, specify the actual frequency in the specific comment and explanation field, as indicated below.

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 each 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.

Permissive Values for Web Entry Form	
Permissive Value	Description
NR	Not required
X	No sample results
<QL	Below quantification level

8 Bypass and Overflows:

Record the number of bypasses and overflows that occurred at the wastewater treatment works during the month, the total flow in million gallons (MG) and BOD5 in kilograms (KG) in the proper columns in the section marked “Bypasses and Overflows”.

9 Specific Field-by-Field Comments:

Enter specific comments and explanation in the space provided, where applicable. Reference each comment or explanation by specific row (parameter) and column (quantity, quality, or frequency of analysis) 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 column combination from the drop-downs and click Remove Comment. The page will automatically refresh, and the specific comment selected for removal will be gone.

After clicking Continue, 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

10 GENERAL REPORT COMMENTS AND EXPLANATION:

11 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

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.

Note: Only attach files which document and/or supplement information associated with the DMR (e.g., Monthly Data Summary and/or Operations Log, Laboratory data and information supporting 'flagged' data, DMR transmittal letter or a Written Report for any noncompliance, etc.). Do **NOT** attach any files or information which may be required by the permit but is not related to the DMR (e.g., new or revised Operations and Maintenance Manual, annual Groundwater Monitoring Report, notification of permit required Compliance Schedule milestone status report, etc.)

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 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.
Note: the field length for the attachment name is 100 characters only. Do not include “'”, “;”, “/”, or “_” in the attachment names or else they cannot be opened by the DEQ staff for review.

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

i. To upload an attachment, locate it by using the Browse button. (description is optional).

ii. Only files of the following types are allowed to be uploaded:
.mde, .ldb, .gif, .jpg, .jpeg, .jog, .jpeg, .tif, .tiff, .bmp, .wpt, .wpd, .rtf, .pdf, .txt, .zip, .vsd, .xml, .htm, .html, .doc, .xls

Upload Attachment

Attachment

Description of the file

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 DEQ 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 DEQ.

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
	PACS&EAF.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, answer the security questions set in his or her first login, and click the Submit button to submit the results to DEQ.

The DMR will then be sent to the DEQ.

Neglecting to enter the correct PIN, check the Certification checkbox, or answer the security question correctly will prevent the submission from occurring. When finished, click Submit File. A message box will appear to confirm submission. Click OK.

The user has three chances to answer the security questions. If the user provides the wrong answers to the security questions three times, the user is no longer allowed to submit the data. When the security questions are suspended, an email will be sent to the user and copied to the DEQ e-DMR Administrator. Once the E-DMR Administrator resets the security questions, the user will be notified via email. The following shows how the system responds when the user provides the wrong answers.

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 civil and criminal penalties for submitting false information including the possibility of fine and imprisonment.

I acknowledge that I have read the certification statement

PIN:

Security Questions

Security Question 1:
what is the name of the hospital where you were born?

Answer:

Exit

Back

Submit

✘ Answer is incorrect! Please enter the PIN and answer another question!

Security Questions

Security Question:
what is your favorite TV show?

Answer:

Exit

Back

Submit

⚠ Answer is incorrect! Please enter the PIN and answer another question! Next incorrect answer try will disable the submit function!

Security Questions

Security Question:
what is your favorite movie?

Answer:

Exit

Back

Submit

✘ You have incorrectly answered 3 Security Questions. An email will be sent to you and you will be notified once the E-DMR Administrator resets your Security Question.

Security Questions

Exit

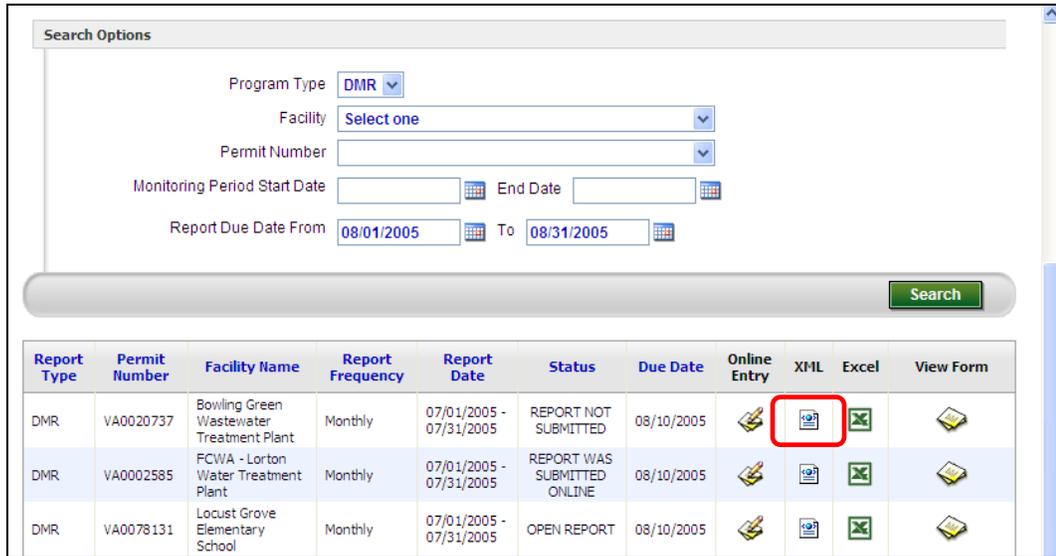
Back

Submit

4.2.2 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: [Dropdown]
- Monitoring Period Start Date: [Calendar]
- End Date: [Calendar]
- Report Due Date From: 08/01/2005 To: 08/31/2005

