



eDMR

(electronic Discharge Monitoring Report)

Facility Reporting Guide

(For use by the facility users creating and submitting reports)

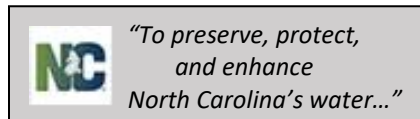


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Section 1. Summary of the eDMR Application

The eDMR application has two major areas, Facility User Management and Facility Reporting, with a user guide for each.

Area & Guide	Activities
eDMR Facility User Management Guide	Register Users Manage the User Profile Information Authenticate and Authorize Users
eDMR Facility Reporting Guide	Create, Certify and Submit eDMR Reports Print eDMR Reports View eDMR Reports

1.1 Facility User Management in eDMR

1.1.1 Overview of Facility Users

Facility users are able to work only with the facilities for which they have permits associated with their user account. Their usage of the application is governed by the user group to which they are assigned and the accompanying privileges and permissions granted to each user group. (See Section 1.2 *User Groups and Privileges* for a chart of the Groups and related Privileges.)

1.1.2 Basic Rules in Creating and Maintaining Users

The Facility Owner or Facility Administrator shall create and manage all Facility Users for their facility.

The Division of Water Resources (DWR) must grant or revoke Submitter privileges for all users.

1.1.3 User IDs

Each User ID must be unique and will be the Facility User's email address of their choice.

When creating User IDs, it is recommended that the User ID be all lower case (For example: *janedoe.edmr@yahoo.com*).

Write down the User ID you requested on your *User Create Request Form* here:

User ID: _____

1.2 User Groups and Privileges

The User will be assigned to one or more of the six user groups available. The user will have rights and permissions in the system based on the privileges to which they are associated.

1.2.1 User Groups and Privileges Table

The table below shows each User Group and its associated User Privileges.

User Privileges	Facility Owners	Facility Administrators	Facility Users			
			Submitters	Certifiers	Data Entry	View Only
Manage Facility Administrators	X					
Manage Facility Users	X	X				
Create / Update eDMR Reports	X	X		X	X	
Certify eDMR Reports	X	X		X		
Submit eDMR Reports to BIMS			X			
Revise eDMR Reports	X	X		X	X	
View eDMR Reports	X	X		X	X	X
Delete eDMR Reports and Report Pages	X	X		X	X	
Import Report Data	X	X		X	X	

A facility Owner and/or Facility Administrator will assign the Facility Users to the appropriate user groups. A user can be assigned to multiple groups. Users will only be able to see the menu options for which that user has privileges.

User Groups:

- **Facility Owner** – the designated contact for the permit and/or has delegated signatory authority for the permit. (This is the person who signs the certification statement on the back of the form.)
- **Facility Administrator** – the person(s) responsible for managing user information for the facility/permit.
- **Submitter** – the person(s) who submits the report. May be the owner or other delegated person that has signatory authority for the permit. Submitter privileges require the completion of an Electronic Signature Agreement.
- **Certifier** – the person(s) certifying the data entered and corresponds to the ORC or backup ORC for the permit if facility is classified and requires a certified operator. Otherwise, the certifier can be any user.
- **Data Entry** – the person(s) that inputs and maintains report data into the eDMR system. This can be by manual data entry or importing report information from a spreadsheet file.
- **View Only** – this user can only view the eDMR reports entered into the system.

The group privileges are cumulative. If multiple groups are assigned to a user, the system will use the highest privilege. If the user was assigned to both VIEW_ONLY and DATA_ENTRY groups, the user would be able to not only view eDMR reports, but have the Data Entry group privileges, which includes creation and maintenance of eDMR reports.

1.3 Activities of the Facility User

The Facility User normally performs the activities explained in this section, however the Owner and Facility Administrator also have the authority to perform these tasks if necessary. *

- Create reports and pages for a permit and entering data into the system
 - Manually enter
 - Import from a spreadsheet
- Maintain the report data
- Create revisions when appropriate
- Certify the report and information contained therein
- Submit the report to the Division of Water Resources (DWR)

** Note: Each user's activities are based on the groups to which they are assigned and the privileges associated with each group.*

Section 2. Login and Main Menu Summary

Before you begin, make sure you have the DWR User Request form with your user profile and login information. This information will be required to use the application.

2.1 Logging in to the eDMR Application

Use your internet browser and enter

<https://ncnode.enr.state.nc.us/nc-edmr/login.do?m=view> to access the user login screen.

2.1.1 Login Screen

Enter your **(1) User ID** and **(2) Password** that was provided by DWR to log in to the eDMR application. Your User ID is the email address you provided to the Facility Administrator when your account was setup. See Section 1.1.3 for more information.

The screenshot shows the login interface for the North Carolina (NC) eDMR Reports application. At the top left is the NC logo and the text 'North Carolina (NC) eDMR Reports'. Below this is a 'Login' tab. The main content area is titled 'Login' and contains a form with the following elements:

- User:** A text input field containing the email address 'jane.doe@yahoo.com'. A blue arrow labeled '(1)' points to this field.
- Password:** A text input field containing eight dots. A blue arrow labeled '(2)' points to this field.
- Login:** A green button located below the password field.
- Request Password Reset:** A blue hyperlink located below the login button.
- Forgot Password?:** A blue hyperlink located below the 'Request Password Reset' link.

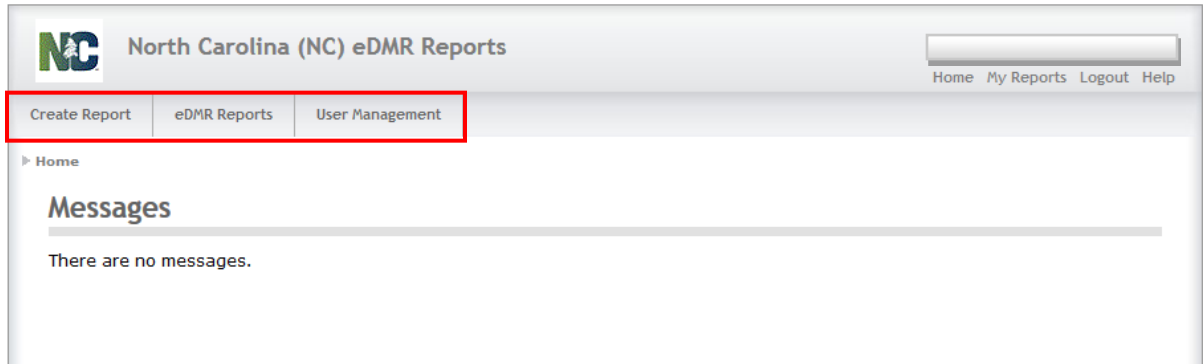
NOTE: Passwords must consist of at least eight (8) characters in length and must include at least one (1) uppercase letter, at least one (1) lowercase letter, and at least one (1) number. *There is no limit on failed login attempts for non-submitter users. However, users with submitter permissions will receive a warning after three (3) failed attempts to log in and the account will be locked after five (5) failed attempts.*

2.2 Main Menu Summary

The eDMR application provides the user with the following menu and sub-menu options depending on the user's privileges:

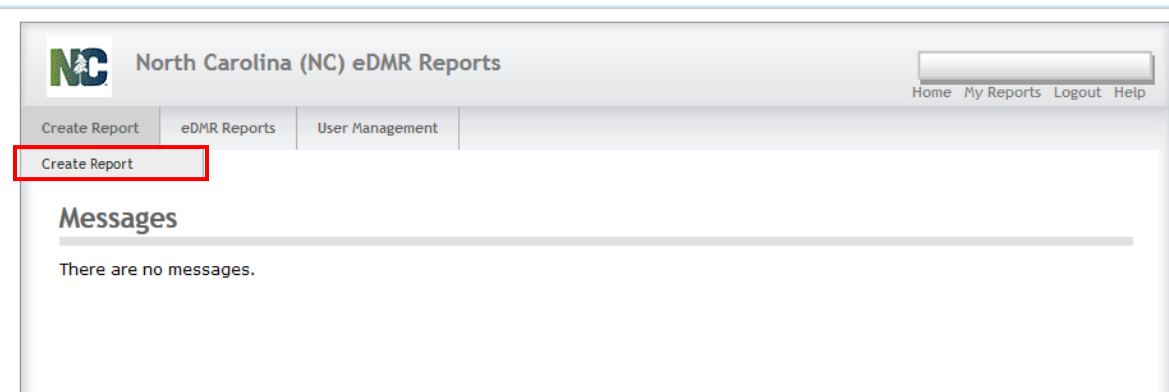
- Create Reports
- eDMR Reports
- User Management

These activities are described in detail later in this user guide.



If, after reviewing this guide and accessing the system yourself, you find that the menu options you need to perform your activities is not available to you, please consult your Facility Administrator.

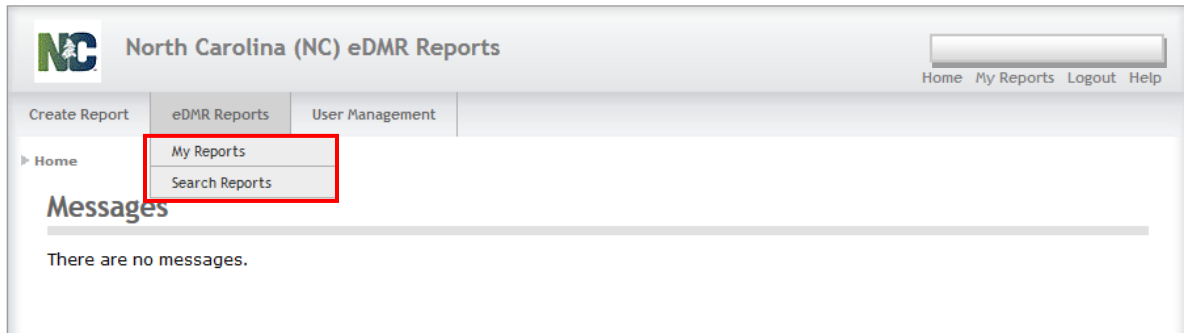
2.2.1 Create Report



The user selects **Create Report** to start the reporting process by creating the header and detailed pages of the reports to be submitted to the DWR. See Section 3.1 in this guide for more information.

2.2.2 eDMR Reports

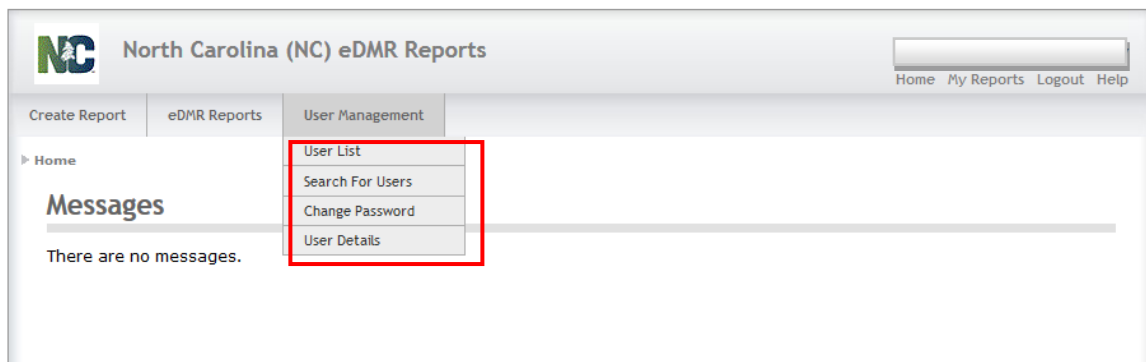
The user is able to access the reports that have already been entered into eDMR at their facility. See Section 5 in this guide for more information.



There are two selection options available:

- My Reports - brings up a list of only those reports created by that user.
- Search Reports - search for reports based on various criteria entered.

2.2.3 User Management



User List and **Search For Users** are actions available only to Owners and Facility Administrators. Change Password and User Details menu options are available to all users. However, only non-submitter users have the ability to change their password and maintain their user profile information.

Submitter users (i.e. those with electronic signature authority) will not be able to maintain their user account details or change their password via the User Management screen. Prior to changing any account information, the submitter user's identity must be verified when changing account details, resetting your password or changing security questions. Any time a submitter user changes account information, they will be required to change their passwords. Submitters must click the "Request Password Reset" on the login page or contact the NC eDMR Administrator at edmradmin@ncdenr.gov to request account changes.

Section 3. Creating & Processing eDMR Reports

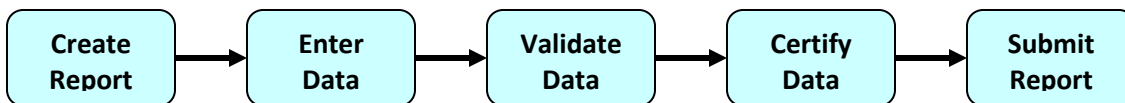
Report Management

Upon successful login, based on permissions, the user will be able to:

- Create, Update, Delete, and Revise reports
- Certify reports
- Submit reports
- View & Print reports

Note: Users will only be able to work with reports for their assigned permits.

Creating and processing the eDMR report is a 5-step process.



Create the report – eDMR can generate a report form for a specific permit, pull data from DWR pertaining to that permit and populate many of the fields with that information.

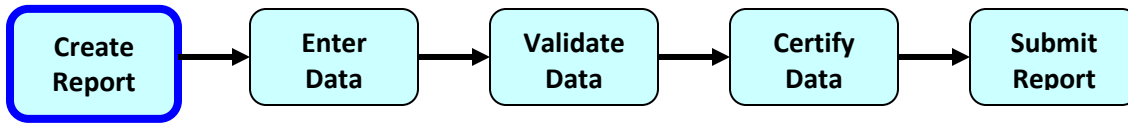
Enter data – input your data into the report. This can be done through manual data entry or electronically via file import.

Validate the data – the eDMR validation processor will check data against the permit, then generate a list of warnings of potential reporting issues.

Certify the data – the Operator in Responsible Charge (ORC) must certify that the data in the eDMR report is accurate. If facility is not classified and does not require certified operator, any user with CERTIFIER permission may complete the CERTIFY step.

Submit the report – the person with signatory responsibility and assigned to the Submitters Group for that permit, often the owner or responsible official, will electronically sign and submit the eDMR report to DWR. The submittal action includes a 2-step signature verification process that requires the submitter to re-enter their password and provide the answer to one of their 5 security questions, which is randomly selected by system.

3.1 Creating an eDMR Report Page



The user will only be able to create a new eDMR if:

- The permit has active outfalls for this reporting period.
- The permit is active.
- An eDMR does not already exist for this permit/reporting period.
- DWR has not already received a DMR for this permit/reporting period.

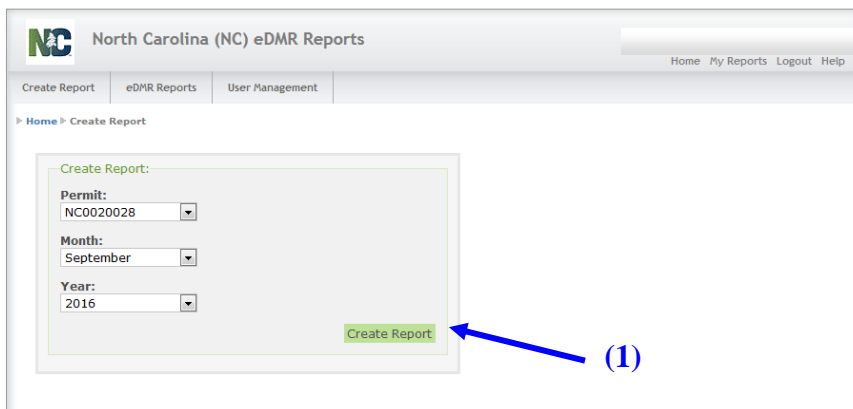
3.1.1 Create Report - Menu Screen

To create a new eDMR select **(1) Create Report**.



3.1.2 Create Report Screen

The user selects one of their assigned permits and then the month and year of the reporting period. The reporting period cannot be in the future.



Click on the **(1) Create Report** button. If a report has already been received by DWR or created in eDMR, a message will be displayed.

3.1.3 Report Header Information Screen

The following screen will be displayed after initial report creation. The eDMR has a status of “In Progress”, as indicated in the breadcrumbs.

Some information has been pre-populated for the permitted facility. The values in these fields should be reviewed and adjusted prior to continuing.

(1) ORC Name - (Required) The Operator in Responsible Charge (ORC) defaults to the Primary ORC in the list. Verify that this is the correct name to be selected for the reporting period. The operators must also be set up with user accounts in the eDMR system as they

will be required to Certify the reports using that user account. If the operator name(s) have not been setup with a corresponding user account in the eDMR system, it should be created by the Facility Owner or Facility Administrator.

NOTE: Any updates that are needed to the ORC list in eDMR must be done by completing the "ORC Designation Form" and sending to the Operator Certification Group.

(2) Has ORC Changed - (Optional) If the ORC certifying this report is different from the one specified, this box should be checked alerting DWR. The changed ORC name should be specified in the comment box. The ORC or backup ORC should also be the Certifiers, as this corresponds to the ORC signature on the hard copy of the report submitted.

(3) Compliance Status - If the compliance value is chosen as non-compliant, a comment must be entered. This is discussed later in this guide. A compliance status is required and must be provided in order for submittal to be successful.

