e-DMR

Graphical Walkthrough

Electronic Discharge Monitoring Report (e-DMR)
Reporting System

March 4, 2014

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About this Document

This document is intended to provide a graphical run-through of the Electronic Discharge Monitoring Reporting (e-DMR) System. Graphics display the 4500 & 4519 reporting process from the beginning steps all of the way through to the end where you will PIN and submit your DMR. This document provides a general feel for the work flow by guiding the user with actual screen shots of the online system in a relatively sequential manner. Refer to the e-DMR All-in-One Document or the e-DMR User's Guide (Attachment 2) for additional detail of the various individual aspects of the online application.

Recent Changes to this Document

3/5/14	-	Updated screenshots and language w/current layout
3/22/11	-	eDMR Administrators phone number change (new number is 614-644-2054)
7/1/09	-	Include new info & screenshots of the June 2009 Enhancements that were installed
1/22/09	-	Eliminated all references to the retired SWIMware software.
8/19/08	-	Corrected Page Numbering in CONTENTS
7/23/08	-	Updated entire document with new eBusiness Center screens, added additional walkthrough documentation to many screens! Reprint entire document.

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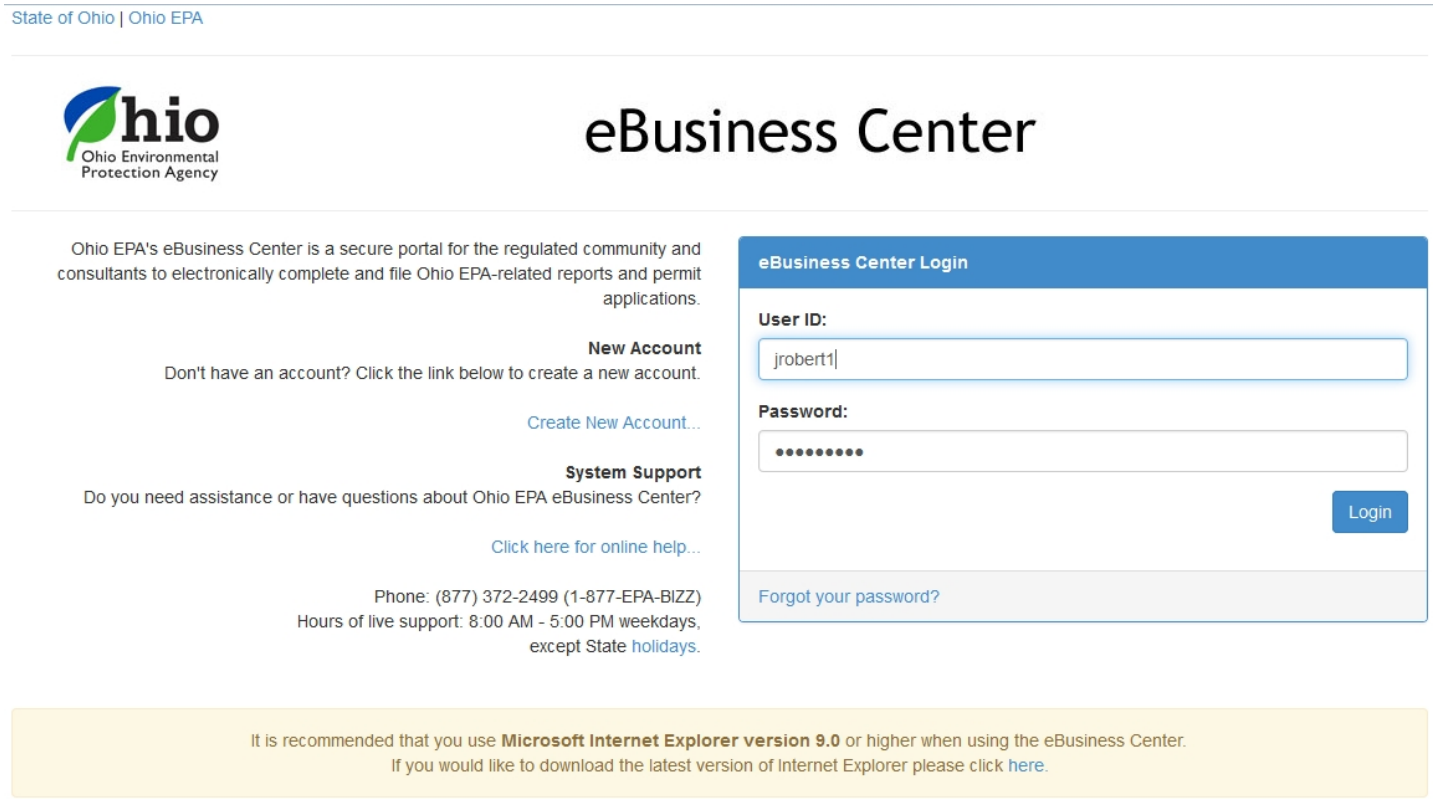
e-DMR

eBusiness Center Login



This will be your starting point each month. If you have not created an account, you must initially do so by clicking the CREATE NEW ACCOUNT link to the left of the screen. Once you create your account User ID and password, you can return to this point and log on to the Ohio EPA eBusiness Center. Ohio EPA's eBusiness Center is an enhanced, secure portal for online business. This portal is the entry point for the regulated community and consultants to electronically complete and file reports and permit applications and to pay fees. Authorized users will be able to update their facility and contact information directly. The eBusiness Center initially offers the capability to submit wastewater discharge monitoring reports and Division of Air Pollution Control reports. Over time, Ohio EPA will add services related to drinking water, hazardous waste, and solid waste. All services will be accessed through Ohio EPA's eBusiness Center at the following web link: *https://ebiz.epa.ohio.gov/login.html*. Online reporting via this system is available to the entire State and is the preferred method of data submittal.

eBusiness Center – New Account

New User Account

Enter new user account information below. If you need assistance please contact us at 614-644-3011. **All fields are required.**

User Information

User ID:

First Name:

Last Name:

Company Name:

Password

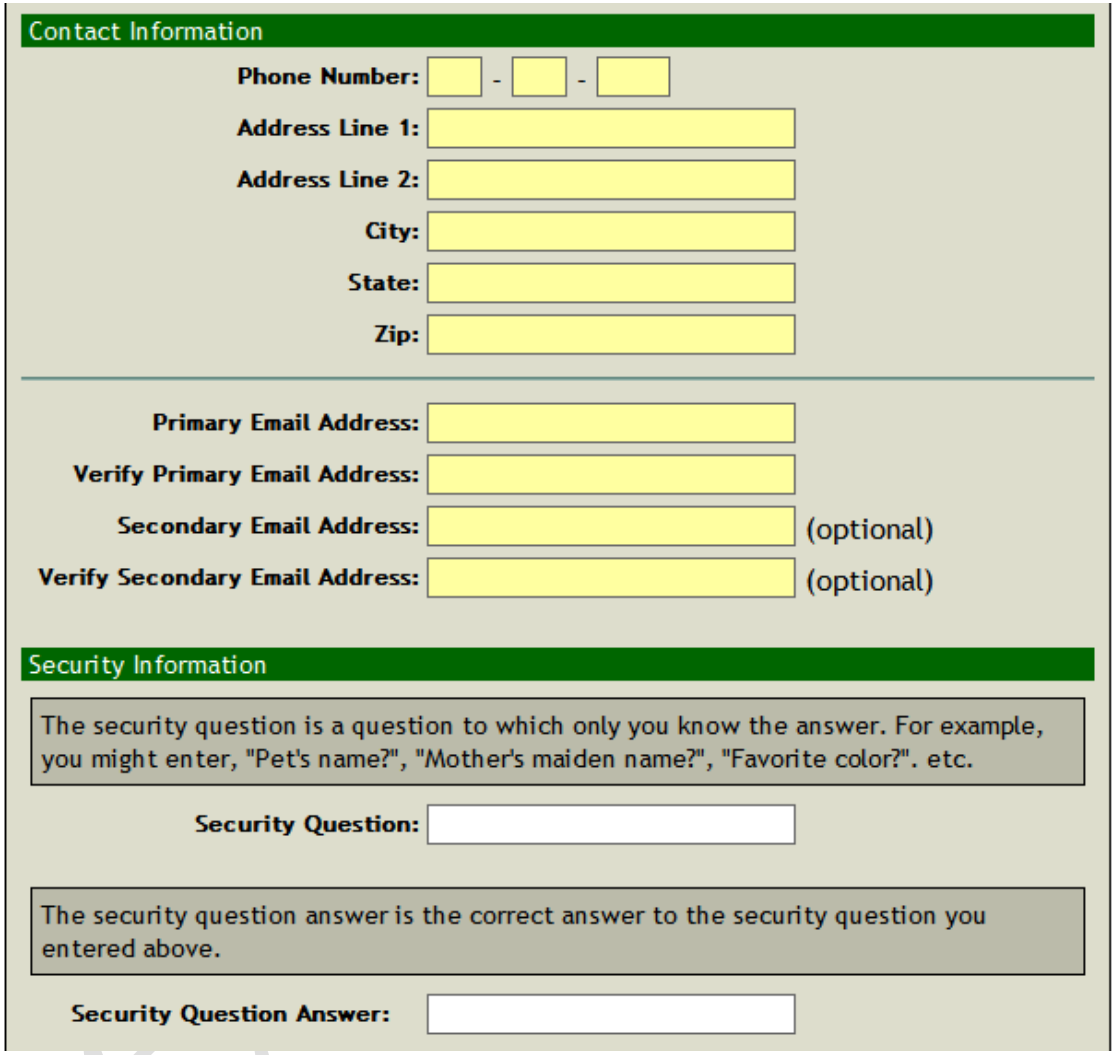
Your new password has the following minimum requirements:
- Length of at least 8 characters
- At least one uppercase or lowercase letter: (A - Z or a - z)
- At least one digit: (0 - 9)
- At least one special character: (! @ # $ % ^ & * ( ) - _ = + | [ ] { } ; : / ? . > <)

Examples: (Pittsburgh#1, LoneValley?2, $Lottery12, Fire@truck9)

Password:

Verify Password:

Password Hint:



Contact Information

Phone Number: - -

Address Line 1:

Address Line 2:

City:

State:

Zip:

Primary Email Address:

Verify Primary Email Address:

Secondary Email Address: (optional)

Verify Secondary Email Address: (optional)

Security Information

The security question is a question to which only you know the answer. For example, you might enter, "Pet's name?", "Mother's maiden name?", "Favorite color?". etc.

Security Question:

The security question answer is the correct answer to the security question you entered above.

Security Question Answer:

Create a User ID and password of your choice and fill out all the necessary fields within the form. If you forget your password in the future, the system will prompt you with your security question where you will need to respond with a correct response. Once you User account is created…log in! This will be the ONLY account you ever need. You will access ALL of your facilities in the SINGLE account as well as access any other Ohio EPA Divisions in the future. The next step is applying for a PIN and activating your eDMR service….discussed next...

TIPS on Creating your Ohio EPA e-Business Center account

1. Click on the following link: http://ebiz.epa.ohio.gov (Click OK if you get a "Security Alert" message)
2. You should see the Ohio EPA eBusiness Center the login window (Save the page in your favorites).
3. Click on Create New Accounts to open the New User Account window.
4. Enter all the info indicating, following these guidelines…

    a. For User ID: It needs to be something you will remember (example Jmiller1).

    b. Company Name = Simply your company/facility name.

    c. Password: Your password must be 1) at least 8 characters, 2) include at least one upper and low case letter, 3) at least one number, 4) at least one special character (e.g. #@!*), and 5) no blanks. For Example, select a combination of 2 words that you can remember (e.g. big dog), BUT pick something that is not common or obvious (e.g. not "Go Bucks" or "pass word"). Remove the blank, capitalize the first letter, and add a special character and a number (e.g. Bigdog-1).

    d. Password Hint: If you forget your password, the system will use this to help you remember. DO NOT enter your password here. Instead enter a vague hint, something meaningful only to you. For example, for password "Bigdog-1", the hint "enormous canine" would be too obvious. But the name of my dog would be a safe hint since most hackers would not know it.

    e. Primary e-mail address: Enter your work e-mail.

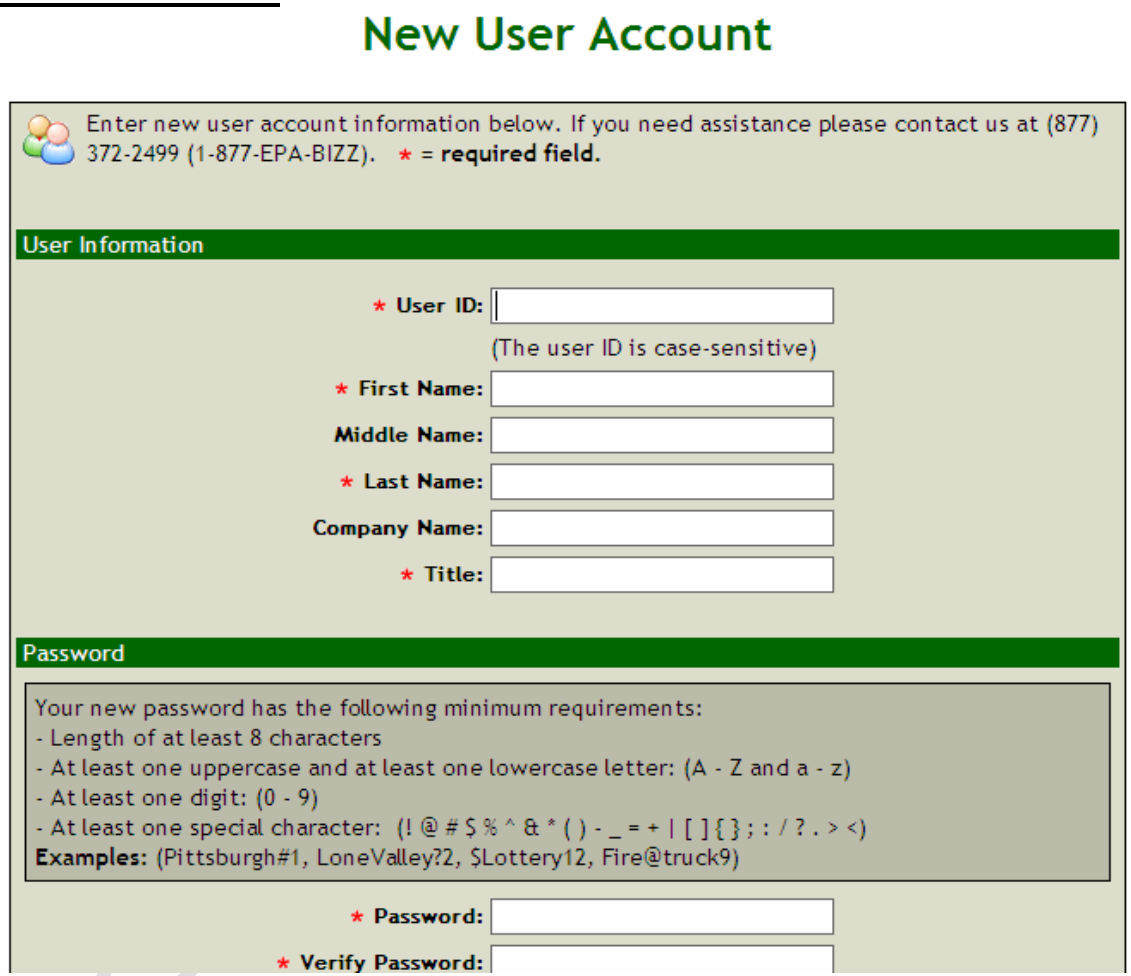
    f. Secondary e-mail: You can enter another email or leave blank.

    g. Security Questions & Answers: You can enter any questions you want and its answer. Pick a question that you know the answer to, but few others would. The e-Business Center will eventually use this info when a user makes account information changes (e.g. changing e-mail or address) to verfiy the person logged on is actually the owner of the account.

5. When all required fields have been entered, click the Submit button at the bottom of the page.
    a. If you missed anything, you will get an error message. Correct the error and Submit again.
    b. If all OK, you will get a new page indicating that your account was created. Click Continue to return to the login window.
6. Try logging in with your new user ID and password. You should be able to login immediately.

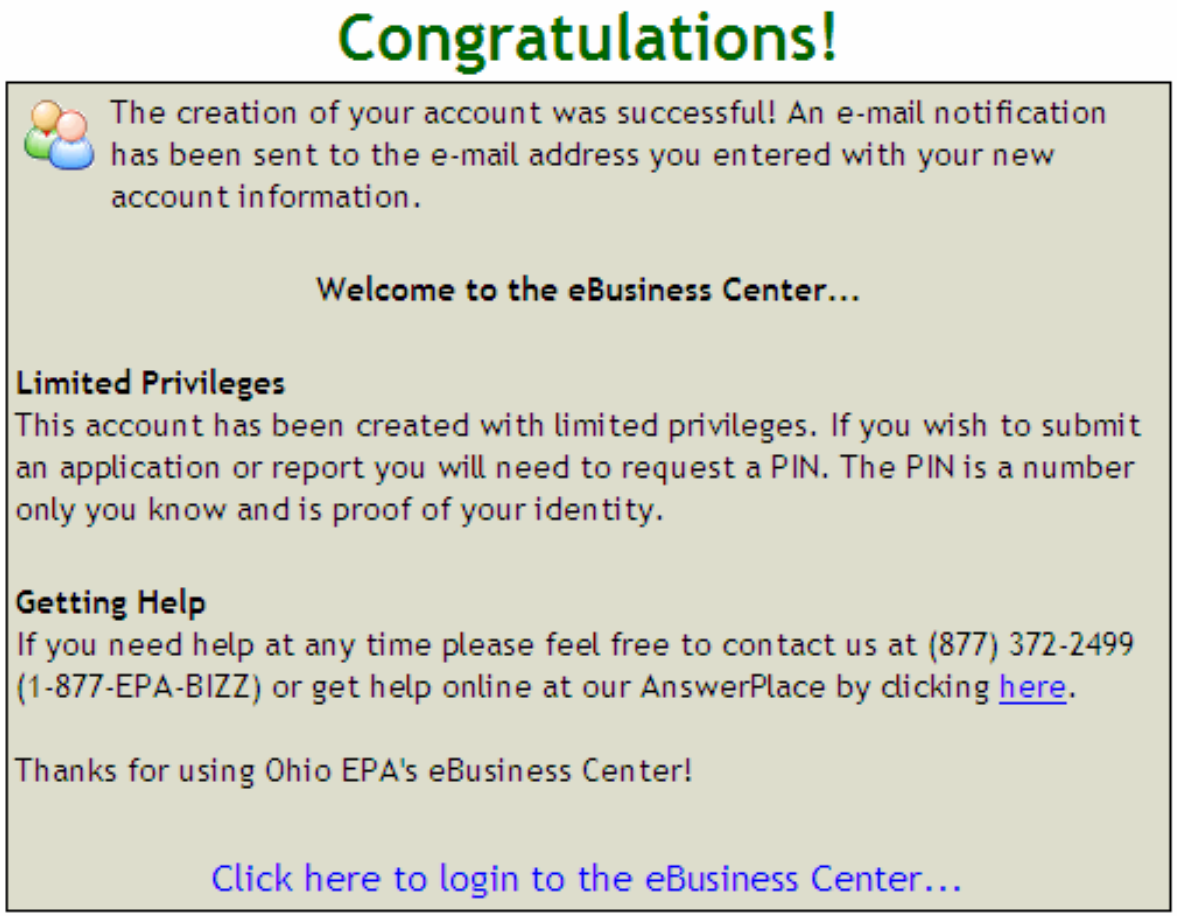
e-DMR

eBusiness Center – New Account



Be sure to create a password that is at least 8 characters in length, contains at least 1 upper and 1 lower case letter, contains at least 1 numeric character, and contains at least 1 special character (the SHIFT number symbols). The system will inform you if your password does not meet these specifications. Also be sure to fill in all highlighted fields, these are mandatory. Create a User ID & password that you will remember. If you forget either of them, you will not be able to log in and will have to click the FORGOT PASSWORD link to get a hint or have the system reset and email you a new password.

eBusiness Center – New Account



Congratulations!

The creation of your account was successful! An e-mail notification has been sent to the e-mail address you entered with your new account information.

Welcome to the eBusiness Center...

Limited Privileges
This account has been created with limited privileges. If you wish to submit an application or report you will need to request a PIN. The PIN is a number only you know and is proof of your identity.

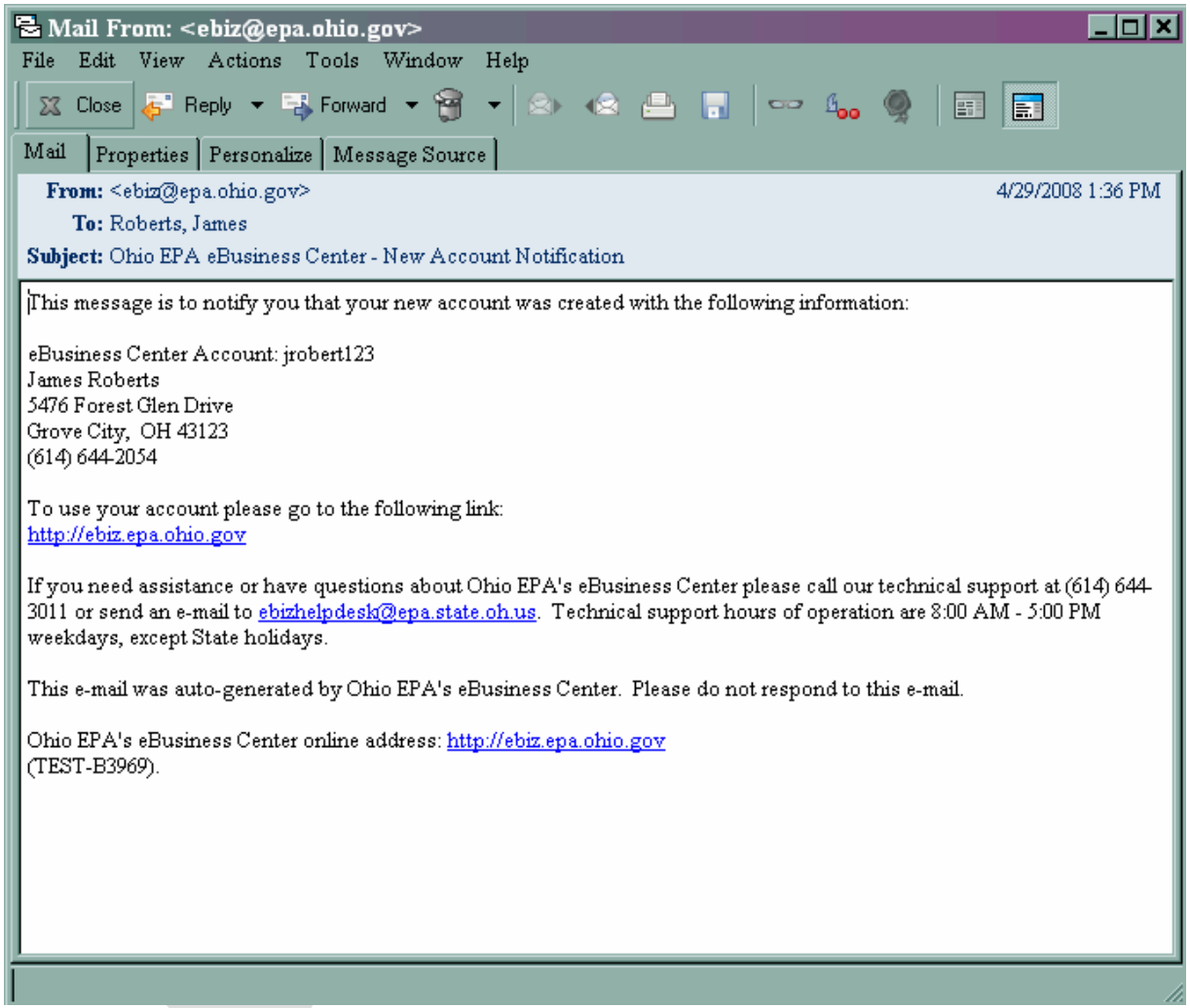
Getting Help
If you need help at any time please feel free to contact us at (877) 372-2499 (1-877-EPA-BIZZ) or get help online at our AnswerPlace by clicking here.

Thanks for using Ohio EPA's eBusiness Center!

Click here to login to the eBusiness Center...

After successful account and password creation, your new eBusiness Center account is ready to be used. You will now click "CLICK HERE TO LOGIN" and log on using the user name and password that you have just created. This will give you access to begin business with any of the Divisions of the Ohio EPA (referred to as "Services") that provide electronic services.

eBusiness Center – New Account



Mail From: <ebiz@epa.ohio.gov>

File Edit View Actions Tools Window Help

Close Reply Forward

Mail | Properties | Personalize | Message Source

From: <ebiz@epa.ohio.gov> 4/29/2008 1:36 PM

To: Roberts, James

Subject: Ohio EPA eBusiness Center - New Account Notification

This message is to notify you that your new account was created with the following information:

eBusiness Center Account: jrobert123
James Roberts
5476 Forest Glen Drive
Grove City, OH 43123
(614) 644-2054

To use your account please go to the following link:
http://ebiz.epa.ohio.gov

If you need assistance or have questions about Ohio EPA's eBusiness Center please call our technical support at (614) 644-3011 or send an e-mail to ebizhelpdesk@epa.state.oh.us. Technical support hours of operation are 8:00 AM - 5:00 PM weekdays, except State holidays.

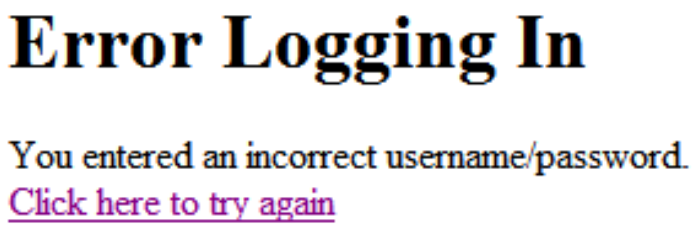
This e-mail was auto-generated by Ohio EPA's eBusiness Center. Please do not respond to this e-mail.

Ohio EPA's eBusiness Center online address: http://ebiz.epa.ohio.gov
(TEST-B3969).

Upon creation of your account, you will also get an email verifying that your account has been created. This is an auto email that the system sends, do not respond to it. You will get email confirmation from this system at various times as you conduct business online.

