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1 Introduction

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

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

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

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

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

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

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

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

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

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

- A Computer/Laptop
- Internet Access
- Microsoft Internet Explorer, version 6.0 or greater
3 E-DMR System Description

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

**Abbreviated e-DMR Submission Process:**

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

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

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

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

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

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

**Step 6:** Valid DMR submissions can be viewed and printed at any time.
4 Using the E-DMR System:

4.1 e-DMR Website Login

By using an Internet connection, and Internet Explorer version 6.0 or higher, an e-DMR facility participant logs into the Ohio EPA Portal 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 Ohio EPA Portal Login screen shown below.

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 DEM e-DMR Administrator.

NOTE: the Administrative tools will only be visible to users with administrative rights
Before proceeding, we will be taking a closer look at the layout of the application as a whole, starting with the status bar.

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

- **Home**  The Home icon allows the user to return to the DMR module home page, pictured above.
- **Help**  The user can access online help by clicking on this icon.
- **Logout (admin)**  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 Discharge Monitoring are the following topics:**

- [Create New Reports](#) The Create New Reports 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 State Agency.

- [Submittals/Revisions](#) DMR files that have been submitted to the State Agency can be viewed and downloaded by clicking on Submittals/Revision. Submissions can be viewed and searched by submission ID, facility, permit, and date.

**Under My Account are the following topics:**

- [Basic Information](#) The user’s general account information can be seen by clicking on Basic Information. Email address, account status, name, and job title are displayed.

- [Associated Water System](#) Water System functions, such as viewing the water systems that the user is associated with, the user’s role in reference to that water system, and the status for the facility, are available by clicking on this icon.
4.2 View My Account Information:
The My Account section provides two important features. The first is the ability for the user to view their user information. The second feature is the ability to view the facilities that the user is associated with in the system.

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

<table>
<thead>
<tr>
<th>User ID:</th>
<th>admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>admin</td>
</tr>
<tr>
<td>Last Name:</td>
<td>enfoTech</td>
</tr>
<tr>
<td>Job Title:</td>
<td>Super Admin</td>
</tr>
<tr>
<td>e-mail Address:</td>
<td><a href="mailto:alan_chen@enfotech.com">alan_chen@enfotech.com</a></td>
</tr>
<tr>
<td>Account Status:</td>
<td>Active</td>
</tr>
</tbody>
</table>

All of the information on this screen is read-only (set by the Admin), based on the Environmental State Agency’s records and information supplied when registering for e-DMR reporting.

4.2.2 Water System Association:
In order for a user to be able to submit DMR reports, the user must be associated with a water system. This is accomplished by submitting a Water System Participation Package to the State Agency. Once the application is approved, the E2 administrator will create the requested user accounts and associate the user with the appropriate water system. To view the water systems that you are currently associated with, click on the Associated Water System button.

This loads a screen that provides the list of facilities that the user is currently associated with:
The e-DMR System allows users to be associated with multiple water systems, each of which will be listed here. To obtain further information about a water system, click on the View Water System icon, which will display the Water System Association Details screen.
This screen will display general information about the facility such as its address and its current e-DMR reporting status. If the facility can no longer submit DMRs electronically to the State Agency, its status will be displayed as either “Inactive” or “Suspended”.

To return to the Water System screen, click on the Back button, or click on the Water System Association icon in the functional area to the left.
4.3 Creating and Submitting DMR Reports

The e-DMR System provides three primary methods to allow facilities to submit their 4500, 4519, and CSO reports. These methods are:

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

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

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

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

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

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

To begin to submit a report using any of the three options above, the user will should click on the Create New Reports icon in the functional area on the left panel.

After selection, the Create New Reports screen will be displayed as shown below:
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. The user can select the registered facility on from the dropdown menu list to filter out the DMR reports for that facility. Only those facilities that the user is associated with, either as a certifier, preparer, or viewer, will be displayed in the drop-down.

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

---

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, reporting period, and report type) four reporting function tasks can be performed for each search result.

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

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

- Download a template Excel file by clicking on the Excel icon (used for the Excel copy-and-paste submission method)
• Preview a reporting requirement by clicking on the View Form icon. This is similar to viewing a blank DMR form that displays the reporting requirements and limits, but does not yet display the DMR results.

The following sections describe the procedure to submit DMRs using each of the three available options:
4.3.1 Submitting Reports Using the Online Web Data Entry Forms 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 New Reports icon in the functional area to the left, which will bring up the Create New Reports screen, as shown here:

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

To preview or print a DMR, click on the View Form icon for the corresponding month.

Now that the facility and permit are selected, different report types may be present for the same facility 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.
This will bring up the following pop-up browser that displays the DMR in a format that is very similar to the paper form.

The form at this point is considered a template, since the permit parameters are listed without actual measured values. To print this template, right mouse click within the pop-up window, and select Print from the menu option, as shown below.
Step 2: Using the Web Form to Generate the DMR Submission File

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

The e-DMR system has three different report types: Daily 4500, 4519, and CSO/SSO. Refer to section 4.2.1.1 for information on the 4519 form and 4.2.1.2 for information on the Daily 4500 form. The CSO/SSO is like the 4500 except for the way it is launched and how it allows a user to add monitoring points.