(4) Certified Lab # - (Not required) but should be provided. If multiple labs are used, enter each separated by a comma, semi-colon, slash, etc.

(5) Lab Name – (Not required) but should be provided. If multiple labs are used, enter each separated by a comma, semi-colon, slash, etc. (corresponding to lab # above).

(6) Persons(s) Collecting Samples - (Not required) but should be provided.

(7) Contact Phone # - (Required) This is the ORC's phone number.

(8) Comments - (Required / Optional) Required only when the Non-Compliant indicator is marked. **NOTE:** This comment field cannot exceed 4000 characters.

Enter the above information and click the **(9) Save** button before Creating Pages.

You will receive a warning during the "Validation" step if:

- The Non-Compliant indicator is selected and there is no comment entered.
- There is no Contact Phone # entered.

The user can perform the following actions on this screen:

- Save report – save report header information just entered.
- Cancel – cancel any data just entered.
- Create New Report Page – create a report page and manually enter the data.
- Create New Report Page from File – create a report page where the data will be imported from a comma delimited spreadsheet file.

3.1.4 Report Header – Create New Page Screen

An eDMR report page represents a sampling location for an outfall or discharge point, such as Outfall 001 Effluent. The user can create a new page in two different ways. One is by selecting **(1) Create New Page** button on the report screen and manually keying in the data. Second is by selecting **(2) Create New Page From File** and importing the data, which is discussed later in this guide in the section “Importing Data into the eDMR Application”.

The screenshot shows the 'North Carolina (NC) eDMR Reports' interface. The top navigation bar includes 'Home', 'My Reports', 'Logout', and 'Help'. Below this is a breadcrumb trail: 'Home > Report: NC0031879 V1.0 08-2016 In Progress'. The main content area is divided into several sections:

- Permit:** A table with fields: Permit # (NC0031879 Ver. 4.0), Status (Active), SOC# (C14001), Class (WW-4), Facility Name (Corpening Creek WWT), County (MCDOWELL), and Owner (City of Marion).
- ORC:** A table with fields: Name (Larry Carver), Certification Number (26810), Status (Active), Grade (WW-4), and Has ORC changed? (checkbox).
- eDMR:** A table with fields: Period (08-2016 (August 2016)), Version (1.0), Status (In Progress), and Compliance Status (radio buttons for Compliant and Non-Compliant).

Below these sections are several input fields: Certified Lab #, Lab Name, Person(s) Collecting Samples, Contact Phone #, and a large text area for Comments. At the bottom of the form are 'Save' and 'Cancel' buttons. Below the form is a section for 'eDMR Pages' with a dropdown menu and two buttons: 'Create New Page' (labeled with a blue circle and arrow '1') and 'Create New Page From File' (labeled with a blue circle and arrow '2').

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In this example, select **(1) Create New Page**.

3.1.5 Create New Page Screen

Selection of Outfall and Sampling Location

The eDMR application will allow the user to select one of the available Outfall and Sampling Location combinations in which to create the report. Only the Outfall and Sampling Location combinations allowed for that specific permit will be displayed.

After selecting the (1) **Outfall**, the user can then create a page by clicking on the (2) **Create Page** button. A Page is the combination of Outfall and Sampling Location.

NOTE: The DWR Permit data system, which is a separate data system than eDMR, provides all required parameter monitoring information to eDMR during report creation to ensure that the appropriate permit monitoring information is reflected in the report. Before beginning to use eDMR for the first time or after a permit is renewed, it is strongly recommended to create a blank report in eDMR including all appropriate pages, which will include the monitoring information as specified by the DWR Permit Data System.

The monitoring information specified in the blank report can be used to compare with requirements detailed in the permit. From time to time, discrepancies can occur and these must be corrected prior to entering/submitting reports. The DWR NPDES Permitting Group should be contacted in order to correct these discrepancies.

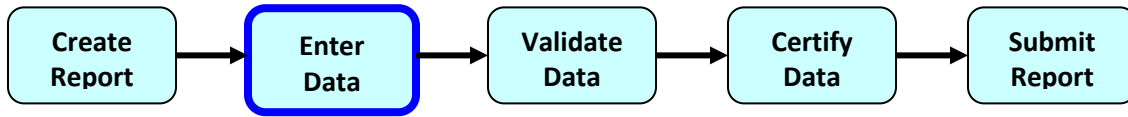
3.1.6 Report Page Area Screen

The report page area is displayed.

The user will be able to do the following:

- Add **(1) Comments** – report page comments do not print out on the PDF file. **NOTE:** This comment field cannot exceed 4000 characters.
- Select **(2) No Flow/Discharge from Site** – indicates if the outfall is not discharging for this reporting period.
- Click **(3) Save** – save the report page.
- Click **(4) Cancel** – cancel this action.

3.2 Entering & Viewing Report Page Data



3.2.1 Manually Entering Data

3.2.1.1 Report Page Header – Select Reporting Period Screen

Select periods for data entry

From the Report Page Area screen that we reviewed in Section 3.1.6, select the period(s) in which you will be entering data.

The user will generally enter data for the entire month at a time. Do this by clicking on **(1) All Weeks**.

3.2.1.2 Report Page Detail Screen

3.2.1.2.1 Entering Log Parameter Data

The user can enter Log Parameter data according to the following rules for EFFLUENT data:

- **(1) Composite Sample Time** – 24-hour clock (Format HH:MM or HHMM)
- **(2) Total Composite Time** – 1 to 24 hours
- **(3) Operator Arrival Time** – 24-hour clock (Format HH:MM or HHMM)
- **(4) Operator Time On Site** – 1 to 24 hours (time spent on site on a given day)
- **(5) ORC On Site** – Y (Yes), B (Backup) or N (No)
- **(6) No Reporting Reason** - should be selected from the drop-down selection list in the event a site is not discharging for a given day.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NC0020028 V1.0 07-2016 In Progress > Report Page:001-Effluent > All Weeks (1-31)

[Show Report Area]

[Show Report Page Area]

Week #1 (1-2) Week #2 (3-9) Week #3 (10-16) Week #4 (17-23) Week #5 (24-30) Week #6 (31-31) All Weeks (1-31) [Hide Log Parameters Area]

Day of week	Date	(1) Composite Sample Time 2400 clock	(2) Total Composite Time Hrs	(3) Operator Arrival Time 2400 clock	(4) Operator Time On Site Hrs	(5) ORC On Site? Y/B/N	(6) No Reporting Reason
Friday	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Saturday	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Sunday	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Monday	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Tuesday	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Wednesday	6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Thursday	7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Friday	8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Saturday	9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Sunday	10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Monday	11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Tuesday	12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Wednesday	13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Thursday	14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>

When finished entering data, click the **Save** button. You then have the option of clicking the “Hide” Log Parameters Area, which will minimize the amount of information displayed on the screen.

The user can enter Log Parameter data according to the following rules for INFLUENT data:

- **(1) Composite Sample Time** – 24-hour clock (Format HH:MM or HHMM)
- **(2) Total Composite Time** – 1 to 24 hours
- **(3) No Reporting Reason** - should be selected from the drop-down selection list in the event a site is not discharging for a given day.

Week #1 (1-1) Week #2 (2-8) Week #3 (9-15) Week #4 (16-22) Week #5 (23-29) Week #6 (30-31) All Weeks (1-31) [Hide Log Parameters Area]

Day of week	Date	(1) Composite Sample Time 2400 clock	(2) Total Composite Time Hrs	No Reporting Reason (3)
Saturday	1	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Sunday	2	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Monday	3	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Tuesday	4	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Wednesday	5	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Thursday	6	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Friday	7	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Saturday	8	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Sunday	9	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Monday	10	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Tuesday	11	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Wednesday	12	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Thursday	13	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Friday	14	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Saturday	15	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Sunday	16	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>
Monday	17	<input type="text"/>	<input type="text"/>	<input type="text" value="▼"/>

When finished entering data, click the **Save** button. You then have the option of clicking the “Hide” Log Parameters Area, which will minimize the amount of information displayed on the screen.

The user can enter Log Parameter data according to the following rules for UPSTREAM data:

- **(1) Sample Time** – 24-hour clock (Format HH:MM or HHMM)
- **(2) No Reporting Reason** - should be selected from the drop-down selection list in the event a site is not discharging for a given day.

Week #1 (1-5) Week #2 (6-12) Week #3 (13-19) Week #4 (20-26) Week #5 (27-30) All Weeks (1-30) [Hide Log Parameters Area]

(1)

Day of week	Date	Sample Time	No Reporting Reason
		2400 clock	(2)
Tuesday	1	<input type="text"/>	<input type="text"/>
Wednesday	2	<input type="text"/>	<input type="text"/>
Thursday	3	<input type="text"/>	<input type="text"/>
Friday	4	<input type="text"/>	<input type="text"/>
Saturday	5	<input type="text"/>	<input type="text"/>
Sunday	6	<input type="text"/>	<input type="text"/>
Monday	7	<input type="text"/>	<input type="text"/>
Tuesday	8	<input type="text"/>	<input type="text"/>
Wednesday	9	<input type="text"/>	<input type="text"/>
Thursday	10	<input type="text"/>	<input type="text"/>
Friday	11	<input type="text"/>	<input type="text"/>
Saturday	12	<input type="text"/>	<input type="text"/>
Sunday	13	<input type="text"/>	<input type="text"/>
Monday	14	<input type="text"/>	<input type="text"/>

When finished entering data, click the Save button. You then have the option of clicking the “Hide” Log Parameters Area, which will minimize the amount of information displayed on the screen.

The user can enter Log Parameter data according to the following rules for DOWNSTREAM data:

- **(1) Sample Time** – 24-hour clock (Format HH:MM or HHMM)
- **(2) No Reporting Reason** - should be selected from the drop-down selection list in the event a site is not discharging for a given day.

Week #1 (1-5) Week #2 (6-12) Week #3 (13-19) Week #4 (20-26) Week #5 (27-30) All Weeks (1-30) [Hide Log Parameters Area]

(1)

Day of week	Date	Sample Time	No Reporting Reason
		2400 clock	(2)
Tuesday	1	<input type="text"/>	<input type="text"/>
Wednesday	2	<input type="text"/>	<input type="text"/>
Thursday	3	<input type="text"/>	<input type="text"/>
Friday	4	<input type="text"/>	<input type="text"/>
Saturday	5	<input type="text"/>	<input type="text"/>
Sunday	6	<input type="text"/>	<input type="text"/>
Monday	7	<input type="text"/>	<input type="text"/>
Tuesday	8	<input type="text"/>	<input type="text"/>
Wednesday	9	<input type="text"/>	<input type="text"/>
Thursday	10	<input type="text"/>	<input type="text"/>
Friday	11	<input type="text"/>	<input type="text"/>
Saturday	12	<input type="text"/>	<input type="text"/>
Sunday	13	<input type="text"/>	<input type="text"/>

When finished entering data, click the Save button. You then have the option of clicking the “Hide” Log Parameters Area, which will minimize the amount of information displayed on the screen.

3.2.1.2.2 Bread Crumb Navigation and Show & Hide

The eDMR application provides **(1) Bread Crumb Navigation** that displays specific information about the permit / report and where you currently are in the process. The user can click on the segment of the bread crumb trail to jump to that area.

The breadcrumbs on this page indicate it is for Permit # NC0020028 V1.0, the month of July 2016, for Page 001-Effluent, for the 1st through the 2nd days of the month.

The screenshot shows the North Carolina (NC) eDMR Reports application interface. At the top, there is a navigation bar with links for Home, My Reports, Logout, and Help. Below this is a menu with options like Create Report, eDMR Reports, and User Management. A breadcrumb trail is highlighted with a red box and labeled (1): **Home > Report: NC0020028 V1.0 07-2016 In Progress > Report Page:001-Effluent > Week #1 (1-2)**. A blue arrow labeled (2) points to a **[Show Report Area]** link. Another blue arrow labeled (3) points to a **[Show Report Page Area]** link. The main content area displays a table for Week #1 (1-2) with columns for Day of week, Date, Composite Sample Time, Total Composite Time, Operator Arrival Time, Operator Time On Site, ORC On Site?, and No Reporting Reason. Below the table is an **Add Parameter** section with a grid for parameter codes, sampling frequencies, and composite/grab types. A second table shows parameter details for Flow, Temperature, pH, BOD, NH3-N, TSS, and FCOI BR. At the bottom, there are **Save** and **Cancel** buttons.

When a user selects **(2) Show**, the view will expand to show report details, when the user selects **(3) Hide**, that section of the report is hidden from view.

3.2.1.2.3 Sampling Method and Units of Measure Screen

The Create Report process populates the eDMR report page with parameters identified on the DWR permit.

Entering monitored parameter data

There are drop down lists that display available values for **(1) Composite or Grab** and **(2) Units of Measure**. Enter your data in the appropriate fields. The **(3) Scroll** bar is used to display additional columns across the page.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NCD031879 V1.0 08-2016 In Progress > Report Page:001-Effluent > Week #1 (1-6)

[Show Report Area]

[Show Report Page Area]

Week #1 (1-6) Week #2 (7-13) Week #3 (14-20) Week #4 (21-27) Week #5 (28-31) All Weeks (1-31) [Show Log Parameters Area]

Add Parameter
Delete Parameter

Parameter Code:	50050	00010	00400	50060	C0310	C0610	C0530	3
Sampling Frequency:	Continuous	3 X week	3 X week	3 X week	3 X week	3 X week	3 X week	3
Composite(C)/Grab(G):	(1) Recorder ▾ Grab ▾ Grab ▾ Grab ▾ Composite ▾ Composite ▾ Composite ▾							
Day of week:	(2) FLOW TEMP-C pH CHLORINE BOD - Co NH3-N TSS - Co							
	mpg ▾	deg c ▾	tu ▾	ug/l ▾	mg/l ▾	mg/l ▾	mg/l ▾	
Monday	1							
Tuesday	2							
Wednesday	3							
Thursday	4							
Friday	5							
Saturday	6							

[Show Totals Area]

← [3] →

(4) → Save Cancel

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A user can enter the following non-numeric values for a parameter:

Code Entered	Description
H	Holiday
> and a number	Greater than that number
< and a number	Less than that number
PASS or P	Result of Pass
FAIL or F	Result of Fail
YES or Y	Result of Yes
NO or N	Result of No

When finished, click **(4) Save**.

3.2.1.2.4 Adding and Deleting Parameters to a Report Page Screen

Additional parameters can be added or deleted from a Report Page. These are parameters that are not specifically required by the permit and do not auto-populate the report page with created. Those parameters that auto-populate the report pages cannot be deleted from the page.

Adding parameters to a report page that are not required by the permit

The screenshot shows the 'North Carolina (NC) eDMR Reports' web application. The breadcrumb trail is: Home > Report: NC0037834 V1.0 09-2017 In Progress > Report Page:001-Effluent > Week #1 (1-2). The interface includes a 'Show Report Area' and 'Show Report Page Area' link. Below these is a 'Show Log Parameters Area' section with a table of parameters. A blue arrow labeled (1) points to the 'Add Parameter' button. At the bottom of the table area, a blue arrow labeled (3) points to the 'Save' and 'Cancel' buttons. The footer contains the text 'Copyright © 2007 CSC | All Rights Reserved'.

Parameter Code:	50050	00010	00400	50060	CO310	CO610	CO530	
Sampling Frequency:	Continuous	5 X week	5 X week	5 X week	5 X week	5 X week	5 X week	
Composite(C)/Grab(G):	Recorder	Grab	Grab	Grab	Composite	Composite	Composite	
Day of week	Date	FLOW	TEMP-C	pH	CHLORINE	BOD - Co	NH3-N -	TSS - Co
		mgd	deg c	su	ug/l	mg/l	mg/l	mg/l
Friday	1							
Saturday	2							

Before adding parameters, the user should always perform a Save to make sure no recently entered data is lost.