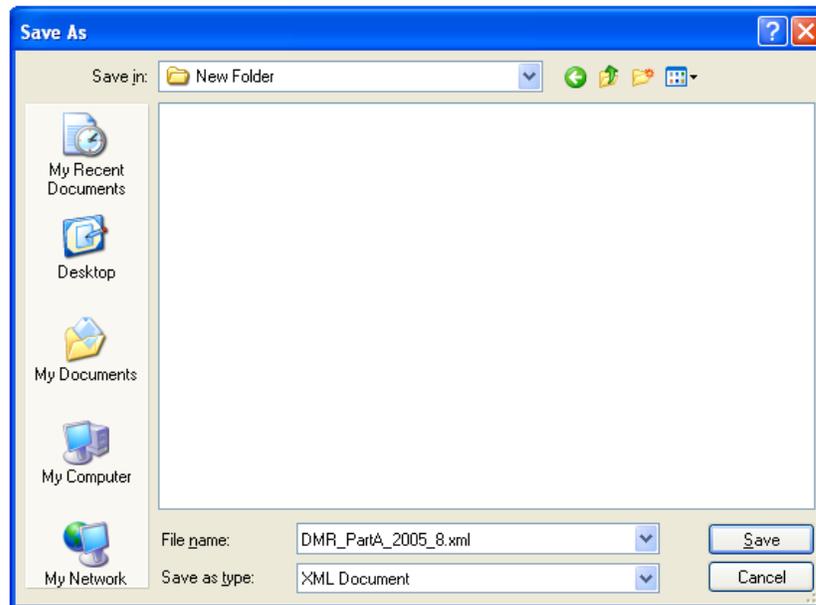
A Search button is located below the search options. Below the search area is a table with the following data:

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 file that contains the reporting requirements for the DMR, but does not contain the DMR results.

The readable DMR format displayed in the e-DMR system, described in Section 4.2.1, is created by applying a style sheet to the XML 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 take a peek behind the scenes at the data being displayed.

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="" submissionFileCreatedDate="" 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.

1 PERMITTEE NAME/ADDRESS (INCLUDE FACILITY NAME/LOCATION IF DIFFERENT) NAME ADDRESS 741 Wilda Road Stuarts Draft, VA 24477 FACILITY LOCATION Canaan Valley Estates		2 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)					
		VA0088960 PERMIT NUMBER		001 DISCHARGE NUMBER							
		MONITORING PERIOD FROM 2004 09 01 TO 2004 09 30				NOTE: READ PERMIT AND GENERAL INSTRUCTIONS BEFORE COMPLETING THIS FORM.					
Parameter	REPORTED	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
BOD5	REQRMNT	1.0	1.5		*****	45	65		2M	GRAB	
PARAM CODE: 003		AVG	MAX		MIN	AVG	MAX				
TSS	REPORTED										
PARAM CODE: 004	REQRMNT	1.8	2.7		*****	78	117		2M	GRAB	
AMMONIA, AS N JUN-DEC	REPORTED										
PARAM CODE: 353	REQRMNT	*****	*****		*****	5.3	5.3		2M	GRAB	
		AVG	MAX		MIN	AVG	MAX				
4 BYPASSES AND OVERFLOWS TOTAL OCCURRENCES TOTAL FLOW (M.G.) TOTAL BOD5(K.G.) OPERATOR IN RESPONSIBLE CHARGE TYPED OR PRINTED NAME CERTIFICATE NUMBER PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT TELEPHONE TYPED OR PRINTED NAME SIGNATURE YEAR MO. DAY											
5 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, EVALUATE THE INFORMATION SUBMITTED, BASED ON MY INQUIRY OF THE FEW 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 FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS. SEE 15 U.S.C. & 1001 AND 33 U.S.C. & 1319. (Penalties under these statutes may include fines up to \$10,000 and/or maximum imprisonment of between 6 months and 5 years.)											

1 Section 1

```

<FacilityIdentification stateFacilitySystemAcronymName="VA e-DMR" stateFacilityIdentifier="6066">
  <FacilitySite>
    <FacilitySiteName>GM-MFD-Grand Blanc Plant</FacilitySiteName>
  </FacilitySite>
  <LocationAddress>
    <SupplementalLocationText/>
    <LocationDescriptionText/>
  </LocationAddress>
  <MailingAddress>
    <MailingAddressText>One Riverside Plaza</MailingAddressText>
    <MailingAddressCityName>Columbus</MailingAddressCityName>
    <MailingAddressStateName>OH</MailingAddressStateName>
    <MailingAddressZIPCode>43215</MailingAddressZIPCode>
  </MailingAddress>
</FacilityIdentification>

```

2 Section 2

```

<Report>
  <ReportIdentification>
    <PermitNumber>HJ-123</PermitNumber>
    <PermitteeName/>
    <FacilityLimitType>final</FacilityLimitType>
    <FormComment/>
    <ReportType>MONTHLY</ReportType>
    <FacilityReportGroup/>
    <ReportReferenceID>10</ReportReferenceID>
    <ReportStartDate>2005-05-01</ReportStartDate>
    <ReportEndDate>2005-05-31</ReportEndDate>
    <ReportFrequency>Monthly</ReportFrequency>
    <GeneralReportComment/>
    <ReportCreateDate/>
  </ReportIdentification>

```

3 Section 3

```

<MonitoringLocationGroup monitoringLocationName="">
  + <LocationGroupIdentification monitoringLocationName="">
    <MonitoringData>
      + <SummaryofMonitoringResult>
        + <SummaryResult>
      + <SummaryofMonitoringResult>
        + <SummaryResult>
      + <SummaryofMonitoringResult>
        + <SummaryResult>
      + <SummaryofMonitoringResult>
        + <SummaryResult>
      + <SummaryofMonitoringResult>
        + <SummaryResult>
    </MonitoringData>
  </LocationGroupIdentification>
</MonitoringLocationGroup>

```

4 Section 4

```

<OperationalData>
  <RepresentativeName/>
  <ResponsibilityArea/>
  <Title/>
  <RepresentativeContactInfo>
    <EmailAddressText/>
    <TelephoneNumber/>
    <PhoneExtension/>
    <FaxNumber/>
    <AlternateTelephoneNumber/>
  </RepresentativeContactInfo>
  <CertificationCategory/>
  <CertificationNumber/>
  <CertificationExpireDate/>
  <OperatorRequiredInd/>
</OperationalData>