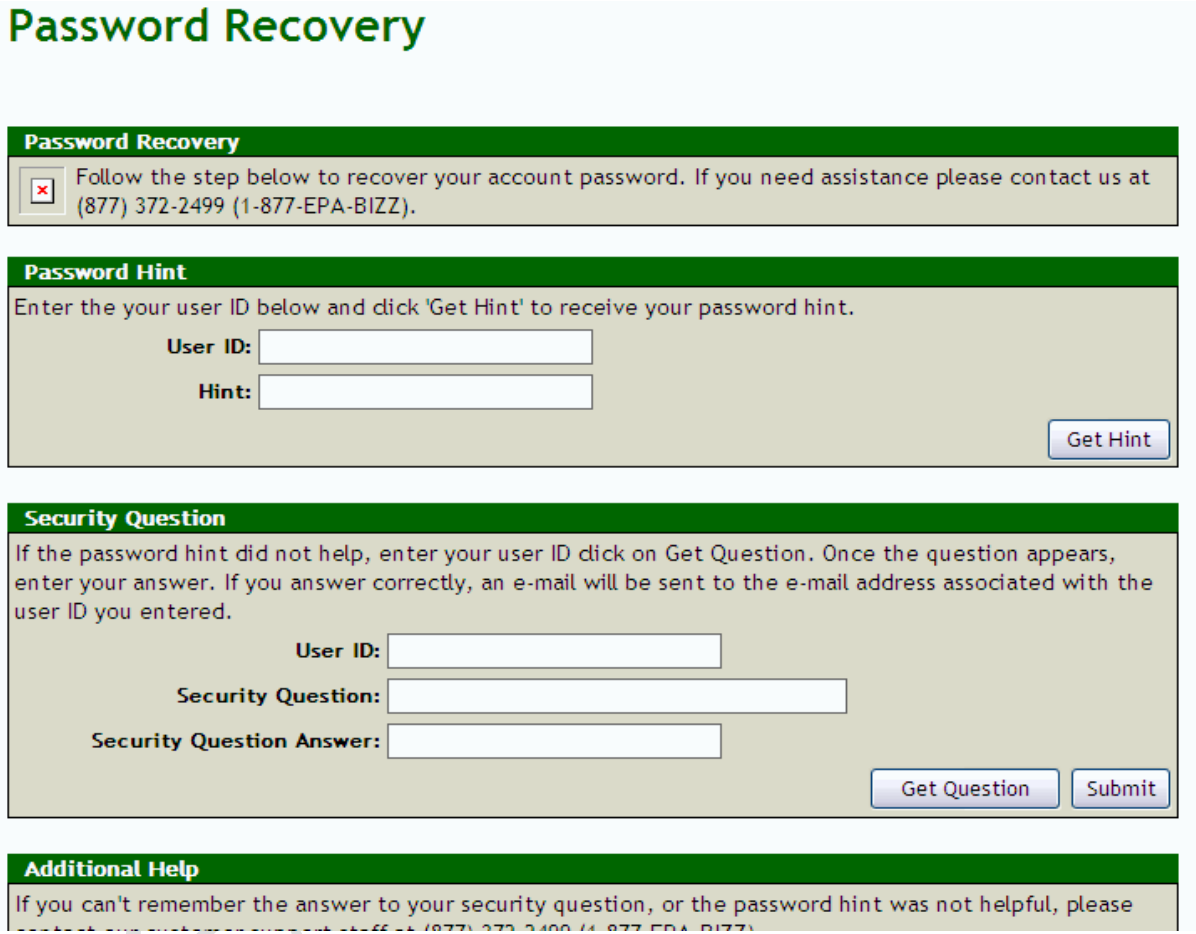
eBusiness Center - Incorrect Login

If you are attempting to log on and you receive the below message, you have entered an incorrect User ID and/or Password. Verify your User ID and Password and try again, they are both case sensitive so watch the CAP LOCKS key!



e-DMR

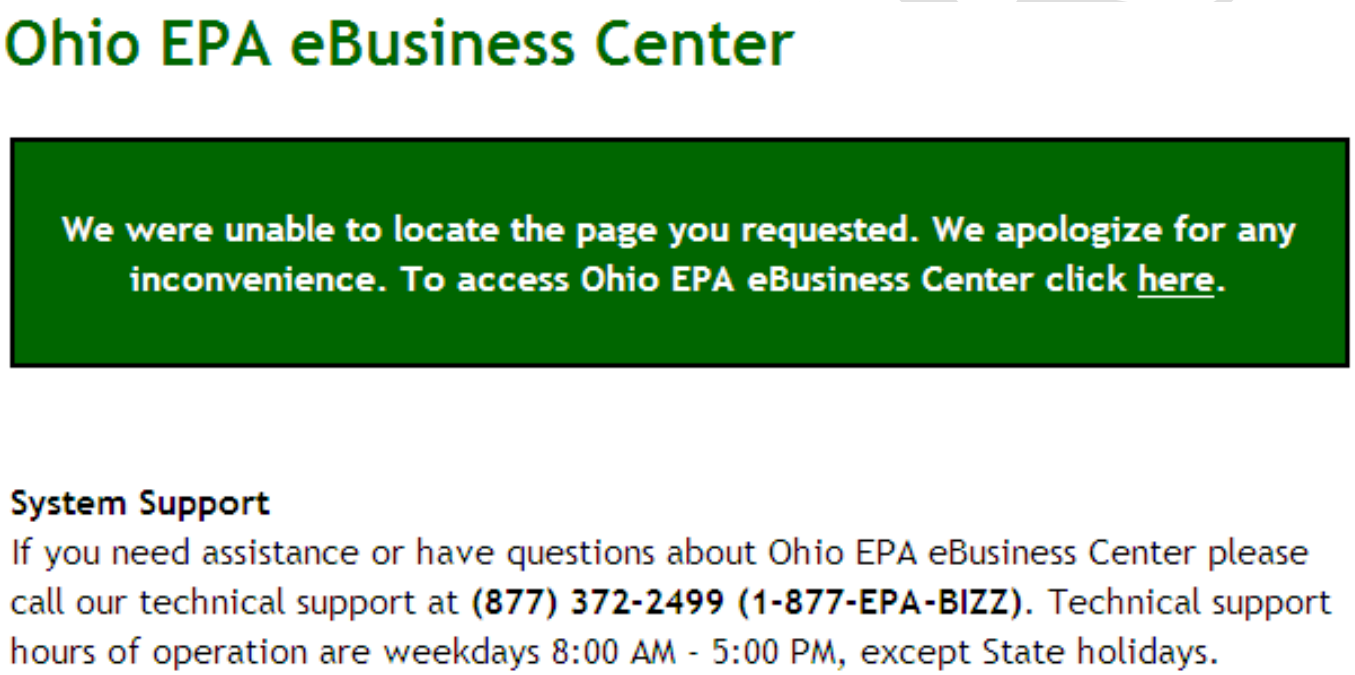
eBusiness Center – Forgot Password?



At the login screen, if you forgot your eBusiness Center password, click "Forgot Password". This screen can assist in 2 ways. First, type in your User ID in the PASSWORD HINT box and press GET HINT. You provided this when you created your account and now hopefully it will assist with remembering your password. If it doesn't, jump down to the SECURITY QUESTION box, type in your User ID and press GET QUESTION. The system will provide you with your security question that you provided when you set up your account. Type in your answer in the 3rd field and press SUBMIT. If your answer matches, the system will reset your password and email you the new one to the email address that is associated to your user account. The eBusiness Center Helpdesk can be contacted if needed.

eBusiness Center - System Unavailable

If you get the below message at any time, the Ohio EPA eBusiness Center and or e-DMR is unavailable for some reason. At certain times, the system may be requiring maintenance or certain upgrades. If this occurs, the Agency is actively working on restoring the site and try logging on at a later time (ex. a couple hours later).



eBusiness Center –Assistance & User Guide

eBusiness Center Online Help

There are four easy ways to get help with Ohio EPA's eBusiness Center.

Online Help and Frequently Asked Questions
Online help is available through Ohio EPA's Answer Place in the form of short questions and answers. To access the Answer Place, click here.

Fact Sheets
The following fact sheets provide a brief overview of the eBusiness Center and some of the important aspects of creating an account and safe-guarding your information. Please click on the links below to view the fact sheet.

- eBusiness Center - Ohio EPA's Business Portal Fact Sheet
- Ohio EPA's eBusiness Center - Personal Identification Number Purpose and Security Requirements

User Guide
The following fact sheets provide a brief overview of the eBusiness Center and some of the important aspects of creating an account and safe-guarding your information. Please click on the links below to view the fact sheet.

User Guide (PDF) User Guide (Microsoft Word)

To download the document listed above you will need the free Adobe Acrobat Reader. If you do not have the reader you can download it by clicking on the image

Although this document is designed to graphically walk eDMR users step by step through the eBusiness Center, into eDMR, and to a successful submission of your permit reports, the Agency has created an eBusiness Center user guide that is available to you as well. On the log in screen, click the link labeled “Click here for Online Help”. The document is available in both Adobe Acrobat PDF & Microsoft Word versions, just click the one you want to open/download to your computer. As you go through eDMR, each screen will have a “Help” button which you can click at anytime to obtain assistance on that specific current page (example below).

eBusiness Center – PIN Application & eDMR Service Activation

To submit date in the system, you will need a PIN (i.e., your electronic signature) and you will need to add any and all of your facilities to the account. The PIN Application process as well as all the steps concerning Service Activation (i.e., adding all of your facilities into your account) are graphically laid out in Attachment 3 of the eDMR All-In-One Document. The attachment provides a very quick and easy step by step walkthrough using actual screenshots of the entire process from A-Z.

e-DMR

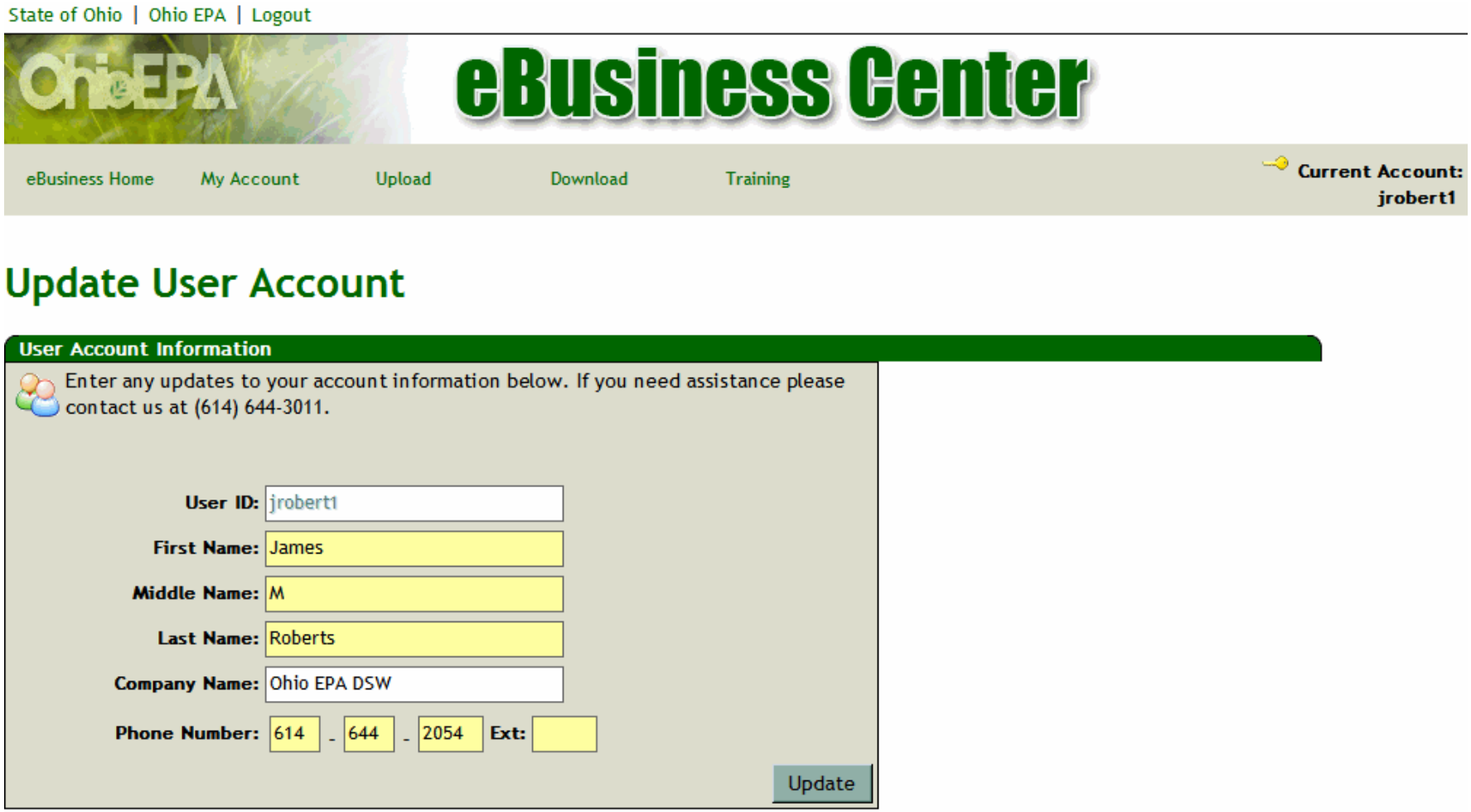
eBusiness Center - Welcome Screen

This is the home page that you will come to each month to access eDMR. If you already have a PIN, you will notice in you're MY TASKS that your PIN is Activated, with a status of ACTIVE. To get into eDMR just click on "eDMR" under SERVICE and it will launch. If you want to submit data and do not have a PIN, you must apply for one. Its your electronic signature. Click on MY ACCOUNT, PIN REQUEST to apply.

eBusiness Center - Welcome Screen

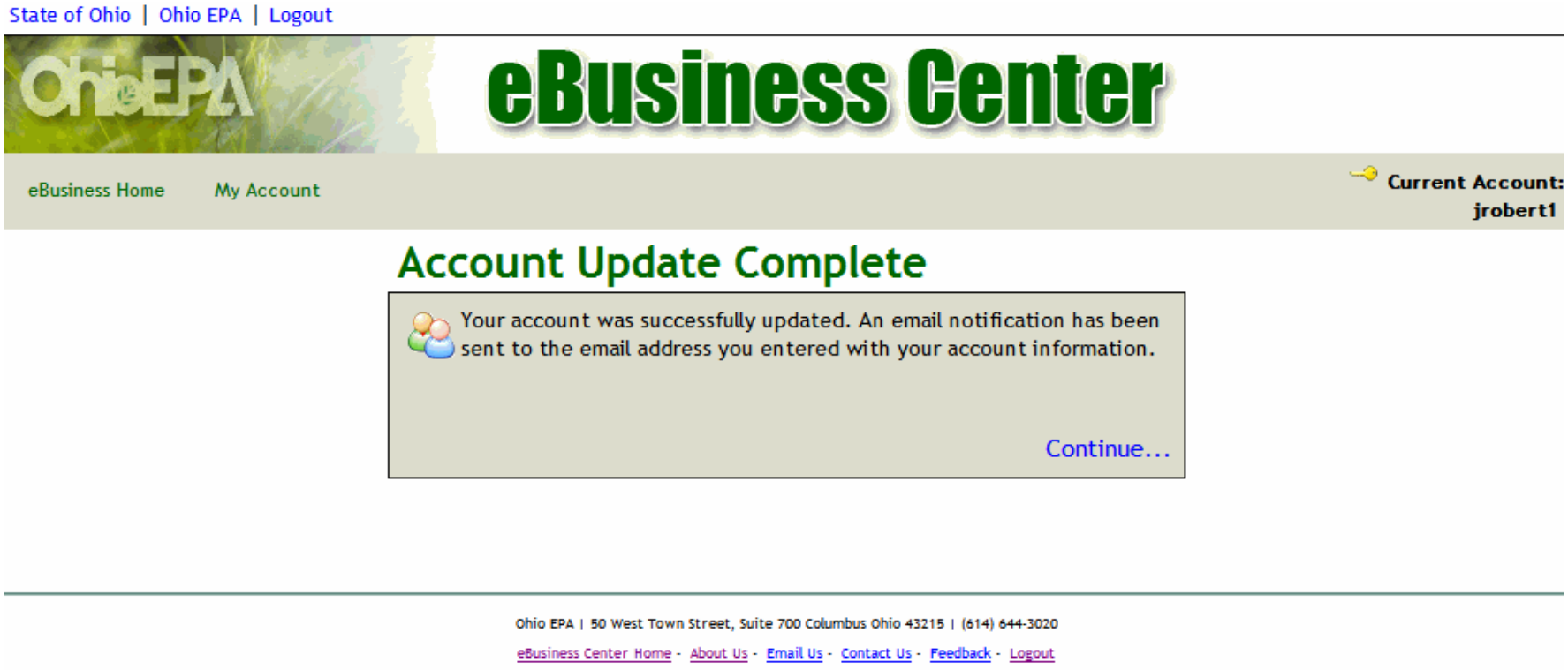
Upon going through the PIN & Facility Request process (see Attachment 3 in the eDMR All-In-One Document for a step by step walkthrough), you will notice that your facilities will be listed if you click on "View/Edit" in the FACTILITY column for the eDMR Service. You can also assign delegation rights to another user by clicking on "View/Edit" under the DELEGATIONS column. The other user just needs their own user account. You just type in their User ID and they will have read/write access to your facility in their account…but they will not be able to submit. A delegation walkthrough is provided further in this document.

eBusiness Center – My Account – Update Account



Always make sure your account information, especially your email address, is always up to date in your account. Click "My Account" & "Update Account" to update any of your account information. Enter your new information in the available fields and press UPDATE. You cannot change your User ID. You will not be required to answer a security question to make a change to your account (you will be prompted to answer a security question if you attempt to change you PIN holder information).

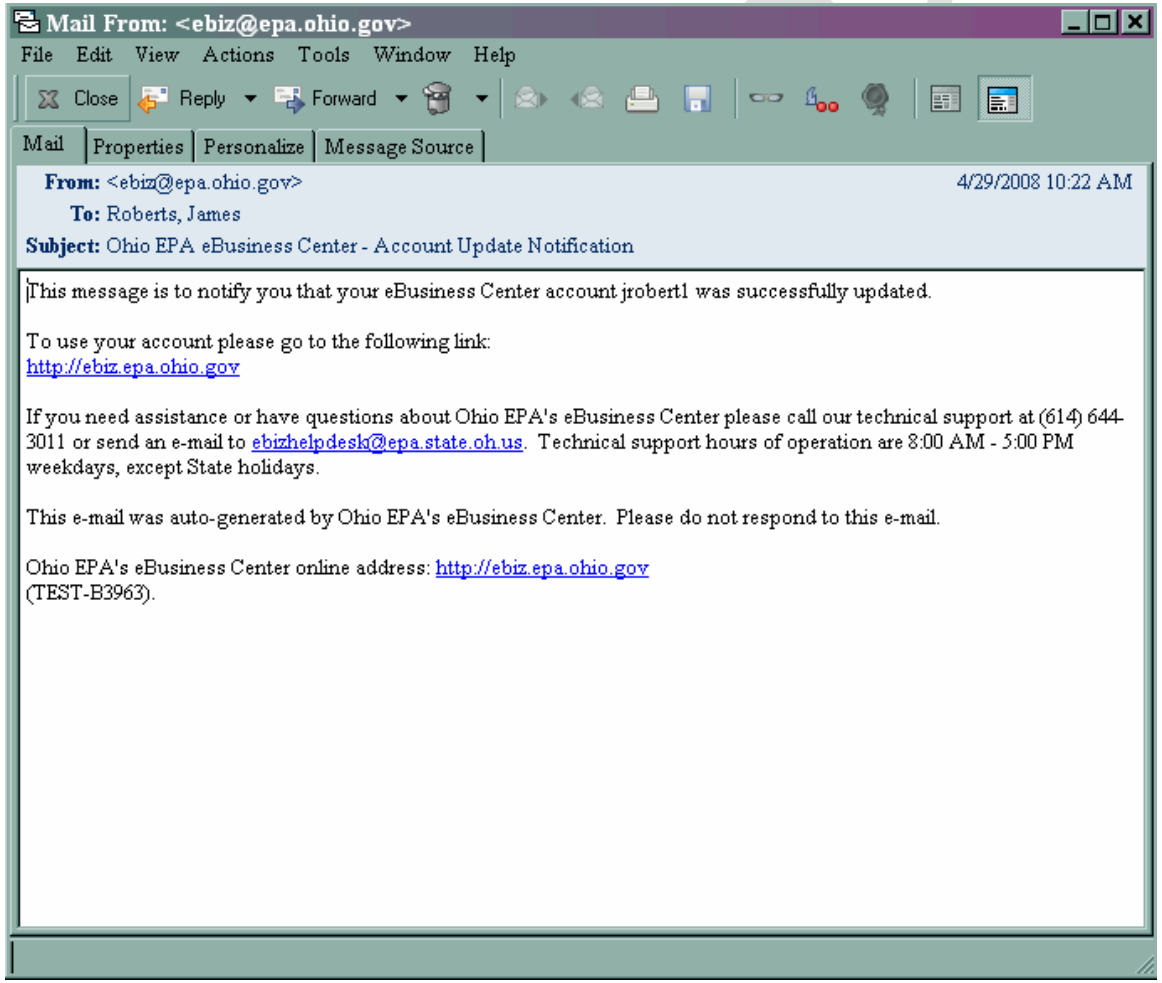
eBusiness Center – User Account – Updating



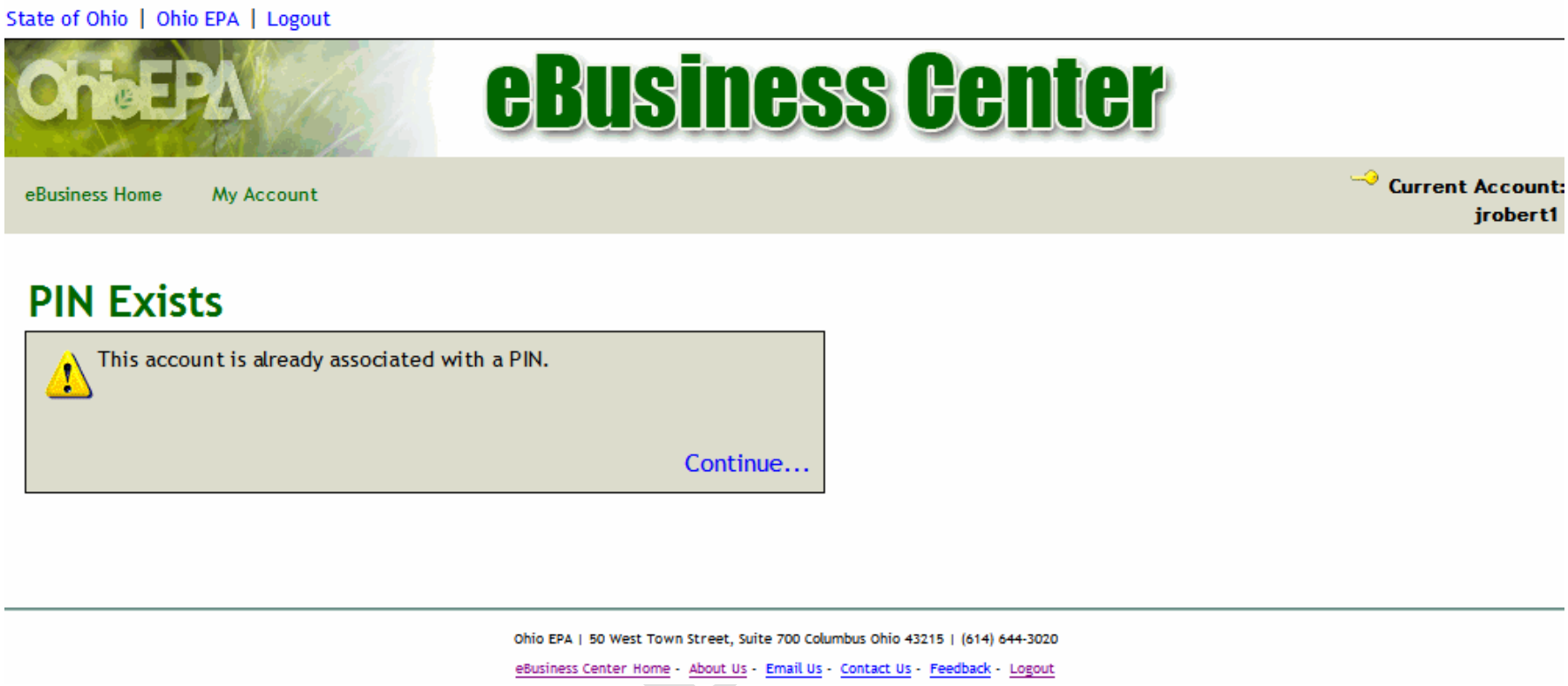
Your account has now been updated….press “Continue” to return to the eBusiness Center main page.

eBusiness Center – User Account – Updating

You will receive immediate confirmation of any update that you conducted via the email address that you have in your profile, thus another big reason you will want to keep your personal information and email address current.

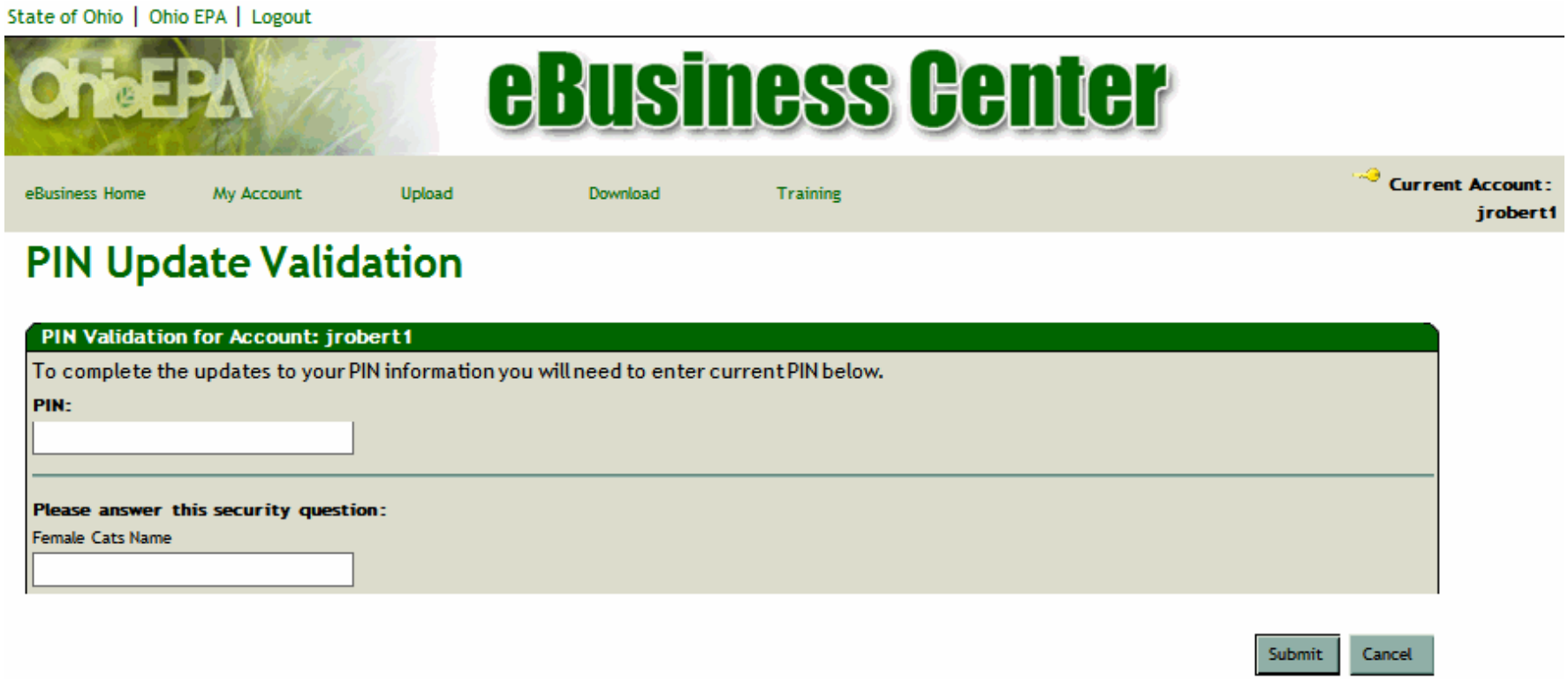


eBusiness Center – My Account – PIN Request



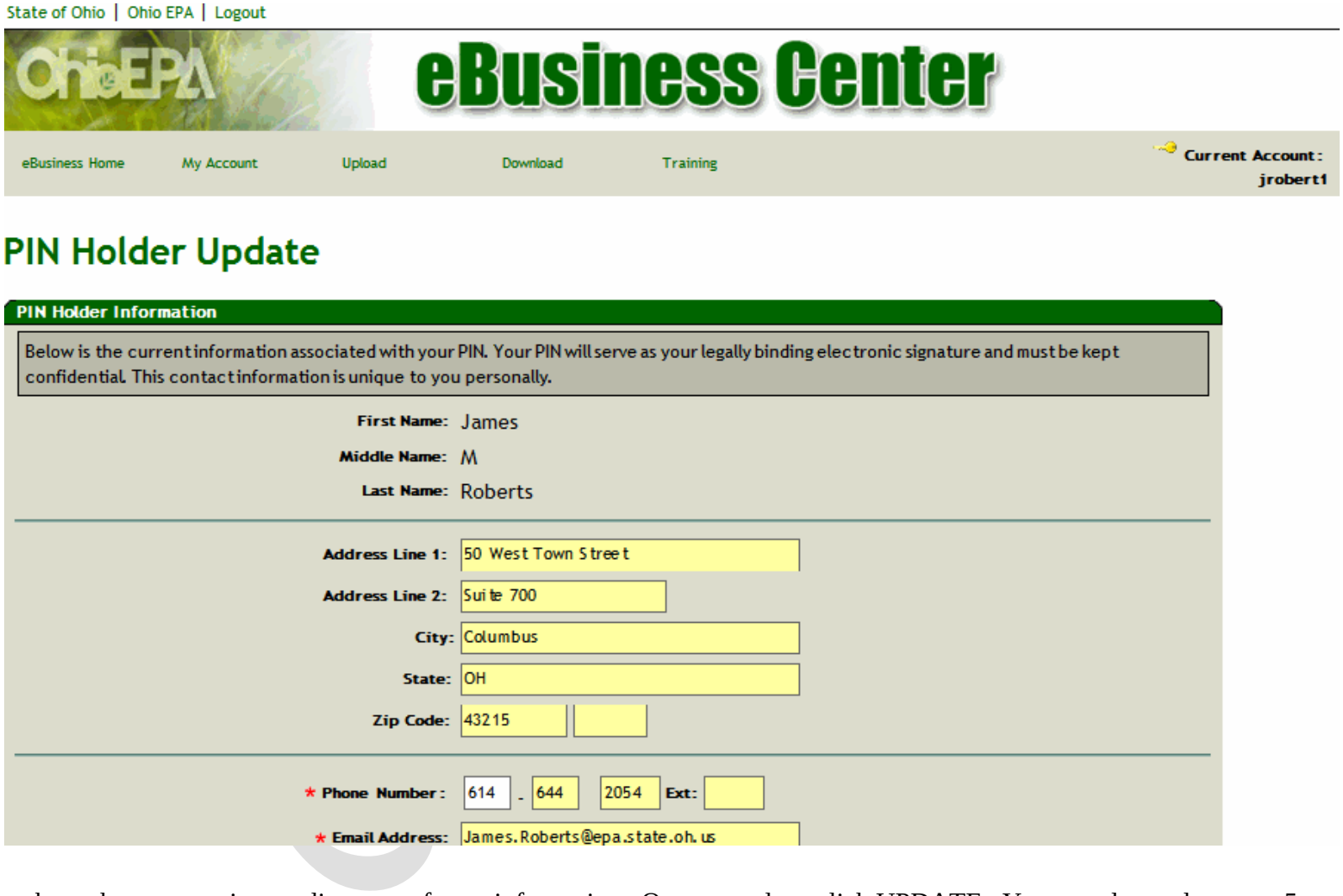
If you already have a PIN, the system will not assign you another one. The PIN is your electronic signature and you only have one. <u>If you need a NEW PIN, follow the step by step graphical guidance provided as Attachment 3 to the eDMR All-In-One Document.</u>