Clicking on the 📝 icon will initiate the Report Wizard.
Report Options

- Edit Form
- Edit Attachment(s)

- **Report Wizard Step 0.** 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 1.** Fill out the form. The form 4519 instructions are in Section 4.3.2, while the instructions for completing the Daily 4500 form are in Section 4.3.3.
4.3.2 **Entering in the Form 4519 Results**

An example 4519 form is shown below:

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

The user may save any changes to the current parameter by clicking on the button.
Please follow the sequential numbers below for entering in results:

1. **Navigating between outfalls (i.e. Monitoring Groups):**
   
   One facility may have a DMR that spans multiple monitoring groups. In order to completely fill out the DMR form for each monitoring group, navigate between groups using the Monitoring Group drop-down at the top left corner of the web form.

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

2. **No Discharge:**
   
   For the DMR Summary web form, if no discharge occurred during the monitoring period, check the “No Discharge” checkbox. All the parameter fields will be hidden.

3. **Sample Frequency:**
   
   Click on Add Parameter and from the dropdown list the actual frequency of analysis for the selected parameter.
You are required, at a minimum, to sample at the frequency indicated in your permit. If you monitor any pollutant specifically addressed by the permit more frequently than the permit requires, the results of this monitoring shall be included in the calculation and reporting of the data submitted in this form.

Sample Type:
Select from the dropdown list the actual type of sample collected for the selected parameter.

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

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

Enter general report comments and explanation in the space provided, where applicable. General report comments may include an explanation for submitting the report late, extenuating circumstances, etc. If there is more than one outfall at the selected facility and a general comment such as “Flow Meter Failure” is entered, the same general comment will appear regardless to which outfall it applies.

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

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

Operator:

The operator in 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.
**Operator Information:**

<table>
<thead>
<tr>
<th>Operator Name</th>
<th>Operator Certification Number</th>
<th>Operator Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attachment to be submitted with the Summary DMR:**

See Section 4.3.4 on file attachments.
4.3.3 Entering Daily 4500 Results

An example Daily 4500 DMR online data entry form is shown below:

Just as with the 4519 form, the daily online web form looks very similar to the paper DMR. Again, the web form is pre-populated with the facility information, permit information, and parameter
information. The user is expected to enter monitoring results where applicable on the grid fields for a certain parameter and date.

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 button which is located at the bottom of the 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 follow sequential numbers below for entering in the Daily 4500 results:

1. Fill Form
2. Attachment
3. Review
4. Submit

General Information

- **MONITORING POINT:** 001TA
- **MONITORING PERIOD:** 01/01/2006 - 01/31/2006
- **PERMIT NAME:** Ohio Testing 1
- **COUNTY:** Atlantic
- **MAILING ADDRESS:** 13 Princess Rd, Unit A
  - NJ, 08619
- **REPORTING LAB:**

2. NO DISCHARGE

- **PERMIT NUMBER:** OH-23
- **DISTRICT:**
- **LOCATION:** 5555 NORTH SERVICE RD
  - CA, 44154
- **ANALYST:**

Sample Data

- Add Parameter
- View A Codes
- Copy and Paste

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Conductivity</th>
<th>Color</th>
<th>Dichloroethene (c1,c2)</th>
<th>Copper</th>
<th>pH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>CONDUCTIVITY</td>
<td>COLOR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequency</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Grab</td>
<td>Grab</td>
<td>Grab</td>
<td>Grab</td>
<td></td>
</tr>
</tbody>
</table>

- **Date:**
  - 01/01/2006
  - 01/02/2006
  - 01/03/2006

ADD SPECIFIC COMMENTS AND EXPLANATION:

- **COLUMN:** Conductivity
- **ROW:** 01/01/2006

- Add/Save Comment
- Remove Comment
Navigating between outfalls (i.e. Monitoring Groups):
If more than one monitoring group is available, the user can navigate back and forth between monitoring groups by using the drop down menu.

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

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

[Image of Copy and Paste section]
Parameter Navigation:

For the daily report form, the parameters are listed on the report header. Only five parameters are listed on one page. To navigate between pages, select the desired page by clicking on the number.

Daily Monitoring Result grid:

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

Adding additional parameters:

If during the monitoring period you need to report sample analysis information for parameters that are not in the reporting requirements, the parameter can be added to the report. To add a new parameter to the report, click on the Add Parameter link and select the parameter and unit from the drop down menus on the new popup window. Click the “Add” button. This will populate the parameter to the grid header.
Specific Field-by-Field Comments:

<table>
<thead>
<tr>
<th>COLUMN</th>
<th>ROW</th>
<th>Add/Save Comment</th>
<th>Remove Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conductivity</td>
<td>01/01/2006</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

| 01/27/2006 | | | | | | |
| 01/20/2006 | | | | | | |
| 01/31/2006 | | | | | | |

After clicking Continue, a general comments and operator information data entry page will be displayed:
General Report Comments:
Enter general report comments and explanation in the space provided, where applicable. 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 “Flow Meter Malfunction” is entered, the same general comment will appear regardless to which outfall it applies.

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

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

4.3.4 Entering CSO/SSO Results
Click and select the desired facility and then click the “Go to CSO/SSO Report Entry” button.
Discharge Monitoring > Create New Reports

This screen displays general information about each DMR, the facility to which it applies, and reporting frequency, period and type.

Report Type:  
Facility:  
 Permit Number:  
Monitoring Period Start Date:  
End Date:  
Report Due Date From:  
To:  

CSO/SSO Report - Click below to create a report for CSO/SSO and other monitoring stations which listed in the 450

This button will bring up the following screen:

1 CSO/SSO Report Criteria

(Please note: If an open report with the same criteria exists, the user will be taken to that report and a new report will not be created.)