```

5 Section 5

```

<Certification>
  <CertificationStatement/>
  <Certifier/>
  <CertifierTitle/>
  <CertifierContactInfo>
    <TelephoneNumber/>
  </CertifierContactInfo>
  <CertificationDate/>
</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 pre-populated 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 once 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 or 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.

Regardless of the approach used to populate the XML file, the following elements in the XML file will need to be populated prior to submitting the file:

Field	Description	XML Path
ReportStartDate	The first date of the monitoring period.	<Submission> <Facility> <Report> <ReportIdentification> <ReportStartDate>
ReportEndDate	The last date for the monitoring period.	<Submission> <Facility> <Report> <ReportIdentification> <ReportEndDate>
SubmissionFileCreatedDate	The date on which the XML file has been created.	<Submission>
DueDate	The date on which the DMR is due.	<Submission> <Facility> <Report> <ReportIdentification> <DueDate>
ReportCreateDate	The date on which the XML file has been created.	<Submission> <Facility> <Report> <ReportIdentification> <ReportCreateDate>

MonitoringStartDate	The first date of the monitoring period.	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <MonitoringStartDate>
MonitoringEndDate	The last date for the monitoring period.	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <MonitoringEndDate>
CertificationDate	The date on which the file is being uploaded to the state (i.e. certified for accuracy and completeness)	<Submission> <Certification> <CertificationDate>
NoDischargeIndicator	Indicates whether there was no discharge at the outfall during the monitoring period. (Specify Y if there was no discharge; N if there was a discharge.)	<Submission> <Facility> <Report> <MonitoringLocationGroup> <LocationGroupIdentification> <NoDischargeIndicator>
MeasurementValue	Used to provide the value for either the concentration minimum, concentration maximum, concentration average, loading maximum, or loading average result.	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <MeasurementValue>
QCExceedance	Indicates the number of excursions for a particular parameter. Note: This field is required in all cases except when there are no limits for that parameter. Only the 1 st instance of the 5 blocks of SummaryofMonitoringResult need to be filled in; it is the 1 st instance that is used by the eDMR system.	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> < QCExceedance>

ActualSampleFrequency	Indicates the actual sample frequency for each parameter on the DMR	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <ActualSampleFrequency>
ActualSampleType	Indicates the actual sample type for each parameter on the DMR	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> < ActualSampleType>
RepresentativeName	This field is used to supply the operator in responsible charge. This data element is only required if the facility is required to report operator information.	<Submission> <Facility> <Report> <OperationalData> < RepresentativeName >
CertificationNumber	This field is used to supply the Operator Certification number. This data element is only required if the facility is required to report operator information.	<Submission> <Facility> <Report> <OperationalData> < CertificationNumber>

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 Upload XML Reports icon in the functional menu to the left. This will open the following screen.