eBusiness Center – My Account – PIN Management – Update PIN Holder Info



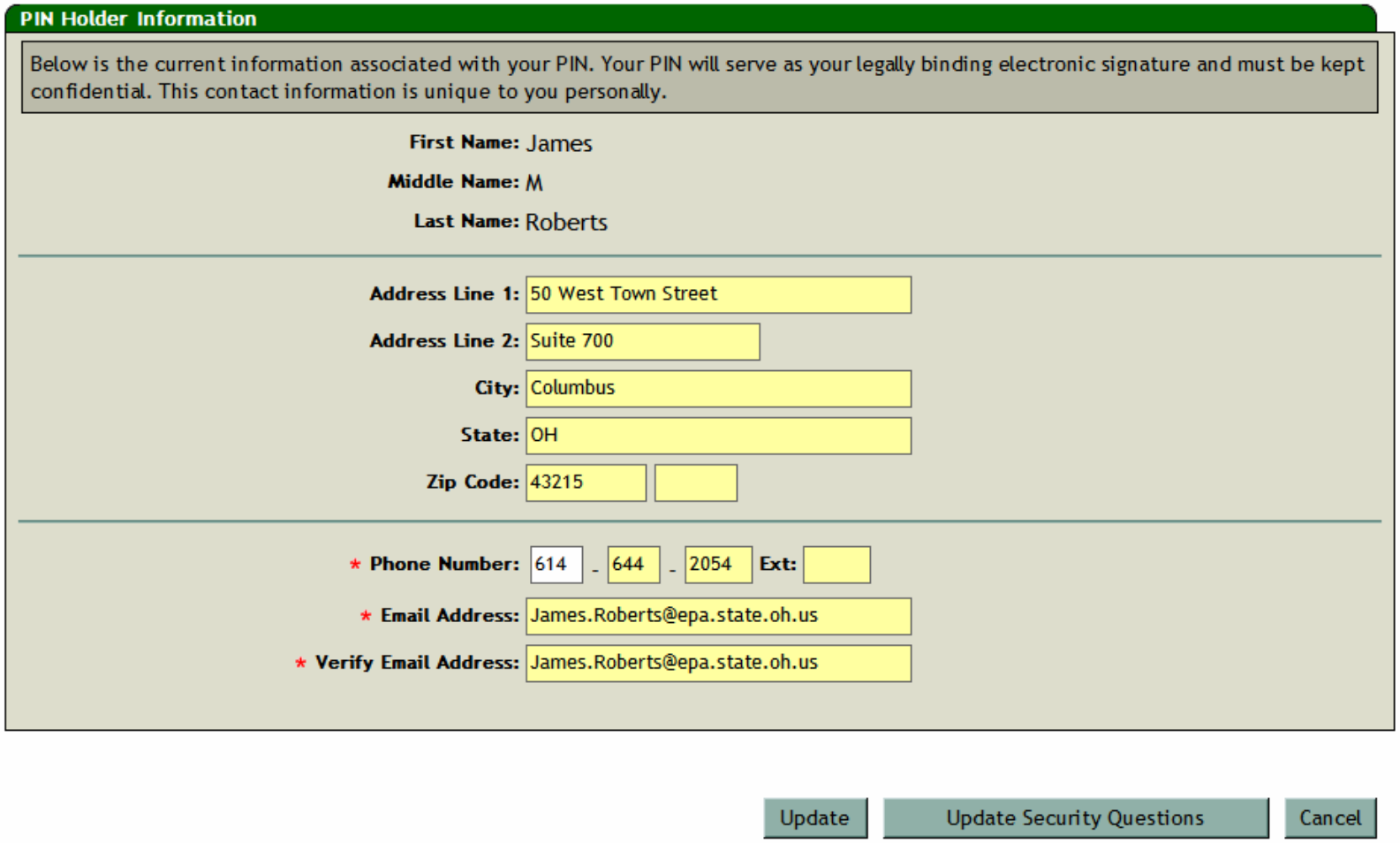
Updating your account or PIN Holder information can be performed anytime you need. Just click on "My Account", "PIN Management", "Update PIN Holder Information". You will be required to enter your PIN and answer your security question. Once you enter this information you will press SUBMIT. If you type in the incorrect information, you will receive an error message and will be prompted to enter the info again. (FYI: You are required to enter your PIN and answer your security question when you update your PIN Holder information due to that information being originally notarized and represents legal information pertaining to the data submittal for your NPDES permit.)

eBusiness Center – My Account – PIN Management – Update PIN Holder Info



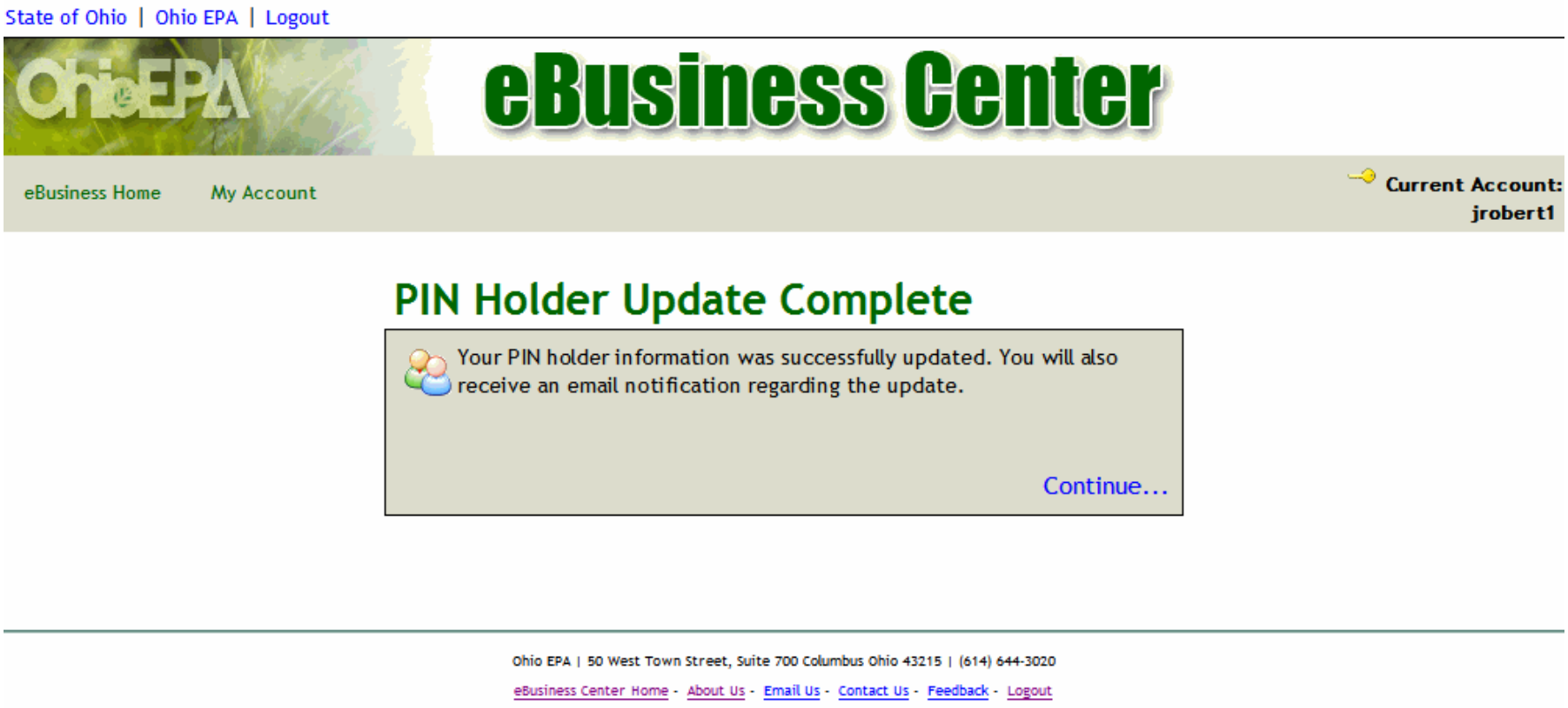
You now have the opportunity to adjust any of your information. Once complete, click UPDATE. You can also update your 5 security questions if you need. You cannot change your name as its your personal eBusiness Center account, if another person wants access, they must create themselves a personal account as well.

eBusiness Center – My Account – PIN Management – Updating Security Questions



Updating your 5 security questions can be performed at any time by clicking MY ACCOUNT, PIN MANAGEMENT, UPDATE PIN HOLDER INFO. Click the Update Security Questions button at the bottom of the screen. Make sure you remember the Q&A's (and keep them secure!) as you will be randomly prompted the questions as you attempt to perform account changes, request new services (i.e., Air Services), etc.

eBusiness Center – My Account – PIN Management – Update PIN Holder Info

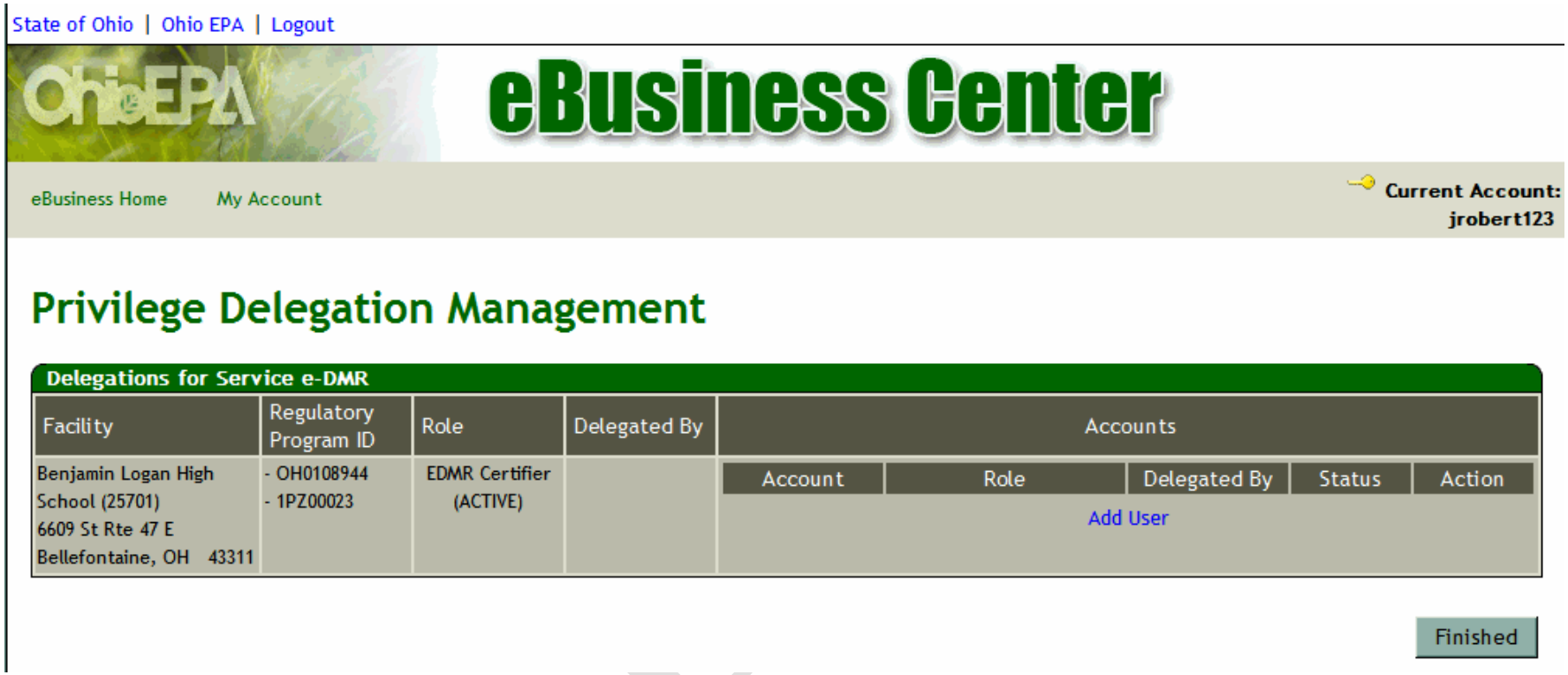


You will an instant confirmation on-screen message, click CONTINUE to return to the eBusiness Center. You will also receive an email confirming your personal eBusiness Center account has been updated.

e-DMR – Delegating Authority to Others

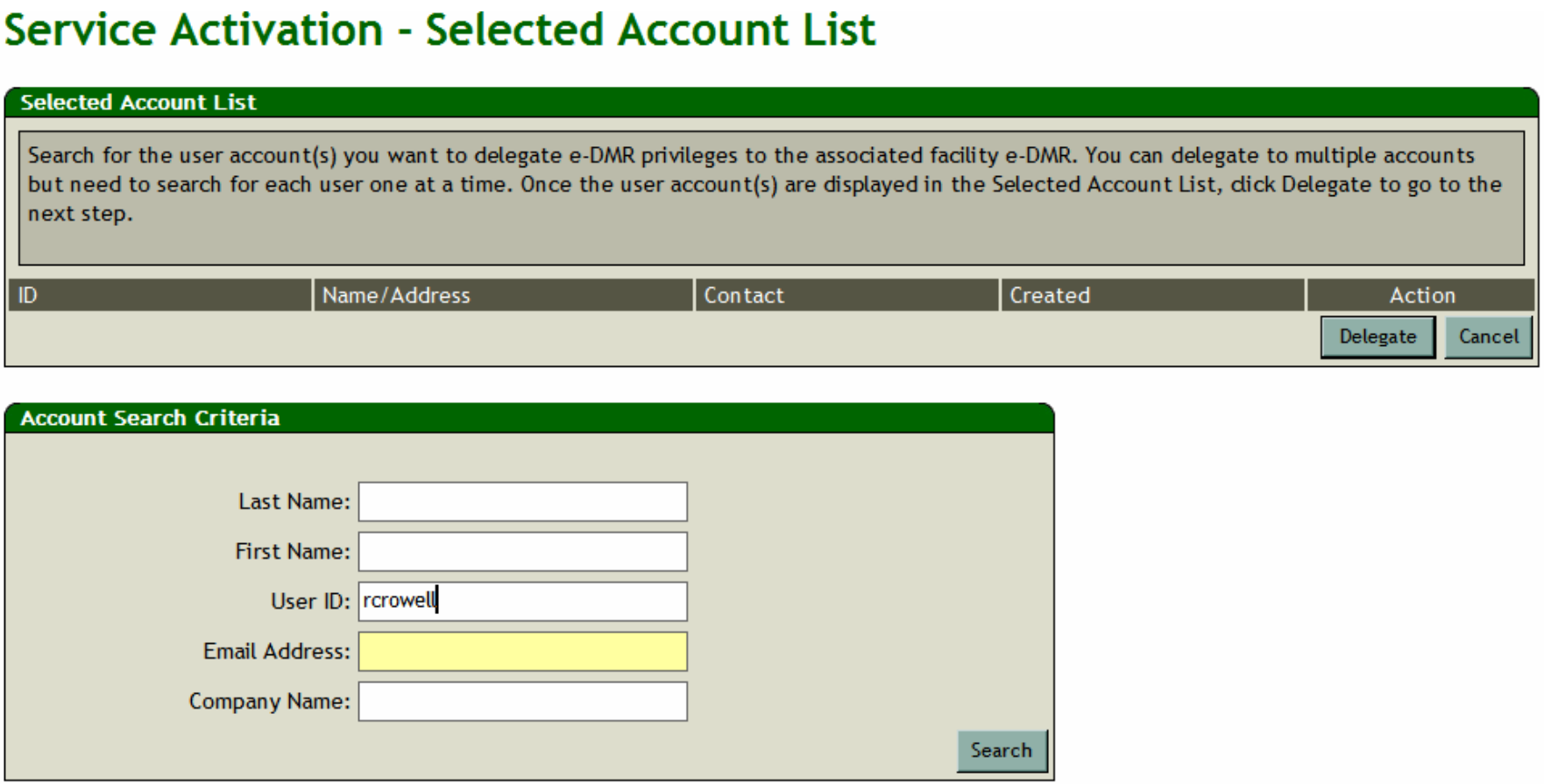
From the eBusiness Center main page, you will notice that you now a "Facilities" & "Delegations" column for the eDMR service. You can click on the "View/Edit" on each of them add/delete facilities and to add/delete delegated users that have access to the reports. Click on "View/Edit" under the "Delegations" column to view delegations or to start the delegation process. Once you have a facility associated to your user account and you have role of Submitter/Certifier, you can delegate data entry privilege to someone else whom has an eBusiness Center Account. Delegated users do not have SUBMIT rights. Once they add data to the report, the PIN holder account can log into their personal eBusiness Center account and see ALL of the data and press SUBMIT. If the data entry person wants to submit data as well, they will need to apply for a PIN, request the facility, and have the delegation form signed/notarized.

e-DMR – Delegating Authority to Others



The above screen shows a summary of your facility(s), your role (i.e., preparer or certifier), and any delegated users that you have preciously assigned. You can add a delegate user to prepare the DMR for you for this facility by clicking ADD USER. If you already have a delegated user, you can delete them by clicking the link under the ACTION column. To exit, click FINISHED.

e-DMR – Delegating Authority to Others

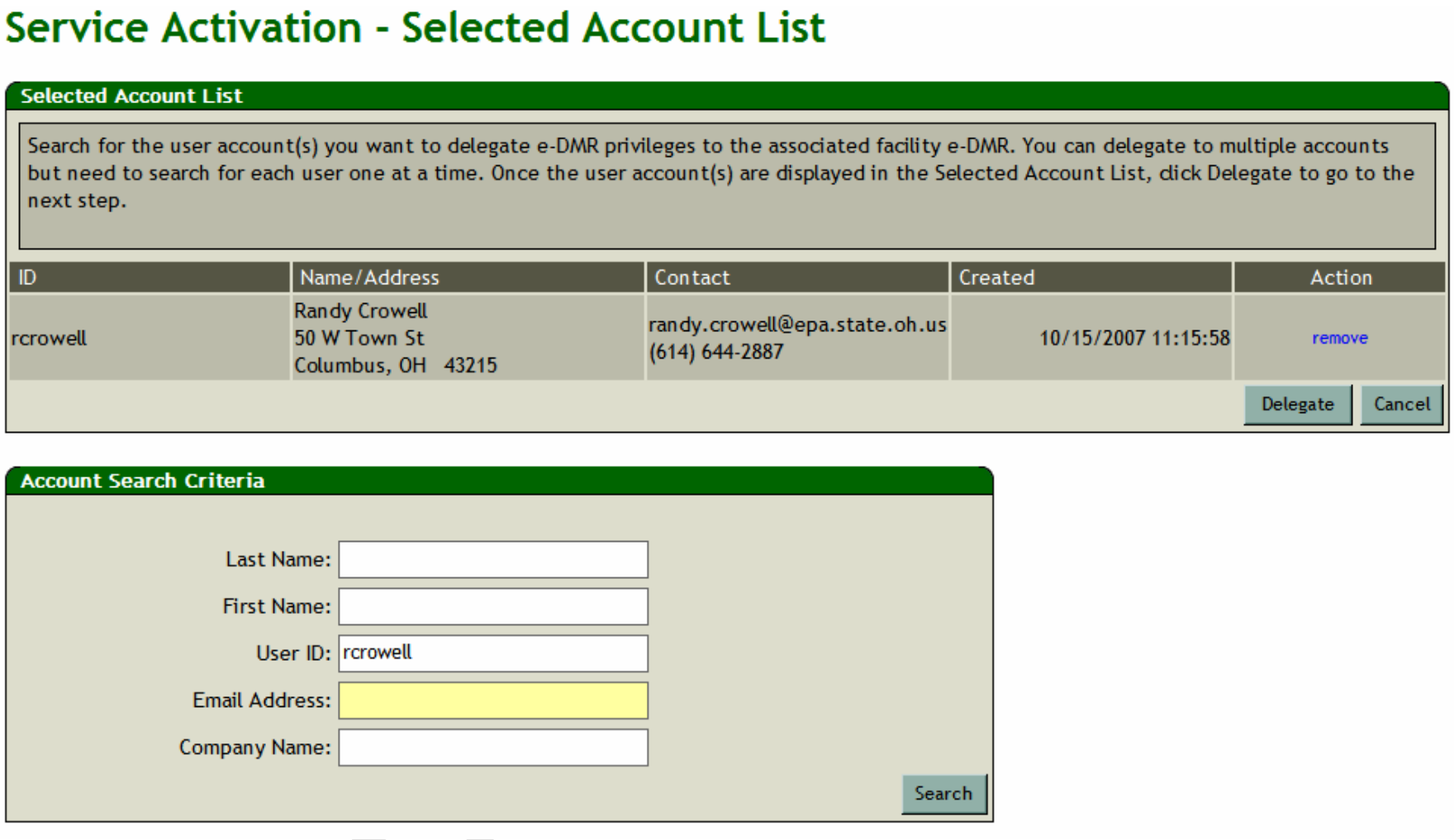


If you wish to add a person to enter data into your reports, that user must have their own personal eBusiness Center account, you just need their User ID. Click the ADD USER link the above screen will show. Use the Search Box at the bottom to find a current user that you want to delegate "preparer" rights to. Our system will find your user. You can search by name or the best way to search is to have them provide you their User ID and the system will find them right away.

e-DMR – Delegating Authority to Others

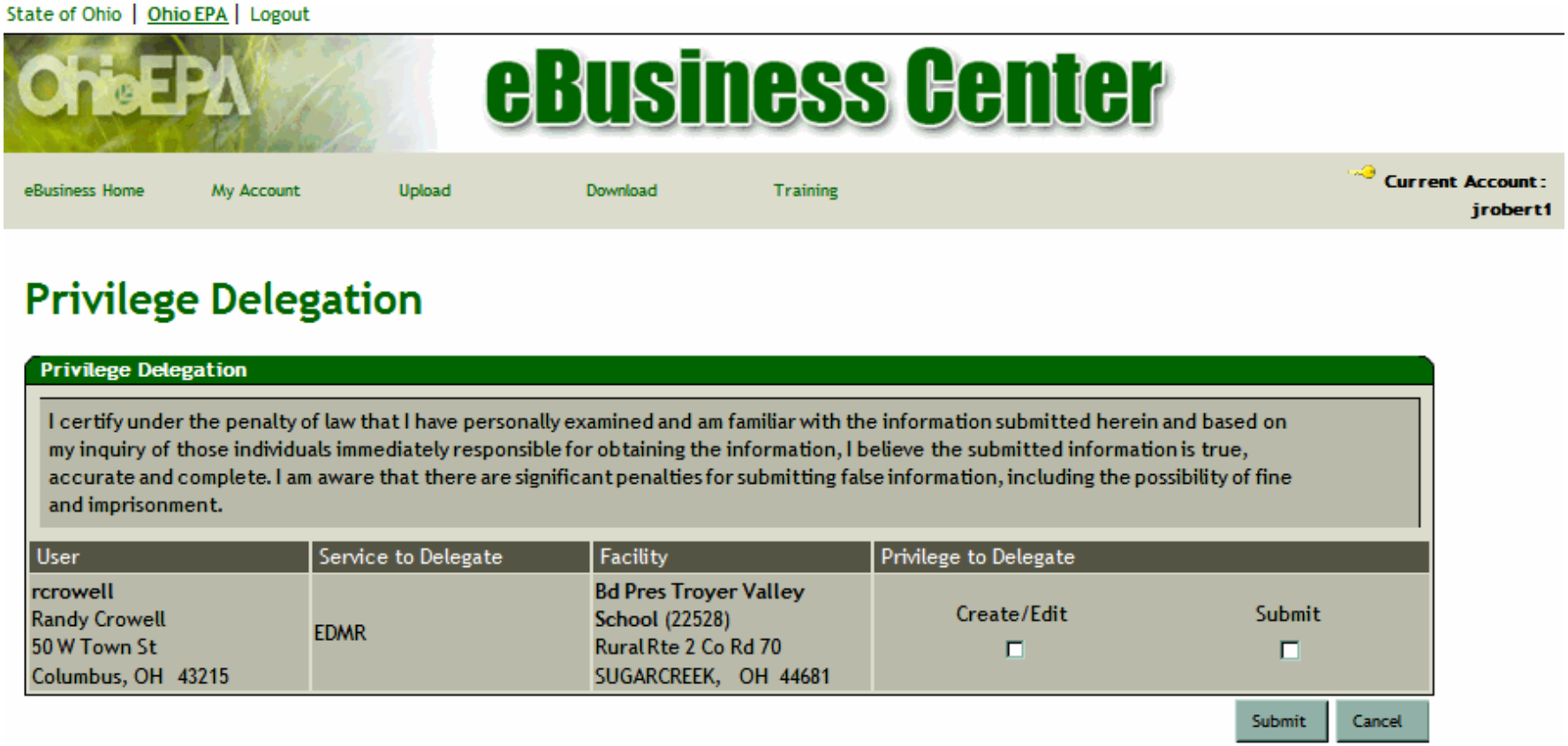
The system will return all eBusiness Center User ID's that met your search criteria…just check the one you want and press SUBMIT.

e-DMR – Delegating Authority to Others



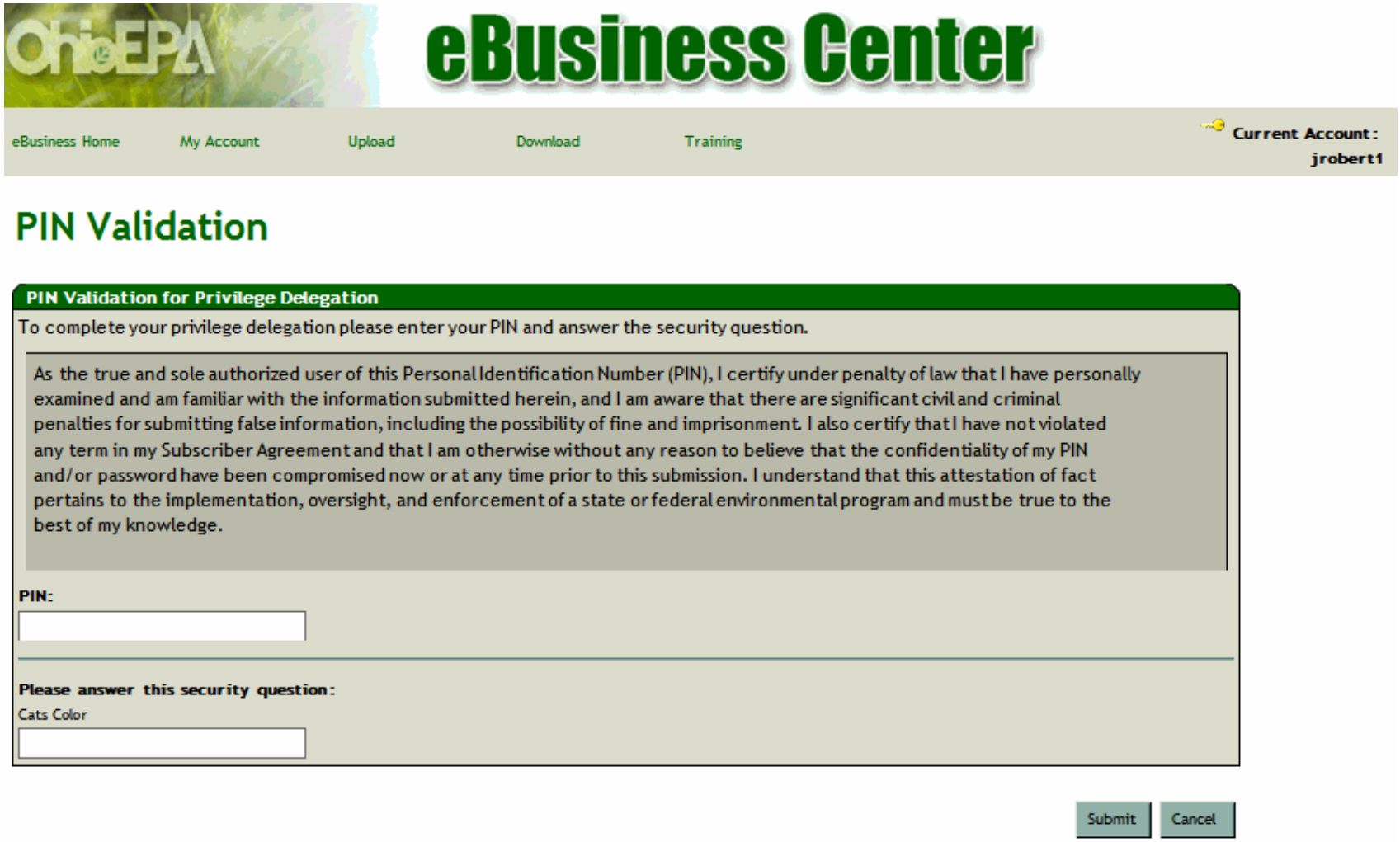
Simply press "Delegate" on this summary screen to delegate the user. If you selected the incorrect user, just press the REMOVE link under ACTION and find the correct person. You can delegate as many users that you want, so if there are other staff that you would like to have read/write access, just add them as well. Remember, these delegated users will not have SUBMIT rights.