Facility:  
 Permit Number:  
Year/Month

2 Add Monitor Points

(use comma "," to separate monitoring points. Ex: "001,002,...")

The user can add multiple monitoring points in the textbox by separating them with a comma. For example enter “001,002” without spaces and then click the Launch CSO Report Button. This will bring up a form identical in function to the 4500 except for the highlighted icon next to the Monitoring Point drop-down menu.
Clicking the icon next to Monitoring Point allows the user to add additional monitoring points by popping up the window below:

The existing monitoring points will be listed and a user can type in additional monitoring points by separating them with commas. After the user adds a parameter the Copy and Paste link will appear. The form can then be used just as the 4500.
4.3.4 Attaching a File to the Discharge Monitoring Report:

- **Report Wizard Step 2.** Attach Files. After completing the form, the user has the option of submitting supplemental files to this DMR report.

![Attachment Information](Attachment Information)

The user has the following options for submitting attachments:

**Attach Files Online:**
The user can browse for and upload electronic files to the e-DMR server. Each attachment cannot be any larger than 1.5 MB. 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 as defined by the E2 administrator. Click on the "Add File" button and if the attachment is of a valid file type/size it will appear below “Selected Attachment Files:”
• **Report Wizard Step 3. Report Review**
  At this stage, the user has an opportunity to review the DMR submission prior to certifying the results and submitting to the Stage Agency. If required information is missing, a link will be provided on the “Data Validation Summary” section. The “Continue” button is available if all required information is entered and the system validation is passed.
• **Report Wizard Step 4. Report Submission**
  The DMR Report certifier must acknowledge that he/she has read the certification statement and agreed to it by clicking on the checkbox. Enter the PIN supplied by the State Agency and click the Submit button to submit the DMR report.

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: [Field for PIN input]

The electronic DMR (e-DMR) report will then be sent to the State Agency data repository and the user will also receive an email confirmation for the submission.
4.3.5  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 New Reports screen by clicking on the `Create New Reports` icon in the functional area to the left, which will bring up the following screen.

To download a template DMR file, click on the Download Excel icon, for the corresponding month. This will begin a series of message boxes.
To open the file in a new window without saving, click Open. Alternately, click Cancel if you do not wish to save or open the file.

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

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

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

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

![Report Options](image)

Choosing the **Copy and Paste a Report** option will open page below for 4519 Reports. After the user selects the calendar dates and clicks the Update Date(s) button the Copy and Paste window can be selected the same as the 4500 and CSO forms.
For Daily 4500 DMRs the following page will appear:

<table>
<thead>
<tr>
<th>Monitoring Point:</th>
<th>Monitoring Period: 01/01/2006 - 01/31/2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Name:</td>
<td>Ohio Testing 1</td>
</tr>
<tr>
<td>County:</td>
<td>Atlantic</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>11 Princess Rd., Unit A</td>
</tr>
<tr>
<td>PERMIT NUMBER:</td>
<td>OH123</td>
</tr>
<tr>
<td>District:</td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td>5555 North Service Rd.</td>
</tr>
</tbody>
</table>

This copy/paste page is the same as the online entry page. 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.

Next, open the spreadsheet software that stores the DMR Data. Verify that the parameters listed have not been modified, and that the order matches exactly (which will be true by default). This may take some time to set up, but it need only be done once. The following image illustrates this.
In this case, the parameters are identical and in the same order (as the listed parameters on the left), and the column order is the same across the top of the spreadsheet as the listed days from left to right, line-by-line.

For example, form 4519 DMR data is highlighted in the following spreadsheet. Note that only the data itself is selected.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MONITORING LOCATION:</td>
<td>001A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Chromium</td>
<td>53</td>
<td>26</td>
<td>25</td>
</tr>
<tr>
<td>3</td>
<td>Chrysene</td>
<td>27</td>
<td>24</td>
<td>23</td>
</tr>
<tr>
<td>4</td>
<td>Dichloroethene (cis-1,2-)</td>
<td>10</td>
<td>15</td>
<td>12</td>
</tr>
<tr>
<td>5</td>
<td>Color</td>
<td>16</td>
<td>13</td>
<td>17</td>
</tr>
</tbody>
</table>

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

For 4500 and CSO Reports, the parameters are listed on the header and the days are listed as rows. Again, only select the data.
<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MONITORING LOCATION: 001B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>chromium1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>chromium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Unit:</td>
<td>MG/L</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sample Frequency:</td>
<td>568</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Sample Type:</td>
<td>206</td>
<td>Comment</td>
</tr>
<tr>
<td>7</td>
<td>01/01/2006</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>01/02/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>01/03/2006</td>
<td>asdf</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>01/04/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>01/05/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>01/06/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>01/07/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>01/08/2006</td>
<td>13</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>01/09/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>01/10/2006</td>
<td>7.5</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>01/11/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>01/12/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>01/13/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>01/14/2006</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>01/15/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>01/16/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>01/17/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>01/18/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>01/19/2006</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>01/20/2006</td>
<td>7.5</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>01/21/2006</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>01/22/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>01/23/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>01/24/2006</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 where it says “FILL FORM USING COPY AND PASTE:” and then right click and select paste.

This will paste the tab delimited data that had been copied from the locally saved spreadsheet.
To populate the DMR web form with this copied and pasted data, click the **Update Table** button.

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 each subsequent outfall, until all outfalls are populated.