You can upload a DMR report in XML format from this page. Click the Browse button to locate your file on your local computer. You can validate the file before uploading it to the system by clicking the Test File button. The validation message will be displayed on the screen. If the file is successfully validated, check the Acknowledgement box; enter your PIN which is issued by DEQ in the PIN field; and answer the security question correctly. Then click the Submit button to upload the file to the system.

Upon successful uploading, a confirmation Email will be sent to your registered Email address.

Report

1 Select File

2 Test File

3 Enter PIN

4 Certify Your Submission

As the true and sole authorized user of this Personal Identification Number (PIN), 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

I CERTIFY

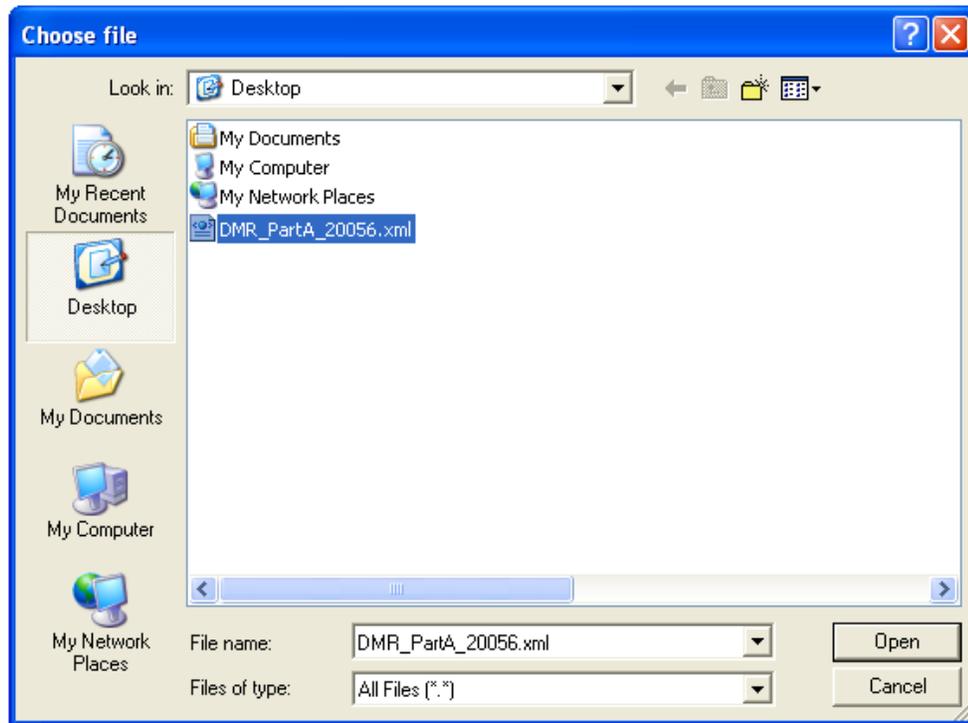
Security Questions

Security Question 1:
What is the first and middle name of your oldest sibling?

Answer:

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 DEQ, you may test if the file is well formed and validates against the e-DMR XML schema. This can be accomplished by clicking the Test File button.

1 Select File

2 Test File

If the file is invalid, the specific validation errors will appear above the Select File row. The most common errors are listed below.

(1) The file is not in XML format, for example, the submission file is in word format:

i Please select an XML file.

Report

1 Select File

2 Test File

(2) The file is in valid format, but not the correct e-DMR type. For example, in DMR section, a DWR report is submitted, the error message will be:

Submitted file is not eDMR file.

1 Select File	<input type="text"/>	Browse...
----------------------	----------------------	-----------

(3) The file is in valid format and correct type, but with some errors, the detailed error messages will be displayed. For example, in the submission XML file, an invalid date was input. The following error message will be generated:

The 'CertificationDate' element has an invalid value according to its data type. An error occurred at (1, 224082).

1 Select File	<input type="text"/>	Browse...
----------------------	----------------------	-----------

Other Potential Error Messages

Error Message	Potential Cause
No reporting requirement can be found in E2 associated with this xml file.	E2 is not expecting a DMR with the specified start date and end date for this facility. This error is usually encountered when the ReportStartDate and ReportEndDate elements are not specified.
The file you are attempting to upload is invalid.	The XML file has not passed XML schema validation.
The "<" character cannot be included in the name...	This is usually caused by not having the XML file conform to the XML schema, either by having an extra "<" or ">" or omitting an "<" or ">"
The 'date' element is invalid – The value ' ' is invalid according to its datatype.	XML requires that all date fields be supplied. This error message indicates that some date field in the XML fiel has not been filled in.
{elementName} is required	A required field in the XML file (from the table above) was not specified.

The user can correct the errors, and resubmit the file. If the test is successful, the page will indicate that the submission has passed validation. At this point, enter the Personal Identification Number (PIN), read the certification statement, check the "I Agree" check box, and answer the security question. Neglecting to enter the correct PIN, check the Certification checkbox, or answer the security question correctly will prevent the submission from occurring. When finished, click Submit File. A message box will appear to confirm submission. Click OK.