e-DMR – Delegating Authority to Others



Check the Privilege that you want to assign and press the "SUBMIT" button. By checking the "Create/Edit" role, the user will now see your facility in their personal eBusiness Center account and be able to access the reports and enter data into them and save. Usually users are just delegated to perform data entry, but if the user has a PIN, then you can assign them "Submit" rights for this facility. You will be prompted with a copy of the Authorized Delegation Form that both the responsible official will need to sign, notarize and mail in. At that point, full submittal access will be granted to the user. If they do not have a PIN, they will only be able to "Create/Edit" DMRs for this facility. Click CANCEL if you want to cancel out of the delegation for whatever reason.

e-DMR – Delegating Authority to Others



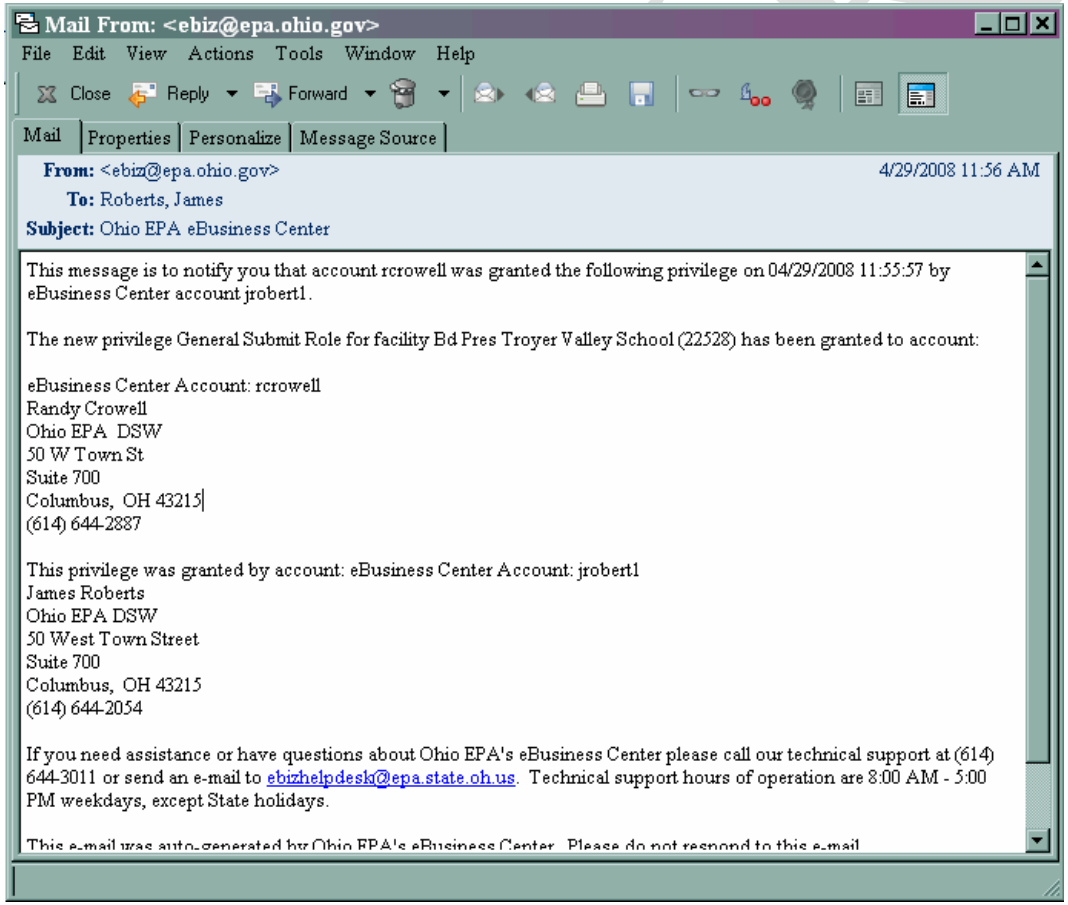
To finalize the delegation, enter your PIN, answer your security question, and press SUBMIT. If you enter the incorrect info, you will get an error message and an opportunity to retype it in. This is necessary to maintain secure access to a permitted facilities reports.

e-DMR – Delegating Authority to Others

If all was entered correctly, the delegation is complete! Click “Continue” to return to the eBusiness Center.

e-DMR – Delegating Authority to Others

Both user accounts involved will receive a confirmation via email. This new delegated user will now have access only to the facility that you authorized. They will immediately see the facility in their facility list and can now create reports, save, and print. You as a PIN holder can log into your personal eBusiness Center account once they have finished the DMR and view, review, and submit it! If they were a PIN holder and you delegated them as a "Submitter/Certifier", they can submit the DMR as well.



Mail From: <ebiz@epa.ohio.gov>

File Edit View Actions Tools Window Help

Close Reply Forward

Mail | Properties | Personalize | Message Source

From: <ebiz@epa.ohio.gov> 4/29/2008 11:56 AM
To: Roberts, James
Subject: Ohio EPA eBusiness Center

This message is to notify you that account rcrowell was granted the following privilege on 04/29/2008 11:55:57 by eBusiness Center account jrobert1.

The new privilege General Submit Role for facility Bd Pres Troyer Valley School (22528) has been granted to account:

eBusiness Center Account: rcrowell
Randy Crowell
Ohio EPA DSW
50 W Town St
Suite 700
Columbus, OH 43215
(614) 644-2887

This privilege was granted by account: eBusiness Center Account: jrobert1
James Roberts
Ohio EPA DSW
50 West Town Street
Suite 700
Columbus, OH 43215
(614) 644-2054

If you need assistance or have questions about Ohio EPA's eBusiness Center please call our technical support at (614) 644-3011 or send an e-mail to ebizhelpdesk@epa.state.oh.us. Technical support hours of operation are 8:00 AM - 5:00 PM weekdays, except State holidays.

This e-mail was auto-generated by Ohio EPA's eBusiness Center. Please do not respond to this e-mail.

e-DMR – Delegating Authority to Others

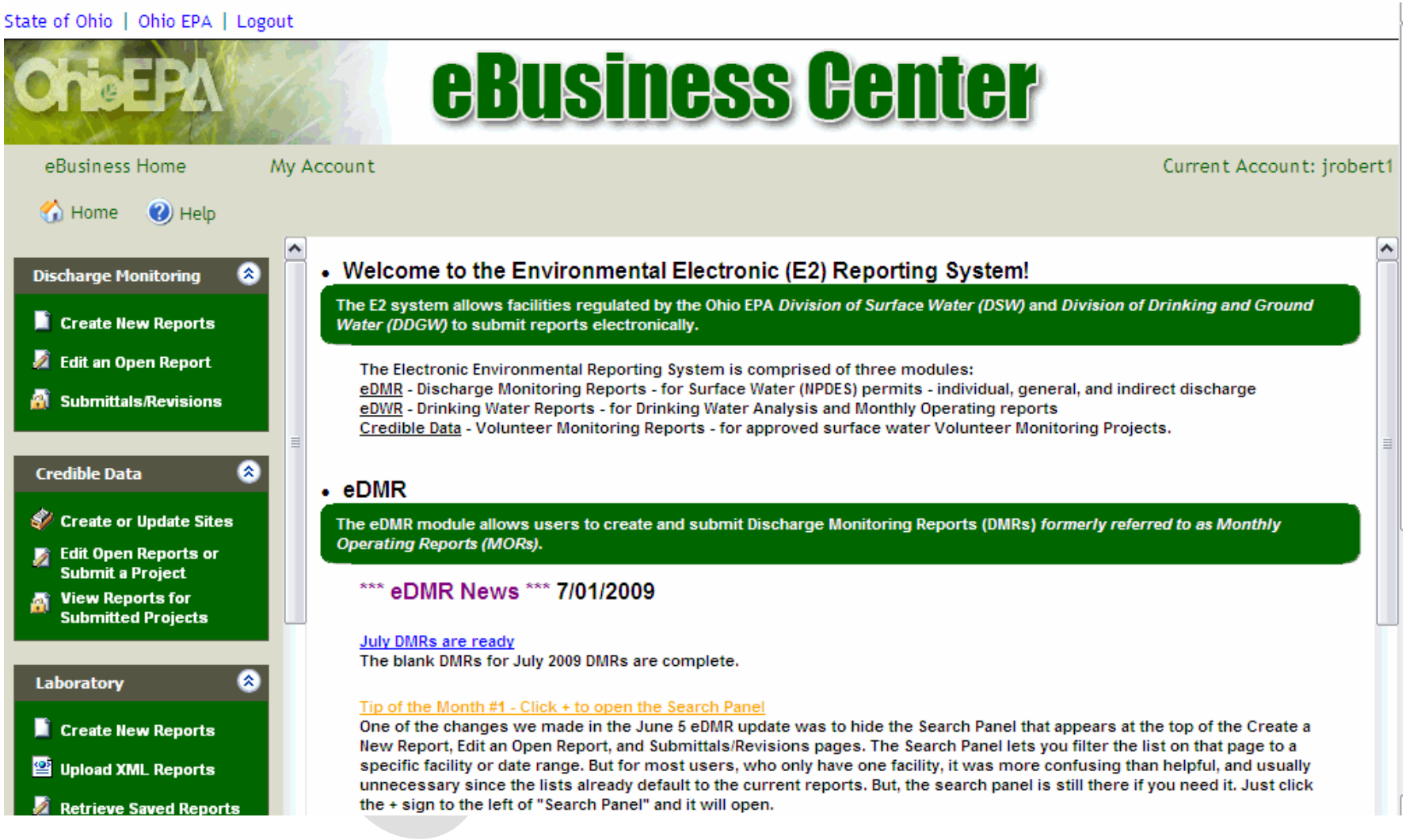
Privilege Delegation Management

Delegations for Service e-DMR

Facility	Regulatory Program ID	Role	Delegated By	Accounts				
Perrysburg WWTP (45386) 1 W Boundary Perrysburg, OH 43551	- OH0021008 - 2PD00002	EDMR Preparer (ACTIVE)	GHaydel	Account	Role	Delegated By	Status	Action
				Add User				
North Lewisburg WWTP (5219) 9984 E State Rte 245 North Lewisburg, OH 43060	- OH0023582 - 1PB00039	EDMR Preparer (ACTIVE)	Zande1	Account	Role	Delegated By	Status	Action
				Add User				
Marne Manor LLC (251520) 12483 Marne Rd NE Newark, OH 43055	- 4PV00119 - OH0136123	EDMR Preparer (ACTIVE)	mpeoples9	Account	Role	Delegated By	Status	Action
				Add User				
Midmark Corp Plt A * (48147) 60 Vista Dr Versailles, OH 45380	- 1DP00047	EDMR Preparer (ACTIVE)	bpel	Account	Role	Delegated By	Status	Action
				Add User				
Hyponex Corp * (44475) 3875 S Elyria Rd Shreve, OH 44676	- 3IN00166 - OH0107077	EDMR Preparer (ACTIVE)	lmorris1	Account	Role	Delegated By	Status	Action
				Add User				
Bd Pres Troyer Valley School (22528) Rural Rte 2 Co Rd 70 SUGARCREEK, OH 44681		EDMR Certifier (ACTIVE)		Account	Role	Delegated By	Status	Action
				rcrowell	EDMR Preparer	jrobert1	Active	delete
				Add User				

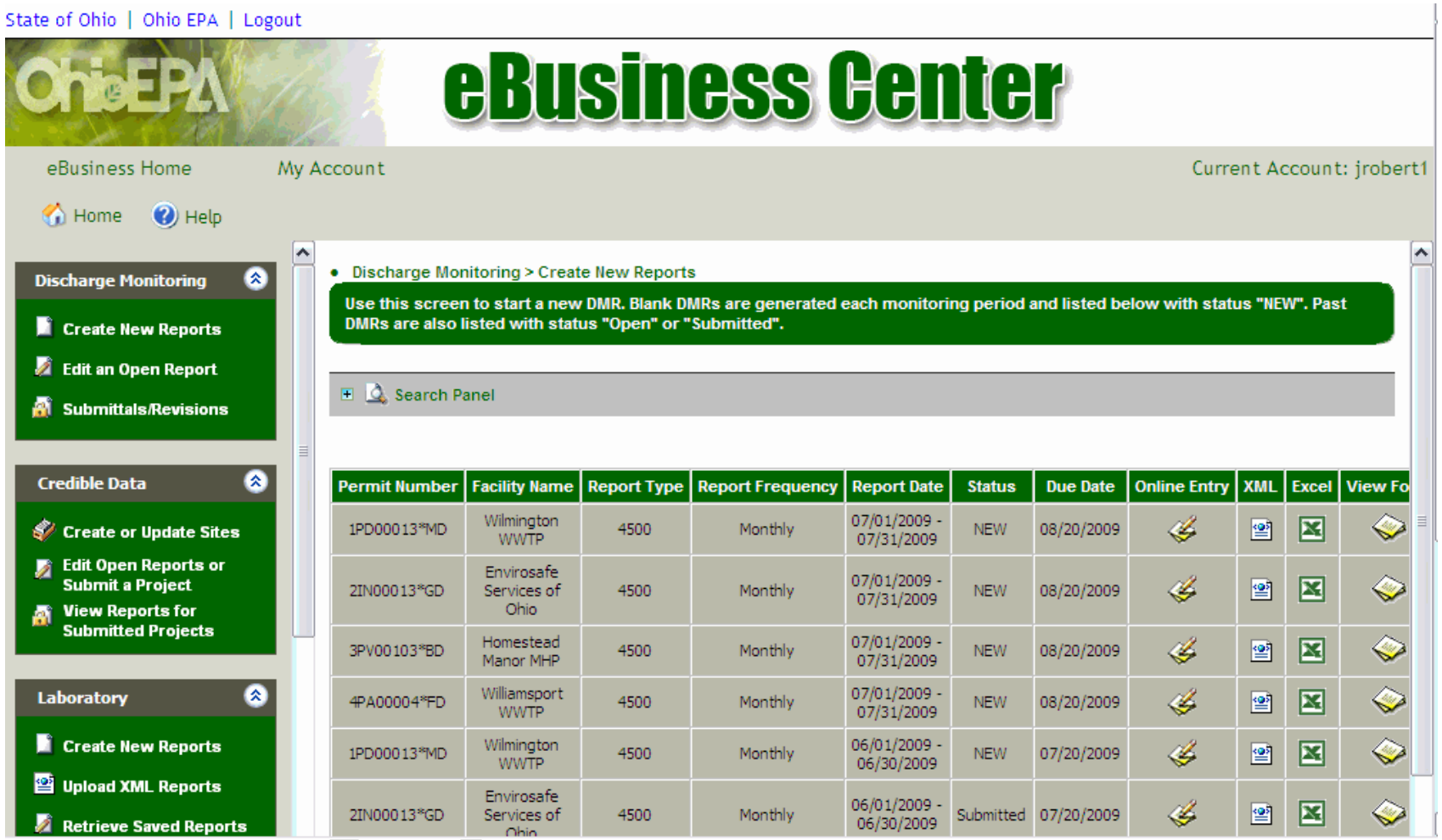
Notice that the last facility in the list now has the delegated user listed with a status of ACTIVE. You can add more delegated users if you like, or just return to this screen anytime in the future to remove a particular delegated user. The delegated user only has access to the facility you delegate them to…You can also delegate as many users as you like!

e-DMR – Discharge Monitoring Reporting



To access your discharge monitoring reports each month, click “eDMR” under MY SERVICES in your eBusiness Center account. The welcome screen to e-DMR is above, you will start on this screen each month. From here, you can create reports, edit reports, view submittals, and create and send revisions to any previously submitted report. Just click which one you want to do on the left menu panel.

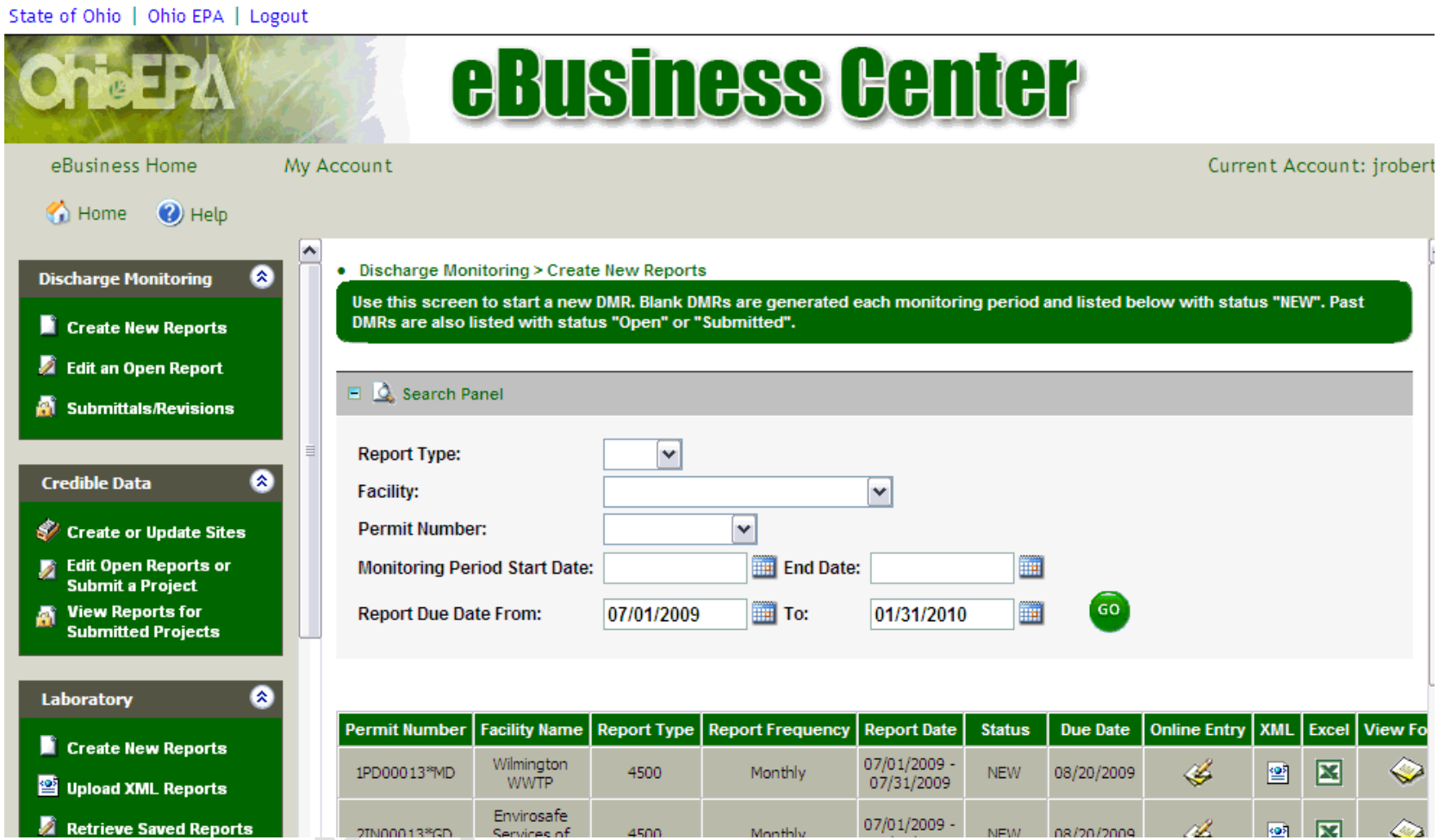
e-DMR – Search Panel - Accessing DMR's



Permit Number	Facility Name	Report Type	Report Frequency	Report Date	Status	Due Date	Online Entry	XML	Excel	View Fo
1PD00013*MD	Wilmington WWTP	4500	Monthly	07/01/2009 - 07/31/2009	NEW	08/20/2009				
2IN00013*GD	Envirosafe Services of Ohio	4500	Monthly	07/01/2009 - 07/31/2009	NEW	08/20/2009				
3PV00103*BD	Homestead Manor MHP	4500	Monthly	07/01/2009 - 07/31/2009	NEW	08/20/2009				
4PA00004*FD	Williamsport WWTP	4500	Monthly	07/01/2009 - 07/31/2009	NEW	08/20/2009				
1PD00013*MD	Wilmington WWTP	4500	Monthly	06/01/2009 - 06/30/2009	NEW	07/20/2009				
2IN00013*GD	Envirosafe Services of Ohio	4500	Monthly	06/01/2009 - 06/30/2009	Submitted	07/20/2009				

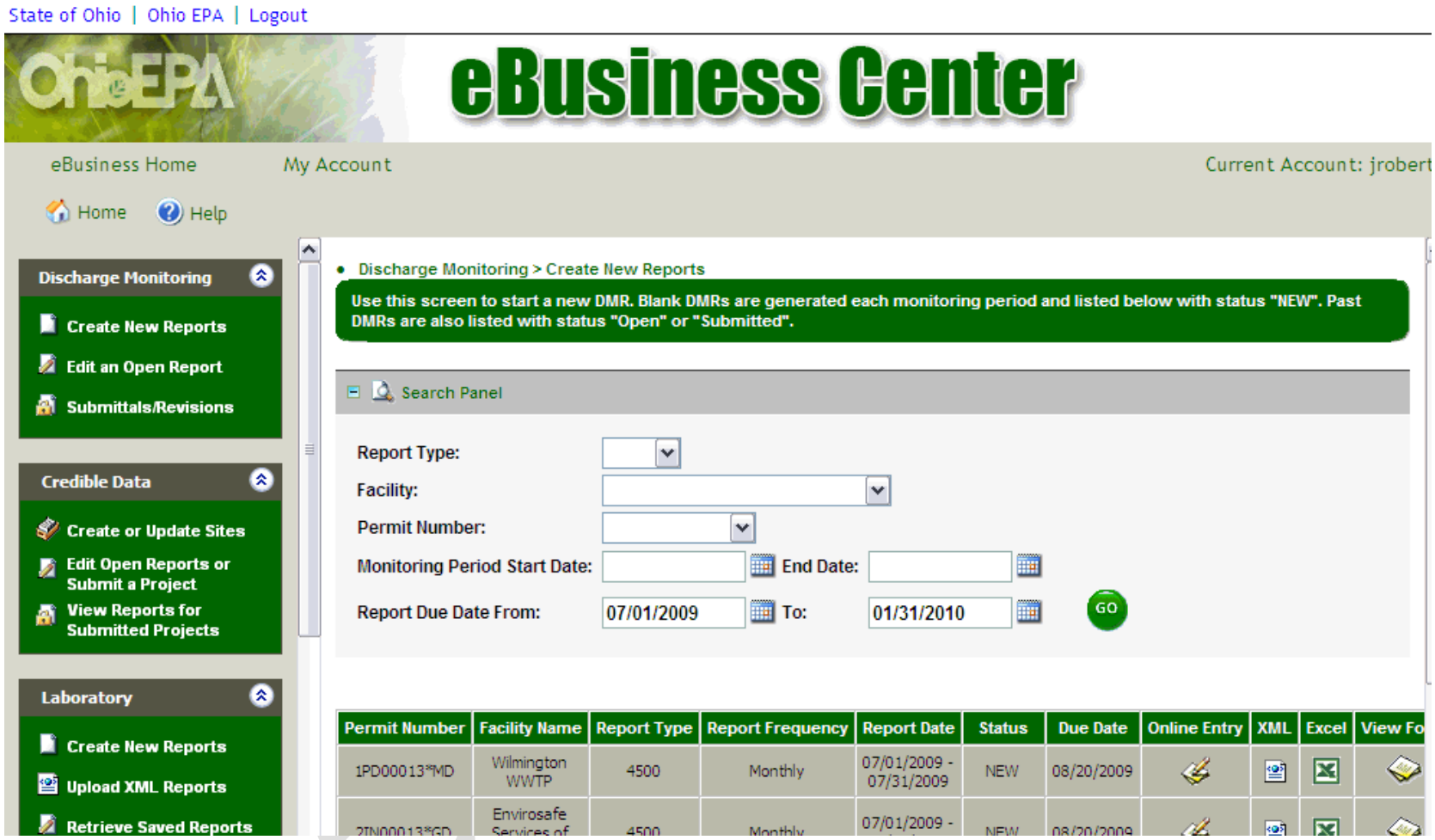
The above screen will then appear. Your 2 most recent reports will automatically be displayed. Both Form 4500 and Form 4519 can be accessed using e-DMR. Note the PLUS SIGN next to the Search Panel, it will be discussed next.

e-DMR – Search Panel - Accessing DMR's –Facility Selection



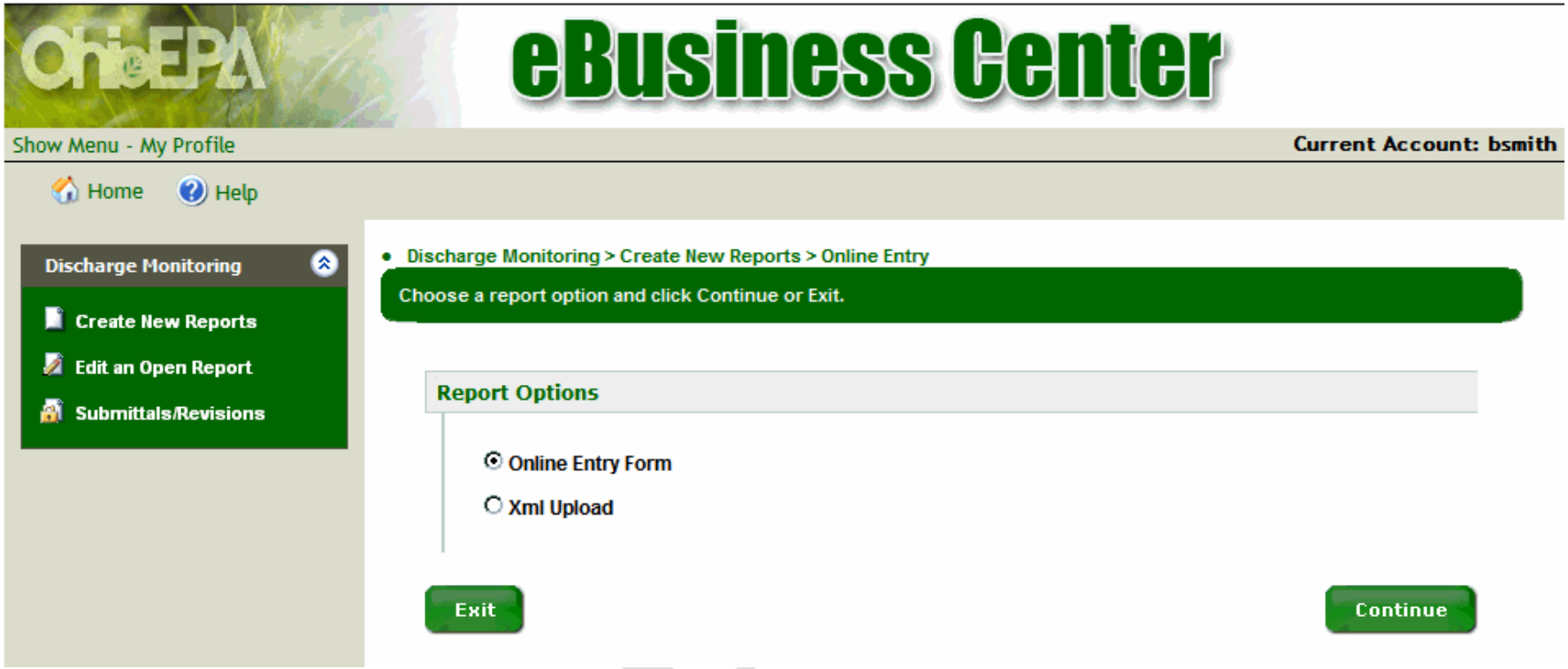
The above screen is a search panel where you can sort/search for a particular facility if you have numerous ones in your account. If you just have a single facility, you do not need to use this feature…Just click the PLUS SIGN to the left of the words "Search Panel" and it will open. Click on the "Facility" dropdown box and all of your facilities will be listed…select the one you want. Once you select a facility, press GO! This will bring up all DMR's that need filled in for that facility. **NOTE:** You don't have to fill this completely out, just use it to search for whatever you want to see and click GO.