The DMR form will be displayed with the fields populated from the copy-and-paste step; verify that the correct data are in the appropriate web form fields.
For 4500 and CSO/SSO reports, copy and paste in the same manner.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MONITORING LOCATION: 001A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>CONDUCTIVITY</td>
<td>COLOR</td>
<td>2380</td>
<td></td>
<td>COPPER</td>
<td>pH</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Unit:</td>
<td>Conductivity</td>
<td>Color</td>
<td>Dichloroethene (cis,1,2)</td>
<td>Copper</td>
<td>pH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>siemens</td>
<td></td>
<td>MGD</td>
<td>MGD/l</td>
<td>S.U.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Sample Frequency:</td>
<td>568</td>
<td>568</td>
<td>568</td>
<td>568</td>
<td>568</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Sample Type:</td>
<td>206</td>
<td>Comment</td>
<td>206</td>
<td>Comment</td>
<td>206</td>
<td>Comment</td>
<td>206</td>
<td>Comment</td>
<td>206</td>
<td>Comment</td>
</tr>
<tr>
<td>7</td>
<td>01/01/2006</td>
<td>25</td>
<td>Test1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>01/02/2006</td>
<td></td>
<td></td>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>01/03/2006</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td>01/04/2006</td>
<td></td>
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<td>11</td>
<td>01/05/2006</td>
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<td>12</td>
<td>01/06/2006</td>
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<tr>
<td>13</td>
<td>01/07/2006</td>
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<tr>
<td>14</td>
<td>01/08/2006</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>01/09/2006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>01/10/2006</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>01/11/2006</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>18</td>
<td>01/12/2006</td>
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<td>19</td>
<td>01/13/2006</td>
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<tr>
<td>20</td>
<td>01/14/2006</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>01/15/2006</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>01/16/2006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Click Update Table and the daily DMR information will then appear in the web form.

Complete the DMR web form by filling in the other fields that could not be pasted such as Reporting Lab and Analyst fields. 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 Result button which is located at the bottom of the web form,

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 after either saving the form or changing monitoring points, 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.
4.3.6 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 New Reports screen by clicking on the Create New Reports icon in the functional area to the left, which will bring up the following screen.

To download an XML template of the DMR file, click on the Download XML icon, for the corresponding month. This will begin a series of message boxes.
To open the file in a new window without saving, click Open. However, if you wish to download the template DMR XML file, click Save, at which point the user will be prompted to supply the location to which they wish to save the file.

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

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

The readable DMR format displayed in the e-DMR system (click the link), described in Section 4.2.1, is created by applying a style sheet to the XML instance document that is being downloaded in this section. This type of style sheet is used to display XML, the language adopted to communicate between environmental facilities and agencies, because it is platform-independent.

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

The following screenshot shows a portion of the XML template file opened using Internet Explorer.
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, LocationGroupIdenfication, Certification, and all but the first MonitoringData.

```xml
<?xml version="1.0" encoding="UTF-8"?>
<eDMR xmlns="http://www.w3.org/2001/XMLSchema-instance">
  <MetaData />
  <Receiver />
  <Sender />
  <Submission submissionFileCreatedDate="2006-11-01" submissionFileName="" submissionID="614" submissionComment="">
    <Facility>
      <FacilityIdentification stateFacilityIdenfification="11111" stateFacilitySystemAcronymName="Ohio Copper Mfg.">"
        <Report>
          <MonitorLocationGroup monitoringLocationName="001A">"
            <MonitoringData>
              <ParameterIdentification />
              <Laboratory />
              <IndividualMonitoringResult individualResultExcursion="" />
            </MonitoringData>
          </MonitorLocationGroup>
          <MonitorLocationGroup monitoringLocationName="001B">"
            <MonitoringData>
              <MonitoringData />
              <MonitoringData />
              <MonitoringData />
              <MonitoringData />
              <Laboratory />
            </MonitoringData>
          </MonitorLocationGroup>
        </Report>
    </Facility>
  </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 field name is displayed with the corresponding XML on the following pages.
4.3.6.1 Summary DMR XML Explanation

DMR Form:

Ohio EPA Daily Discharge Monitoring Report (DMR)

<table>
<thead>
<tr>
<th>PERMIT NAME:</th>
<th>Ohio Testing 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERMIT NUMBER:</td>
<td>OH789</td>
</tr>
<tr>
<td>MAILING ADDRESS:</td>
<td>11 Princess Rd, Unit A</td>
</tr>
<tr>
<td>LOCALITY:</td>
<td>LAWRENCEVILLE</td>
</tr>
<tr>
<td>COUNTY:</td>
<td>Atlantic</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>5555 NORTH SERVICE RD</td>
</tr>
<tr>
<td>REPORTING LAB:</td>
<td>test lab</td>
</tr>
<tr>
<td>ANALYST:</td>
<td>self</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARAMETER NAME</th>
<th>Conductivity</th>
<th>Color</th>
<th>Dissolved Oxygen (mg/L)</th>
<th>Copper</th>
<th>pH</th>
<th>Phenanthrene</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIT</td>
<td>&lt;br&gt; Components</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REQUIRED MONITORING FREQUENCY</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>REQUIRED SAMPLING TYPE</td>
<td>Grab</td>
<td>Grab</td>
<td>Grab</td>
<td>Grab</td>
<td>Grab</td>
<td>Grab</td>
</tr>
</tbody>
</table>

1. **PERMIT NAME**: and **PERMIT NUMBER**:

   - <Report>
     - <ReportIdentification>
       - <PermitNumber>OH789</PermitNumber>
       - <StatePermitNumber />
       - <PermitteeName>Ohio Testing 2</PermitteeName>

2. **LOCATION**: and **MAILING ADDRESS**:

   - <LocationAddress>
     - <LocationAddressText>5555 NORTH SERVICE RD</LocationAddressText>
     - <SupplementalLocationText> |
     - <LocalityName>BURLINGTON</LocalityName>
     - <CountyName>Atlantic</CountyName>
     - <StateUSPSCode>CA</StateUSPSCode>
     - <StateName> |
     - <CountryName /> |
     - <LocationZIPCode>L7L5H7</LocationZIPCode>
     - <LocationDescriptionText />
   </LocationAddress>

   - <MailingAddress>
     - <MailingAddressText>11 Princess Rd, Unit A</MailingAddressText>
     - <SupplementalAddressText> |
     - <MailingAddressCityName>LAWRENCEVILLE</MailingAddressCityName>
     - <MailingAddressStateUSPSCode>NJ</MailingAddressStateUSPSCode>
     - <MailingAddressStateName />
     - <MailingAddressCountryName /> |
     - <MailingAddressZIPCode>08619</MailingAddressZIPCode>
   </MailingAddress>
3. Parameter

Summary (just a portion of the code):