The user has three chances to answer the security questions. If the user provides the wrong answers to the security questions three times, he or she is no longer allowed to submit the data. When the security questions are suspended, an email will be sent to the user and copied to the DEQ e-DMR Administrator. Once the e-DMR Administrator resets the security questions, the user will be notified via email. The user can then log into the system to pick and answer the security questions. The following shows how the system responds when the user provides the wrong answers.

 **Answer is incorrect! Please enter the PIN and answer another question!**

Security Questions

Security Question:
what is your favorite TV show?

Answer:

⚠ Answer is incorrect! Please enter the PIN and answer another question! Next incorrect answer try will disable the submit function!

Security Questions

Security Question:
what is your favorite movie?

Answer:

Exit

Back

Submit

✖ You have incorrectly answered 3 Security Questions. An email will be sent to you and you will be notified once the E-DMR Administrator resets your Security Question.

Security Questions

Exit

Back

Submit

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.

4.2.3 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:

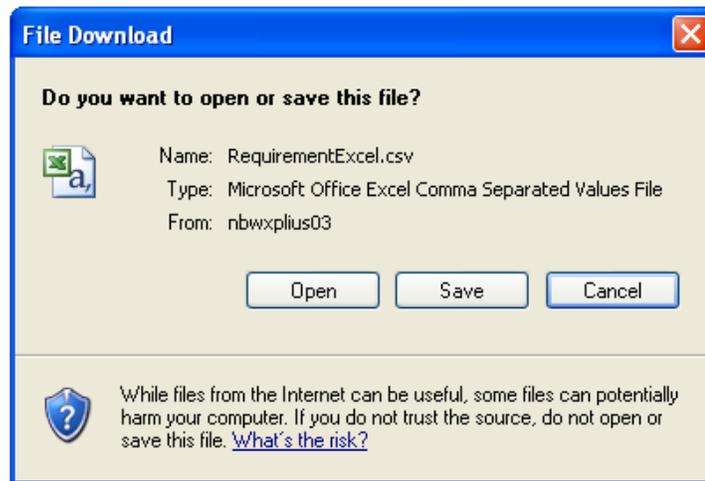
Permit Number:

Monitoring Period Start Date: End Date:

Report Due Date From: To:

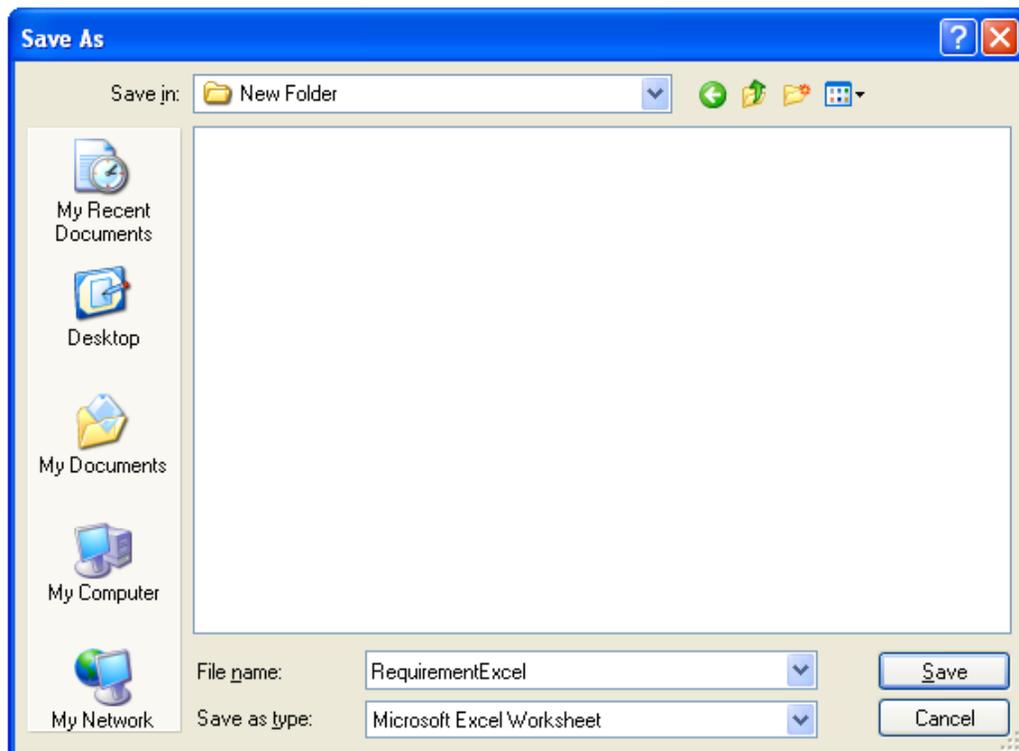
Report Type	Permit Number	Facility Name	Report Frequency	Report Date	Status	Due Date	Online Entry	XML	Excel	View Form
DMR	VA0020737	Bowling Green Wastewater Treatment Plant	Monthly	07/01/2005 - 07/31/2005	REPORT NOT SUBMITTED	08/10/2005				
DMR	VA0002585	FCWA - Lorton Water Treatment Plant	Monthly	07/01/2005 - 07/31/2005	REPORT WAS SUBMITTED ONLINE	08/10/2005				
DMR	VA00078131	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.

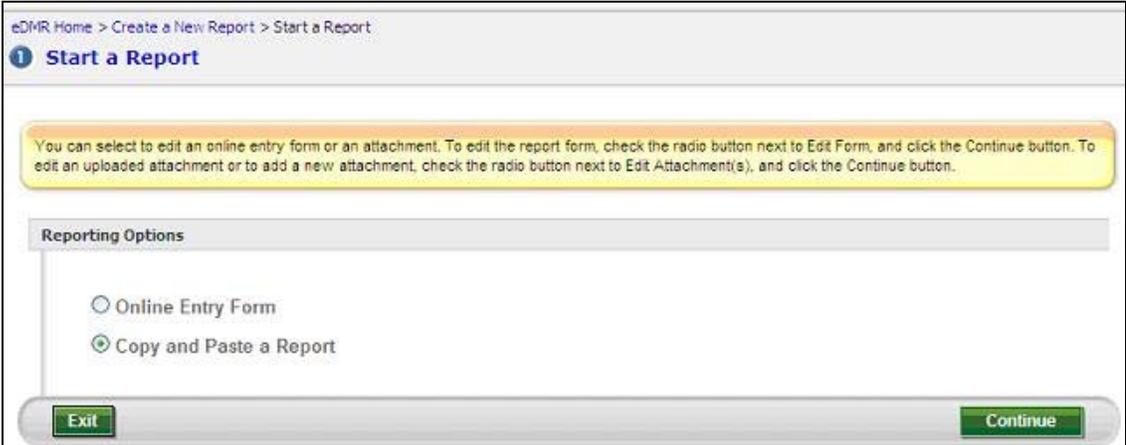
Step 2: Filling out the DMR Form in Excel (or other spreadsheet program)

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 should 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:



eDMR Home > Create a New Report > Start a Report

1 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.

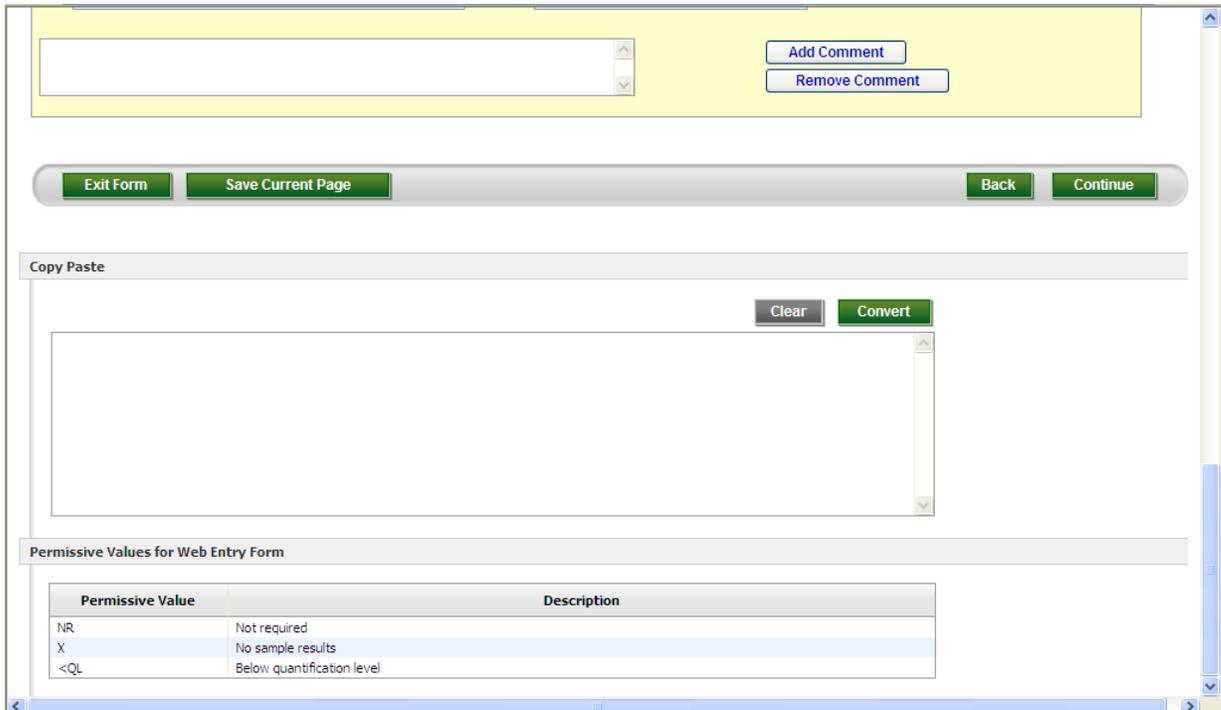
Reporting Options

Online Entry Form

Copy and Paste a Report

Exit Continue

Choosing the **Copy and Paste a Report** option and clicking the **Continue** button will open the following page



Permissive Value	Description
NR	Not required
X	No sample results
<QL	Below quantification level

This 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.

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.

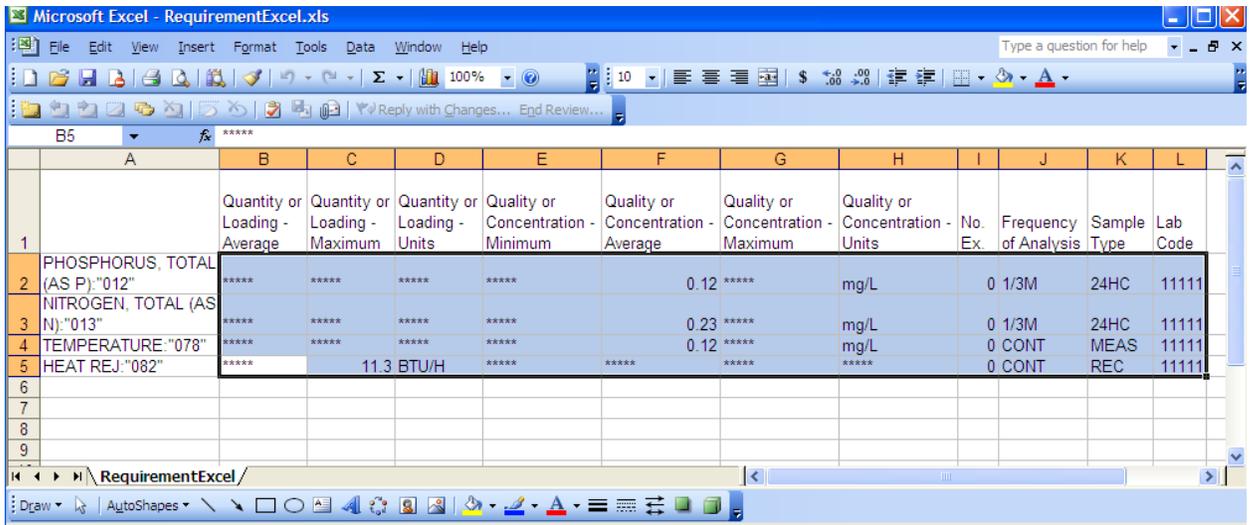
PARAMETER	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Lab Code
	AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
FLOW Code: 001	Sample Measurement	*****		MGD	*****	*****	*****			
	Permit Requirement	*****	NL		*****	*****	*****		1/3M	EST
PH Code: 002	Sample Measurement	*****	*****				SU			
	Permit Requirement	*****	*****		6.0	*****	9.0		1/3M	GRAB
TSS Code: 004	Sample Measurement	*****	*****		*****	*****	MG/L			
	Permit Requirement	*****	*****		*****	*****	NL		1/3M	GRAB
PETROLEUM HYDROCARBONS, TOTAL RECOVERABLE Code: 257	Sample Measurement	*****	*****		*****	*****	MG/L			
	Permit Requirement	*****	*****		*****	*****	NL		1/3M	GRAB
COPPER, DISSOLVED (UG/L AS CU) Code: 442	Sample Measurement	*****	*****		*****	*****	UG/L			
	Permit Requirement	*****	*****		*****	*****	NL		1/3M	GRAB
ZINC, DISSOLVED (UG/L AS ZN) Code: 448	Sample Measurement	*****	*****		*****	*****	UG/L			