e-DMR - Accessing DMR's –DMR Selection



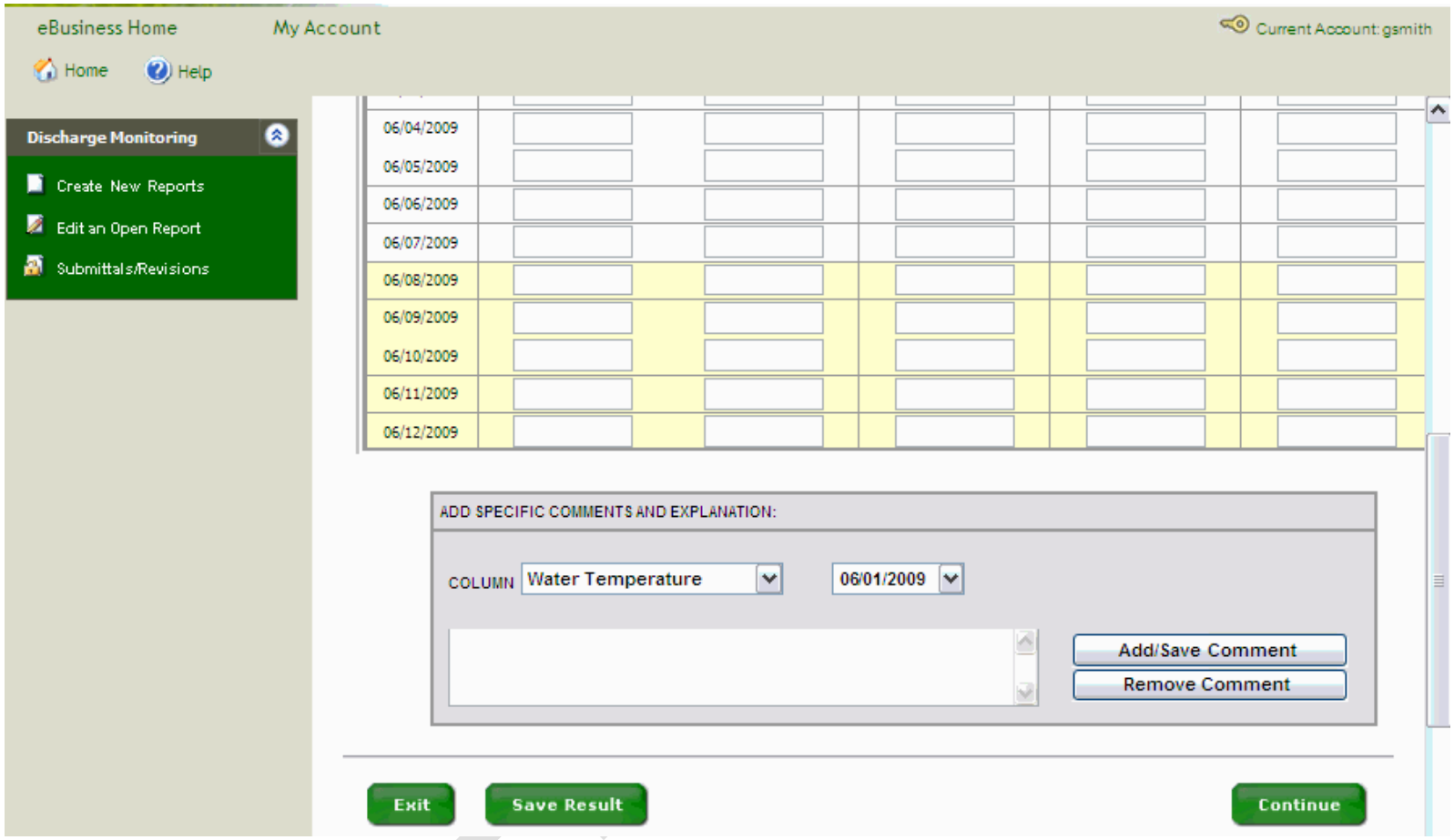
E-DMR will now display the reports that need to be accessed and submitted for the particular facility and reporting period at the bottom of the screen. The available data entry options include "Online Entry" (i.e., hand entry), copy and paste from "Excel" and Import "XML". If you want the Excel template of your permit, press the Excel icon and save the file to your computer. Whichever you choose, you still must return back here and press ONLINE ENTRY to open the online form of your report.

e-DMR - Accessing DMR's –DMR Selection



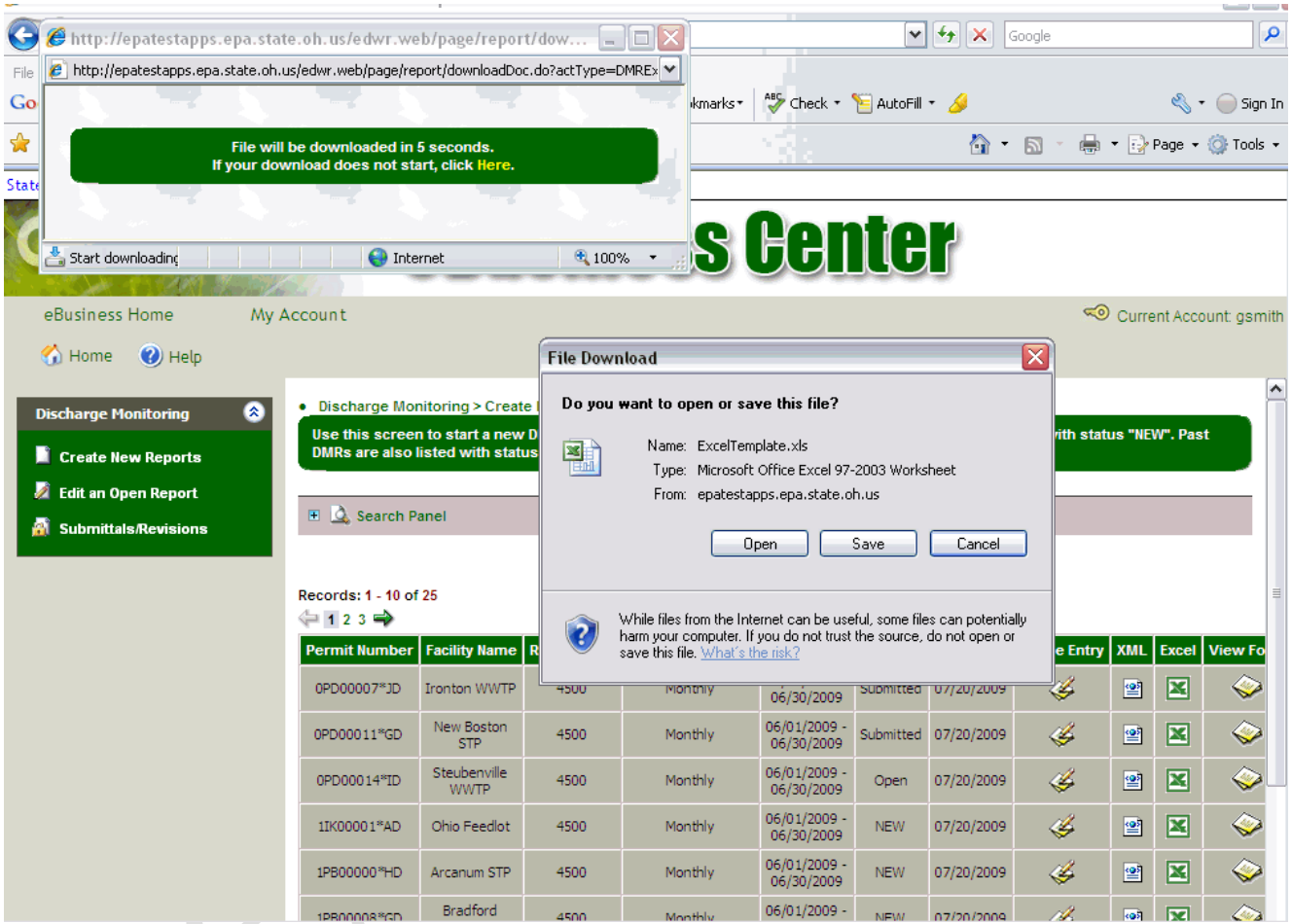
Once you click ONLINE ENTRY, you will be prompted to verify your selection, to open up the online report, click the "Continue" button. A small number of users that have existing data storage modules in house are uploading XML files. If you are one of those users, check XML UPLOAD and click the "Continue" button.

e-DMR - Accessing DMR's – Online Entry



Once you have selected "Online Entry" e-DMR will provide a report for your selected facility based on your NPDES permit requirements in the Division of Surface Water SWIMs database. All facility and permit details are provided by DSW and no setup is required on your end. Just enter your data and any comments that you may have. **NOTE:** Only 5 codes will populate on your screen at once, if the station has more, you will notice that there are more pages to your report (ex. "2,3,4 NEXT"). Just click on the next page to see 5 more parameters. If you hand enter your data, you will need to click on all pages to get your data into the online form. If you have a larger report, you can use the "COPY and PASTE" link near the center of the screen to copy in your data from the Microsoft Excel template that you can download and fill out. Copying from Excel will populate the entire station so you don't have to hand enter the data and scroll through the pages. (especially helpful if you have a big permit and slow internet)

e-DMR - Copy & Paste Data



Once the report is open, you can choose to enter data manually or press "Copy & Paste" to get your data out of your permits template in Microsoft Excel format. Access this template from the CREATE NEW REPORTS menu to the right of the ONLINE ENTRY link. Its your file to download and use. You can enter your data into this spreadsheet or customize your own spreadsheet to exactly match our downloaded format. Once complete, select all of your data/comments in each station, press "Copy", and then return to e-DMR online form and click the COPY & PASTE link.

e-DMR - Copy & Paste Data

Ohio EPA - Form 4500 - Data Entry Spreadsheet Help

Facility:	Ironton WWTP
Permit:	0PD00007*JD
Monitoring Period:	Jun-09
Station Code:	001

	00010 Water Temperature C 1/Day Maximum Indicating Therm		00300 Dissolved Oxygen mg/l 1/Day Multiple Grab		50050 Flow Rate MGD 1/Day 24hr Total		50060 Chlorine, Tot mg/l 1/Day Multiple Grab
Date	Measurement	Comment	Measurement	Comment	Measurement	Comment	Measuremen
06/01/2009							
06/02/2009							
06/03/2009							
06/04/2009							
06/05/2009							
06/06/2009							
06/07/2009							
06/08/2009							
06/09/2009							
06/10/2009							
06/11/2009							
06/12/2009							
06/13/2009							
06/14/2009							
06/15/2009							
06/16/2009							
06/17/2009							
06/18/2009							
06/19/2009							

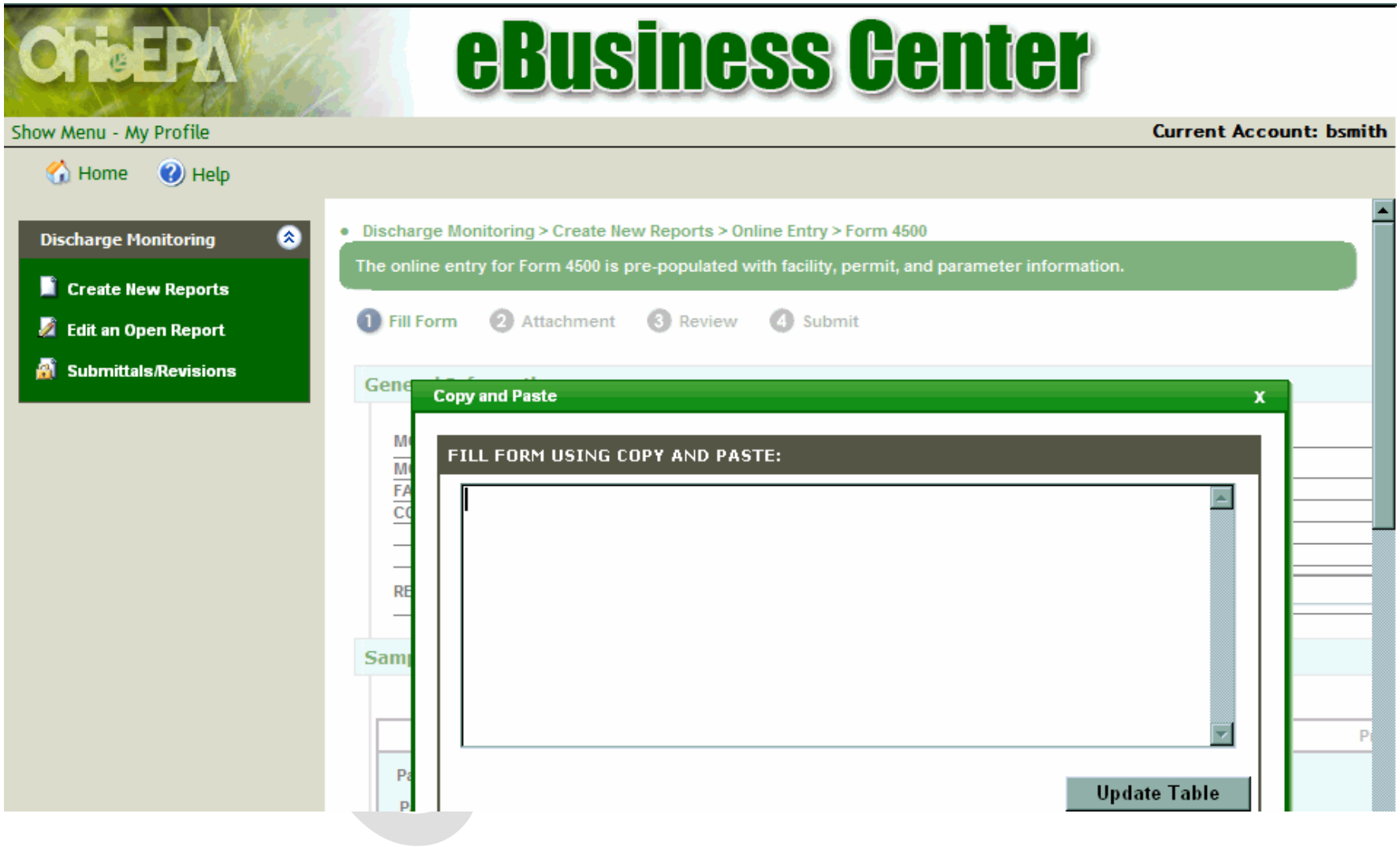
001 300 581 601 002 004 007 008 009 010 011 017

You first must fill in the Excel spreadsheet with all of your data & comments. Select all of your data in Station 1 and press COPY. (To select your data, put your cursor on the first cell and press the left mouse button down and hold it. Run down and across the page and highlight all of your data (not the date or header rows). Once all of your data is selected, let up on the left mouse button. Press COPY.)

e-DMR - Copy & Paste Data

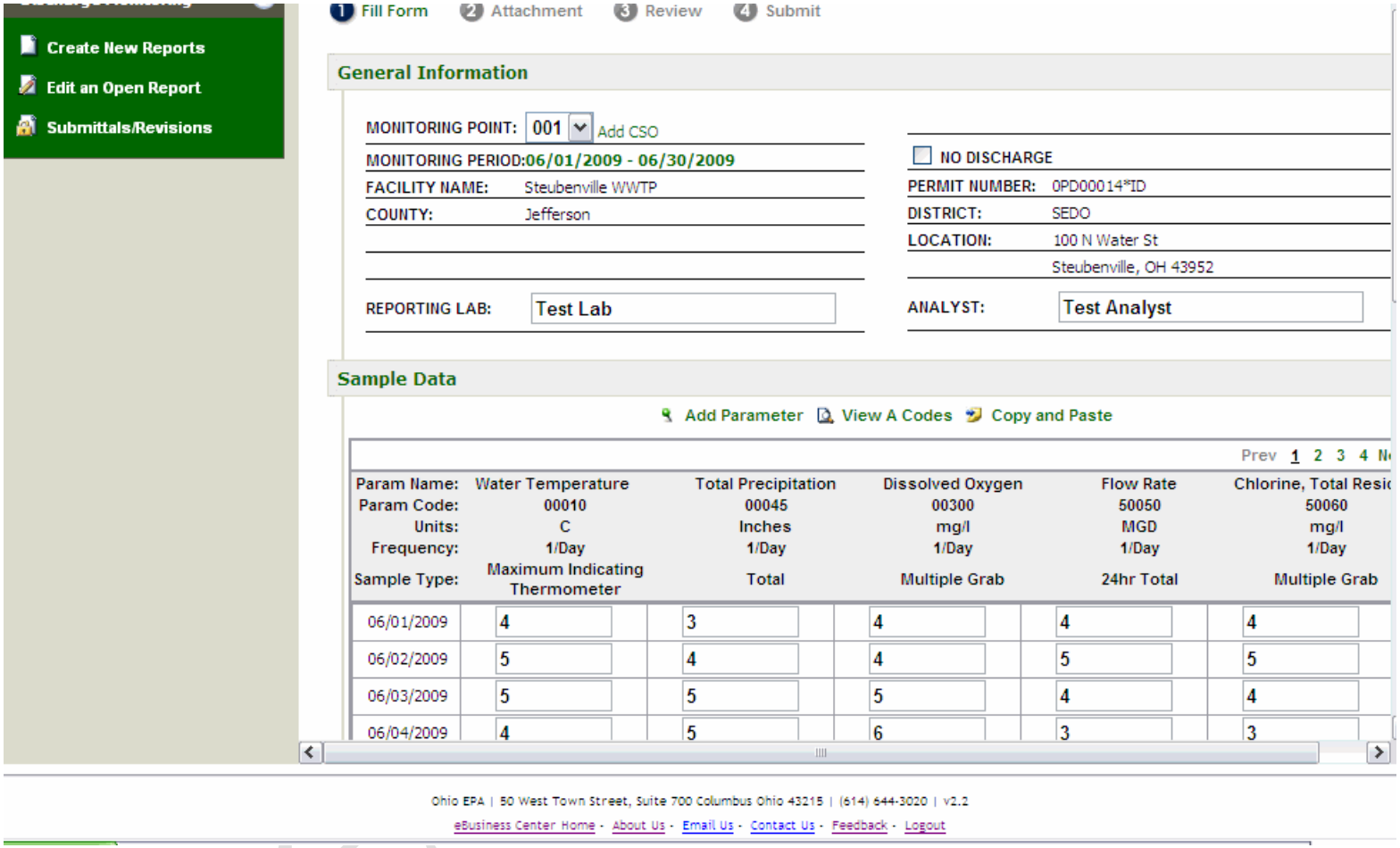
Upon copying your data, come back to your report in e-DMR and click on the COPY & PASTE link in the center of the screen.

e-DMR - Copy & Paste Data



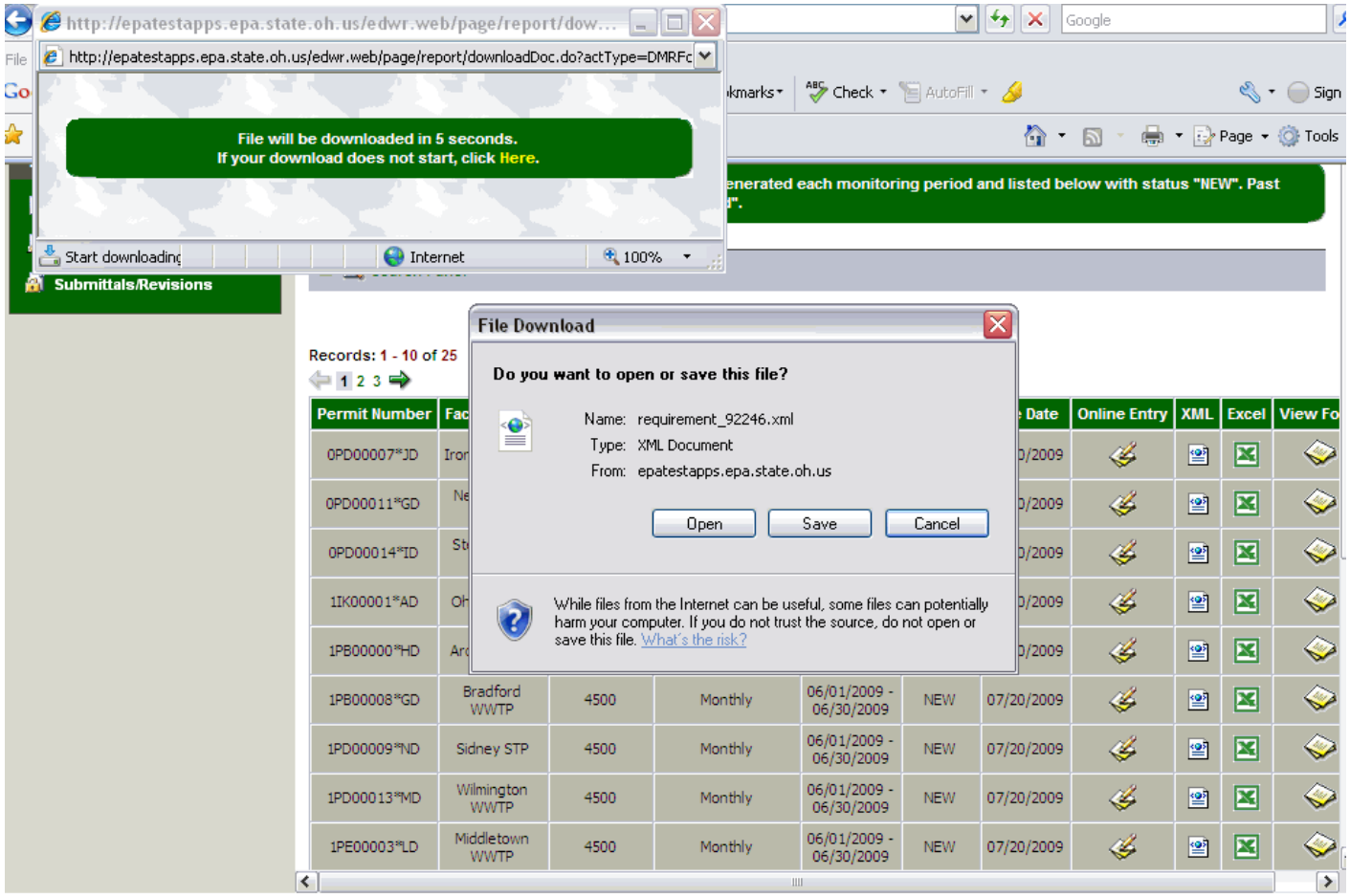
Right click in the white box that pops up and press PASTE. All of your data is now in the white box. NOTE: Do not change anything inside of this box, even if the data doesn't look organized as it should. Press "Update Table" to continue.

e-DMR - Copy & Paste Data



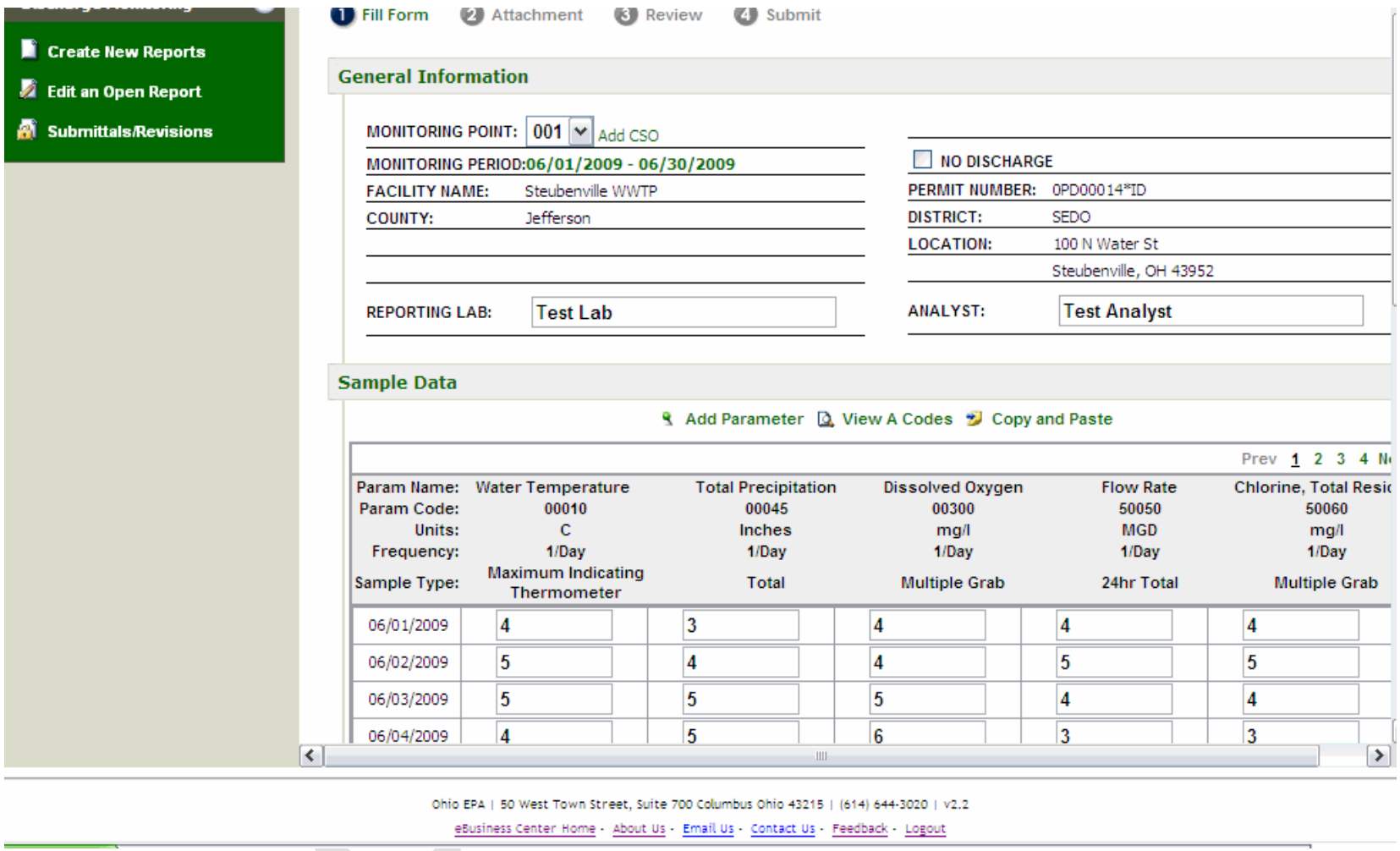
As you can see from the above graphic, e-DMR populates the report automatically with the data and comments from your Excel spreadsheet. NOTE: It is critically important not to change the formatted spreadsheet as it is formatted precisely as the online report requires. If changed, data will not paste into the correct columns in eDMR's online form. **NOTE:** You cannot Copy & Paste the lab/analyst fields. Once you have your first station in, go back to Excel to copy your next station (if you have one), and repeat.