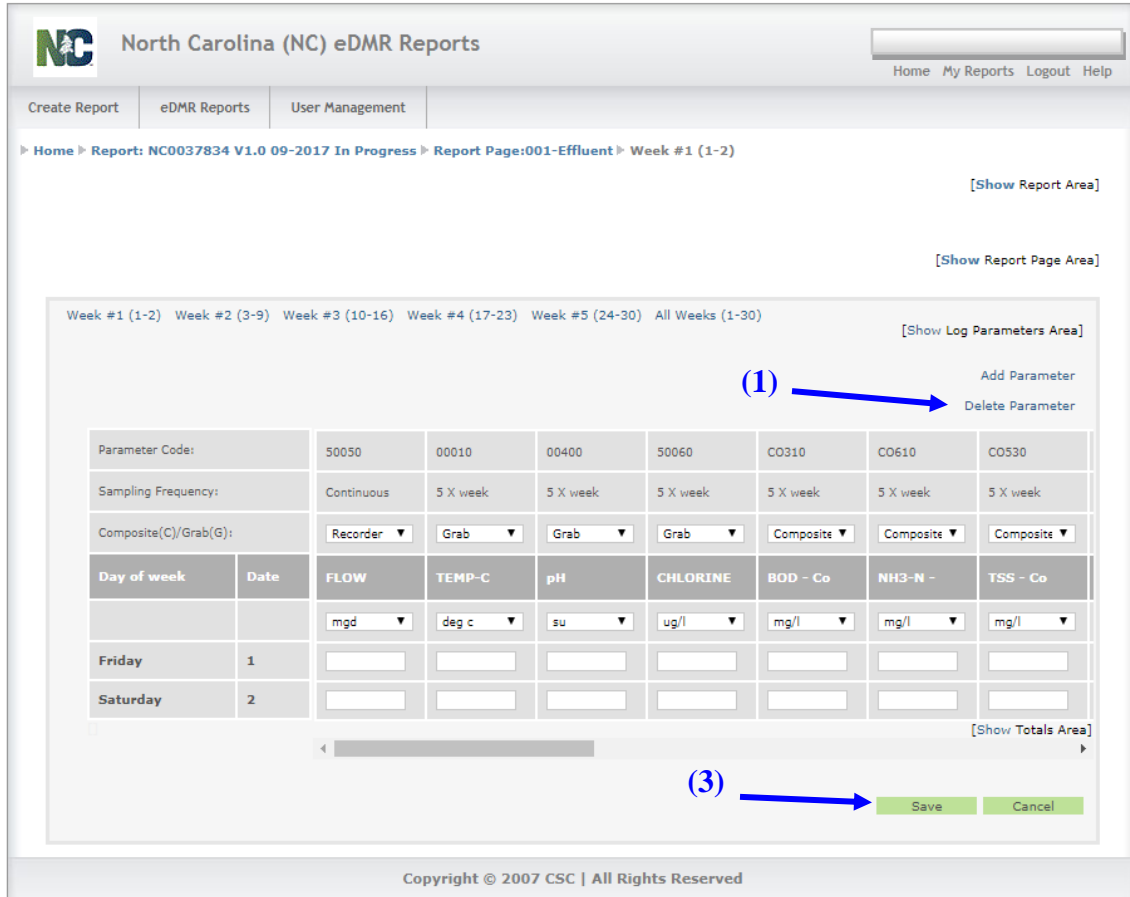
Each time the (1) **Add Parameter** is clicked, you will get the following message:

The dialog box contains the text: "Please save data before adding additional parameters! Click Ok - to add Parameters, Cancel - return to report and save." There are two buttons: "OK" and "Cancel". A blue arrow labeled (4) points to the "OK" button, and a blue arrow labeled (2) points to the "Cancel" button.

This is a warning that you will lose any unsaved data if you continue to add a parameter. If you have unsaved data, click **(2) Cancel** to return to the report, click **(3) Save**, then click **(1) Add Parameter** again and this time click **(4) OK** to continue adding the parameter.

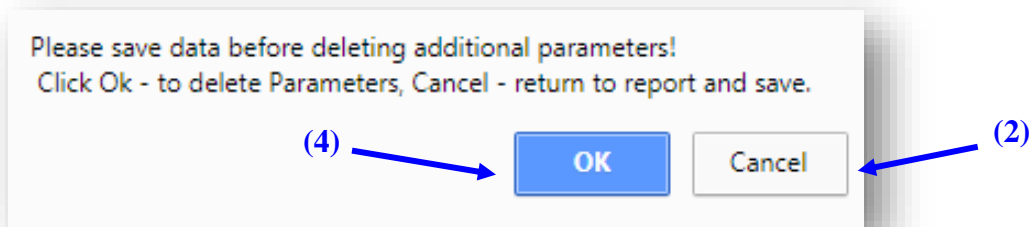
Deleting parameters from a report page that are not required by the permit

Individual parameters can be deleted from a page if they are parameters that have been manually added. If the wrong parameter is selected and added to a page, a “Delete Parameter” option is available. Parameters required by the permit and auto-populate the page cannot be deleted.



Before deleting parameters, the user should always perform a save to make sure no recently entered data is lost.

Each time the **(1) Delete Parameter** is clicked, you will get the following message:



This is a warning that you will lose any unsaved data if you continue to delete a parameter. If you have unsaved data, click **(2) Cancel** to return to the report, click **(3) Save**, then click **(1) Delete Parameter** again and this time click **(4) OK** to continue adding the parameter.

3.2.1.2.5 Add Parameter Selection Screen

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home

Search For Parameters

To display all parameters, leave both fields below blank and click Search or enter one of the following to search by specific parameter criteria.

Enter all or any portion of a Parameter Code in the field below, then click Search:

Parameter Code (1)

Enter all or any portion of the Parameter Description in the field below, then click Search:

Parameter Description (2)

(3)

Enter all or any portion of the **(1) Parameter Code** or **(2) Parameter Description** for the parameter you wish to add then click **(3) Search**.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home

Please Select Parameter Below:

Turbidity (PCS Code:00070)

Add

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All parameters matching the search criteria entered will be provided in the drop-down list. Select the parameter to add to page and verify the parameter selected is the one you wish to add, then click on **(1) Add**.

3.2.1.2.6 Delete Parameter Selection Screen

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NC0037834 V1.0 09-2017 In Progress Report Page:001-Effluent Week #1 (1-2) Delete Parameter

Please Select Parameter Below:

Copper, Dissolved (as Cu) (PCS Code:01040)

Delete

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Only manually added parameters can be deleted from a report page and will be the only parameters that will be available in the Delete Parameter drop-down list. Select the parameter to delete from the list and verify the parameter selected is the one you wish to delete, then click on **(1) Delete**.

3.2.1.2.7 Report Totals Area Screen

The default view of the Report Page does not display the Totals Area.

The screenshot shows a data entry interface for a report. At the top, there are navigation tabs for 'Week #1 (1-6)', 'Week #2 (7-13)', 'Week #3 (14-20)', 'Week #4 (21-27)', 'Week #5 (28-31)', and 'All Weeks (1-31)'. Below these are buttons for '[Show Log Parameters Area]', 'Add Parameter', and 'Delete Parameter'. The main area is a table with columns for Parameter Code, Sampling Frequency, Composite/Grab, Day of week, Date, and various parameters: FLOW, TEMP-C, pH, CHLORINE, BOD - Co, NH3-N, and TSS - Co. Each parameter has a unit dropdown and a value input field. A blue arrow labeled '(1)' points to a '[Show Totals Area]' link at the bottom right of the table area. Below the table are 'Save' and 'Cancel' buttons.

Click on the link (1) **Show Totals Area** to display the calculated totals.

This screenshot shows the 'Totals Area' of the report. It features a table with columns for the same parameters as the previous screen. The table is divided into sections for Weekly, Monthly, and Daily calculations. Each section includes a 'Limit' row and a '(calculated)' row. The calculated rows are highlighted with red boxes. A '[Hide Totals Area]' link is visible at the top right. 'Save' and 'Cancel' buttons are at the bottom.

Parameter	Value	Limit
Weekly Average Limit:		45, 4.4, 45
Weekly Average (calculated):	0.073333, 11.8	0, 0, 0, 0
Monthly Average Limit:	2.5	30, 1.5, 30
Monthly Average (calculated):	0.073333, 11.8	0, 0, 0, 0
Daily Maximum Limit:		9, 27
Daily Maximum (calculated):	0.09, 11.8	0, 0, 0, 0
Daily Minimum Limit:		6
Daily Minimum (calculated):	0.06, 11.8	0, 0, 0, 0

The **Bold Named** values are generated by the system when the data is entered and saved. Values are calculated for each week, month and also daily maximums and minimums. The Limit values come from those specified in the DWR permit.

3.2.2 Importing Data into the eDMR Application

The user will have the capability to import data into eDMR from a Comma Separated Variable file (CSV). This import ability may provide quicker data entry rather than keying values directly into eDMR. This CSV file must conform to predefined specifications in order to import data correctly into eDMR. There are two options for creating the CSV file:

- **Option 1 allows creation of CSV file using an Excel spreadsheet template.** This requires entering of data directly into a spreadsheet and then creating the CSV by saving the spreadsheet as a CSV file type.
- **Option 2 allows user to create CSV directly from a facility data collection system.** This option requires programming by the user IT staff in order to get data output into the predefined CSV format.

(Please refer to the Appendix for detailed explanations and instructions on Importing data into the eDMR system.)

The following instructions will address Option 1 only for creating the CSV file using the Excel Import Template.

3.2.2.1 Creating CSV file using Excel Spreadsheet Template

The Excel spreadsheet template consists of four (4) worksheets.

The first worksheet, "DMR permit # yyyy-mm", contains both Report and Report Page information. It is the only worksheet the user has to populate if the user has only one Outfall/Sampling location (one page) to import.

The second worksheet, "Outfall nnn Influent", contains Report Page information for additional effluent and/or influent pages. It is used if there is a second Page to import (i.e. Additional Effluents or Influent). The second worksheet can be copied to additional worksheets and renamed in order to enter data for additional pages.

The third worksheet, "Outfall nnn Upstream", contains Report Page information for the Upstream sample point.

The fourth worksheet, "Outfall nnn Downstream", contains Report Page information for the Downstream sample point.

The fifth worksheet contains lookup information which controls what can be entered in some of the cells of worksheets 1 and 2. **This worksheet should not be modified and has been hidden.**

3.2.2.1.1 Excel Spreadsheet Template

Do NOT modify the format or layout of this template. (Doing this will change the CSV input file and make it unusable. Please refer to the Appendix for detailed explanations and instructions on Importing data into the eDMR system.)

An Excel spreadsheet template is provided to the users. It should be filled in with the appropriate data and then the spreadsheet should be saved as a CSV file type. This CSV file can then be imported into the eDMR system to create the permit reports.

Microsoft Excel - Importing-eDMR ImportTemplate (Updated Version).xls																		
File Edit View Insert Format Tools Data Window Help Nuance PDF																		
Go to Office Live Open Save																		
A1																		
A B C D E F G H I J K L M N O P Q																		
1																		
2	Permit #:		Month:	January	Year:													
3																		
4	Facility:				Class:		County:											
5																		
6	ORC:				Grade:		ORC Certification #											
7																		
8	Has ORC Changed?				Phone:													
9																		
10	Certified Lab Name:						Lab#:											
11																		
12	Person(s) Collecting samples:																	
13																		
14	Comments																	
15																		
16																		
17																		
18	Sampling Location:	Effluent			Discharge #:													
19																		
20																		
21						50050	00010	00400	50060	00310	00610	00530	31616	00300	00600	00665		
22	Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	Flow	Temperature	pH	Residual Chlorine	BOD 20	Ammonia Nitrogen	Total Suspended Residue	Fecal Coliform	Dissolved Oxygen	Total Nitrogen	Total Phosphorus	
23		2400 clock	Hrs	2400 clock	Hrs	Y/N	m gd	deg c	u	ugl	m gl	m gl	m gl	#/100 ml	m gl	m gl	m gl	
24	1																	
25	2																	
26	3																	
27	4																	
28	5																	
29	6																	
30	7																	
31	8																	
32	9																	
33	10																	
34	11																	
35	12																	
36	13																	
37	14																	
38	15																	
39	16																	
40	17																	
41	18																	
42	19																	
43	20																	
44	21																	
45	22																	
46	23																	
47	24																	
48	25																	
49	26																	
50	27																	
51	28																	
52	29																	
\\DMR Permit # yyyy-mm / Outfall nnn Influent / Outfall nnn Upstream / Outfall nnn Downstream /																		

3.2.2.1.2 Excel Spreadsheet with Data Entered

The NC Division of Water Resources has developed a spreadsheet template that can be customized by each facility and then used to produce a CSV file for import into eDMR. This template contains facility information and has some useful built in calculations. The number of parameter columns can be increased as needed. The spreadsheet below was created from this template. (Note that Permit # NC0024147 is being used in this example.)

The items denoted by YELLOW highlight is the required information in the header section in order for import to work properly. The other information in the header section is optional and does not currently import into eDMR.

Microsoft Excel - EDMR ImportTemplate (7-15-2009).xls																		
File Edit View Insert Format Tools Data Window Help Nuance PDF																		
C14																		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1		Permit #:	nc024147	Month:	Jul	Year:	2009											
4		Facility:	Mayberry W/WTP	Class:	III	County:	Wake											
6		ORC:	Opie Taylor	Grade:	3	ORC Certification:	123											
8		Has ORC Changed:		Phone:	555-1234													
10		Certified Lab Name:	Chem Lab	Lab #:	9876													
12		Person(s) Collecting sample:	Opie Taylor															
14		Comment:																
17		Sampling Location:	Effluent	Discharge #:	001													
21						50050	00010	00400	50060	00310	00610	00530	31616	00300	00600	00665		
22	Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	Flow	Temperature	pH	Residual Chlorine	BOD 20'	Ammonia Nitrogen	Total Suspended Residue	Fecal Coliform	Dissolved Oxygen	Total Nitrogen	Total Phosphorus	
23		2400 clock	Hzs	2400 clock	Hzs	Y/B/M	mgd	deg	tu	ugl	mg/l	mg/l	mg/l	#/100ml	mg/l	mg/l	mg/l	
24	1	0800	24	0820	6.5	Y	0.06											
25	2	0800	24	0800	7	Y	0.09	11.8	7.5	<20					10.1			
26	3	0800	24	0730	5.75	Y	0.07	11.8		<20	<2	<1	<1	19	10.9	5.0	8.6	
27	4	0800	24	0750	4	Y	0.091	9							11			
28	5	0800	24	0930	1	Y	0.0102											
29	6	0800	24	0815	1.5	Y	0.0099											
30	7	0800	24	0745	7	Y	0.01	12.3	8	<20		<1		34	9.8		0.7	
31	8	0800	24	0745	5	Y	0.086	13.4							9.7			
32	9	0800	24	0800	4.5	N	0.028	15.3		<20	2.4		2		9.4			
33	10	0800	24	0745	4	N	0.086	15.6							9.2			
34	11	0800	24	0740	7	Y	0.023	17.3							8.9		6	
35	12	0800	24	0755	1.25	Y	0.038											
36	13	0800	24	0800	1	Y	0.006											
37	14	0800	24	0730	2	Y	0.004	14.1		<20		<1		12	9.6			
38	15	0800	24	0759	5.25	Y	0.092	12.1	7.6						10.1			
39	16	0800	24	0740	2	Y	0.096	10.6		<20	<2		<1		10.4		0.8	
40	17	0800	24	0740	6	Y	0.088	11.2							10.2			
41	18	0800	24	0740	3	Y	0.021	11.5							10.4		2	
42	19	0800	24	0700	1.25	Y	0.005											
43	20	0800	24	0600	1	Y	0.056		7.9									
44	21	0800	24	0615	1	Y	0.038											
45	22	0800	24	0800	6.5	Y	0.05	12.5		<20		<1		<1	10.6		0.6	
46	23	0800	24	0800	6	N	0.034	12.2							10.1			
47	24	0800	24	0800	5.5	N	0.08	10.5		<20	2		3		10.1			
48	25	0800	24	0730	6	Y	0.012	10.3							11		1	
49	26	0800	24	0820	2	N	0.017											
50	27	0800	24	0810	2	N	0.09	9.7										
51	28	0800	24	0800	7	Y	0.01	10.6	7.6	<20		<1		3	10.9		0.4	
52	29	0800	24	0745	8	Y	0.002	12.9							10.7			
53	30	0800	24	0730	6	Y	0.039	10.9		<20	4		3		9.8			
54	31	0800	24	0730	6	Y												
55		Composite(C)/Grab(G):				RC	GR	GR	GR	CP	CP	CP	GR	GR	CP	CP		
57		Monthly Average Limit:																
58		Monthly Average:					0.045	12.171	7.775	#DIV/0!	2.8	#DIV/0!	2.667	12.349	10.145	#DIV/0!	2.22	
59		Daily Maximum:					0.096	17.3	8	0	4	0	3	34	11	0	8.6	
60		Daily Minimum:					0.002	9	7.6	0	2	0	2	3	8.9	0	0.4	
61		Monthly Avg % Removal (85%):								#DIV/0!		#DIV/0!						

In the daily values area of the spread sheet, there are several pieces of information that must be correctly provided in order for the import to work properly.

- **Parameter Code** – the correct parameter code **must** be provided for the parameter monitoring required by the permit.
- **Unit of Measure** – a unit of measure **must** be provided for each parameter, preferably the unit of measure specified in the permit.
- **Sample Type** – the correct sample type as specified in the permit **must** be provided for each parameter.