	Permit Requirement	*****	*****		*****	*****	NL		1/3M	GRAB

Next, open the spreadsheet software that stores the DMR Data. Verify that the parameters listed are the same as those on the web form, 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.

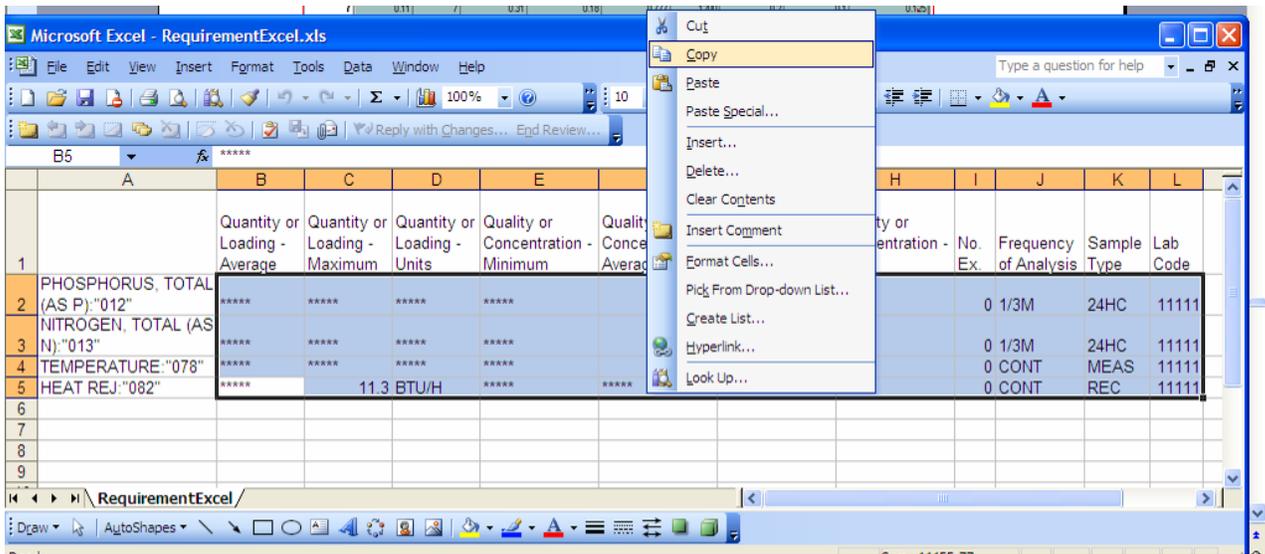
	A	B	C	D	E	F	G	H	I	J	K	L
		Quantity or Loading - Average	Quantity or Loading - Maximum	Quantity or Loading - Units	Quality or Concentration - Minimum	Quality or Concentration - Average	Quality or Concentration - Maximum	Quality or Concentration - Units	No. Ex.	Frequency of Analysis	Sample Type	Lab Code
1												
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, and the column order is the same across the top of the spreadsheet.

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



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



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.

Permissive Value	Description
NR	Not required
X	No sample results
<QL	Below quantification level

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 **Convert** button.

If the data is copied into the box incorrectly, click the **Clear** button to remove the contents from the box.

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.

Note: In some cases, facilities with multiple-outfall DMRs have encountered problems while pasting where some Sample Types are not pasting in as expected. This has been limited to situations where:

- Multiple-outfall DMR
- Facility does not supply a Lab Code

If you meet these conditions and are encountering problems pasting in Sample Types, please refer to the Troubleshooting Section at the end of this document.

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.

PARAMETER	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Li Co
	AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM				
PHOSPHORUS, TOTAL (AS P) Code: 012	Sample Measurement	*****	*****	*****	0.12	*****	0	1/3M	24HC	1111
	Permit Requirement:	*****	*****	*****	NL	*****		1/3M	24HC	
NITROGEN, TOTAL (AS N) Code: 013	Sample Measurement	*****	*****	*****	0.23	*****	0	1/3M	24HC	1111
	Permit Requirement:	*****	*****	*****	NL	*****		1/3M	24HC	

BYPASSES AND OVERFLOWS:		
TOTAL OCCURRENCES	TOTAL FLOW (M.G.)	TOTAL BOD ₅ (K.G.)
<input type="text"/>	<input type="text"/>	<input type="text"/>

ADD SPECIFIC COMMENTS AND EXPLANATION:	
ROW	PHOSPHORUS, TOTAL (AS P)
COLUMN	Quantity or Loading - Average
<input type="text"/>	
<input type="button" value="Add Comment"/> <input type="button" value="Remove Comment"/>	

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 4.2.2.

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,



Note: If you leave the DMR entry form without saving your data first, you risk losing any unsaved data that has been entered.

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 4.2.1 of this document.

4.3 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 'eDMR Home > Edit an Open Report' page. A yellow box contains instructions: '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.'

Search Options

Program Type:

Facility:

Permit Number:

Monitoring Period Start Date: End Date:

Last Update From: To:

Edit	Delete	Report ID	Report Type	Permit Number	Facility Name	Report Frequency	Report Date	Due Date	Last Updated Date	Submitter
		286	MONTHLY	VA0090743	Zion Crossroads WWT/TP	Monthly	08/01/2005 - 08/31/2005	09/10/2005	8/23/2005 10:24:14 AM	YCho0001
		299	MONTHLY	VA0090743	Zion Crossroads WWT/TP	Monthly	07/01/2005 - 07/31/2005	08/10/2005	8/18/2005 9:47:30 AM	YCho0001
					South Wales		07/01/2005 -		8/23/2005	