e-DMR - Creating DMR's – Importing an XML File



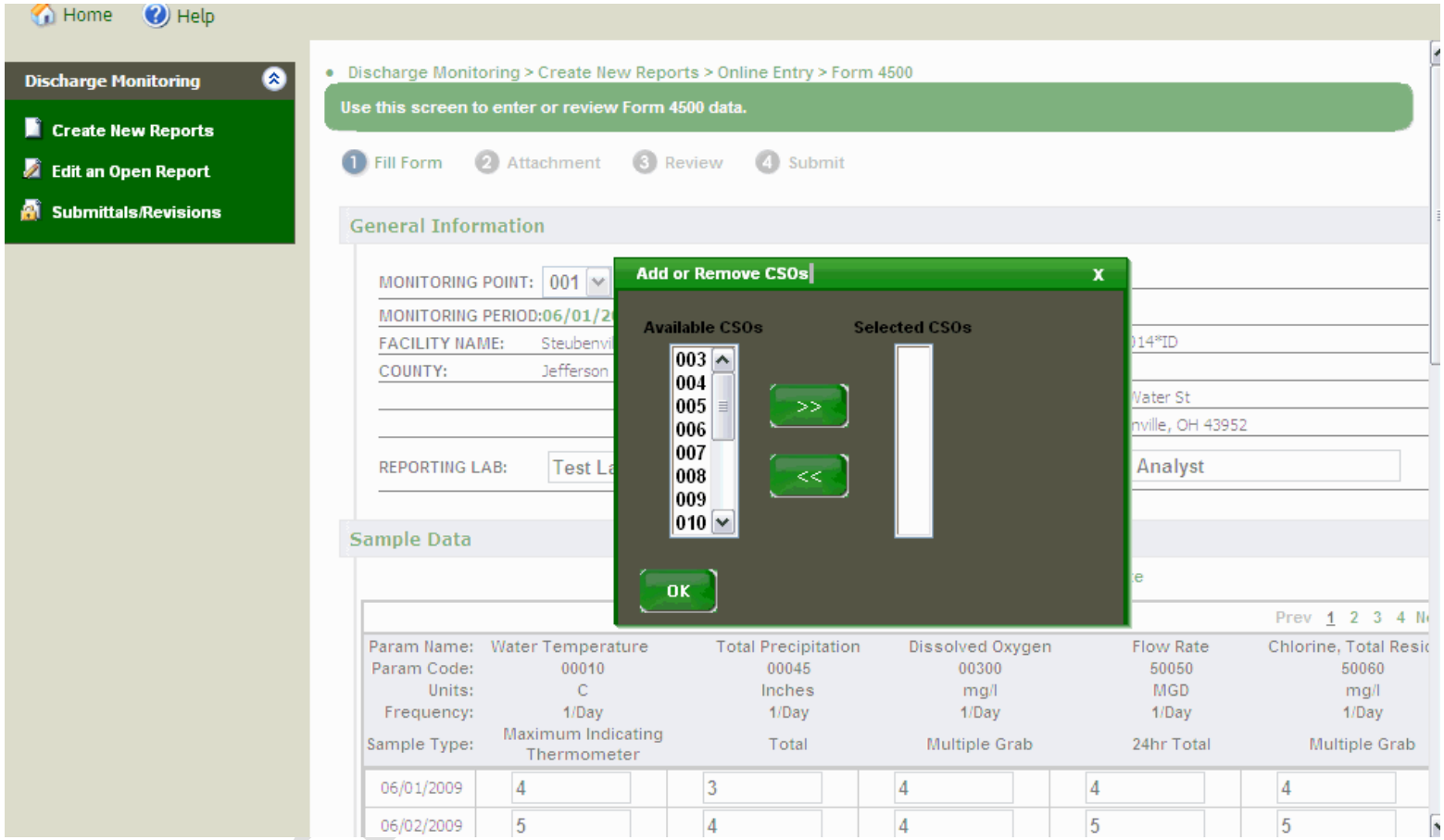
Alternately, by Pressing "XML", e-DMR will allow you to download a preformatted XML file which can be utilized by certain facilities. The XML will then be uploaded back to e-DMR and the reports will be automatically populated with the data inside the XML file. Click ONLINE ENTRY and select XML upload to perform this. The nice thing with XML upload is that it populates the entire report, just not 1 station…so you won't have to type anything into the online report. NOTE: Use of the XML upload feature should only be utilized by facilities that are familiar w/XML. Most e-DMR users will utilize online entry and & copy & paste submission methods.

e-DMR - Creating DMR's – Creating CSO/SSO's



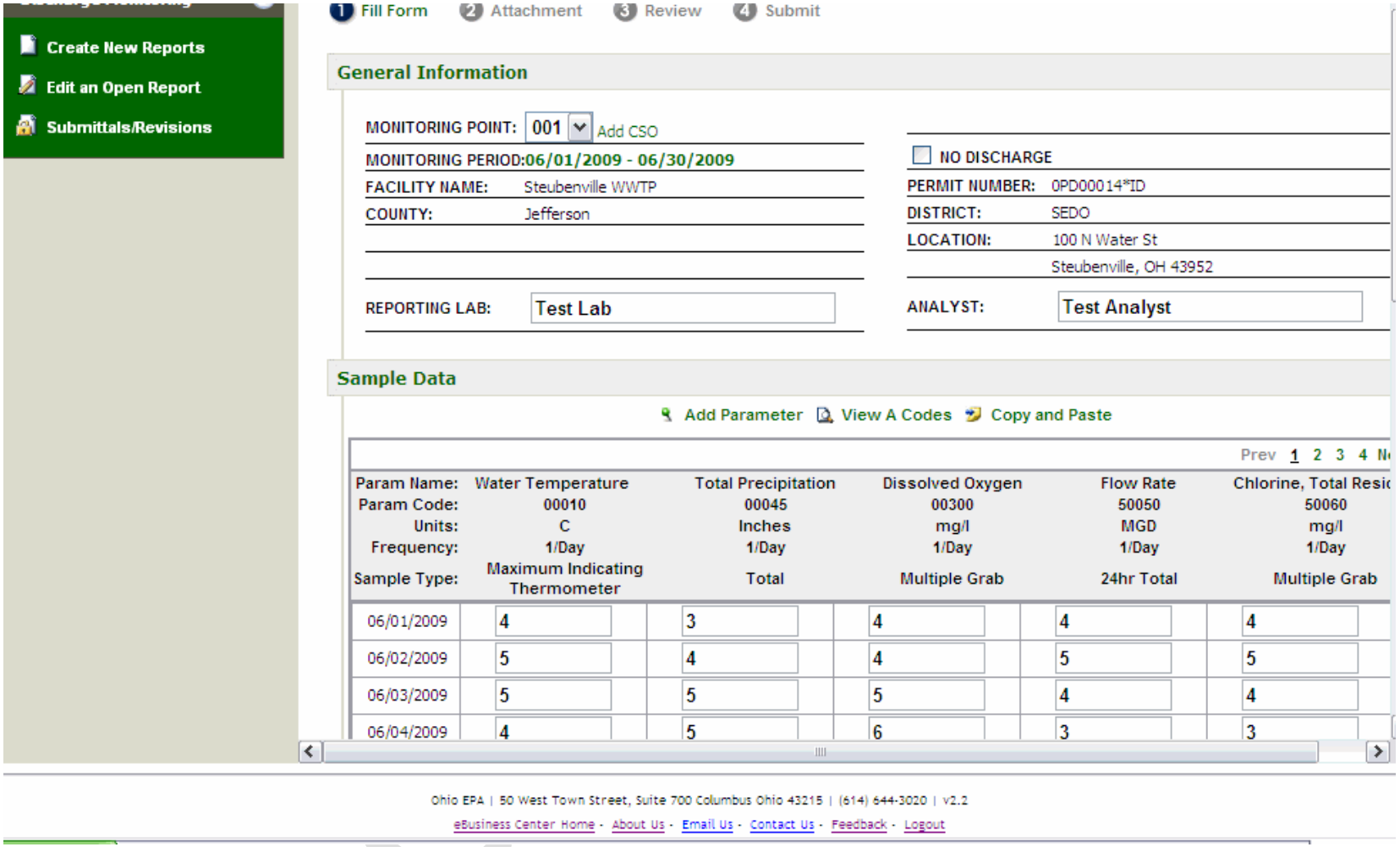
If you have a permit that includes CSO's, all of those stations are in your report and can be accessed by clicking the ADD CSO link next to the monitoring point dropdown box. This will allow you to bring those stations into your report. All of the parameters that are required by permit are already in the reports, so no setup on your end is required.

e-DMR - Creating DMR's – Creating CSO/SSO's



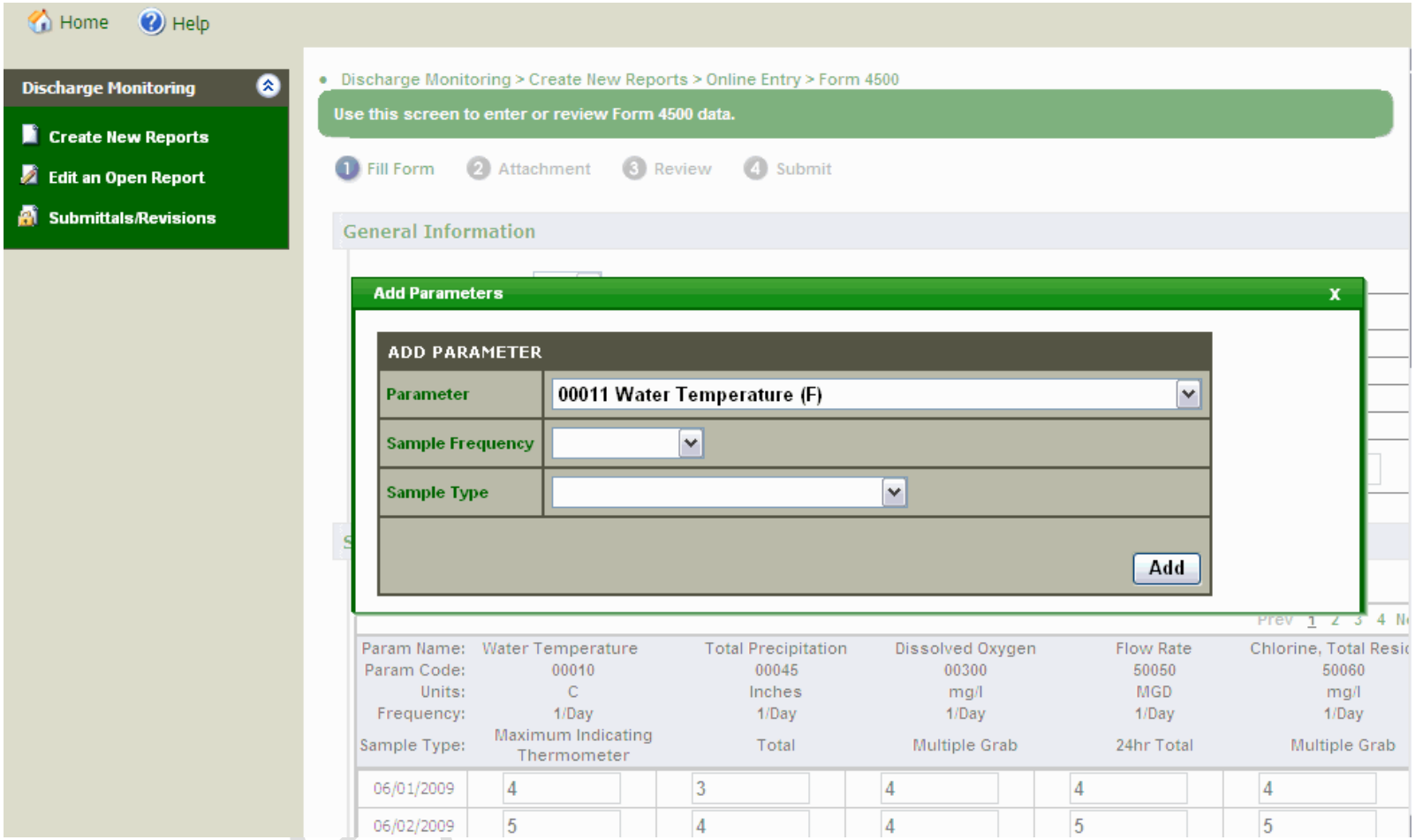
The above screen appears when you click the ADD CSO link. All of your CSO's will be listed to the left, just select the ones you want and move them to the right side and click OK. eDMR will add it them to your monitoring point dropdown and will be included in the report after your regular stations. So your regular stations and CSO locations will be together and will be sent as a single submission.

e-DMR - Creating DMR's – Adding Parameters



Since eDMR is linked directly to your permit all codes that are required to be submitted will automatically populate the DMR in each month's report. If you have extra data that you want to submit in your report, you just have to ADD the parameter(s) to the DMR by clicking the ADD PARAMETER link near the center of every report.

e-DMR - Creating DMR's – Adding Parameters

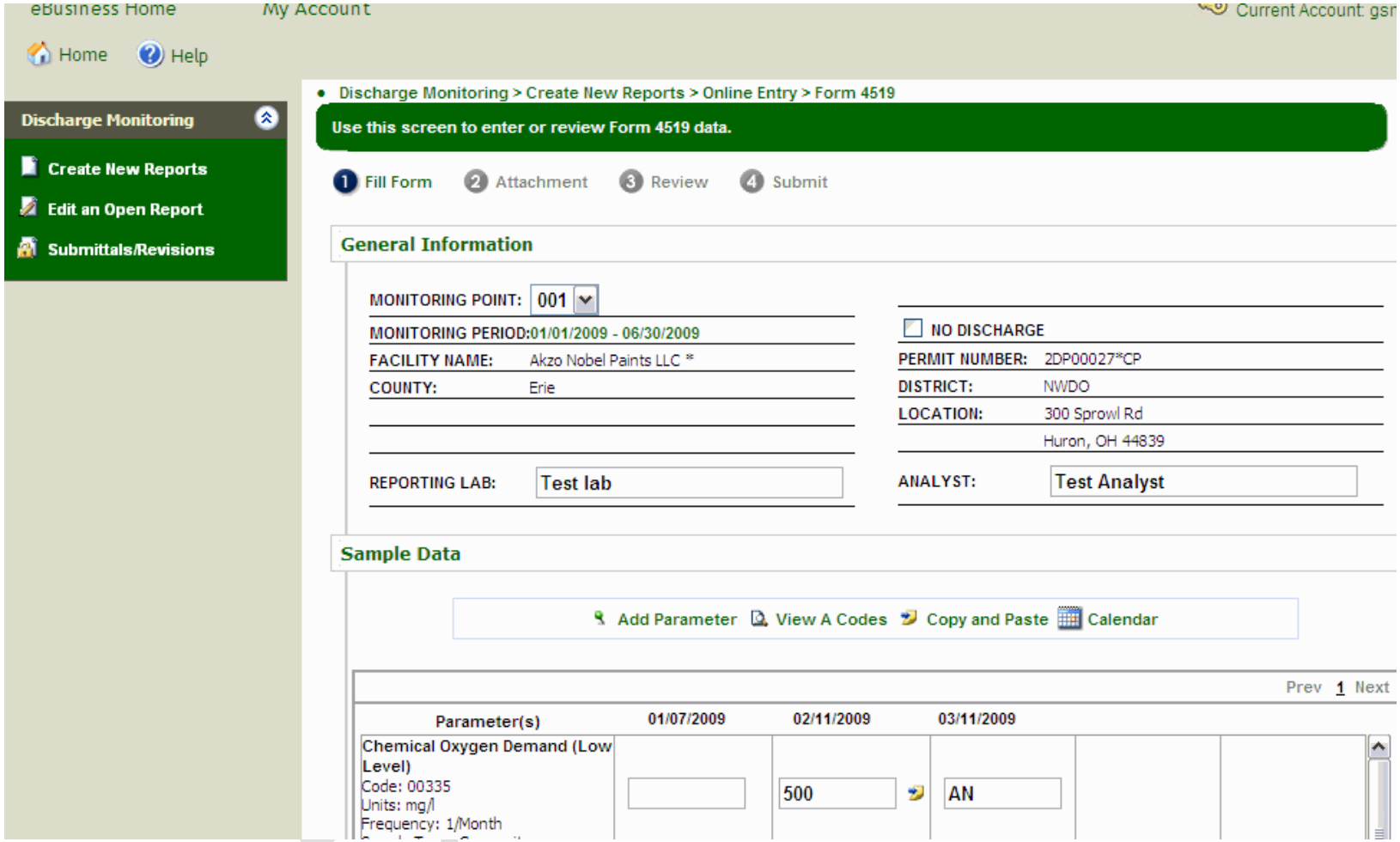


The above popup is then displayed. Just click the "Parameter" dropdown to display a complete list of parameters to pick from. Select the one you want, select a "Sampling Frequency" and "Type" from the list of options under those dropdowns, then click ADD. This ADDS the code to the end of the monitoring stations DMR. Repeat these steps if you have more than one code to add. **NOTE:** Added parameter codes will <u>not</u> show up in following months DMR's and will <u>not</u> show up in the Excel spreadsheet if you copy & paste data (although you can add the columns to the far right of the spreadsheet to allow coping of the new codes data/comments).

e-DMR - Creating DMR's – Form 4519

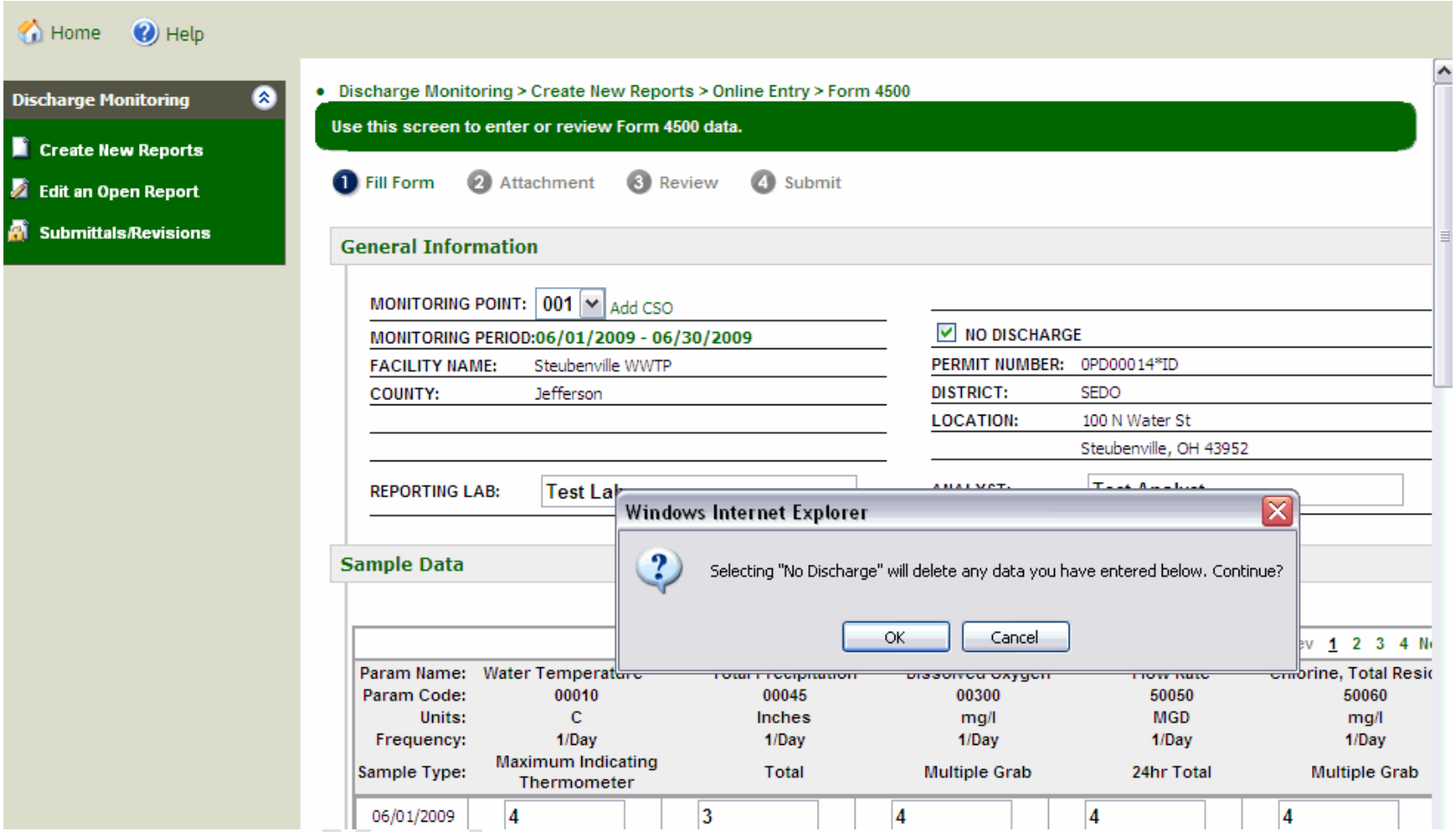
Creating Form 4519's are performed in the same manner as 4500's. One of the differences is that you must select the dates that you are reporting data for. Click on the dates that you would like to appear in your 4519 report. Each day you click on will highlight. Once you've completed the date selection click "Update Dates". You will be directed to the form with only those dates that you selected on it. Don't worry, if you forget a date, you will be able to click on a "Calendar" link in your report to get back to this screen and select more.

e-DMR - Creating DMR's – Form 4519



The Form 4519 report will populate with each day that you selected on the 6 month calendar from the previous screen. The reporting dates are not changeable, so each 4519 report will be for January to June data (report due July 20th) and July to December data (report due January 20th). One thing to notice is that the parameters run vertically down the left side of the report and the individual dates run across the top of the report. This is opposite from the Form 4500 report where the parameters run horizontally.

e-DMR - Creating DMR's – No Discharge

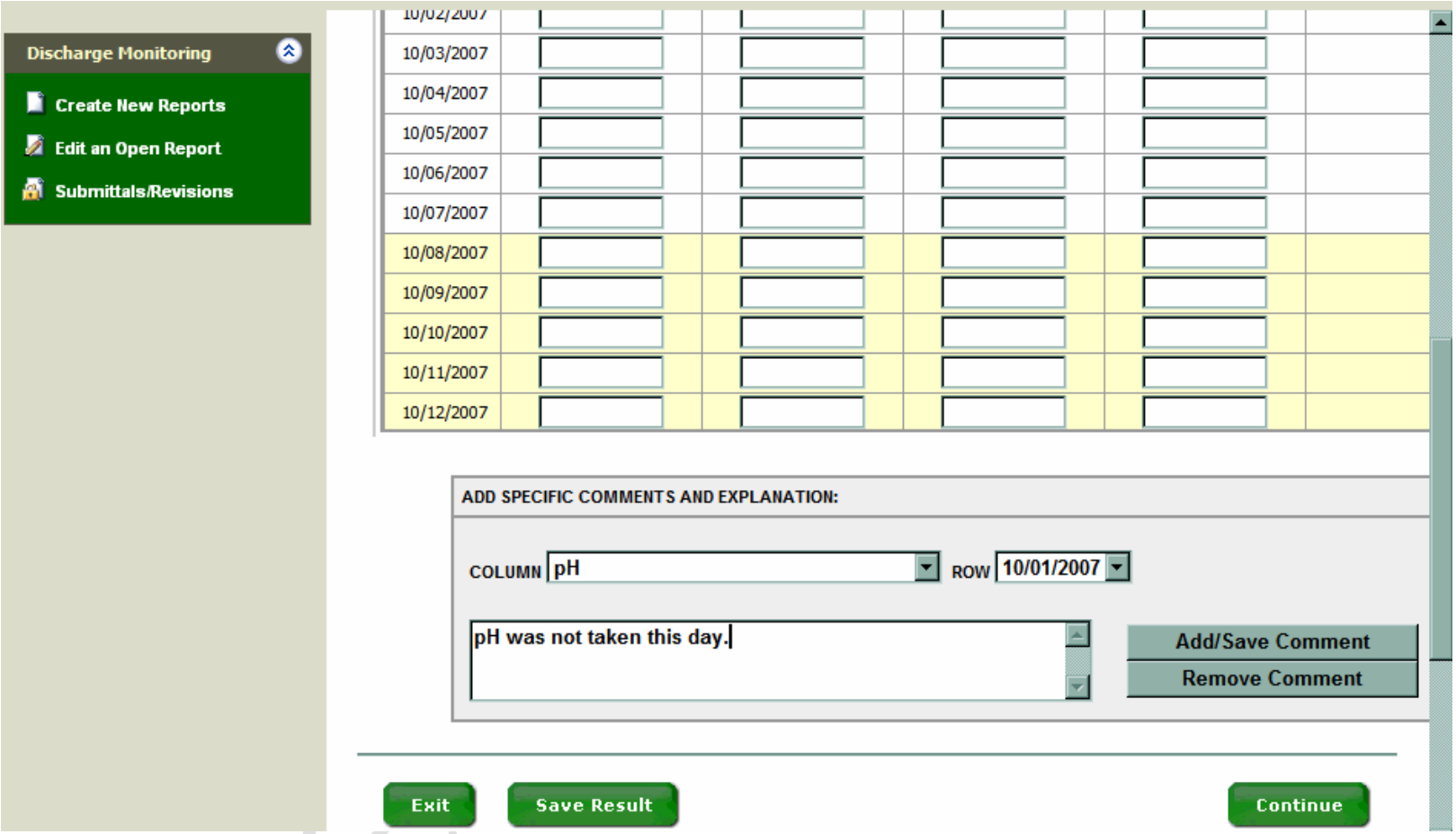


If you have no data to report for the entire month or no sludge was hauled/discharged, you will report it as "No Discharge for the Month". Simply put a checkmark in the "No Discharge" checkbox near the top of the report. Do not put any comments in this station, just press CONTINUE at the bottom and it will either go to your next station, or if the DMR is complete, it will take you through the submittal process. **NOTE:** This replaces the old way of entering AL in the first cell of the month.

e-DMR - Data Substitution Codes (aka "A Codes")

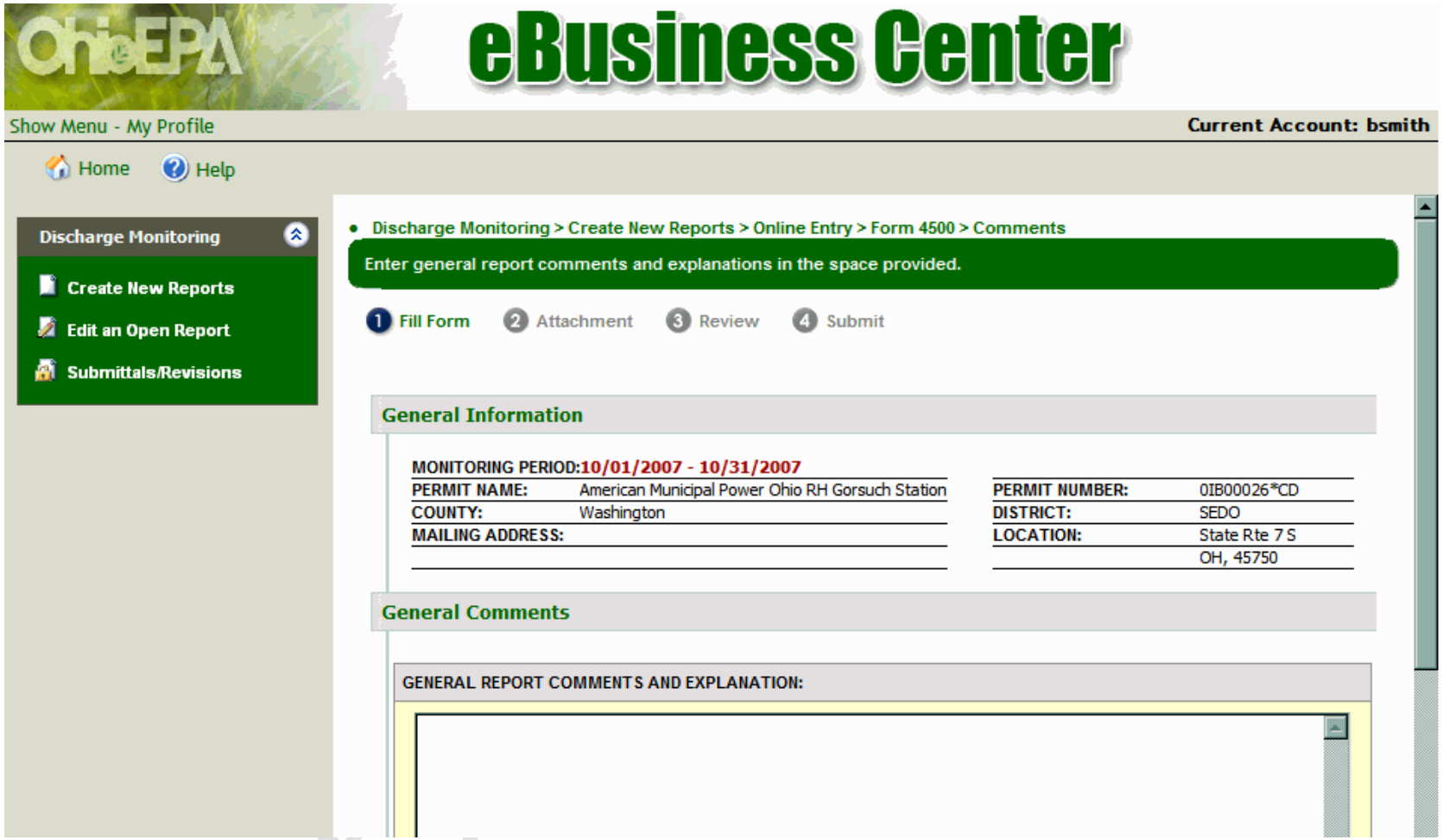
To view a list of A Codes, click the "View A Codes" link near the top of the report. A box will pop up with all of the available data substitution codes that you can use in your DMR. **NOTE:** Minor changes have been made to the A code list over time and future additions to this list may be added. Be aware that a few A Codes require a comment, so if you leave a comment out you will get data validation errors that will prohibit you from submitting the report.