IMPORTANT:

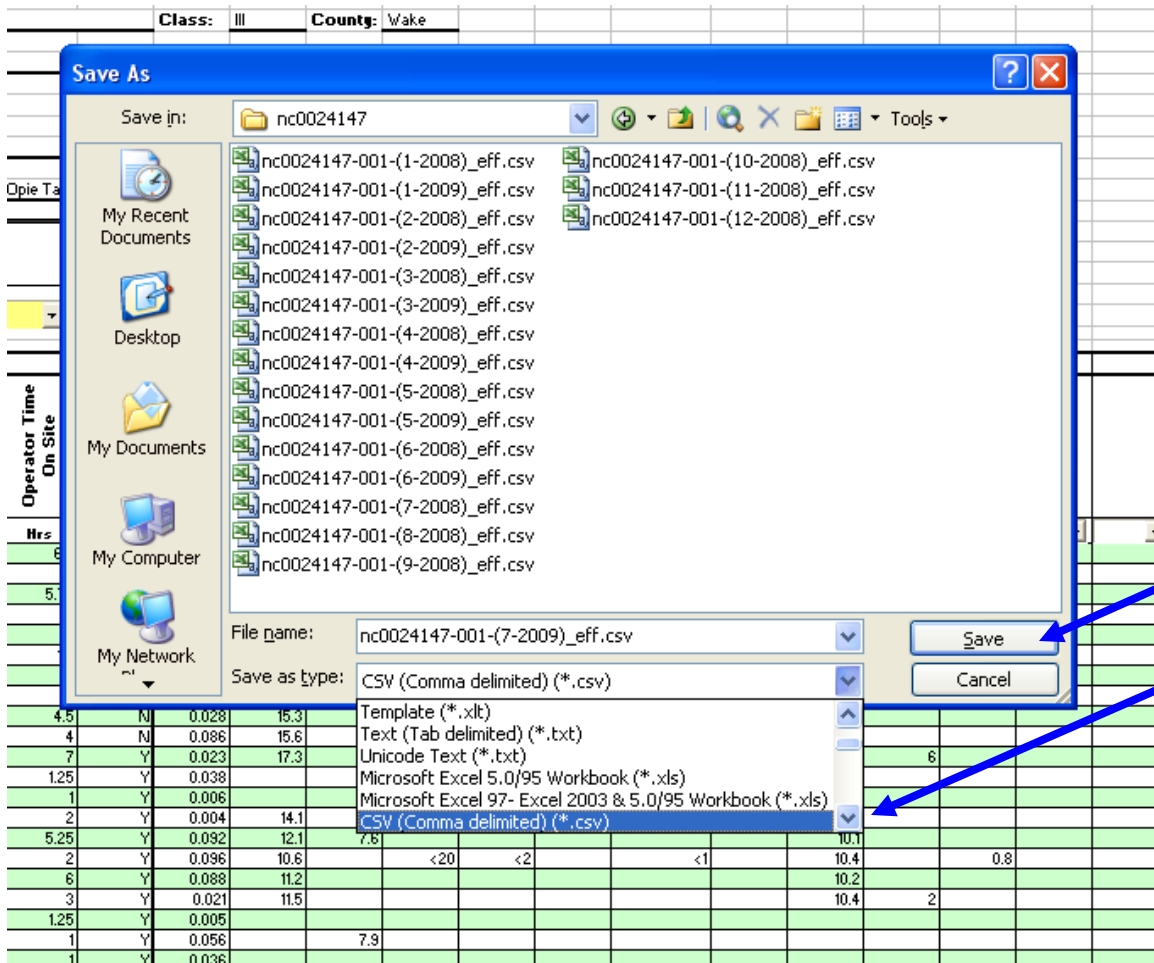
The DWR Permit data system provides all required parameter monitoring information to eDMR during report creation to ensure that the appropriate information is reflected in the report. Prior to setting up the template, it is strongly recommended to create a blank report in eDMR including all appropriate pages, which will include the monitoring information as specified by the DWR Permit Data System. The blank report can then be printed from eDMR and will be pre-populated with the expected monitoring information. This printed report can be used as a guide for setting up the Import Template with the correct information for those items specified above.

The monitoring information specified in the blank report can be used to compare with requirements detailed in the permit. From time to time, discrepancies can occur and these must be corrected prior to entering/submitting reports. The DWR NPDES Permitting Group should be contacted in order to correct these discrepancies.

3.2.2.1.3 Creating the Excel CSV File

After daily values have been entered into the spreadsheet, it can be saved as a CSV file for importing into eDMR. To save as a CSV file, the user should click **File->Save As->**. The Save As pop up box will appear. User should select the folder where the file will be saved. The user should enter a name for file in “File name” box. The name should be meaningful such as “NC000001-001Eff 7-2008” which corresponds to “Permit#-Outfall# (Eff-effluent, Inf-Influent, Up-Upstream, Dwn-Downstream) Month-Year”. User should then click the drop down in the “Save as Type” box.

Select **(1) CSV (comma delimited) (*.csv)** and then click **(2) Save** button.



The resulting CSV file contains additional fields for the Facility information and the calculated fields. This additional information is ignored by the eDMR application. As long as the required lines and fields are in the resulting file in the correct order, eDMR will import the report.

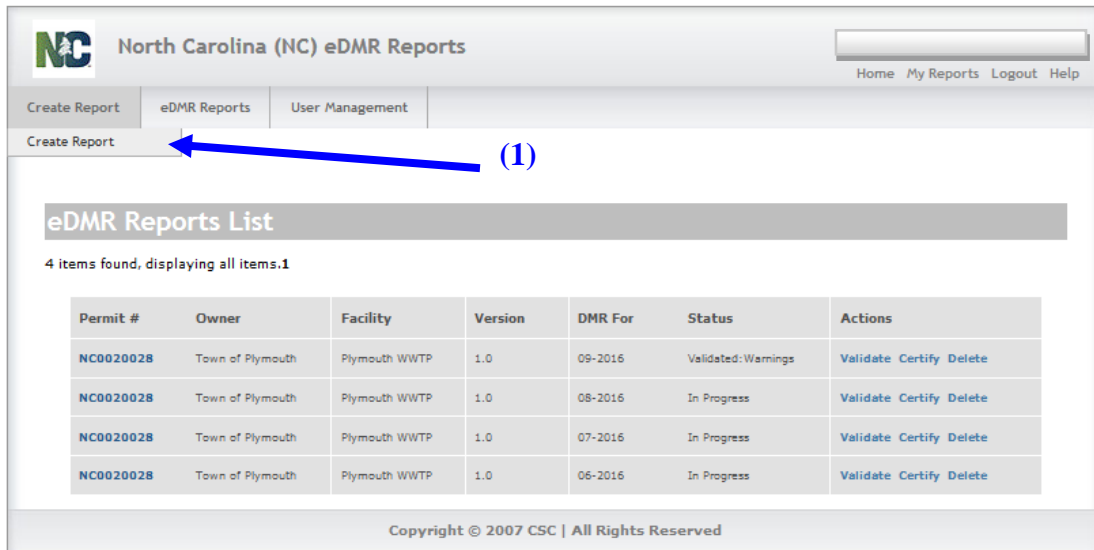
NOTE: The CSV should not be opened once it has been created from the Excel Template as this could result in Excel re-formatting the file contents and changing the integrity of the CSV format.

3.2.2.2 Report and Page Create Process Screens for Importing

The steps to create the new report header and page are similar to the steps used for manually entering the report data, and are summarized below. *(Note: Please refer to Section 3.1 Create the Report Page for detailed instructions covering these steps.)*

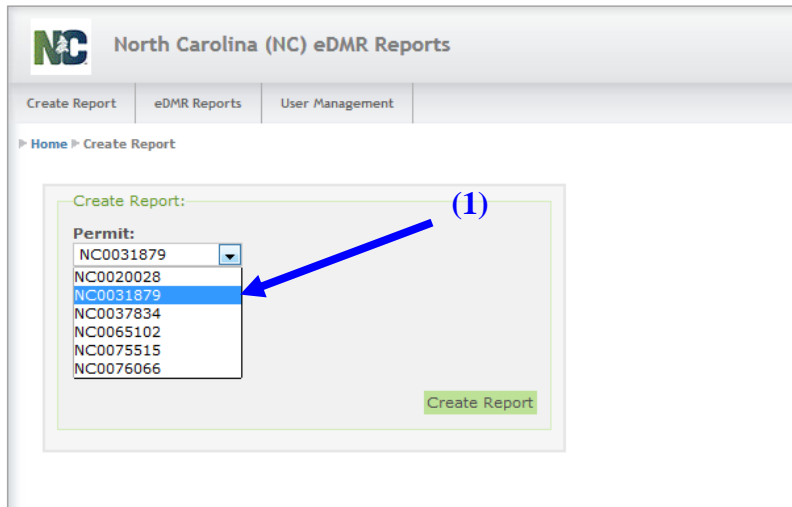
3.2.2.2.1 Create Report Screen

Click on the **(1) Report Create** menu item.



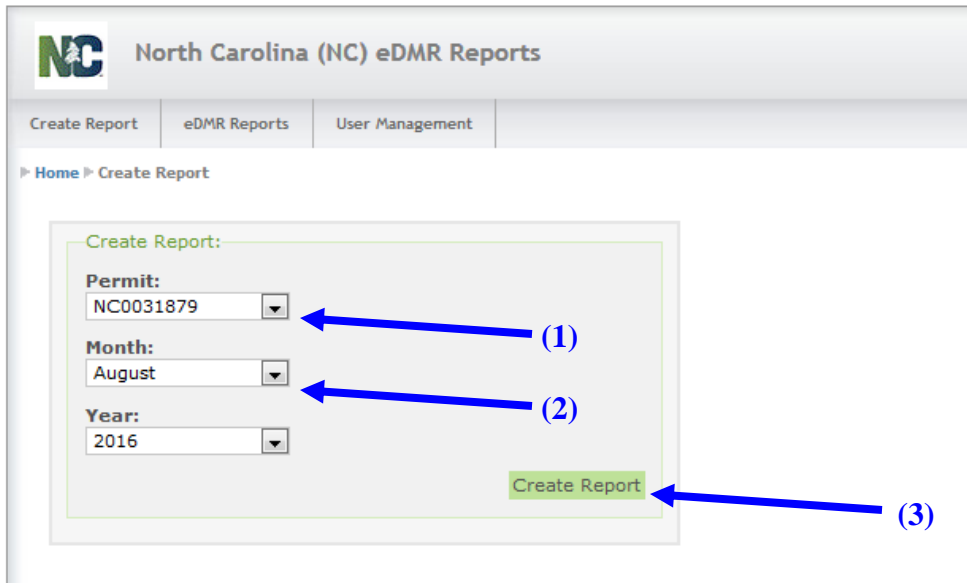
3.2.2.2.2. Create Report – Select Permit Screen

If there are multiple reports associated to the owner of this permit, select the appropriate permit from the drop-down list **(1)**.



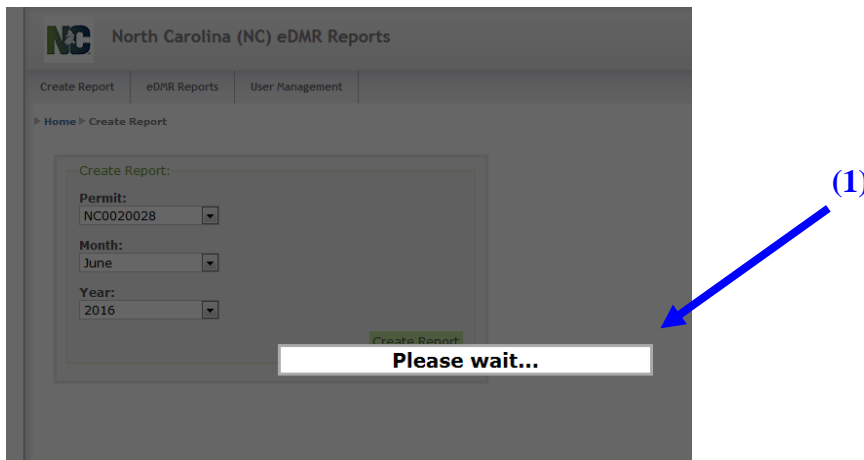
3.2.2.2.3 Create Report – Select Date Screen

Select the **(1) Month** and **(2) Year** of the report being created, then click on the **(3) Create report** button.



3.2.2.2.4 Report Requested Message Screen

A message will be displayed **(1)** indicating the report is being generated.



3.2.2.2.5 Create New Page From File Screen

Click on the (1) Create New Page From File button.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NC0020028 V1.0 08-2016 In Progress

Permit

Permit #: NC0020028 Ver. 4.0 Status: Active SOC#: Class: WW-2 Facility Name: Plymouth WWTP
 County: WASHINGT Owner: Town of Plymouth

ORC

Name: Robert Harrell Certification Number: 8156 Status: Active Grade: WW-4 Has ORC changed?:

eDMR

Period: 08-2016 (August 2016) Version: 1.0 Status: In Progress Compliance Status: *
 Compliant Non-Compliant

Certified Lab #:

Lab Name:

Person(s) Collecting Samples:

Contact Phone #: *

Comments

Save Cancel

eDMR Pages

Create New Page Create New Page From File

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(Warning: Any additions or changes to the fields on this screen require a Save to be performed or they will be lost.)

3.2.2.2.6 Create Page From File Screen - Selection Criteria

Select the **Outfall and Sampling Location (1)** to report against. Only the outfall and sampling locations associated with that permit will appear in the drop-down list.

North Carolina (NC) eDMR Reports

Create Report | eDMR Reports | User Management

Home > Report: NC0024147 V1.0 07-2008 In Progress > Create Page From File

Create Page From File

Report Period:
July 2008

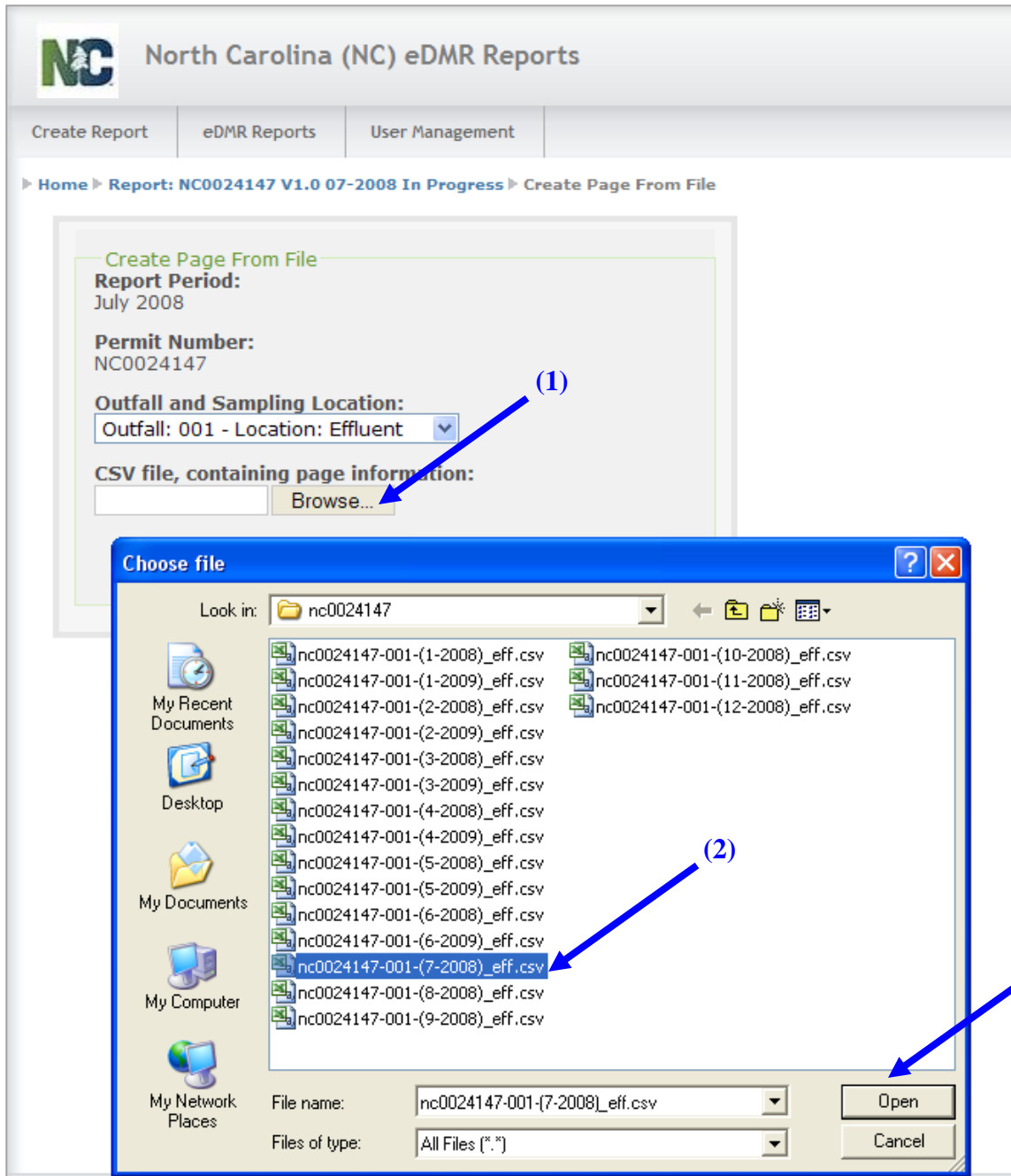
Permit Number:
NC0024147

Outfall and Sampling Location:

Outfall: 001 - Location: Influent
Outfall: 001 - Location: Upstream
Outfall: 001 - Location: Downstream
Outfall: 001 - Location: Effluent

Create Page

Browse (1) to find the specific CSV file previously prepared to import.



Select the appropriate report (2) and click the (3) **Open** button.

The screenshot shows the 'North Carolina (NC) eDMR Reports' web application. At the top, there is a navigation bar with 'Create Report', 'eDMR Reports', and 'User Management'. Below this is a breadcrumb trail: 'Home > Report: NC0024147 V1.0 07-2008 In Progress > Create Page From File'. The main content area is titled 'Create Page From File' and contains the following fields:

- Report Period:** July 2008
- Permit Number:** NC0024147
- Outfall and Sampling Location:** A dropdown menu showing 'Outfall: 001 - Location: Effluent'.
- CSV file, containing page information:** A text input field containing 'Z:\Data\WQ_DEV' and a 'Browse...' button.
- Create Page:** A green button at the bottom right of the form, which is highlighted with a blue arrow and a circled '1'.