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.²

4.3.1 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.

² 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)

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

2 Edit a Form

MONTHLY DISCHARGE MONITORING REPORT

Monitoring Group: 001A

PERMITTEE NAME: Test Company Inc. **PERMIT LIMIT:** final **FACILITY:** Legends Mfg Inc
PERMIT NUMBER: NJ-456 **MONITORING PERIOD:** 01/01/2005 To 05/31/2005 **LOCATION:** One Riverside Plaza
MAILING ADDRESS: One Riverside Plaza **OUTFALL NUMBER:** 12345 Columbus OH, 43215
 Columbus OH, 43215 NO DISCHARGE **COUNTY:**

PARAMETER	QUANTITY OR LOADING			QUALITY OR CONCENTRATION				NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	Lab Code
	AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS				
Oxidant Dose Rate Code: 00000	Sample Measurement	*****	*****		*****	*****	Gallon		Not Applicable	Not Applicable	
	Permit Requirement	*****	*****	6	*****	*****		1/SEA	3G/8HR	Lab Code is required	

Measurement Value must be entered.

BYPASSES AND OVERFLOWS:

TOTAL OCCURRENCES	TOTAL FLOW (M.G.)	TOTAL BOD ₅ (K.G.)
<input type="text"/>	<input type="text"/>	<input type="text"/>

ADD SPECIFIC COMMENTS AND EXPLANATION:

ROW: Oxidant Dose Rate COLUMN: Quantity or Loading - Average

The user can then proceed as in Section 4.2.1 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 BREFLY 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 4.2.1 to submit the attachments.

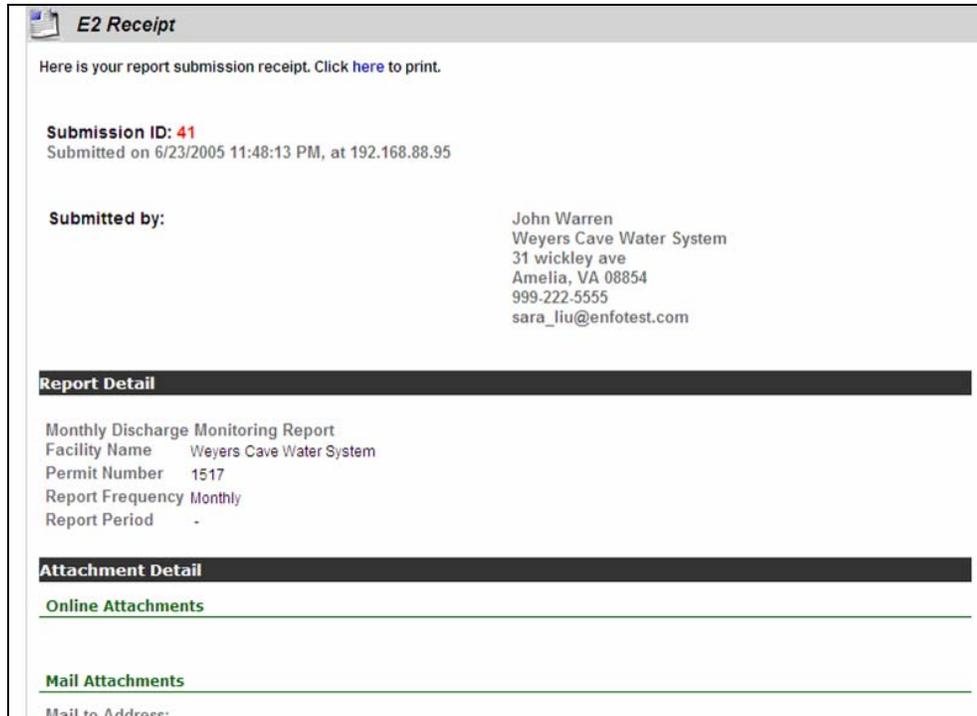
4.3.2 *Deleting an Open Report*

A report that has been started but has not yet been certified and submitted to DEQ can be deleted by selecting the delete icon, . Note that reports that have been certified and submitted to DEQ 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
1 2 3 4 5							Total Records: 47

4.4 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.

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.

4.5 Viewing and/or Revising Past Submissions

4.5.1 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.

eDMR Home > Submitted Reports

Search for Submitted Report(s) and Make Revision(s)

You can locate submitted reports by selecting from a variety of search criteria including Submission ID, Facility name, Permit Number, etc. After clicking "Search", any reports matching the search criteria you entered will be displayed in the table below. You can click the Edit icon to view the submission details, including the completed report form and uploaded attachments. You can revise the report or submit additional attachments if necessary.

Search Submitted Report

Program Type:

Submission ID:

Facility:

Permit Number:

Submission Date: From To

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 DEQ 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		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 and 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.

Summary

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	200000090501	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 ID 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  [View Report](#)

Alaska State Department of Environmental Conservation Monthly Discharge Monitoring Report (I											
PERMITTEE NAME: Kenai Fire Training Facility		PERMIT NUMBER: 2003DB025			DISTRICT:						
MAILING ADDRESS: 210 Fildalgo Ave Kenai, AK 99611		MONITORING POINT: 001A			COUNTY:						
FACILITY: Kenai Fire Training Facility		Monitoring Period : 2004-07-01 To: 2004-07-31			NO DISCHARGE FROM						
LOCATION: 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 />

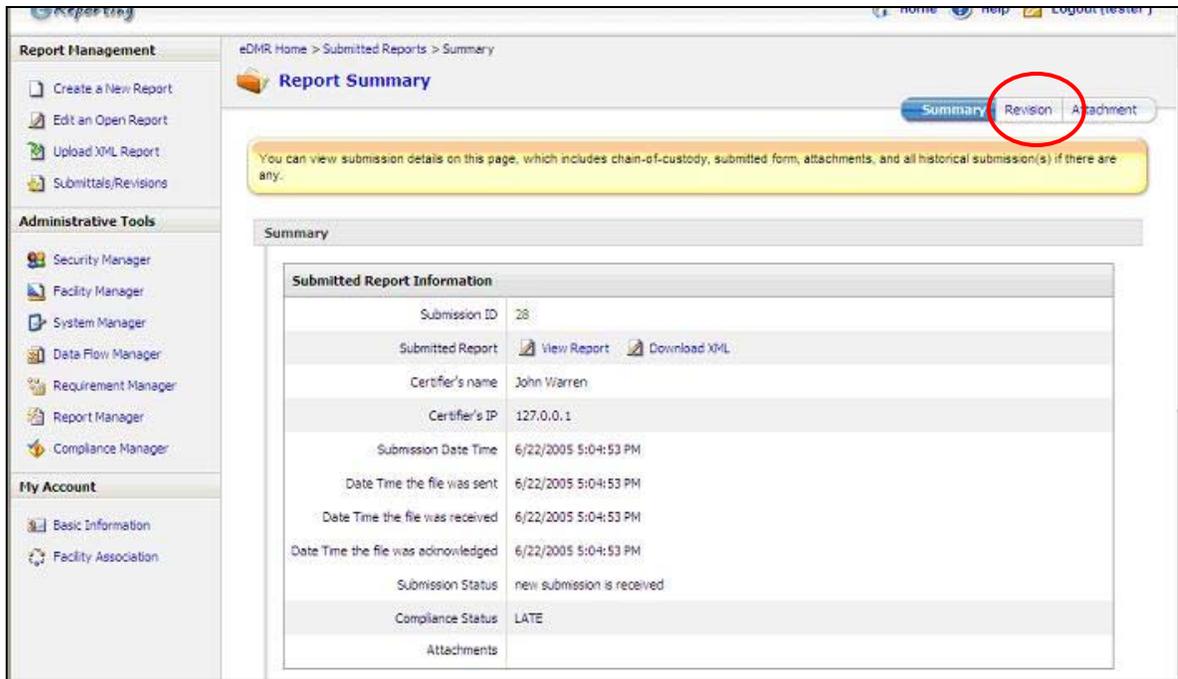
```