e-DMR - Creating DMR's – Cell Comments



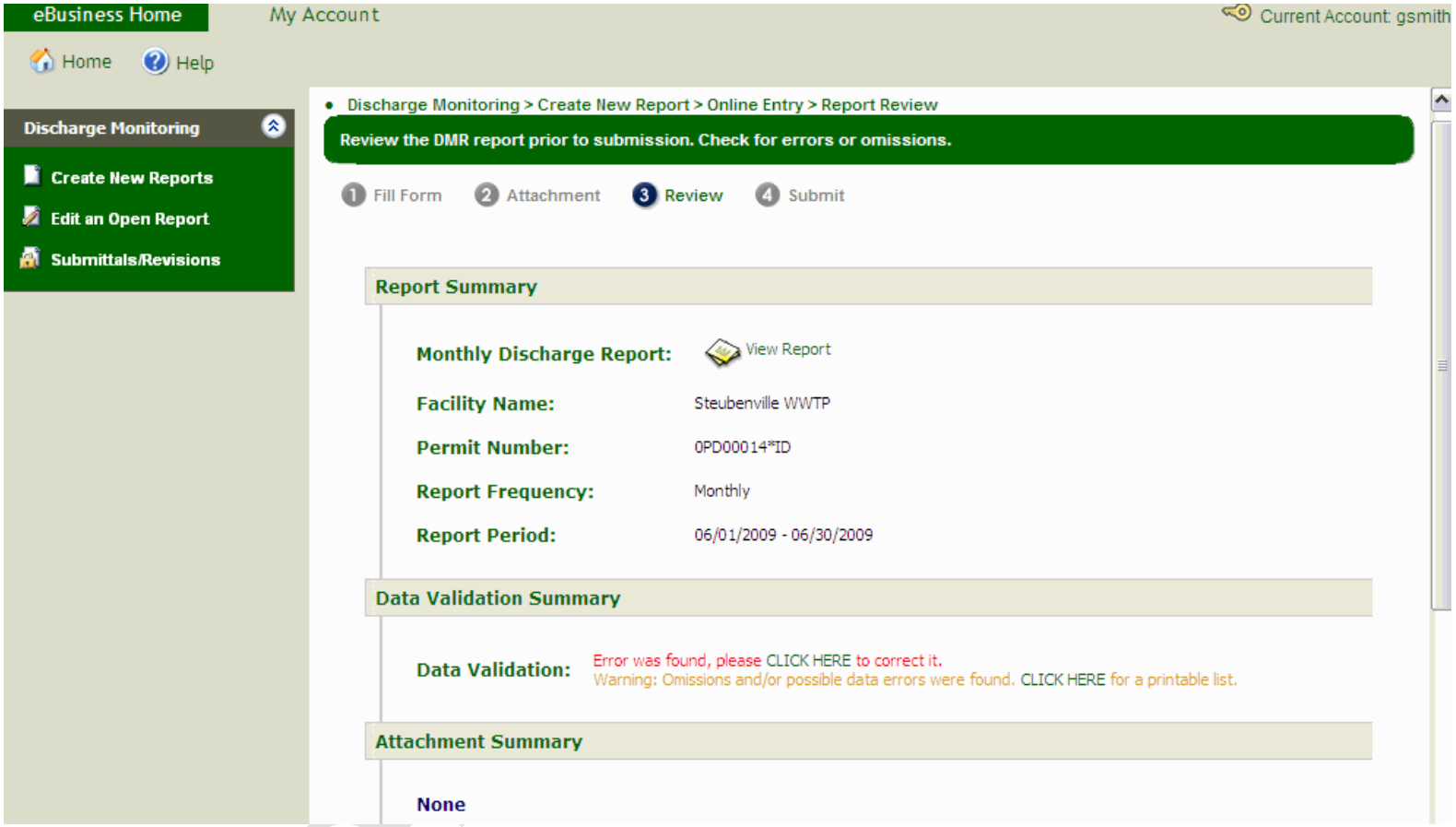
Comments can be entered in any cell by using the comment box at the bottom of the report. Select the parameter and date that you want to enter a comment in, type in your comment, and press the "Add/Save Comment" button. If you use the copy and paste from an Excel spreadsheet data entry method, you can copy in the entire reports comments without having to individually enter them in via the above screen. The Excel method is beneficial for those with slow internet speeds as it will limit the buttons pushed on the site, thus the amount of time you will have to wait between each click. **NOTE:** Do not put a comment in a cell that doesn't have data, you will get an error that will prohibit you from submitting.

e-DMR - Submittal Process – DMR Notes



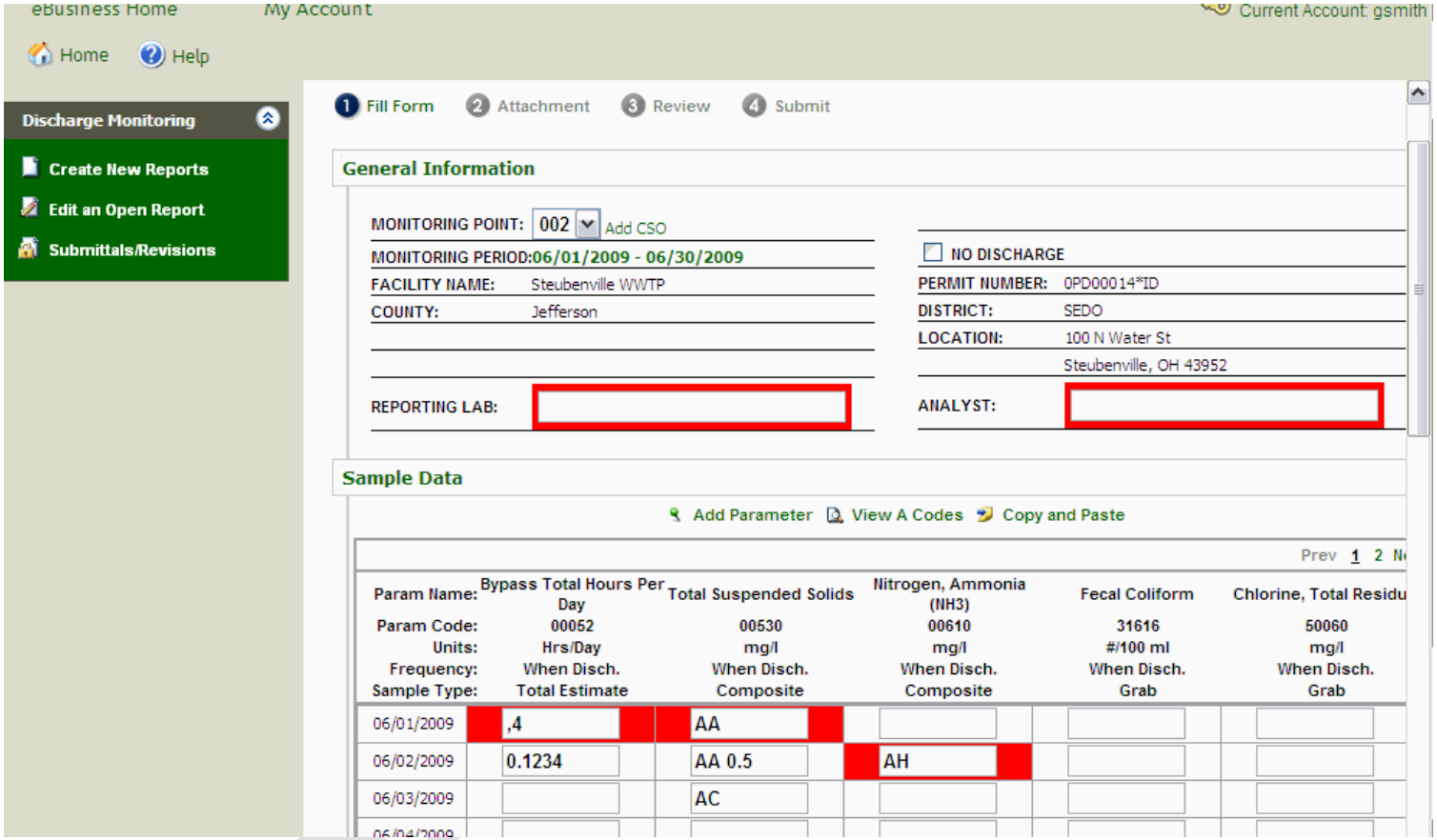
Upon completion of data entry on your 4500 or 4519, whether it was online entry by hand, copy & pasting from Excel, or importing an XML file, press “Continue”. You will be prompted to enter any general notes that you may have for the DMR. All notes that you enter will accompany the DMR with your submission. If you have no notes to add or are finished entering in your notes, just press “Continue”.

e-DMR - Submittal Process – Report Summary & Data Validation



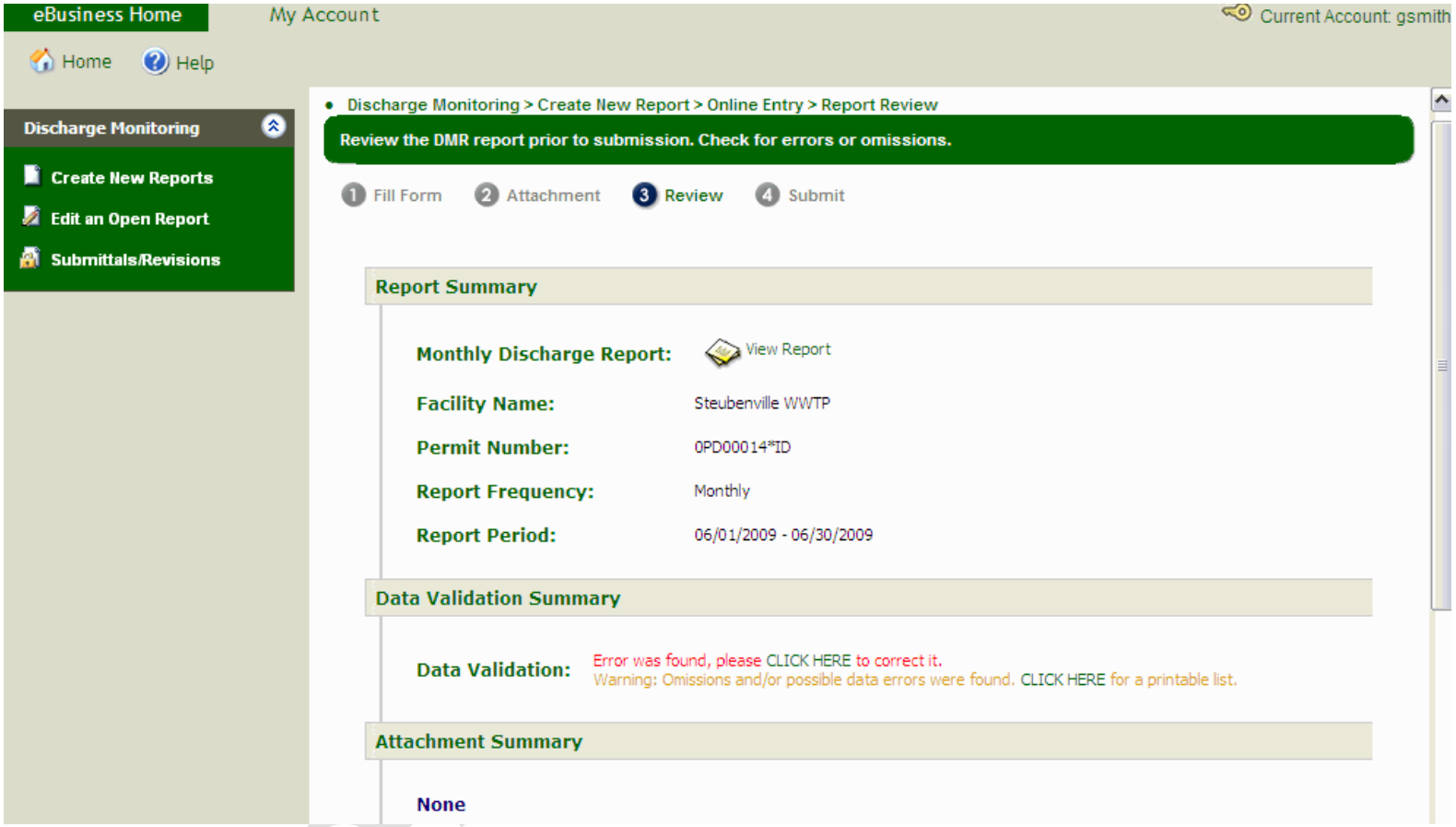
You now have the opportunity to verify what you are submitting, print a formatted copy, and make sure there are no data validation errors in your DMR (i.e., invalid A codes, typos, etc.). Press "View Report" to see a printable version of your DMR. The system performs numerous data validation on the submission and summarizes any errors in the "Data Validation Summary" section (as can be seen above). If errors are found, click the error link and it will take you back into you report where you will need to look through your pages and stations and fix all data cells highlighted in red (red monitoring dates are not errors). If no errors are found by the system, press CONTINUE to PIN (i.e., sign) the report and submit.

e-DMR - Submittal Process – Data Validation



If data validation errors exist, they must be fixed in order to submit. Press "Click Here to see errors" to be directed back to the report. Scroll through your report and look for any cell highlighted in red (example above). A single red cell will prohibit you from sending. This is to ensure the Agency receives the cleanest data possible. You can put your mouse over the red cell and eDMR will provide a popup explaining the reason for the error. Frequent errors include AH codes entered without comments, AA codes without the MDL following it, less than signs used instead of the AA code, and exceeding the maximum decimal places (max is 12345678.12345).

e-DMR - Submittal Process – Data Warnings



With the June 2009 enhancements that were installed, we brought on a new warning system that is aimed to catch frequency issues and reporting data in the incorrect units before you submit by comparing your data to normal upper and lower ranges. If these situations potentially exist you will see a warning on the data validation screen (see picture above). Press CLICK HERE to see a popup of a log of potential instances.

e-DMR - Submittal Process – Data Warnings

e-DMR Validation Report

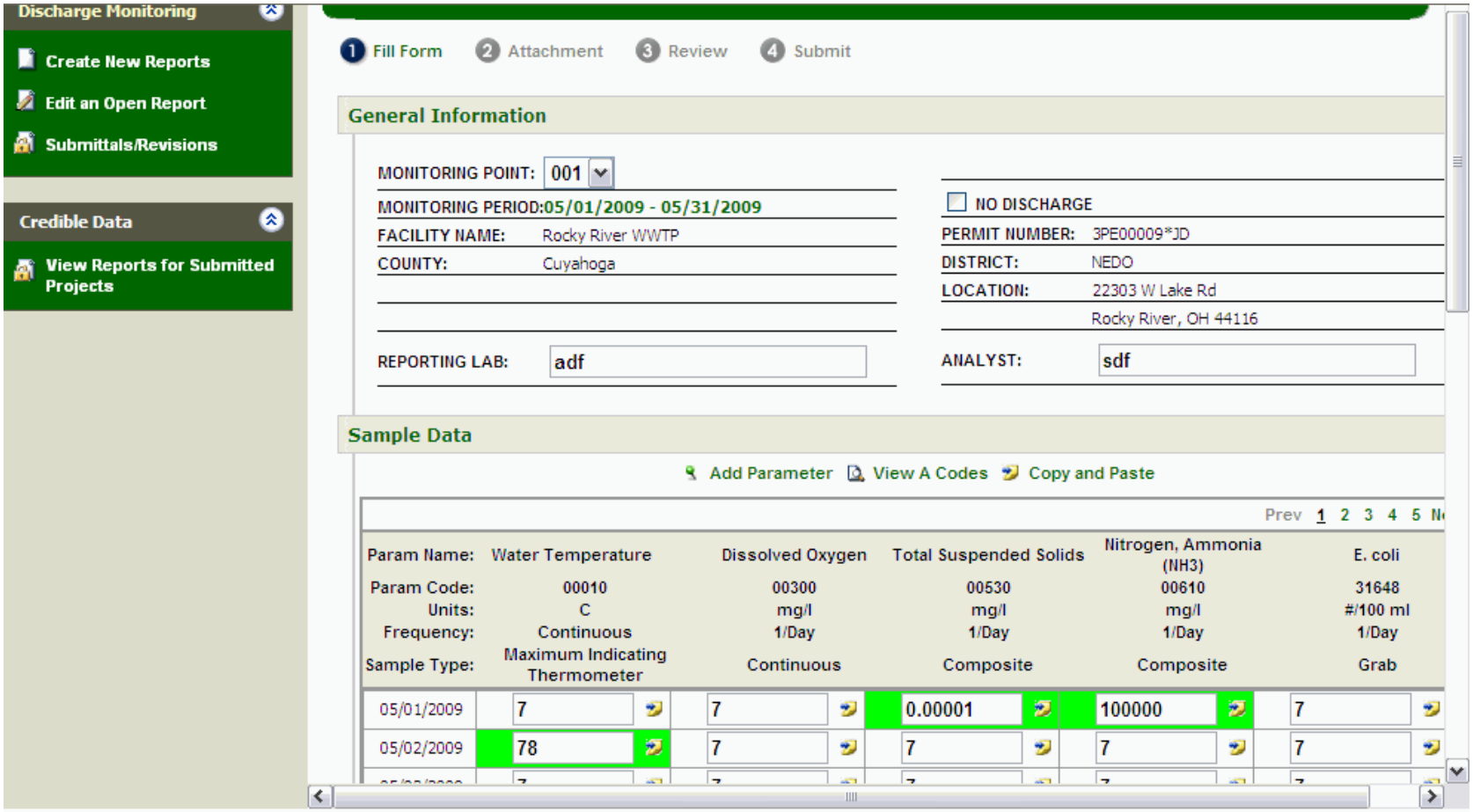
Facility: Steubenville WWTP
Permit: 0PD00014*ID
Monitoring Period: 06/01/2009 - 06/30/2009

Data Omissions:

Monitor Point	Param Code	Parameter Name	Required Frequency	Period Start	Number Required	Number Reported	Description
001	00010	Water Temperature	1/Day	06/05/2009	1	0	
001	00010	Water Temperature	1/Day	06/06/2009	1	0	
001	00010	Water Temperature	1/Day	06/07/2009	1	0	
001	00010	Water Temperature	1/Day	06/08/2009	1	0	...22 more omissions for this parameter
001	00045	Total Precipitation	1/Day	06/05/2009	1	0	
001	00045	Total Precipitation	1/Day	06/06/2009	1	0	
001	00045	Total Precipitation	1/Day	06/07/2009	1	0	
001	00045	Total Precipitation	1/Day	06/08/2009	1	0	...22 more omissions for this parameter
001	00300	Dissolved Oxygen	1/Day	06/05/2009	1	0	
001	00300	Dissolved Oxygen	1/Day	06/06/2009	1	0	
001	00300	Dissolved Oxygen	1/Day	06/07/2009	1	0	
001	00300	Dissolved Oxygen	1/Day	06/08/2009	1	0	...22 more omissions for this parameter
001	50050	Flow Rate	1/Day	06/05/2009	1	0	

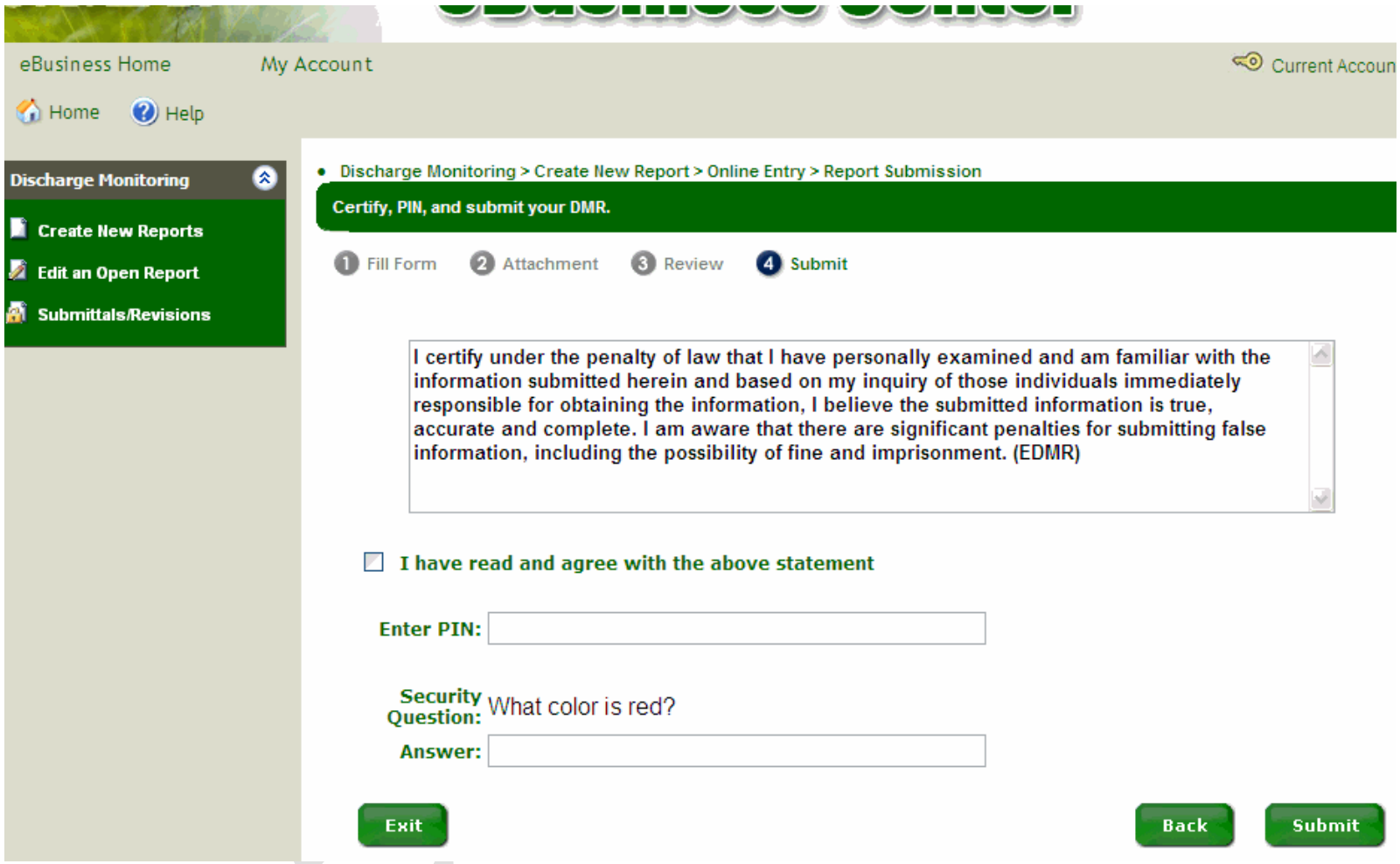
The log will show the station, code, and description of each instance of the potential issue. If legitimate issues exist you know have the opportunity to go back into the report and fix your data or enter data where you may of initially forgot to enter.

e-DMR - Submittal Process – Data Warnings



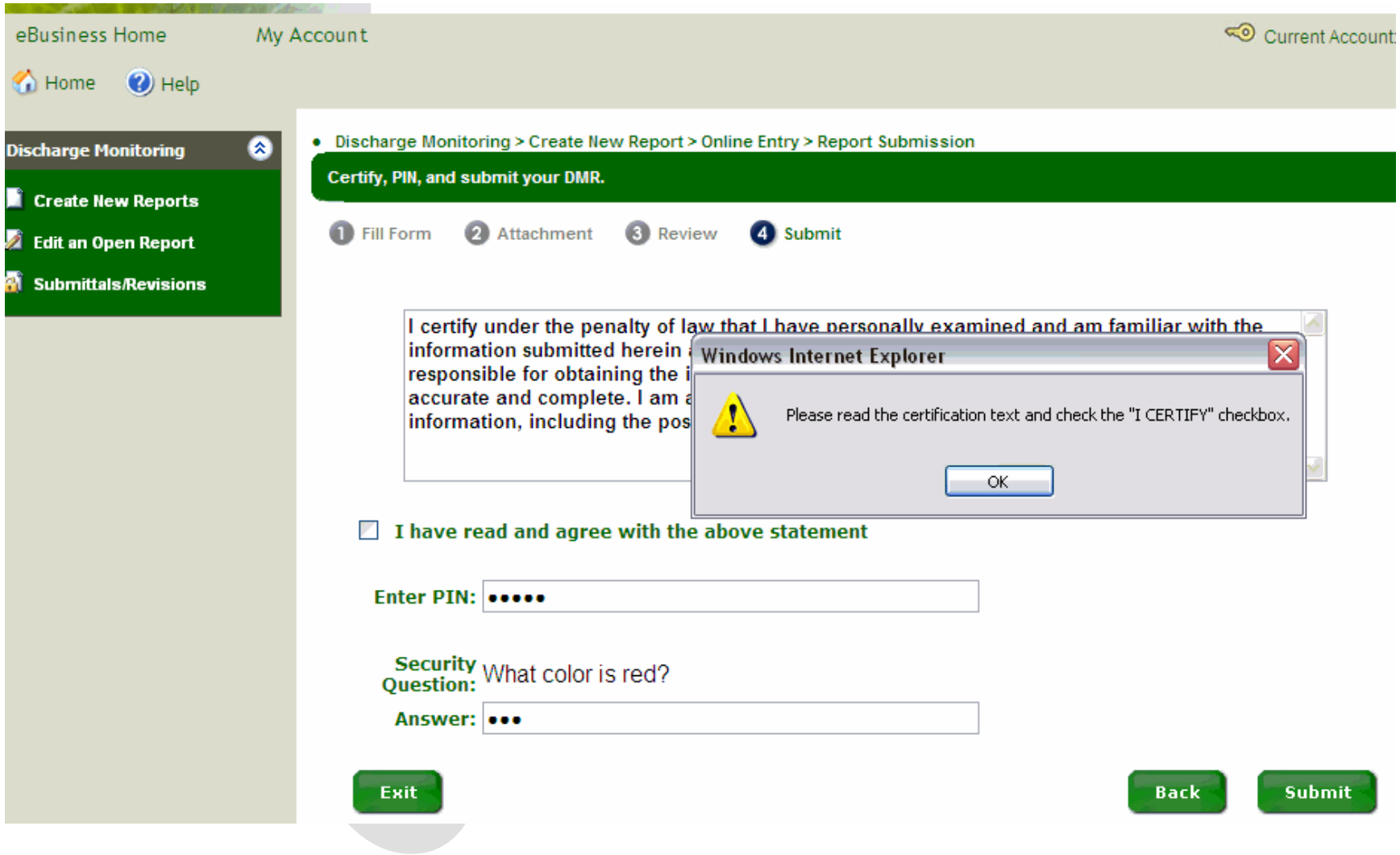
Once you get back into the report, all fields that fall into warnings will be highlighted in green (see picture above). It is important to note that eDMR will ALLOW you to submit with these green highlighted fields present. You will want to make sure you didn't forget to enter any data or that you entered your data in the proper units. If all is OK, you are free to submit.

e-DMR - Submittal Process – Electronic Signature (PINs)