Click on the (1) **Create Page** button to import the CSV file into eDMR.

3.2.2.2.7 Completed Report Page Screen

The resulting screen displays the data imported into the monitoring report.

The screenshot shows the 'North Carolina (NC) eDMR Reports' interface. The breadcrumb trail is: Home > Report: NC0024147 V1.0 07-2008 In Progress > Report Page:001-Effluent > All Weeks (1-31). There are links for '[Show Report Area]' and '[Show Report Page Area]'. Below these are tabs for 'Week #1 (1-5)', 'Week #2 (6-12)', 'Week #3 (13-19)', 'Week #4 (20-26)', 'Week #5 (27-31)', and 'All Weeks (1-31)', along with a '[Hide Log Parameters Area]' link.

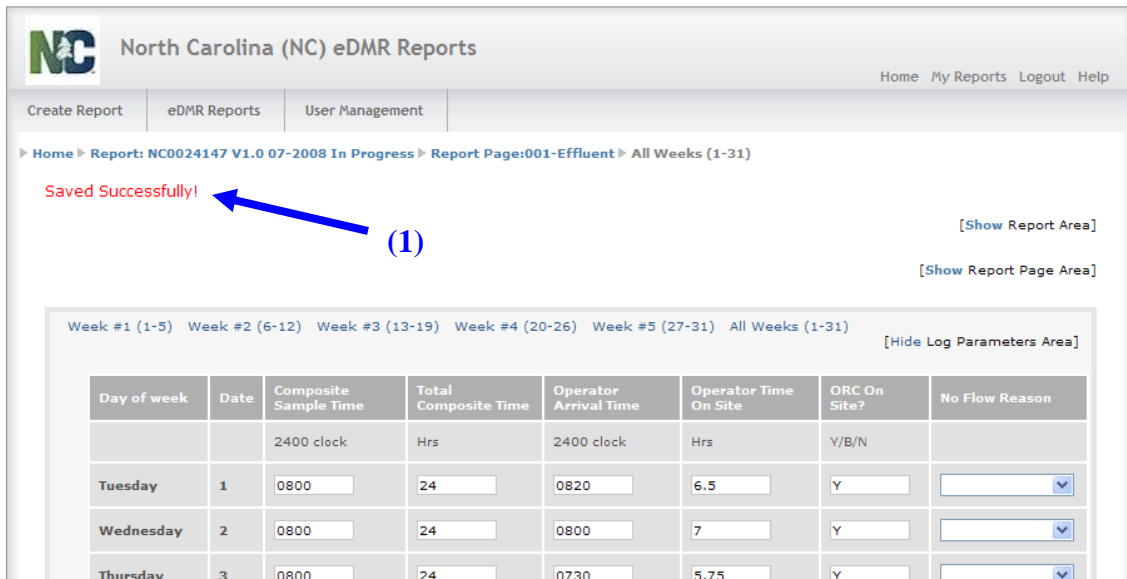
Day of week	Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	No Flow Reason
		2400 clock	Hrs	2400 clock	Hrs	Y/B/N	
Tuesday	1	0800	24	0820	6.5	Y	
Wednesday	2	0800	24	0800	7	Y	
Thursday	3	0800	24	0730	5.75	Y	
Friday	4	0800	24	0750	4	Y	
Saturday	5	0800	24	0930	1	Y	
Sunday	6	0800	24	0815	1.5	Y	
Monday	7	0800	24	0745	7	Y	
Tuesday	8	0800	24	0745	5	Y	
Wednesday	9	0800	24	0800	4.5	N	
Thursday	10	0800	24	0745	4	N	

Wednesday	23	0.034	12.2					
Thursday	24	0.08	10.5		< 20.0	2.0		3.0
Friday	25	0.012	10.3					
Saturday	26	0.017						
		FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N	RES/TSS
Sunday	27	0.09	9.7					
Monday	28	0.01	10.6	7.6	< 20.0		< 1.0	
Tuesday	29	0.0020	12.9					
Wednesday	30	0.039	10.9		< 20.0	4.0		3.0
Thursday	31							
		FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N	RES/TSS

At the bottom right, there are 'Save' and 'Cancel' buttons. A blue arrow points to the 'Save' button, which is labeled with a circled '1'.

Verify the data imported is correct, then click **(1) Save** to save the report and data.

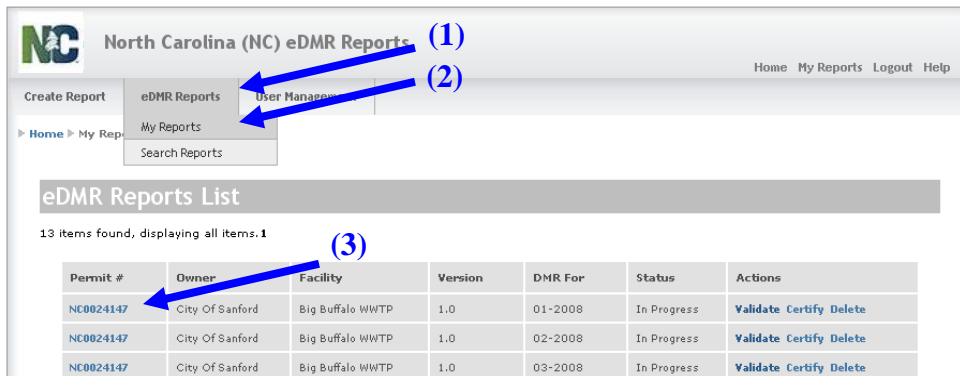
The message **(1) Saved Successfully** indicates the report and all data has been saved to the eDMR system. It still needs to go through the process of submitting the report to DWR.



3.2.3 Revise Report from File Screen

3.2.3.1 Find and select the report to be revised

From the **(1) eDMR Reports** menu, click on **(2) My Reports** to bring up a list of reports stored in eDMR. Then select the report to be revised **(3)**.



3.2.3.2 Report in Progress – Update Page From File Screen

Select the correct (1) Outfall and Location, then click on (2) Update page From File button.

The screenshot shows the North Carolina (NC) eDMR Reports web application. The page title is "North Carolina (NC) eDMR Reports". The navigation menu includes "Create Report", "eDMR Reports", and "User Management". The breadcrumb trail is "Home > Reports: NC0020028 V1.0 09-2016 Validated:Warnings".

The main content area is divided into several sections:

- Permit:** Permit #: NC0020028 Ver. 4.0, Status: Active, SOC#: , Class: WW-2, Facility Name: Plymouth WWTP, County: WASHINGT, Owner: Town of Plymouth.
- ORC:** Name: Robert Harrell, Certification Number: 8156, Status: Active, Grade: WW-4, Has ORC changed?:
- eDMR:** Period: 09-2016 (September 2016), Version: 1.0, Status: Validated:Warnings, Compliance Status: Compliant Non-Compliant.

Below these sections are input fields for "Certified Lab #:", "Lab Name:", "Person(s) Collecting Samples:", and "Contact Phone #: *". A "Comments" section contains a text area with two blue arrows pointing to it, labeled (1) and (2). The "Save" and "Cancel" buttons are located to the right of the comments area.

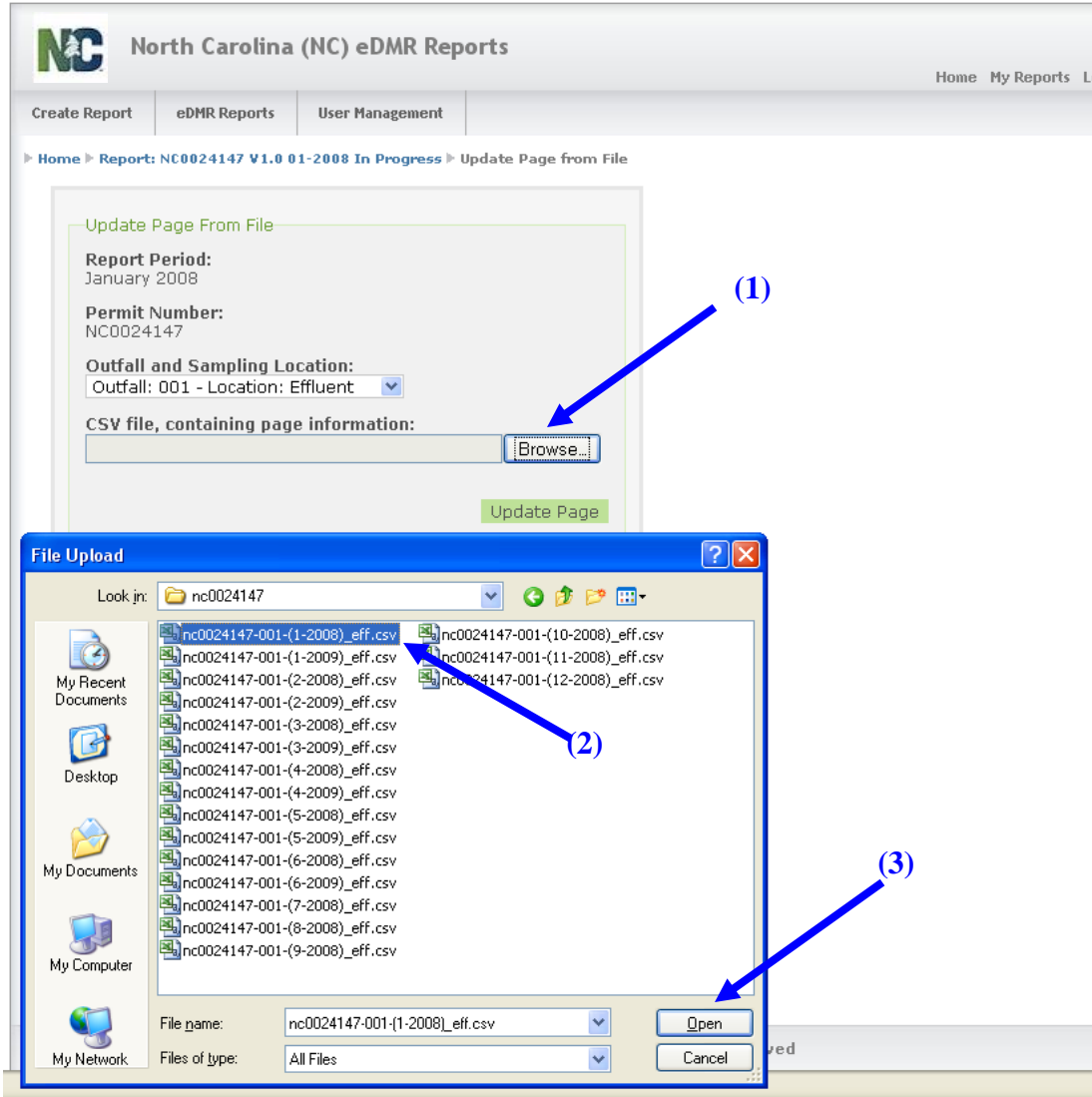
At the bottom, the "eDMR Pages" section shows a dropdown menu for "Outfall: 001 - Location: Effluent" and buttons for "Edit Page", "Update Page From File", "Create New Page", and "Create New Page From File".

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3.2.3.3 Update Page From File Screen

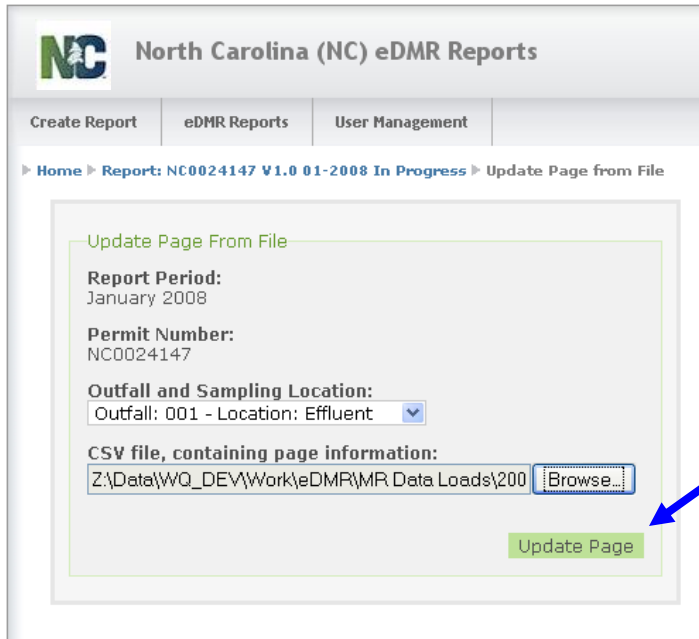
(Note: Use the same process that was used to import the original file described in Section 3.2.2.2.6.)

Click **(1) Browse** to find the specific CSV file previously prepared to import.



Select the appropriate report **(2)** and click the **(3) Open** button.

Click the **(1) Update Page** button.



North Carolina (NC) eDMR Reports

Create Report | eDMR Reports | User Management

Home > Report: NC0024147 V1.0 01-2008 In Progress > Update Page from File

Update Page From File

Report Period:
January 2008

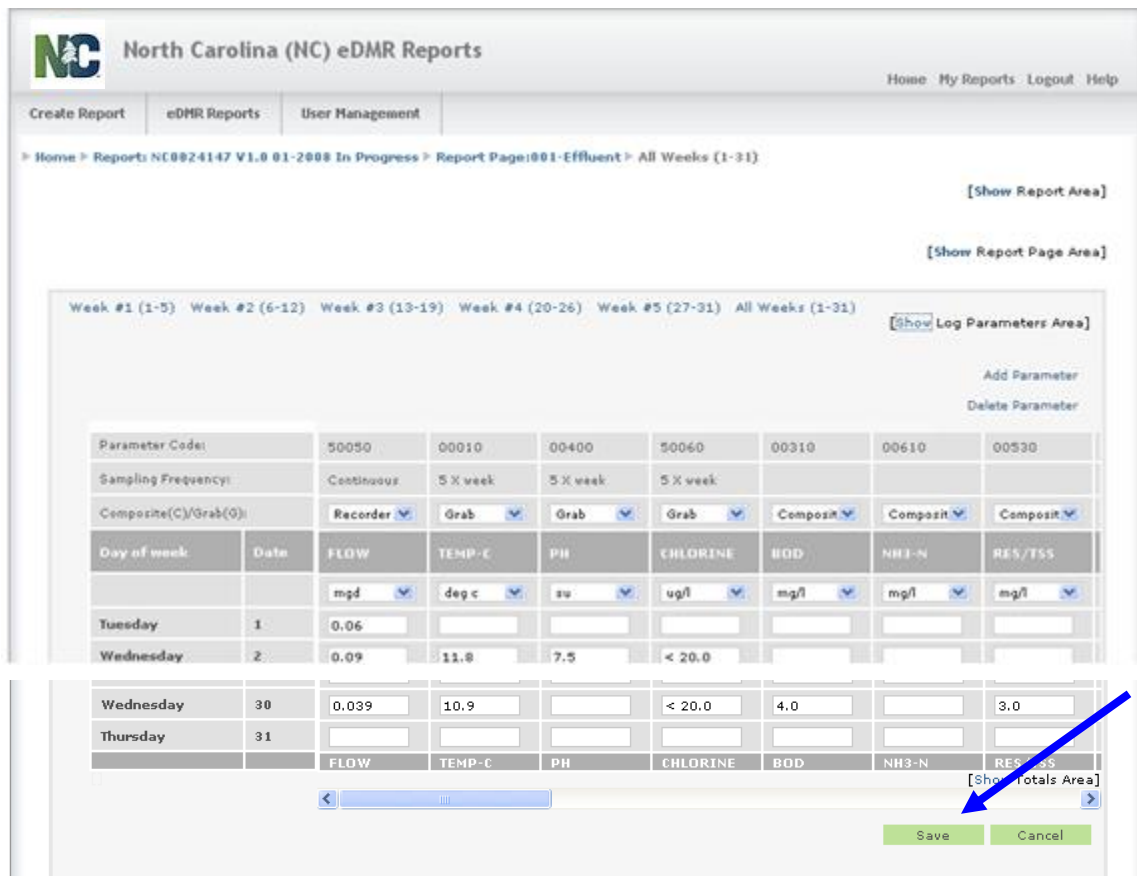
Permit Number:
NC0024147

Outfall and Sampling Location:
Outfall: 001 - Location: Effluent

CSV file, containing page information:
Z:\Data\WQ_DEV\Work\edMR\MR Data Loads\200 [Browse...]

Update Page

Verify the updated data is correct then click **(1) Save**.



North Carolina (NC) eDMR Reports

Home | My Reports | Logout | Help

Create Report | eDMR Reports | User Management

Home > Report: NC0024147 V1.0 01-2008 In Progress > Report Page:001-Effluent > All Weeks (1-31)

[Show Report Area]

[Show Report Page Area]

Week #1 (1-5) Week #2 (6-12) Week #3 (13-19) Week #4 (20-26) Week #5 (27-31) All Weeks (1-31) [Show Log Parameters Area]

Add Parameter
Delete Parameter

Parameter Code:	50050	00010	00400	50060	00310	00610	00530	
Sampling Frequency:	Continuous	5 X week	5 X week	5 X week				
Composite(C)/Grab(G):	Recorder	Grab	Grab	Grab	Composit	Composit	Composit	
Day of week	Date	FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N	RES/TSS
		mgd	deg c	zu	ug/l	mg/l	mg/l	mg/l
Tuesday	1	0.06						
Wednesday	2	0.09	11.8	7.5	< 20.0			
Wednesday	30	0.039	10.9		< 20.0	4.0		3.0
Thursday	31							

[Show Totals Area]

Save Cancel

3.3 Validating eDMR Reports



3.3.1 Search for the Report to Validate

The eDMR application will validate the data entered and compare them to the parameter limits specified in the permit, alerting the user of potential violations and/or errors.