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

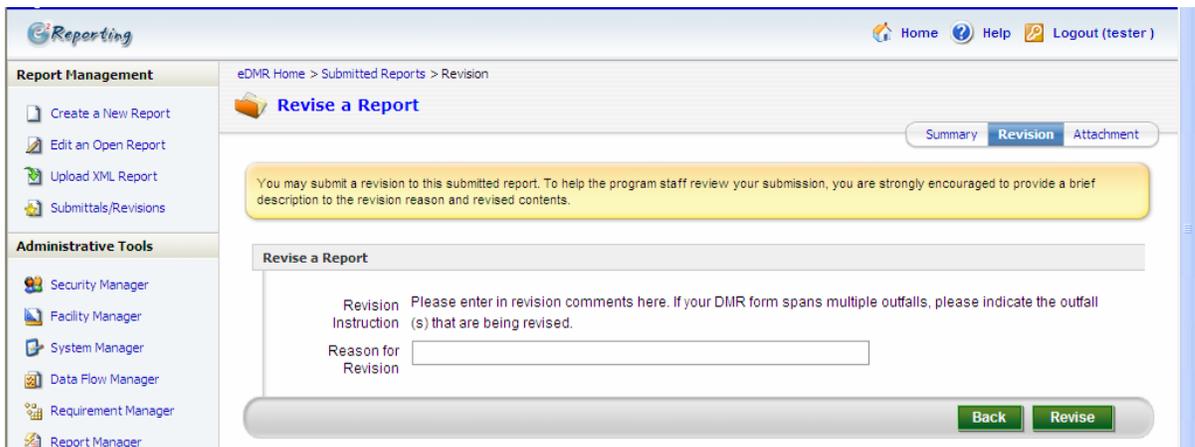
4.5.2 Making DMR Revisions

After a DMR is submitted to DEQ, 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 DEQ 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. 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 4.2.

5 Glossary

Acronym/ Terminology	Description
Virginia DEQ	State of Virginia Department of Environmental Quality
DMR	Discharge Monitoring Report
e-DMR	Electronic Discharge Monitoring Report
XML Schema	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.
e-DMR Schema	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.
XML File / Instance Document	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.
Template DMR File	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.
Submission DMR File	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.
Style Sheet	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.
Report Wizard	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.

6 Appendix A: Troubleshooting Guide

6.1 Issue: Attempting to Perform Copy-Paste from Excel into DMR, Results in Some Sample Types Not Pasting Properly

Symptom: You are performing a paste operation from Excel into the DMR webform, but some Sample Types are not pasting into the cells even though they appear correctly in Excel. System will not let you continue.

Scope: This issue is most likely limited to situations involving multiple-outfall DMRs in which the facility is not providing Lab Codes.

Cause: This is caused by a bug in Excel in being able to correctly interpret certain CSV (comma separated variable) files. When using Excel to edit the DMR file, if values are not supplied in the last cell of the last row, Excel will sometimes remove those columns entirely. Therefore in cases where the Lab Code (which is the last column) is not being filled in, Excel removes the lab code column from the CSV file, which creates problems when trying to read the previous column (Sample Type).

Resolution: To avoid this issue, the Data Submitter can add an "X" (or any other character) to the Lab Code column in the row following the last row in the DMR template, as shown here. By making this change, this issue should be resolved.