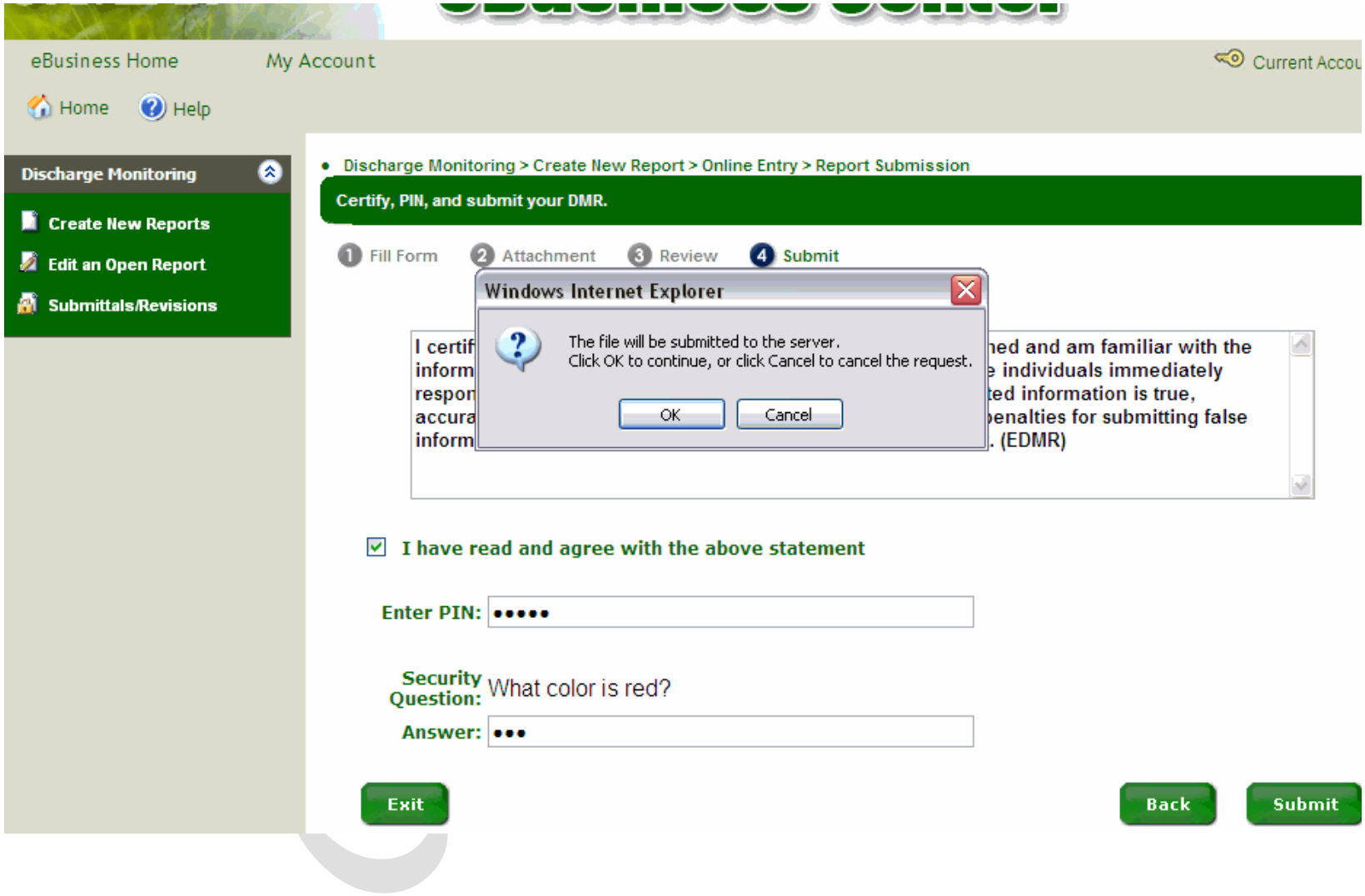
After fixing any errors that you may have, if you want to submit your report you can click CONTINUE. Just read the certification statement and check the box, enter your PIN, answer your security question and click SUBMIT. As of June 2009, the system will randomly ask you to answer one of your 5 security questions you created when you applied for your PIN. Remember to enter your entire PIN number which includes all of the case sensitive letters.

e-DMR - Submittal Process – Electronic Signature (PINs)



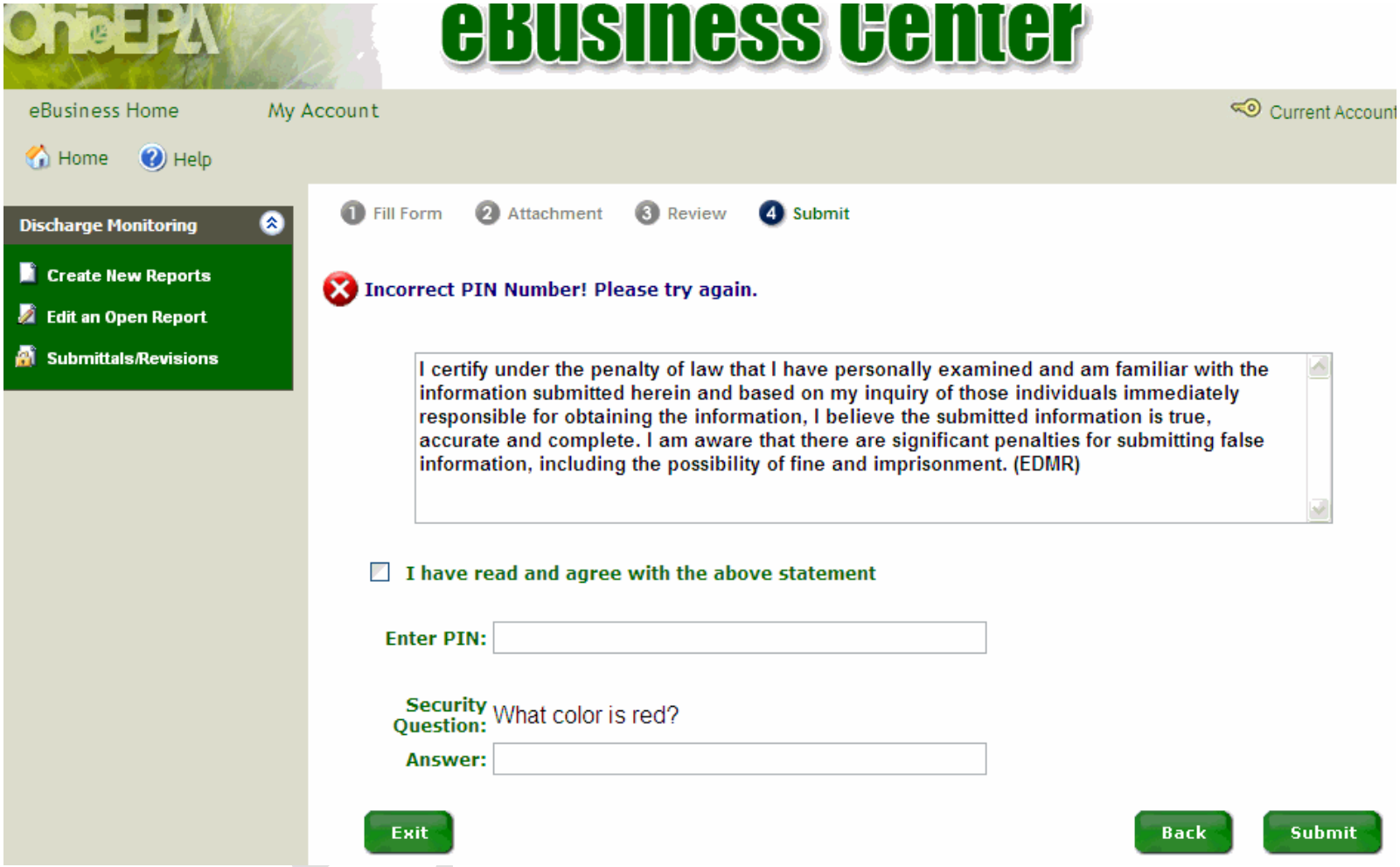
Don't forget to read the certification statement and check the acknowledgement box or you will receive this error message. If this happens, simply check the certification statement, fill in your PIN again, and press "Submit". Upon pressing SUBMIT, your data will begin to be transferred to the Ohio EPA SWIMS (Surface Water Information Management System) database.

e-DMR - Submittal Process – Electronic Signature (PINs)



If you've checked the certification statement, entered your correct PIN, and provided the correct response to your security question, the system will validate your PIN and submit your data.

e-DMR - Submittal Process – Electronic Signature (PINs)

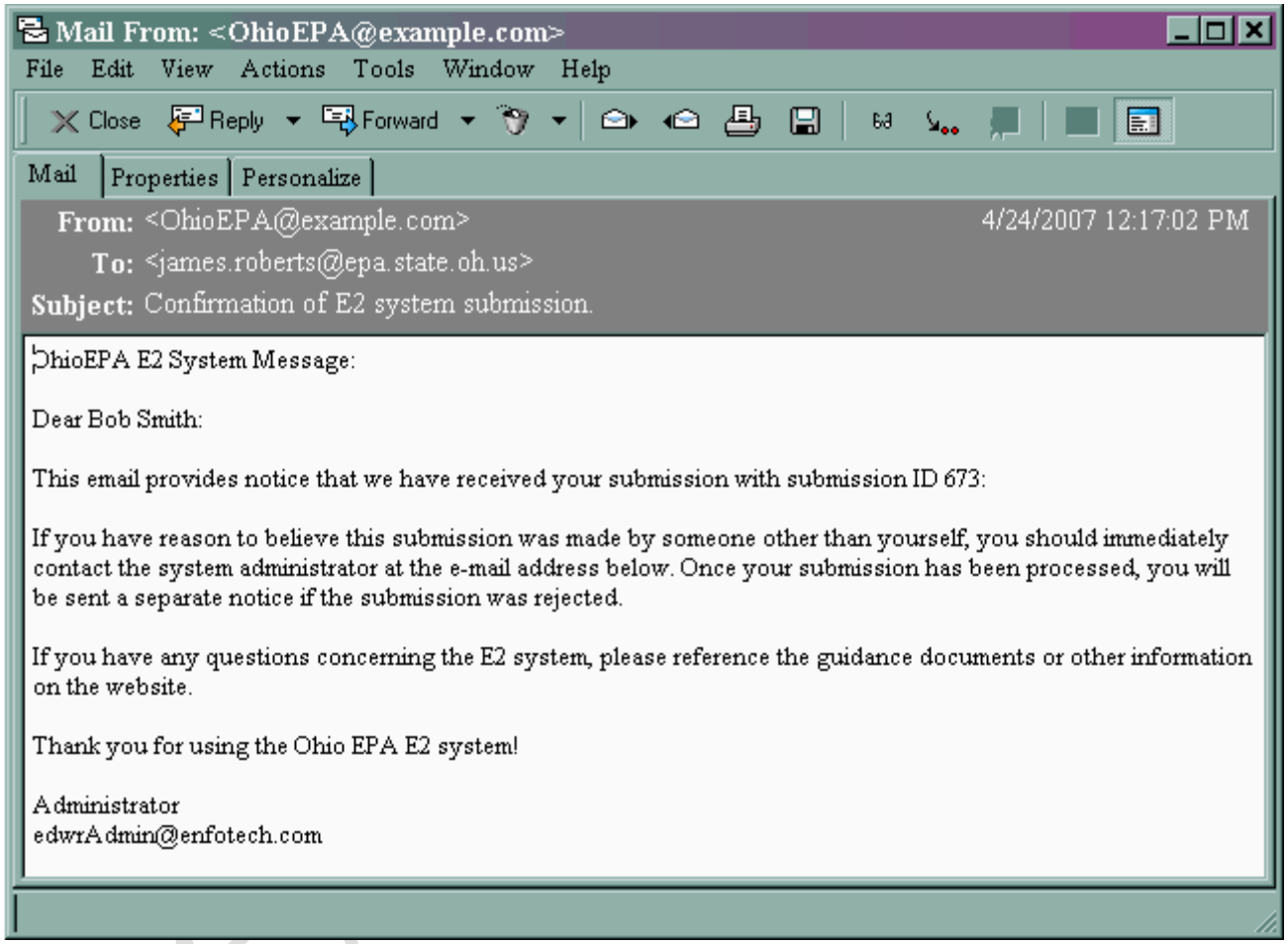


Don't worry, if you enter the incorrect PIN number you will be immediately notified via the above error message. If this happens, verify that you have your correct PIN, retype it into the space provided, and press "Submit". Watch out for upper and lower case letters and those numbers or letters that resemble each other (ex. zeros & "o"'s). Also, only your personal PIN will work in your account. This eliminates PIN sharing and account sharing and ensures account security and valid data submittals.

e-DMR - Submittal Process – Online Confirmation Receipt

Within a few seconds of pushing the SUBMIT button, the system will provide you with an online receipt. This receipt is kept on record in the system and is viewable at any time from the SUBMITTALS/REVISIONS section. This receipt means that your data IS in Columbus and nothing else is required. You can exit your Internet session or move onto the next facility report if you have multiple permit responsibilities….remember, if you are the delegated submitter for multiple permitted facilities, you will access them ALL from this same account and submit them ALL with your same personal PIN!

e-DMR - Submittal Process – Confirmation via Email



In addition to the online "receipt", you will also receive the above confirmation letter via email. The confirmation will be automatically delivered to the email on record within the e-DMR system…remember to keep your account information updated! <u>At this point, you are finished with the monthly DMRs for the given facility.</u>

e-DMR – Printing DMR's

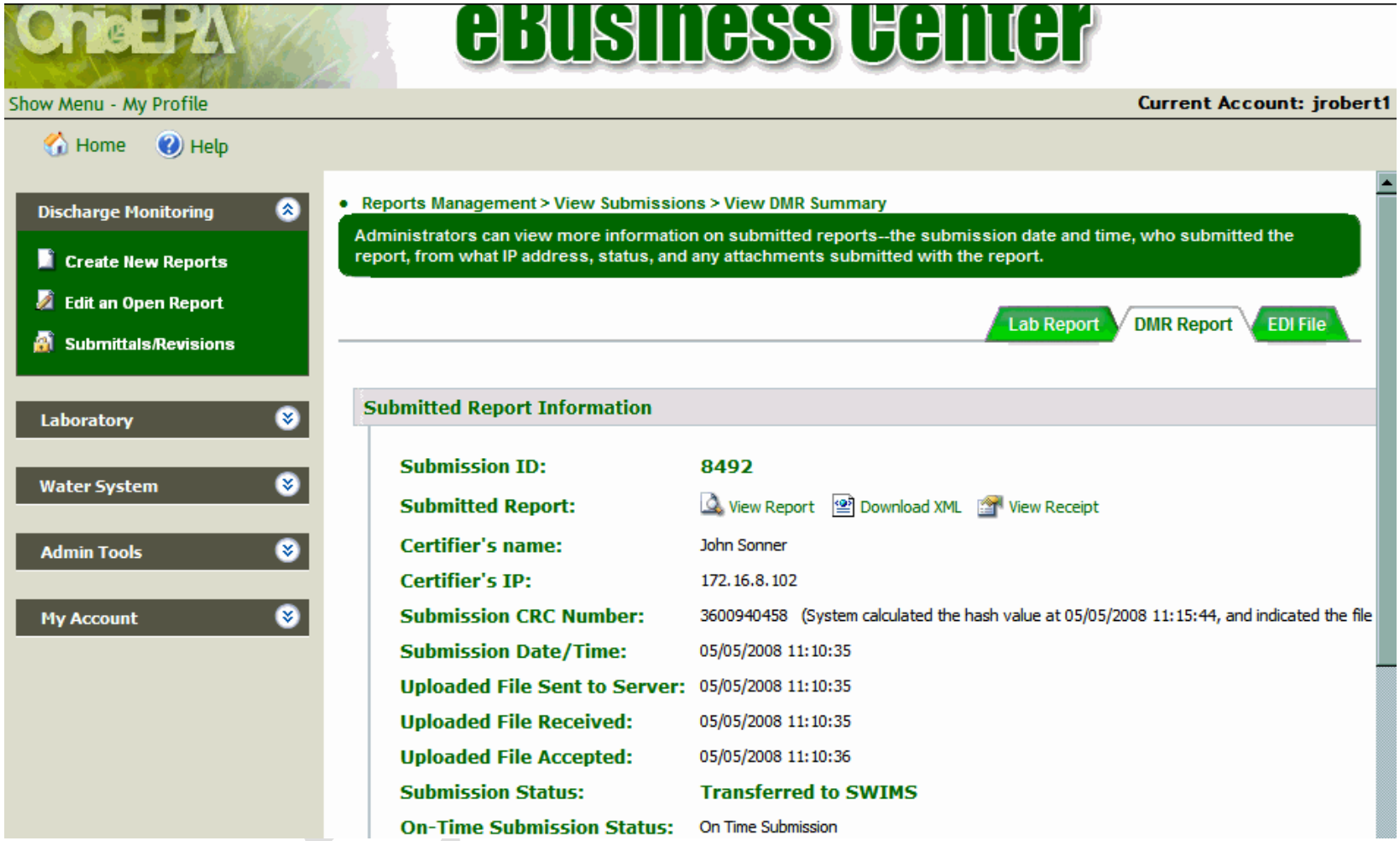
Printing your DMR is important as you are required by your permit to have a signed printout filed at the facility. You can print from 2 locations within eDMR, before you submit and anytime thereafter. You can print ANY report at ANY time….if you submitted it in eDMR, you can view it, print it, revise it, and even see the original receipt no matter how old the DMR is! The first place to print is on the "Report Summary" screen after you get all of your data in and before it asks for your PIN. If you click on the VIEW REPORT link near the top, it will open up a new window with a printable version of the DMR (Just remember to have your pop up blocker off).

e-DMR – Printing DMR's

Detail	Submission ID	Submission Status	Submission Date	Permit Number	Facility ID	Facility Name	Report Type	Report Due Date	Report Date	Compliance Status	Submitter
	48293	Transferred to SWIMS	06/05/2009	3PD00015*FD	42173	Newton Falls STP	4500	04/20/2009	03/01/2009 - 03/31/2009	On Time Submission	gsmith
	48292	Transferred to SWIMS	06/05/2009	0PD00007*JD	25018	Ironton WWTP	4500	12/20/2008	11/01/2008 - 11/30/2008	Late Submission	gsmith
	48291	Transferred to SWIMS	06/05/2009	0PD00011*GD	37267	New Boston STP	4500	07/20/2009	06/01/2009 - 06/30/2009	On Time Submission	gsmith
	48290	Transferred to SWIMS	06/05/2009	2PE00000*LD	2129	Lima WWTP	4500	01/20/2009	12/01/2008 - 12/31/2008	On Time Submission	gsmith

You can also print all of your reorts at any point after you submit them. The second place to print is by clicking SUBMITTALS/REVISIONS,this will bring up a list of all your submittals over time. Just find your desired report and click the details link off to the left of the listing.

e-DMR – Printing DMR's



A details page will appear providing you with details on that particular submittal. From here you can view the original receipt by clicking VIEW RECEIPT or you can access a printable version of the DMR by clicking VIEW REPORT. At both of the print locations, before and after you submit, the following printable version of your report will pop up in a new window. All of your stations, data, comments, notes, and parameter column statistics will be in this printout….remember to sign the signature boxes and keep a copy on file.

e-DMR – Printing DMR's

http://epatestapps/edwr.web/page/report/viewWithXslt.do?actType=viewWithXslt&formType=DAILY&tem - Win...

File Edit View Favorites Tools Help

Google Go Bookmarks Popups okay Check AutoLink Settings

Ohio EPA - Daily Discharge Monitoring Report - Form 4500

FACILITY:	Troy Bulk Facility	**PERMIT NUMBER:**	***1GU00287*DG***
LOCATION:	1494 Lytle Rd Troy, OH 45373	**STATION CODE:**	001
		MONITORING PERIOD :	**2007-12-01** To: **2007-12-31**
COUNTY:	Miami	**REPORTING LAB:**	
DISTRICT:	SWDO	**ANALYST:**	
		NO DISCHARGE INDICATOR:	

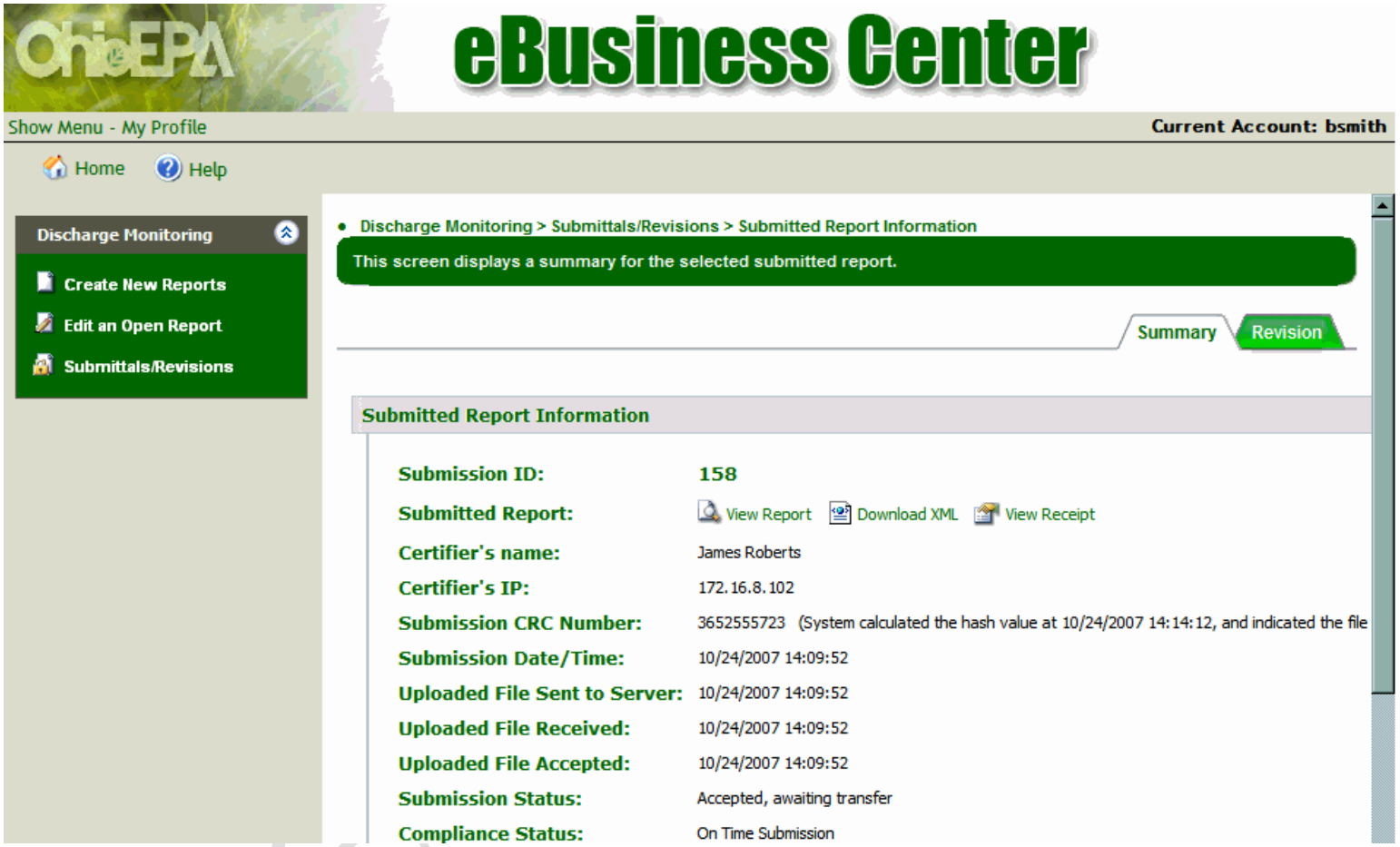
PARAMETER	Flow Rate	pH	Oil and Grease, Total	Lead, Total Recoverable	Toluene	Benzene	Ethylbenzene
PARAMETER CODE	00056	00400	00550	01114	34010	34030	34371
UNITS	GPD	S.U.	mg/l	ug/l	ug/l	ug/l	ug/l
FREQUENCY	1/Month	1/Month	1/Month	1/Month	1/Month	1/Month	1/Month
SAMPLING TYPE	Total	Grab	Grab	Grab	Grab	Grab	Grab
2007-12-01							
2007-12-02							
2007-12-03							
2007-12-04							
2007-12-05							
2007-12-06							
2007-12-07							
2007-12-08							
2007-12-09							
2007-12-10							

e-DMR – DMR Revision Process

Detail	Submission ID	Submission Status	Submission Date	Permit Number	Facility ID	Facility Name	Report Type	Report Due Date	Report Date	Compliance Status	Submitter
	48293	Transferred to SWIMS	06/05/2009	3PD00015*FD	42173	Newton Falls STP	4500	04/20/2009	03/01/2009 - 03/31/2009	On Time Submission	gsmith
	48292	Transferred to SWIMS	06/05/2009	0PD00007*JD	25018	Ironton WWTP	4500	12/20/2008	11/01/2008 - 11/30/2008	Late Submission	gsmith
	48291	Transferred to SWIMS	06/05/2009	0PD00011*GD	37267	New Boston STP	4500	07/20/2009	06/01/2009 - 06/30/2009	On Time Submission	gsmith
	48290	Transferred to SWIMS	06/05/2009	2PE00000*LD	2129	Lima WWTP	4500	01/20/2009	12/01/2008 - 12/31/2008	On Time Submission	gsmith

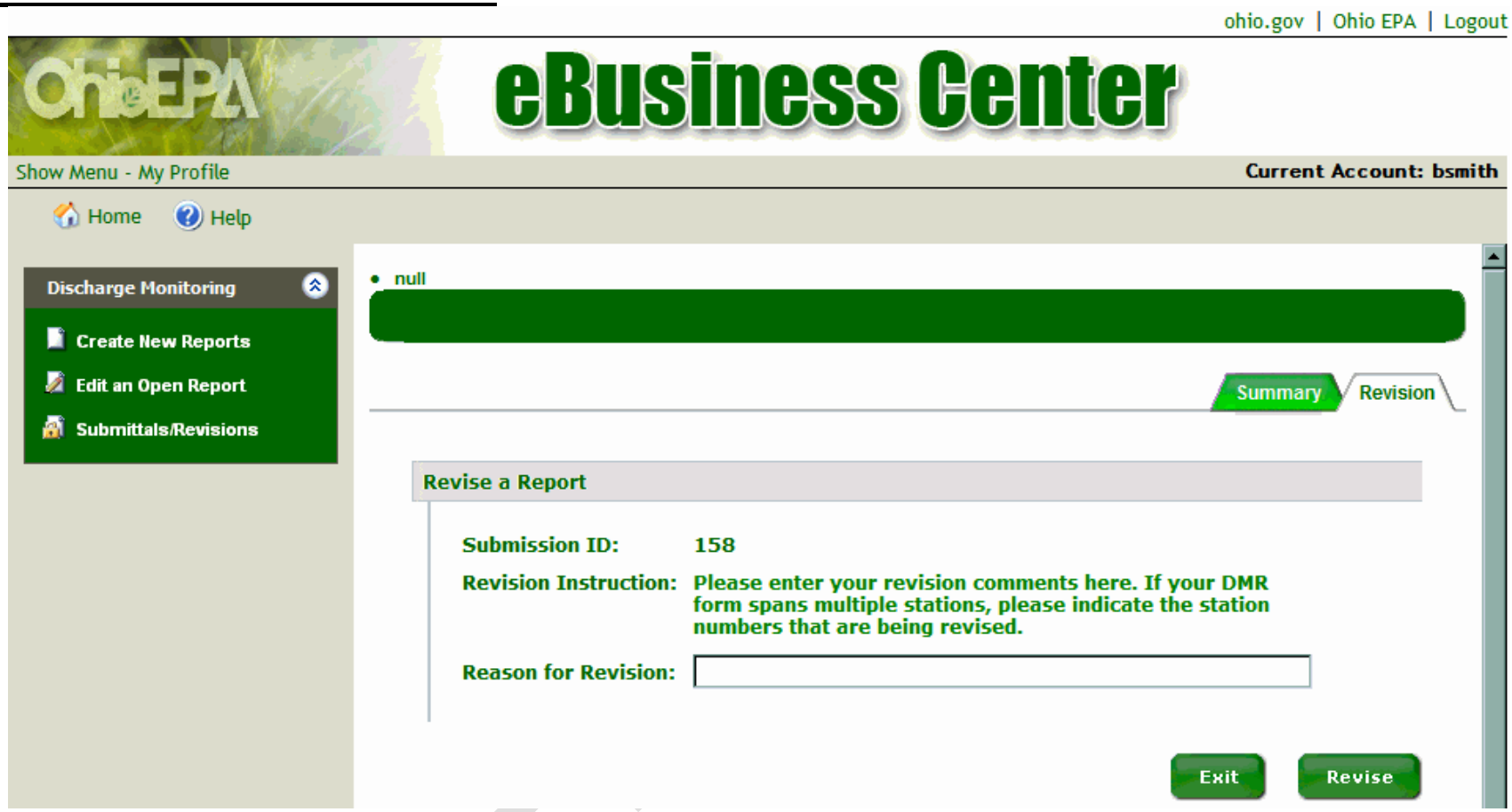
Once a DMR has been submitted, it is assigned a submission ID and is filed and can be viewed anytime by clicking on "Submittals/Revisions". Once you find your submitted report, you can get a printout, view the original receipt, or to submit a revision by clicking the "Details" link to the left of your submittal record. The actual report, including comments, notes, as well as the receipt that was sent is accessible from this point.

e-DMR - DMR Revision Process



Once the DETAILS page is visible, Click the "REVISION" link towards the right to begin the revision process. Do not click the REVISION link for any other reason because as soon as you click it you activate the revision process.

e-DMR - DMR Revision Process



The system requires the user to enter in a reason for revision, just type a short reason and press "Revise". This will simply bring up your previously submitted DMR exactly how you submitted it, make any changes you wish and go through the exact submittal process as usual. The system will LOCK your original submission for record keeping. If you exit the revision before you submit it, you will find the open editable copy under EDIT AN OPEN REPORT. You will receive a new submission number, new receipt and an email confirmation. The original submission will now be locked from editing, thus if you need to revise the DMR a second time, you must open the revised submittal (not the original submission) and proceed from there. All submissions will be accessible at all times inside of your account via the SUBMITTALS/REVISIONS link.