NOTE: Validation warnings regarding monitoring data typically do not prevent the report from being submitted. Reports can be submitted when most validation warnings exist. Validation warnings are strictly an indication that specified data needs to be carefully reviewed prior to submittal.

3.3.1.1 Method 1 – Select Report Validate Screen

(Note: Both methods use the same process, the difference is how and where the process is triggered.)

From an eDMR Reports List find the report you want to validate (1).

Permit #	Owner	Facility	Version	DMR For	Status	Action
NC0021181	City of Belmont	Belmont WWTP	1.0	01-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	02-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	03-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	04-2008	In Progress	Validate Certify Delete

Click on (2) **Validate** in the Actions column to start the validation process.

3.3.1.2 Method 2 - Select Report 'Click Validate Icon' Screen

Click on the (1) Permit #.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > My Reports

eDMR Reports List (1)

14 items found, displaying all items.1

Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0021181	City of Belmont	Belmont WWTP	1.0	01-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	02-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	03-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	04-2008	In Progress	Validate Certify Delete

3.3.1.3 Navigation links and action icons

North Carolina (NC) eDMR Reports

Home My Reports Logout Help (1)

Create Report eDMR Reports User Management

Home > Report: NC0021181 V1.0 01-2008 In Progress

Permit

Permit #: NC0021181 Ver. 3.0 Status: Active SOC#: Class: WW-4. Facility Name: Belmont WWTP

County: GASTON Owner: City of Belmont

ORC





Name: Ralph Douglas Certification Number: 986508 Status: Active Grade: WW-3. Has ORC changed?:

eDMR

Period: Version: Status: Compliance

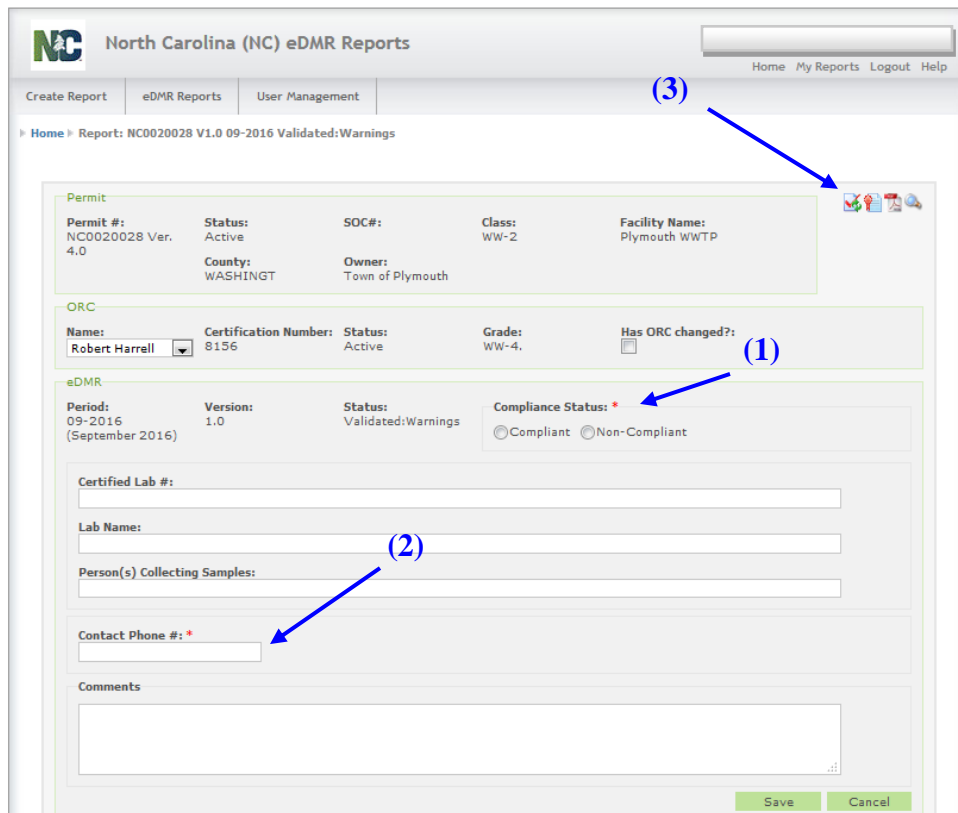
(2)

In the upper right corner of every screen the user will find links: **(1) Home, My Reports, Logout, and Help**. Clicking **Home** returns you to the eDMR initial page. **My Reports** takes you to the screen where you can view or search your reports (*see Section 5.1 for detailed instructions*) from anywhere within the eDMR application. Selecting **Logout** logs the user out of the eDMR application. Clicking on **Help** takes the user to a web page containing links for the eDMR User Guides. It also has a link to send an email to eDMR Help Desk. Additionally, throughout the eDMR application, the user will be able to click on **(2) Activity Icons** based on their privileges. The user must be assigned to each of the privileges below before the icons are visible. These activities are explained in detail in the following sections in this guide.

- Validate Report 
- Certify Report 
- Submit 
- Get Report as PDF 
- Get Report History 

3.3.1.4 Report In Progress – Validation Icon - Screen

Now would be a good time to double check that the report header information is completely filled in. Especially **(1) Compliance Status** and **(2) Contact Phone #**.

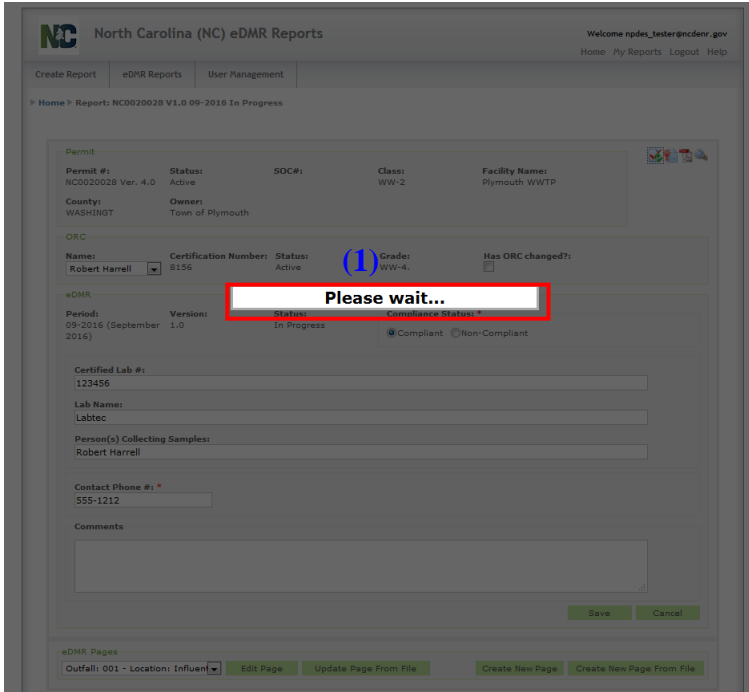


The screenshot displays the 'North Carolina (NC) eDMR Reports' interface. At the top, there are navigation links: 'Home', 'My Reports', 'Logout', and 'Help'. Below this, there are tabs for 'Create Report', 'eDMR Reports', and 'User Management'. The main content area shows a report for 'Report: NC0020028 V1.0 09-2016 Validated:Warnings'. The report details are organized into sections: 'Permit' (Permit #: NC0020028 Ver. 4.0, Status: Active, SOC#: , Class: WW-2, Facility Name: Plymouth WWTP, County: WASHINGT, Owner: Town of Plymouth), 'ORC' (Name: Robert Harrell, Certification Number: 8156, Status: Active, Grade: WW-4, Has ORC changed?:), and 'eDMR' (Period: 09-2016 (September 2016), Version: 1.0, Status: Validated:Warnings, Compliance Status: * Non-Compliant). Below these sections are input fields for 'Certified Lab #:', 'Lab Name:', 'Person(s) Collecting Samples:', and 'Contact Phone #: *'. A 'Comments' section is also present. At the bottom right, there are 'Save' and 'Cancel' buttons. Three blue circles with arrows point to specific elements: (1) points to the 'Compliance Status' dropdown, (2) points to the 'Contact Phone #' field, and (3) points to the 'Validate Report' icon in the top right of the report header area.

Click on the **(3) Validate Report Icon** to start the validation process.

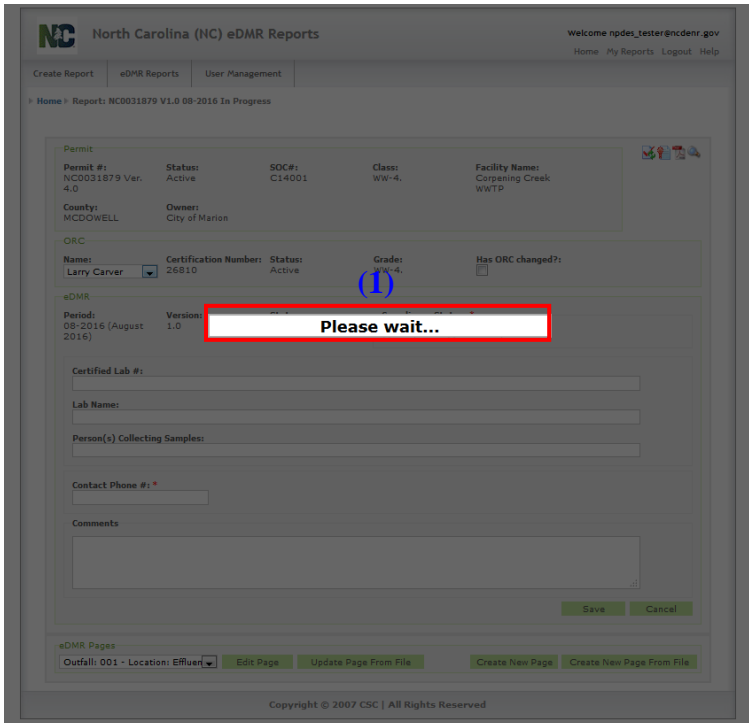
3.3.1.5 Creating Validation Request Screen

The screen dims out and displays the message (1) Please wait...



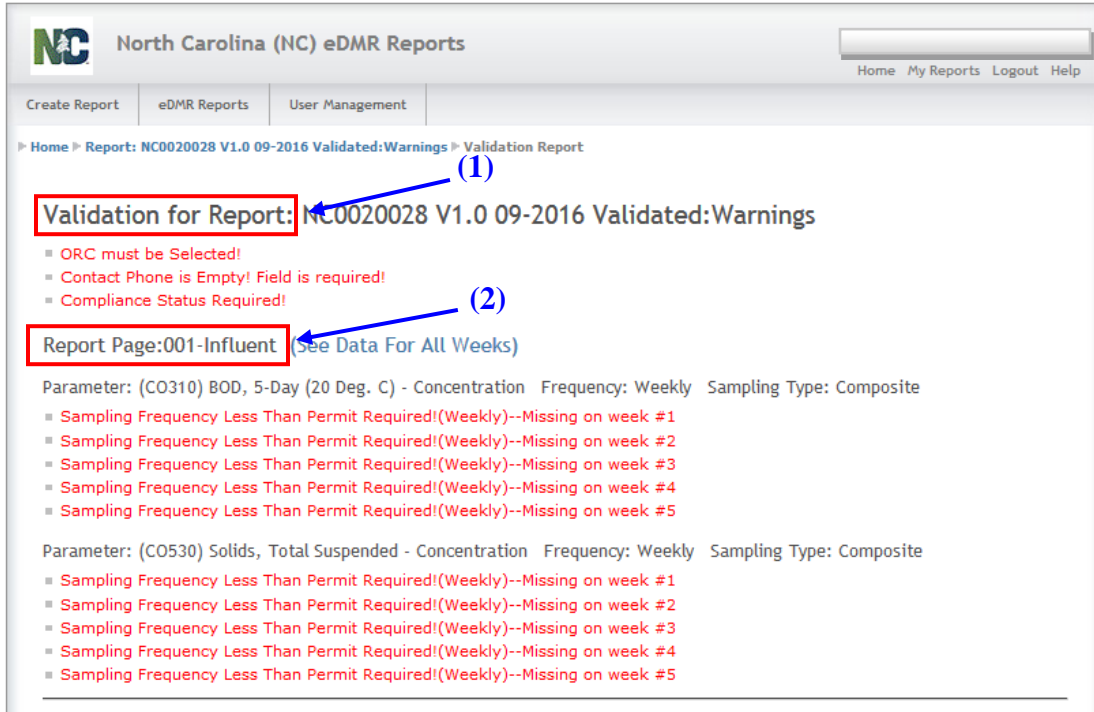
3.3.1.6 Validation Report Notification Screen

The screen dims out and displays the message (1) Please wait ...



3.3.1.7 Validation Results Screen

The validation process checks for data entry errors and gives you the opportunity to fix them prior to submitting the report. The system will validate the report information for the **(1) Report** and all **(2) Report Pages**, then the validation results are displayed.



3.3.1.8 eDMR Report List Showing Validated Status Screen

After validation is run, the status for the report is updated to **(1) Validated**.



The Status will also show if there were **(1) Warning** messages generated during the validation process.

Warnings are **potential** violations and should be reviewed prior to continuing with the certification and submittal process. These are warnings only and the report may still be 'Certified' and 'Submitted' with warnings.

To view the warnings at a later time, just repeat steps in Sections 3.3.1.1 - 3.3.1.7 and run the Validation again.

3.3.1.9 Validation Report Screen - Investigate a Warning Message

Review the report data to investigate the **(1) Frequency Warnings** by clicking on the **(2) See Data For All Weeks** link. Focus is on the **(1) TEMP-C** parameter as an example.

North Carolina (NC) eDMR Reports (2)

Home MyReports Logout Help

Create Report eDMR Reports User Management

Home > Report: NC0021181 V1.0 01-2008 Validated:Warnings > Validation Report

Validation for Report: NC0021181 V1.0 01-2008 Validated:Warnings

- Report Page For Outfall# 001 Sampling Location: Downstream is Missing!
- Report Page For Outfall# 001 Sampling Location: Upstream is Missing!

Report Page:001-Effluent (See Data For All Weeks)

Parameter: (50050) Flow, in conduit or thru treatment plant Frequency: Continuous Sampling Type: Recorder (1)

- Sampling Frequency Less Than Permit Required!(Continuous)--Missing on week #1

Parameter: (00010) Temperature, Water Deg. Centigrade Frequency: 5 X week Sampling Type: Grab

- Sampling Frequency Less Than Permit Required!(5 X Week)--Missing on week #1
- Sampling Frequency Less Than Permit Required!(5 X Week)--Missing on week #5

Parameter: (00400) pH Frequency: 5 X week Sampling Type: Grab

- Sampling Frequency Less Than Permit Required!(5 X Week)--Missing on week #1
- Sampling Frequency Less Than Permit Required!(5 X Week)--Missing on week #2
- Sampling Frequency Less Than Permit Required!(5 X Week)--Missing on week #3
- Sampling Frequency Less Than Permit Required!(5 X Week)--Missing on week #4
- Sampling Frequency Less Than Permit Required!(5 X Week)--Missing on week #5

3.3.1.10 Data For All Weeks Screen for Warning Investigation

The areas with warnings will be highlighted in (1) RED.

Parameter Code:	50050 !	00010 !	00400 !	50060	00310	00610	
Sampling Frequency:	Continuous	5 X week	5 X week	2 X week	Weekly	Weekly	
Composite(C)/Grab(G):	Recorder ▾	Grab ▾	Grab ▾	Grab ▾	Composite ▾	Composite ▾	
Day of week	Date	FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N
		mgd ▾	deg c ▾	su ▾	ug/l ▾	mg/l ▾	mg/l ▾
Tuesday	1	0.06					
Wednesday	2	0.09	11.8	7.5	< 20.0		
Thursday	3	0.07	11.8		< 20.0	< 2.0	< 1.0
Friday	4	0.091	9.0				
Saturday	5	0.0102					
		FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N
Sunday	6	0.0099					
Monday	7	0.01	12.3	8.0	< 20.0		< 1.0
Tuesday	8	0.086	13.4				
Wednesday	9	0.028	15.3		< 20.0	2.4	
Thursday	10	0.086	15.6				
Friday	11	0.023	17.3				
Saturday	12	0.038					
		FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N
Sunday	13	0.0060					
Monday	14	0.0040	14.1		< 20.0		< 1.0
Tuesday	15	0.092	12.1	7.6			
Wednesday	16	0.096	10.6		< 20.0	< 2.0	
Thursday	17	0.088	11.2				
Friday	18	0.021	11.5				
Saturday	19	0.0050					
		FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N
Sunday	20	0.056		7.9			
Monday	21	0.036					
Tuesday	22	0.05	12.5		< 20.0		< 1.0
Wednesday	23	0.034	12.2				
Thursday	24	0.08	10.5		< 20.0	2.0	
Friday	25	0.012	10.3				
Saturday	26	0.017					

There are only 3 days of data reported for (2) TEMP-C in the first week of the month, which is a partial week and some data could have been reported in the last week of the previous month. Prior months data are not included in the validation for a given month in eDMR so the user must verify that monitoring was or will be satisfied in the case of split weeks that can occur in the first and last week of the month.