```
- <MonitoringData>
  - <ParameterIdentification>
    <StateMonitoringSiteID />
    <MonitoringSiteDescription />
    <PCSLocationCode nullable="true" />
    <ParameterCode>COPPER</ParameterCode>
    <ParameterCodeSystemID />
    <ParameterName>Copper</ParameterName>
    <DisplaySequenceNo>1.0</DisplaySequenceNo>
    <PermitSampleFrequency>Daily</PermitSampleFrequency>
    <PermitSampleType>Grab</PermitSampleType>
  </ParameterIdentification>
```

The area highlighted in red is the certification statement shown below.

```
- <Certification>
  <CertificationStatement>
    I CERTIFY UNDER PENALTY OF LAW THAT I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED HEREBY, AND ON THE ADVICE OF THOSE INDIVIDUALS IMMEDIATELY RESPONSIBLE FOR OBTAINING THE INFORMATION, I BELIEVE THE SUBMITTED INFORMATION IS TRUE, ACCURATE, AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS.
  </CertificationStatement>
  <Certifier admin="enfoTech" CertifierTitle="Super Admin" CertifierContactInfo="alan_chen@enfoTech.com" TelephoneNumbers="609-123-4567" PhoneExtension />
  <CertificationDate>2006-11-08</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 when the submission XML file has been created by the facility.