There are only 4 days of data reported for **(2) TEMP-C** in the fifth week of the month and in this case the week is a full 7-day period, the requirement is 5 times per week so the required frequency of monitoring has not been satisfied.

3.3.1.10.1 Weekly Frequency Warning Analysis

Sometimes a warning is generated as a result of the way the validation process calculates. In the example below using a different permit, the monthly data being reported spans the first day of the month to the last day of that month. If the first day of the month falls mid-week, a warning may be generated for some frequency limits.

Consider the example below where the first week in the report contains only **(1) Thursday, Friday and Saturday** (1st, 2nd, and 3rd), with the balance of the days of that week in the preceding month's report.

(1)

Parameter Code:		50050	00010 !	00400 !	00060	00310	00610	00530
Sampling Frequency:		Continuous	5 X week	Weekly	5 X week	Weekly	Weekly	Weekly
Composite(C)/Grab(G):		Recorder ▾	Grab ▾	Grab ▾	Composite ▾	Composite ▾	Composite ▾	Grab ▾
Day of week	Date	FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N	RES/TSS
		mgd ▾	deg c ▾	su ▾	ug/l ▾	mg/l ▾	mg/l ▾	mg/l ▾
Thursday	1	0.06						
Friday	2	0.09	11.8		< 20.0			
Saturday	3	0.07	11.8		< 20.0	< 2.0	< 1.0	< 1.0
		FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N	RES/TSS

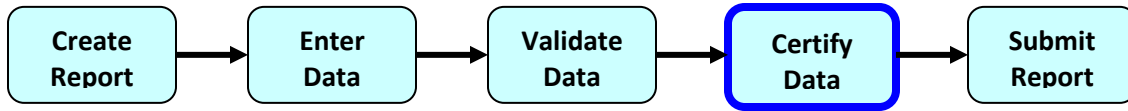
There is a requirement for a weekly measurement of pH. If the measurement was done on Sunday through Wednesday of the preceding week, it would have already been entered on the previous month's report.

The validation process in eDMR will look for an entry of PH in the first week (first 3 days of this month), since it actually occurred on the previous month's report, it will not find an entry and will generate a warning "Sampling Frequency Less Than Permit Required! (Weekly)".

A manual audit of the preceding month's report may confirm that data was reported in the last week of the previous month. When DWR evaluates the data for violations, it will correctly consider the entire week's data, regardless of which month's report it came from, and not generate a violation.

3.4 Certifying eDMR Reports

After Validation, the report needs to be Certified. The certifier should be the ORC.

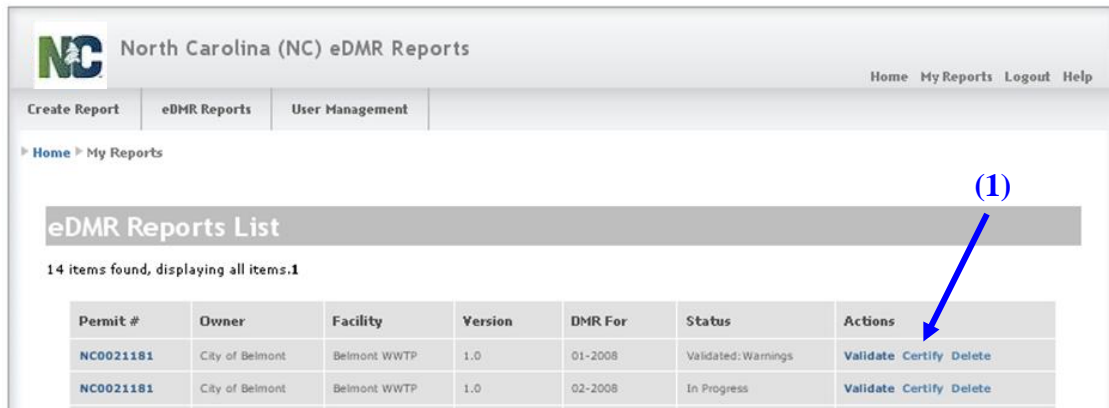


3.4.1 Search for the Report to Certify

Certifying the data – the Operator in Responsible Charge (ORC) must certify that the data in the eDMR report is accurate.

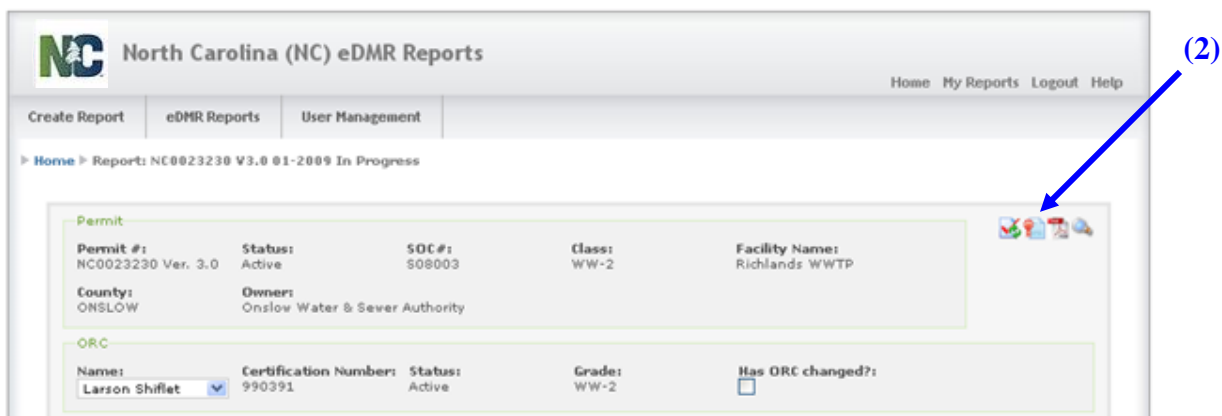
Select the report to Certify

From an eDMR Reports List find the report you want to Certify.



Click on the word **(1) Certify** in the Action column to start the process.

The Certify action can also be performed by opening the report and clicking the **(2) Certify** icon in the upper right of the main report header page.



Pre-Certification Review

The certifier is required to check the box (1) acknowledging the certification.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NC0021181 V1.0 01-2008 Validated:Warnings Report Certification

Report Certification

Permit Number: NC0021181	Report Period: 01-2008	Facility Name: Belmont WWTP	Facility Address: 298 Parkdale Rd null, Belmont NC 28012
eDMR Certify Date: 07/29/2009			

ORC Data

ORC: * Ralph E. Douglas	ORC Certification Number: * 986508
-----------------------------------	--

Certifier Data

First Name: * Owner FirstName	Middle Name: *	Last Name: * Owner LastName	Contact Phone Number: * 555-1212
---	-----------------------	---------------------------------------	--

(1) * By this signature, I certify that this report is accurate and complete to the best of my knowledge.

Checking the box (1) next to the certification statement will cause the 'Certify' button to appear.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NC0021181 V1.0 01-2008 Validated:Warnings Report Certification

Report Certification

Permit Number: NC0021181	Report Period: 01-2008	Facility Name: Belmont WWTP	Facility Address: 298 Parkdale Rd null, Belmont NC 28012
eDMR Certify Date: 07/29/2009			

ORC Data

ORC: * Ralph E. Douglas	ORC Certification Number: * 986508
-----------------------------------	--

Certifier Data

First Name: * Owner FirstName	Middle Name: *	Last Name: * Owner LastName	Contact Phone Number: * 555-1212
---	-----------------------	---------------------------------------	--

(1) * By this signature, I certify that this report is accurate and complete to the best of my knowledge.

(2)

(3) PDF icon

Click on the (2) **Certify** button.

The user can print the report in PDF format by selecting the (3)  **Icon**.

Upon certification the resulting screen shows the status of **(1) Certified**.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NC0021181 V1.0 01-2008 Certified

(2)

Permit

Permit #: NC0021181 Ver. 3.0	Status: Active	SOC#:	Class: WW-4.	Facility Name: Belmont WWTP
County: GASTON	Owner: City of Belmont			

ORC

Name: Ralph Douglas	Certification Number: 986508	Status: Active	Grade: WW-3.	Has ORC changed?: <input type="checkbox"/>
-------------------------------	--	--------------------------	------------------------	--

eDMR

Period: 01-2008 (January 2008)	Version: 1.0	Status: Certified	Compliance Status: * <input checked="" type="radio"/> Compliant <input type="radio"/> Non-Compliant
--	------------------------	-----------------------------	---

(1)

Certified Lab #:
123456

Lab Name:
Labtec

Person(s) Collecting Samples:
Ralph Douglas

Contact Phone #: *
555-1212

Comments

Save Cancel

eDMR Pages

Outfall: 001 - Location: Effluent Edit Page Update Page From File Create New Page Create New Page From File

Note: If the report is missing the Compliance Status or Contact Phone, the report cannot be certified and it will return the user to the main report screen, in which messages will be displayed at the top of the page indicating what is missing. The missing information must be entered and the Save button clicked before the report can be certified.

Notice the **(2) Submit** icon is now displayed. Once the report is certified by the ORC, the report is ready to be submitted. If changes are needed before submittal, this can be done by going back to the previous steps for entering data. Submitting is the last step in the process and is covered in the next section.

North Carolina (NC) eDMR Reports

Home

Create Report eDMR Reports User Management

Home > My Reports

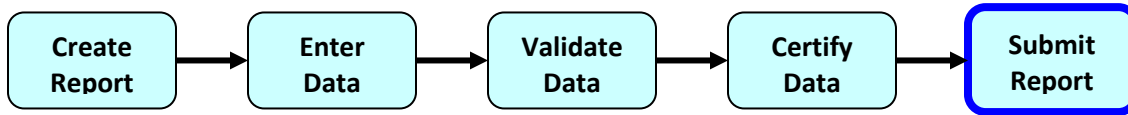
eDMR Reports List

14 items found, displaying all items.1

Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0021181	City of Belmont	Belmont WWTP	1.0	01-2008	Certified	Submit

The status is now **(1) Certified**.

3.5 Submitting eDMR Reports

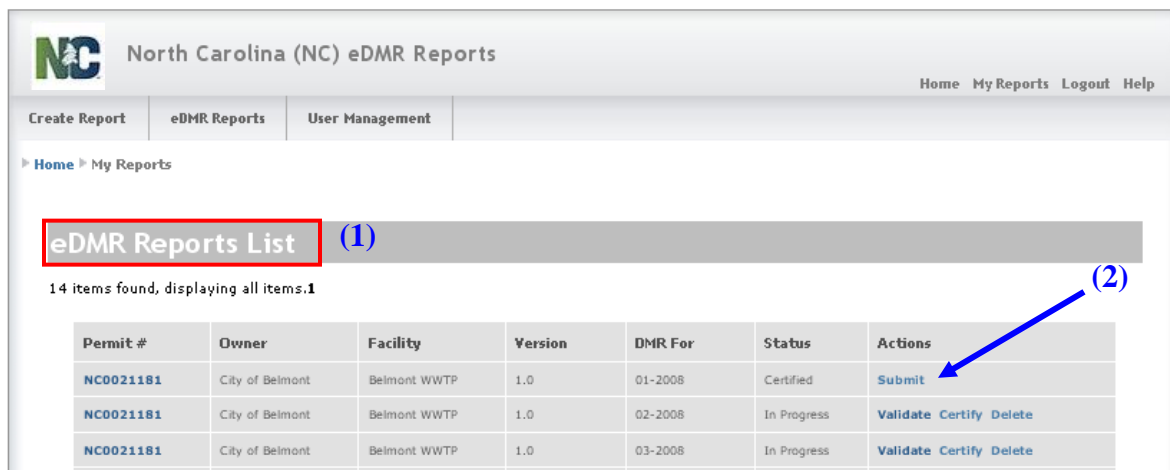


3.5.1 eDMR Report Initial Submittal

3.5.1.1 eDMR Report List Screen - Submit

Only authorized Submitters can Submit reports that have a status of Certified.

From an **(1) eDMR Reports List**, find the report you want to submit. Remember, ‘My Reports’ will return a list of all reports the user has created. ‘Search Reports’ can be used for any reports that the user is associated with.



Click on **(2) Submit** in the Action column. It is important to be aware that the word ‘Submit’ will not appear in the Actions column for the report until the report has been Certified and reflects a status of “Certified”.

SPECIAL NOTE

As of October 7, 2019, all reports submitted in the eDMR system are accepted with electronic signature and no signed hardcopy is required to be mailed to the Division of Water Resources. This applies to any report submitted after October 7, 2019, including revisions to past reports.

Any report submitted after October 7, 2019 will now reflect a status of “Submitted” on the PDF version. The electronically signed Copy of Record is now stored as an image in eDMR and it reflects the report status at the time of the submittal, which is the “Submitted” status. Once you submit and electronically sign the report, you have completed your reporting requirement and signed copies are no longer required to be mailed to Central Files.

3.5.1.2 Electronic Signature Verification and Pre-Submittal Review

Upon clicking the 'Submit' button, the Submitter will be required to complete a 2-step electronic signature verification process.

Step 1 – Enter Password

The user will be prompted to re-enter their password. After entry of the password in the field provided, the user must then click **(1) Verify**.

The screenshot shows the 'North Carolina (NC) eDMR Reports' interface. The main content area is titled 'Submit Report' and contains the following information:

Permit Number:	Report Period:	Facility Name:	Facility Address:
NCOTESTER	08-2019	Test WWTP	Test Road , Raleigh NC 27610

eDMR Submit Date: 09/26/2019

First Name: *	Middle Name: *	Last Name: *	Contact Phone Number: *
Tester		Test User	9107967301

Electronic Signature Verification

Please enter your Password: *

(1)

Buttons: Cancel, Verify

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NOTE: The user will have 3 attempts to enter the correct password. After failing to successfully enter the password, the user's account will be locked and user must then contact the NC eDMR Administrator at eDMRAdmin@ncdenr.gov in order to get the account unlocked.

Step 2 – Answer Security Question

After successful entry of the password, the user must then answer a security question, which is randomly selected from the 5 questions selected by the user during the setup of their submitter security credentials. After entry of the answer to the question provided, the user must then click **(1) Verify**. Please note that the answer must be entered exactly it was provided during setup of credentials, including upper and lower case.

The screenshot displays the 'Submit Report' interface in the North Carolina (NC) eDMR Reports system. The page header includes the NC logo and the title 'North Carolina (NC) eDMR Reports'. Navigation links for 'Home', 'My Reports', 'Logout', and 'Help' are visible. The main menu shows 'Create Report', 'eDMR Reports', and 'User Management'. The current page is 'Report Submit' for 'ESTER V1.0 08-2019 Certified'. The form contains three sections: 'Submit Report' with fields for Permit Number (NCOTESTER), Report Period (08-2019), Facility Name (Test WWTP), Facility Address (Test Road, Raleigh NC 27610), and eDMR Submit Date (09/26/2019); 'Submitter Data' with fields for First Name (Tester), Middle Name, Last Name (Test User), and Contact Phone Number (9107967301); and 'Electronic Signature Verification' with a question 'What is your favorite book?' and an input field for the answer. A blue circled '1' is placed above the 'Verify' button, which is highlighted with a red box. A 'Cancel' button is also present.

NOTE: The user will get 2 attempts at entering the correct answer for a security question. Upon a failed entry at answering the security question, a new question will be presented. The user will only be given a total of 3 security questions to successfully complete the signature verification. After failing to successfully answer the security questions, the user's account will be locked and the user must contact the NC eDMR Administrator at eDMRAdmin@ncdenr.gov in order to get the account unlocked.

Should the Submitter need to review their security questions and answers, they may do so by clicking the 'User Management' option from the top menu and then select the "Change Password" option. The questions and answers will be listed on the screen.

Once the 2-step Electronic Signature Verification has been successfully completed, the user will be presented with a message stating **(1) Verification Successful**, and the **(2) Submitter Certification statement** will appear.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Create Report

Submit Report

Permit Number: NCOTESTER Report Period: 08-2019 Facility Name: Test WWTP Facility Address: Test Road , Raleigh NC 27610

eDMR Submit Date: 09/26/2019

Submitter Data

First Name: * Tester Middle Name: * Last Name: * Test User Contact Phone Number: * 9107967301

Electronic Signature Verification

Verification Successful

* I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

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The check box **(2)** corresponds to the certification and signature that was on the back page of the DMR which was manually submitted prior to electronic reporting. This certification is done by the Owner/Responsible Official or person with delegated signatory authority for the permit. These users must be assigned to the Submitters Group to have the privilege to perform this activity for the applicable permit(s).

NOTE: Any user that is given Submitter privileges requires an Electronic Signature Agreement be completed and returned with any supporting information to the Division of Water Resources.

3.5.1.3 Submitting the Report

Checking the **(1) Certification Statement** checkbox will cause the **(2) Submit** button to appear.