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

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

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>XML Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certifier</td>
<td>Certifier’s name</td>
<td><code>&lt;Submission&gt;</code>&lt;Certification&gt;`</td>
</tr>
<tr>
<td>CertifierTitle</td>
<td>Certifier’s job title</td>
<td><code>&lt;Submission&gt;</code>&lt;Certification&gt;`</td>
</tr>
<tr>
<td>EmailAddressText</td>
<td>Certifier’s email address</td>
<td><code>&lt;Submission&gt;</code>&lt;Certification&gt;<code>&lt;CertifierContactInfo&gt;</code></td>
</tr>
<tr>
<td>TelephoneNumber</td>
<td>Certifier’s phone number</td>
<td><code>&lt;Submission&gt;</code>&lt;Certification&gt;<code>&lt;CertifierContactInfo&gt;</code></td>
</tr>
<tr>
<td>CertificationDate</td>
<td>Certification date. This is a place holder, which will be overwritten by the system with the actual submission date upon report submission.</td>
<td><code>&lt;Submission&gt;</code>&lt;Certification&gt;`</td>
</tr>
<tr>
<td>ReportStartDate</td>
<td>The first date of the monitoring period.</td>
<td><code>&lt;Submission&gt;</code>&lt;Facility&gt;<code>&lt;Report&gt;</code>&lt;ReportIdentification&gt;<code>&lt;ReportStartDate&gt;</code></td>
</tr>
<tr>
<td>ReportEndDate</td>
<td>The last date for the monitoring period.</td>
<td><code>&lt;Submission&gt;</code>&lt;Facility&gt;<code>&lt;Report&gt;</code>&lt;ReportIdentification&gt;<code>&lt;ReportEndDate&gt;</code></td>
</tr>
<tr>
<td>SubmissionFileCreatedDate</td>
<td>The date on which the XML file has been created. The actual submission date will be overwritten by the system upon submission. However, a placeholder needs to be filled in here.</td>
<td><code>&lt;Submission&gt;</code></td>
</tr>
<tr>
<td>ReportCreateDate</td>
<td>The date on which the XML file has been created.</td>
<td><code>&lt;Submission&gt;</code>&lt;Facility&gt;<code>&lt;Report&gt;</code>&lt;ReportIdentification&gt;<code>&lt;ReportCreateDate&gt;</code>&lt;ReportCreateTime&gt;`</td>
</tr>
<tr>
<td>FacilityRegistryIdentifier</td>
<td>Facility ID assigned by Ohio EPA</td>
<td><code>&lt;Submission&gt;</code>&lt;Facility&gt;<code>&lt;FacilityIdentification&gt;</code>&lt;FacilitySite&gt;`</td>
</tr>
<tr>
<td>stateFacilityIdentifier</td>
<td>Facility ID assigned by Ohio EPA</td>
<td><code>&lt;Submission&gt;</code>&lt;Facility&gt;<code>&lt;FacilityIdentification&gt;</code></td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>XML Path</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>----------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>FacilitySiteName</td>
<td>Facility Official Name</td>
<td><code>&lt;Submission&gt;&lt;Facility&gt;&lt;FacilityIdentification&gt;&lt;FacilitySite&gt;</code></td>
</tr>
<tr>
<td>stateFacilitySystemAcronymName</td>
<td>Facility Official Name</td>
<td><code>&lt;Submission&gt;&lt;Facility&gt;&lt;FacilityIdentification&gt;&lt;FacilitySite&gt;</code></td>
</tr>
<tr>
<td>LocationAddressText</td>
<td>Facility physical location address line 1</td>
<td><code>&lt;Submission&gt;&lt;Facility&gt;&lt;FacilityIdentification&gt;&lt;LocationAddress&gt;</code></td>
</tr>
<tr>
<td>SupplementalLocationText</td>
<td>Facility physical location address line 2</td>
<td><code>&lt;Submission&gt;&lt;Facility&gt;&lt;FacilityIdentification&gt;&lt;LocationAddress&gt;</code></td>
</tr>
<tr>
<td>LocalityName</td>
<td>Facility physical location address city name</td>
<td><code>&lt;Submission&gt;&lt;Facility&gt;&lt;FacilityIdentification&gt;&lt;LocationAddress&gt;</code></td>
</tr>
<tr>
<td>StateUSPSCode</td>
<td>2 letter of State code</td>
<td><code>&lt;Submission&gt;&lt;Facility&gt;&lt;FacilityIdentification&gt;&lt;LocationAddress&gt;</code></td>
</tr>
<tr>
<td>LocationZIPCode</td>
<td>Facility physical location address zip code</td>
<td><code>&lt;Submission&gt;&lt;Facility&gt;&lt;FacilityIdentification&gt;&lt;LocationAddress&gt;</code></td>
</tr>
<tr>
<td>LocationDescriptionText</td>
<td>Facility district name</td>
<td><code>&lt;Submission&gt;&lt;Facility&gt;&lt;FacilityIdentification&gt;&lt;LocationAddress&gt;</code></td>
</tr>
<tr>
<td>CountyName</td>
<td>Facility County name</td>
<td><code>&lt;Submission&gt;&lt;Facility&gt;&lt;FacilityIdentification&gt;&lt;LocationAddress&gt;</code></td>
</tr>
<tr>
<td>MailingAddressText</td>
<td>Facility mailing address line 1</td>
<td><code>&lt;Submission&gt;&lt;Facility&gt;&lt;FacilityIdentification&gt;&lt;MailingAddress&gt;</code></td>
</tr>
<tr>
<td>SupplementalAddressText</td>
<td>Facility mailing address line 2</td>
<td><code>&lt;Submission&gt;&lt;Facility&gt;&lt;FacilityIdentification&gt;&lt;MailingAddress&gt;</code></td>
</tr>
<tr>
<td>MailingAddressCityName</td>
<td>Mailing Address City Name</td>
<td><code>&lt;Submission&gt;&lt;Facility&gt;&lt;FacilityIdentification&gt;&lt;MailingAddress&gt;</code></td>
</tr>
<tr>
<td>MailingAddressZIPCode</td>
<td>Mailing Address ZIP code</td>
<td><code>&lt;Submission&gt;&lt;Facility&gt;&lt;FacilityIdentification&gt;&lt;MailingAddress&gt;</code></td>
</tr>
<tr>
<td>MailingAddressStateUSPSCode</td>
<td>Mailing Address State USPS Code</td>
<td><code>&lt;Submission&gt;&lt;Facility&gt;&lt;FacilityIdentification&gt;</code></td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>XML Path</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>PermitNumber</td>
<td>Permit number</td>
<td>&lt;Submission&gt; &lt;Facility&gt; &lt;Report&gt; &lt;ReportIdentification&gt;</td>
</tr>
<tr>
<td>PermitteeName</td>
<td>Permittee Name. It may or may not be the same as facility name.</td>
<td>&lt;Submission&gt; &lt;Facility&gt; &lt;Report&gt; &lt;ReportIdentification&gt;</td>
</tr>
<tr>
<td>ReportFrequency</td>
<td>For 4500 and CSO, it’s MONTHLY, for 4519, it’s 6-MONTH</td>
<td>&lt;Submission&gt; &lt;Facility&gt; &lt;Report&gt; &lt;ReportIdentification&gt;</td>
</tr>
<tr>
<td>ReportType</td>
<td>4500, 4519, or CSO/SSO</td>
<td>&lt;Submission&gt; &lt;Facility&gt; &lt;Report&gt; &lt;ReportIdentification&gt;</td>
</tr>
<tr>
<td>monitoringLocationName</td>
<td>Sampling Station Code.</td>
<td>&lt;Submission&gt; &lt;Facility&gt; &lt;Report&gt; &lt;MonitoringLocationGroup&gt;</td>
</tr>
<tr>
<td>StateMonitoringGroupID</td>
<td>Sampling Station Code.</td>
<td>&lt;Submission&gt; &lt;Facility&gt; &lt;Report&gt; &lt;MonitoringLocationGroup&gt;</td>
</tr>
<tr>
<td>LaboratoryName</td>
<td>Analysis lab name.</td>
<td>&lt;Submission&gt; &lt;Facility&gt; &lt;Report&gt; &lt;MonitoringLocationGroup&gt; &lt;Laboratory&gt;</td>
</tr>
<tr>
<td>LaboratoryContactName</td>
<td>Analyst</td>
<td>&lt;Submission&gt; &lt;Facility&gt; &lt;Report&gt; &lt;MonitoringLocationGroup&gt; &lt;Laboratory&gt; &lt;LaboratoryContact&gt;</td>
</tr>
<tr>
<td>MonitoringStartDate</td>
<td>The first date of the monitoring period.</td>
<td>&lt;Submission&gt; &lt;Facility&gt; &lt;Report&gt; &lt;MonitoringLocationGroup&gt; &lt;MonitoringData&gt; &lt;SummaryofMonitoringResult&gt; &lt;SummaryResult&gt; &lt;MonitoringStartDate&gt;</td>
</tr>
<tr>
<td>MonitoringEndDate</td>
<td>The last date for the monitoring period.</td>
<td>&lt;Submission&gt; &lt;Facility&gt; &lt;Report&gt; &lt;MonitoringLocationGroup&gt; &lt;MonitoringData&gt; &lt;SummaryofMonitoringResult&gt; &lt;SummaryResult&gt; &lt;MonitoringEndDate&gt;</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
<td>XML Path</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>CertificationDate</td>
<td>The date on which the file is being uploaded to the state (i.e. certified for accuracy and completeness)</td>
<td><code>&lt;Submission&gt;</code>&lt;Certification&gt;&lt;CertificationDate&gt;`</td>
</tr>
<tr>
<td>NoDischargeIndicator</td>
<td>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.)</td>
<td><code>&lt;Submission&gt;</code>&lt;Facility&gt;&lt;Report&gt;&lt;MonitoringLocationGroup&gt;&lt;LocationGroupIdentification&gt;&lt;NoDischargeIndicator&gt;`</td>
</tr>
<tr>
<td>ParameterCode</td>
<td>Parameter code. It must be matched up with the values in the system.</td>
<td><code>&lt;Submission&gt;</code>&lt;Facility&gt;&lt;Report&gt;&lt;MonitoringLocationGroup&gt;&lt;MonitoringData&gt;&lt;ParameterIdentification&gt;`</td>
</tr>
<tr>
<td>ParameterName</td>
<td>Parameter name</td>
<td><code>&lt;Submission&gt;</code>&lt;Facility&gt;&lt;Report&gt;&lt;MonitoringLocationGroup&gt;&lt;MonitoringData&gt;&lt;ParameterIdentification&gt;`</td>
</tr>
<tr>
<td>PermitSampleType</td>
<td>Sample Type defined in the permit.</td>
<td><code>&lt;Submission&gt;</code>&lt;Facility&gt;&lt;Report&gt;&lt;MonitoringLocationGroup&gt;&lt;MonitoringData&gt;&lt;ParameterIdentification&gt;`</td>
</tr>
<tr>
<td>PermitSampleFrequency</td>
<td>Sample Frequency defined in the permit</td>
<td><code>&lt;Submission&gt;</code>&lt;Facility&gt;&lt;Report&gt;&lt;MonitoringLocationGroup&gt;&lt;MonitoringData&gt;&lt;ParameterIdentification&gt;`</td>
</tr>
<tr>
<td>MonitoringStartDate</td>
<td>Each sample date that the reporting data is report to. If there are more than one sample date in the report, then the corresponding number of <code>&lt;IndividualResult&gt;</code> needs to be generated.</td>
<td><code>&lt;Submission&gt;</code>&lt;Facility&gt;&lt;Report&gt;&lt;MonitoringLocationGroup&gt;&lt;MonitoringData&gt;&lt;IndividualMonitoringResult&gt;&lt;IndividualResult&gt;`</td>
</tr>
<tr>
<td>MeasurementQualifier</td>
<td>Used to provide the qualifier of the reporting data</td>
<td><code>&lt;Submission&gt;</code>&lt;Facility&gt;&lt;Report&gt;&lt;MonitoringLocationGroup&gt;&lt;MonitoringData&gt;&lt;IndividualMonitoringResult&gt;&lt;IndividualResult&gt;`</td>
</tr>
<tr>
<td>MeasurementValue</td>
<td>Used to provide the value reporting data.</td>
<td><code>&lt;Submission&gt;</code>&lt;Facility&gt;&lt;Report&gt;&lt;MonitoringLocationGroup&gt;&lt;MonitoringData&gt;&lt;IndividualMonitoringResult&gt;&lt;IndividualResult&gt;`</td>
</tr>
</tbody>
</table>
### Field Description XML Path

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>XML Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>CommentType</td>
<td>Constant “General”</td>
<td><code>&lt;Submission&gt;</code> &lt;Facility&gt; &lt;Report&gt; <code>&lt;MonitoringLocationGroup&gt;</code> <code>&lt;MonitoringData&gt;</code> <code>&lt;IndividualMonitoringResult&gt;</code> <code>&lt;IndividualResult&gt;</code> <code>&lt;ResultComment&gt;</code></td>
</tr>
<tr>
<td>Comment</td>
<td>Individual comment that is tied to each sampling result data on each sample date.</td>
<td><code>&lt;Submission&gt;</code> &lt;Facility&gt; &lt;Report&gt; <code>&lt;MonitoringLocationGroup&gt;</code> <code>&lt;MonitoringData&gt;</code> <code>&lt;IndividualMonitoringResult&gt;</code> <code>&lt;IndividualResult&gt;</code> <code>&lt;ResultComment&gt;</code></td>
</tr>
</tbody>
</table>

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

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

### Report Options

- [ ] Online Entry Form
- [ ] Copy and Paste a Report
- [x] Xml Upload

This will take you to the following screen:
To select the XML file, click on the Browse button.

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

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

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

If the file is not an XML file, it will not upload and the user will encounter the following message.

When an acceptable XML file has been uploaded the user will be taken to an on-line entry form page of the report type that was defined in the XML file. If a user submitted a 4500 report they would be taken to Step 1 Fill Form and the form would be populated with the data from the XML file as shown below. At this point the user should use the Report Wizard to review the data and add any other comments or attachments. The user should go through the rest of the Report Wizard to the Submit Page and follow the directions for the On-line web entry form submission.
4.4 Editing or Deleting an Open Report

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

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.  

**4.4.1 Editing an Open Report**

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

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

The user can than 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.

---

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.
The user can then proceed as in Section 4.2.1 to submit the attachments.
### 4.4.2 Deleting an Open Report

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

<table>
<thead>
<tr>
<th>Edit</th>
<th>Delete</th>
<th>Report ID</th>
<th>Permit Number</th>
<th>Facility ID</th>
<th>Facility Name</th>
<th>Report Type</th>
<th>Report Frequency</th>
<th>Report Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>☑</td>
<td>348</td>
<td>OH789</td>
<td>22223</td>
<td>Ohio Steel Co.</td>
<td>4519</td>
<td>Monthly</td>
<td>08/01/2006 - 08/31/2006</td>
<td>09/10/2006</td>
</tr>
<tr>
<td>☑</td>
<td>☑</td>
<td>347</td>
<td>OH789</td>
<td>22223</td>
<td>Ohio Steel Co.</td>
<td>4519</td>
<td>Monthly</td>
<td>08/01/2006 - 08/31/2006</td>
<td>09/10/2006</td>
</tr>
<tr>
<td>☑</td>
<td>☑</td>
<td>338</td>
<td>OH789</td>
<td>22223</td>
<td>Ohio Steel Co.</td>
<td>4519</td>
<td>Monthly</td>
<td>08/01/2006 - 08/31/2006</td>
<td>09/10/2006</td>
</tr>
<tr>
<td>☑</td>
<td>☑</td>
<td>335</td>
<td>OH789</td>
<td>22223</td>
<td>Ohio Steel Co.</td>
<td>4519</td>
<td>Monthly</td>
<td>08/01/2006 - 08/31/2006</td>
<td>09/10/2006</td>
</tr>
</tbody>
</table>
4.5 Processing and Notification of Submissions

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

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

If there are validation errors, the email message will list the issues as they relate to each data element.
Common errors encountered in the e-DMR submission are listed below:

### Common Schema Validation Errors

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

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

4.6.1 Viewing Past Submissions

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

![Screen shot of e-DMR Viewing Past Submissions](image)

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 Go button, which will display a listing of your past submissions.

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

Records: 1 - 10 of 74

<table>
<thead>
<tr>
<th>Detail</th>
<th>Submission ID</th>
<th>Submission Status</th>
<th>Submission Date</th>
<th>Permit Number</th>
<th>Facility ID</th>
<th>Facility Name</th>
<th>Report Type</th>
<th>Report Due Date</th>
<th>Report Date</th>
<th>Submitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>649</td>
<td>New Submission is Received</td>
<td>11/13/2006</td>
<td>OH123</td>
<td>11112</td>
<td>Ohio Copper Mfg.</td>
<td>C500/SS0</td>
<td>00/01/2006 - 08/31/2006</td>
<td>admin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>648</td>
<td>New Submission is Received</td>
<td>11/13/2006</td>
<td>OH123</td>
<td>11112</td>
<td>Ohio Copper Mfg.</td>
<td>4500</td>
<td>02/10/2006</td>
<td>admin</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 on the following screen.

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

This screen also displays the date that confirmation was sent. Also listed is the Submission Status of
the submitted file. The Submission CRC Number 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.

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
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.

By clicking Save, the user can save the XML file locally.
4.6.2 Making DMR Revisions

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

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

![Revision Tab](image)

The user will first be prompted to enter in a reason for making the revision. If the DMR form spans multiple outfalls, the facility must specify in the comments the outfall(s) that are being modified. Then click the Revise button to continue.
The revision must be submitted using the same submittal method that was used for the original. So for example, if the original DMR was submitted using XML file upload, the revision must also be submitted using XML file upload.

The user can then continue to go through the Reporting process. The reporting process from this point on will be the same as described in Section 4.2.
5 Glossary

<table>
<thead>
<tr>
<th>Acronym/Terminology</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMR</td>
<td>Discharge Monitoring Report</td>
</tr>
<tr>
<td>e-DMR</td>
<td>Electronic Discharge Monitoring Report</td>
</tr>
<tr>
<td>XML Schema</td>
<td>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.</td>
</tr>
<tr>
<td>e-DMR Schema</td>
<td>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.</td>
</tr>
<tr>
<td>XML File / Instance Document</td>
<td>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.</td>
</tr>
<tr>
<td>Template DMR File</td>
<td>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.</td>
</tr>
<tr>
<td>Submission DMR File</td>
<td>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.</td>
</tr>
<tr>
<td>Style Sheet</td>
<td>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.</td>
</tr>
<tr>
<td>Report Wizard</td>
<td>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.</td>
</tr>
</tbody>
</table>