Click the **(2) Submit** button and the system will submit the report to the Division of Water Resources for processing.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Create Report

Submit Report

Permit Number: NCOTESTER	Report Period: 08-2019	Facility Name: Test WWTP	Facility Address: Test Road , Raleigh NC 27610
------------------------------------	----------------------------------	------------------------------------	--

eDMR Submit Date:
09/26/2019

Submitter Data

First Name: * Tester	Middle Name: *	Last Name: * Test User	Contact Phone Number: * 9107967301
--------------------------------	-----------------------	----------------------------------	--

Electronic Signature Verification

Verification Successful

(1) I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

(2)

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NOTE: After clicking the *Submit* button, the user should wait for approximately 30 seconds to allow the submittal to complete. The user can then check the report status after submittal to verify the status of the report which should reflect “Submitted” if the submittal was successful. The report status will reflect “Failed to Submit” if the submittal failed to complete successfully and the user will also receive a system generated email stating the report failed to submit.

Normally, re-submitting the report after a failure will result in a successful submittal as there may be intermittent system issues at the time of submittal that could result in a failure. If a user experiences continued failures of a submittal, they should immediately contact the eDMR Administrator.

3.5.1.4 Submittal Results

The Reports List screen displays the new status of **(1) Submitted** for the report. *(Note: The user must refresh the screen for the updated status to be displayed. The user should wait for 20-30 seconds before refreshing the report list to verify the submittal status. After submittal, the status will reflect “Submitted” or “Failed to Submit”.)*

The screenshot shows the 'North Carolina (NC) eDMR Reports' web application. The main content area is titled 'eDMR Reports List' and shows '14 items found, displaying all items.1'. A table lists two reports. The first report has a status of 'Submitted', which is highlighted with a red box and a circled '1'. The second report has a status of 'In Progress'.

Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0021181	City of Belmont	Belmont WWTP	1.0	01-2008	Submitted	Submit
NC0021181	City of Belmont	Belmont WWTP	1.0	02-2008	In Progress	Validate Certify Delete

The report will automatically progress through the following status conditions as it is being processed by eDMR:

- **Certified** – the report is ready for submission (the report can only be submitted once the report has a Certified status).
- **Ready for Submission** – temporary status while report is being validated and waiting to be submitted.
- **Failed to Submit** – the report could not be validated for submittal (occurs within 20-30 seconds after clicking submit).
- **Submitted** - the report was successfully validated/submitted to DWR and is waiting to be processed by DWR’s data system (processing of the report occurs during the night following the submittal).
- **Failed** - the report could not be processed and uploaded to the DWR data system due to a processing error. **User should notify DWR immediately.**
- **Processed** - indicates DWR processed the report submittal successfully.

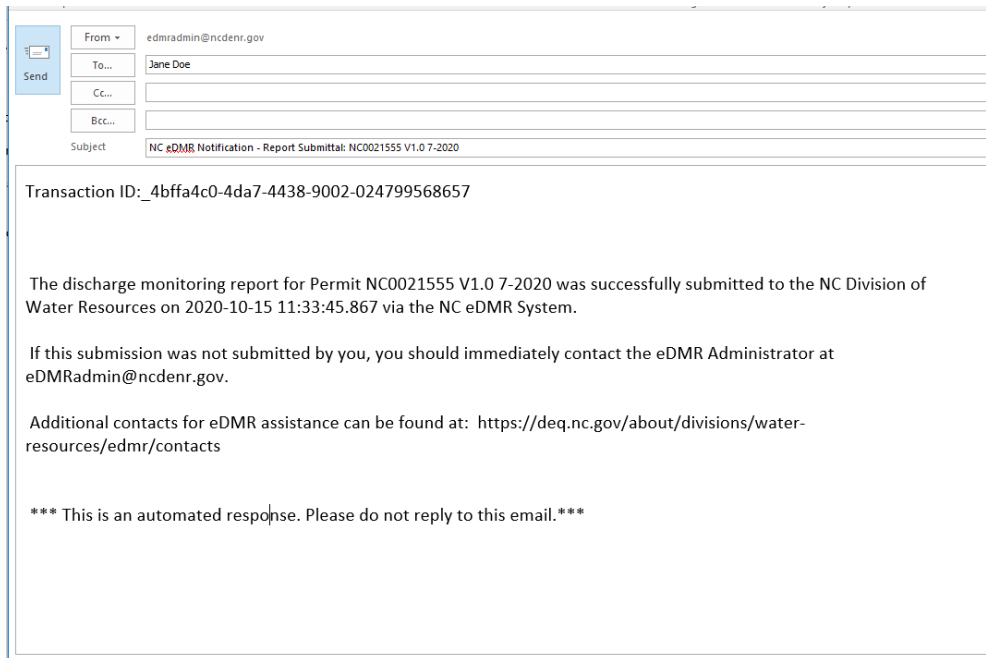
3.5.1.5 Submittal Successfully Processed

Once the report status indicates “Submitted”, the report submittal is complete. The final step of the submittal process is for the report to be processed by DWR’s internal data system. The final status change from ‘Submitted’ to (1) ‘**Processed**’ will occur after the report processing is completed, which will occur the night following the submittal.

Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0021181	City of Belmont	Belmont WWTP	1.0	01-2008	Processed	Revise
NC0021181	City of Belmont	Belmont WWTP	1.0	02-2008	In Progress	Validate Certify Delete

3.5.1.6 Submittal Processed Notification Email

The system will send a notification email to the report submitter once the report is processed, which will occur during the overnight hours after midnight. The email will indicate whether the report submission to DWR was successful or not. The processed date on the report will be the date when DWR successfully received and processed the report.



3.5.1.7 Submittal Failed

Should the user receive any messages or emails from the eDMR system stating the submittal was not successful, they should contact DWR for support by sending an e-mail to:

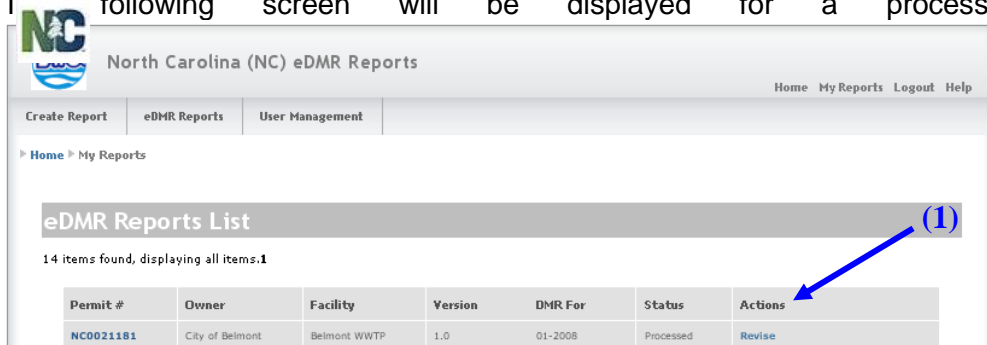
- NC eDMR Administrator at edmradmin@ncdenr.gov
- or -
- eDMR HELP at dwr.edmr.help@ncdenr.gov

3.5.2 Submitting Revisions

3.5.2.1 eDMR Reports List – Revise Screen

An authorized user can revise processed reports. However, no changes can be made to a submitted report. If a facility needs to modify a monitoring report that has already been processed, then a revision must be created and submitted.

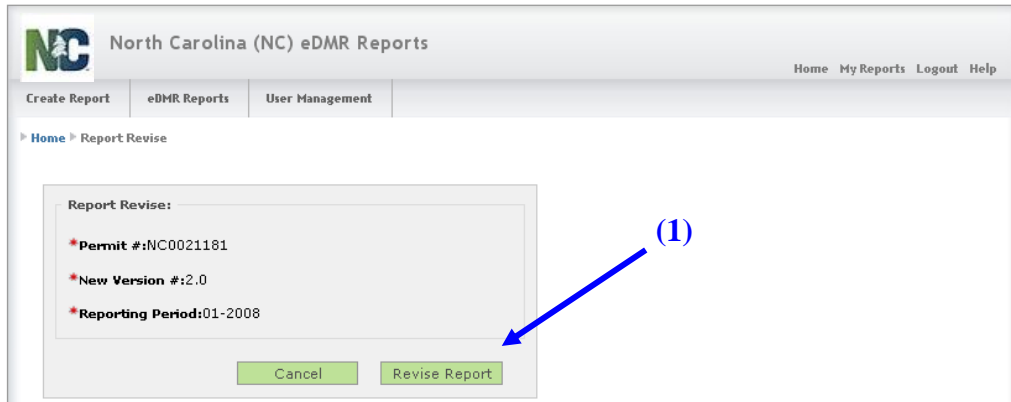
The following screen will be displayed for a processed report.



Click on **(1) Revise** in the Action column.

3.5.2.2 Report Revise Screen

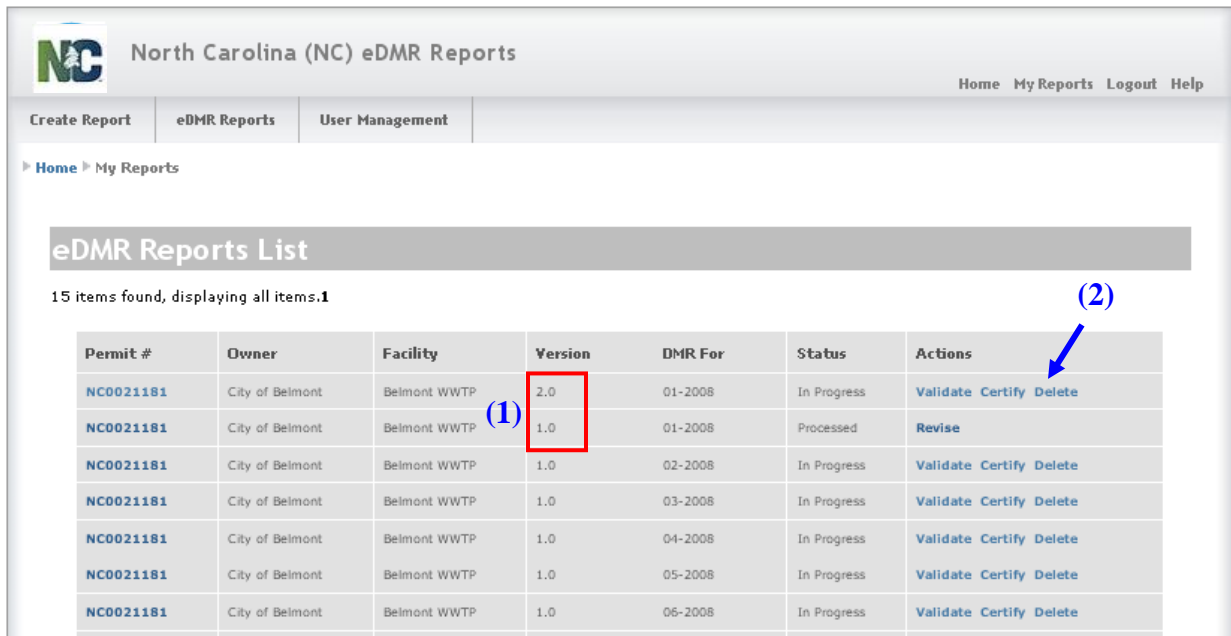
When the user selects the **(1) Revise Report** button, the system will copy data from the previous version to a new version of the report. The new version will be given a new version number and will have the status of 'In Progress'. The previous version will be given the status of 'Processed & Revised'.



Click the **(1) Revise Report** button.

3.5.2.3 Report List Showing Multiple Versions

The eDMR Report List displays **(1) Version 1.0 and 2.0** of the report for Permit # NC0031607 in the example below.



Notice that there are now two versions. Version 2.0 is 'In Progress' and has processing actions available. In Version 1.0, the status has been changed to 'Processed & Revised', which indicates that there is a newer version of the report.

If, after the revision has been added, the user decides not to revise the report, the version can be deleted. When the word **(2) Delete** in the Actions column is clicked, that version is deleted and the previous version's status will change from 'Processed & Revised' to 'Processed'.

After creating the new Version 2.0 report, the user can then access the report and make any necessary changes. The user would then repeat the process of Validating, Certifying and Submitting the new version.

3.5.2.4 Report Header Screen – Edit / Update Page for Revision

The **(1) Breadcrumbs** highlighted indicate that this is a Report for Permit # NC0021181, Version 2.0, for the period 01-2008.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NC0021181 V2.0 01-2008 In Progress (1)

Permit

Permit #:	Status:	SOC#:	Class:	Facility Name:
NC0021181 Ver. 3.0	Active		WW-4.	Belmont WWTP
County:	Owner:			
GASTON	City of Belmont			

ORC

Name:	Certification Number:	Status:	Grade:	Has ORC changed?:
Ralph Douglas	986508	Active	WW-3.	<input type="checkbox"/>

eDMR

Period:	Version:	Status:	Compliance Status: *
01-2008 (January 2008)	2.0	In Progress	<input checked="" type="radio"/> Compliant <input type="radio"/> Non-Compliant

Certified Lab #: 123456

Lab Name: Labtec

Person(s) Collecting Samples: Ralph Douglas

Contact Phone #: * 555-1212

Comments

Save Cancel

eDMR Pages

Outfall: 001 - Location: Effluent

Edit Page Update Page From File Create New Page Create New Page From File

(2) Edit or Update the report page as necessary. The action of “Update Page From File” replaces whatever is in the current report page. Updating Page from File is discussed in detail in the Section 3.2.3.3 of this guide.

NOTE: A revised report is a new version of the original report and will be treated as a separate report submission. The revision will be validated, certified and submitted just as any other report. The revised report must be submitted in order for revised data to be updated in the DWR internal data system.

3.5.2.5 Report Header Version Screen

All previous versions of the reports are ‘View Only’, editing can only occur on the most recent version. Click on the **(1) Show** button to view the report. Since this is view only, the edit and update buttons have been removed from the screen.

The screenshot shows the 'Report: NC0031607 V1.0 03-2009 Processed & Revised' page. It is divided into several sections:

- Permit:** Permit #: NC0031607 Ver. 2.0, Status: Active, SOC#: , Class: WW-2, Facility Name: Western Alamance Middle School, County: ALAMANCE, Owner: Alamance-Burlington School System.
- ORC:** Name: Morgan Turner, Certification Number: 992198, Status: Superseded, Grade: WW-3 (84), Has ORC changed?:
- eDMR:** Period: 03-2009 (March 2009), Version: 1.0, Status: Processed & Revised, Compliance Status: Compliant Non-Compliant.
- Fields:** Certified Lab #, Lab Name, Person(s) Collecting Samples, Contact Phone #: 123-4567, Comments.
- eDMR Pages:** Outfall: 001 - Location: Effluent, **Show** button.

Annotations in the image include:

- Blue circled '2' pointing to the 'Version: 1.0' field.
- Blue circled '3' pointing to the 'Status: Processed & Revised' field.
- Blue circled '1' pointing to the 'Show' button.
- A blue arrow pointing from the 'Show' button up towards the 'Status' field.

Note that this is the old **(2) Version 1.0** with a **(3) Status of Processed & Revised**.

Section 4. Searching For eDMR Reports

From the eDMR Reports tab, a user can find a report by selecting either 'My Reports' or 'Search Reports'.

4.1 My Reports Menu Screen

If **(1) My Reports** is selected, the user will see only those reports they created. The user can then click on a specific **(2) Permit** number to go to the details of that report, or click on the **(3) Action** they wish to perform for a specific report.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > My Reports My Reports Search Reports

eDMR Reports List

2 items found, displaying all items. 1

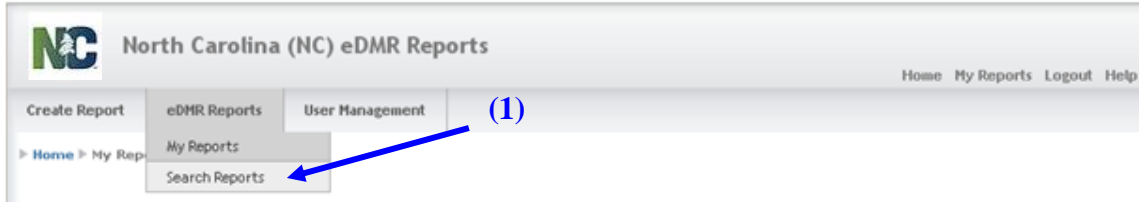
Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0031607	Alamance-Burlington School System	Western Alamance Middle School	2.0	03-2009	Validated:Warnings	Validate Certify Delete
NC0031607	Alamance-Burlington School System	Western Alamance Middle School	1.0	03-2009	Processed & Revised	

The user can also select "Search Reports" (explained in Section 4.2) to search by various identifying criteria for a report.

4.2 Searching for eDMR Reports Screen

The user can search for a specific report.

4.2.1 Search Reports Menu Screen



If the user selects **(1) Search Reports** from the dropdown tab under eDMR Reports, the user can search for a report using part or all of the following criteria:

- Owner & Facility name with wildcards (use the * as a wild card)
 - Owner in eDMR is equivalent to User
- Permit #
- Reporting Period Start Date and End Date
- County
- eDMR status
- Show revision history Yes or No – determines whether multiple versions of an eDMR are listed or only the latest version

A user can select multiple criteria for the search process.

Search eDMR Report

Owner First Name: =

Owner Last Name: =

Facility Name: =

Permit #:

County Code:

eDMR Status:

Show Revision History: Yes

Reporting Period

Start Date:

End Date:

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4.3 View the Report Header Information Screen

The screenshot displays the 'North Carolina (NC) eDMR Reports' web application. At the top, there is a navigation bar with 'Home', 'My Reports', 'Logout', and 'Help'. Below this is a breadcrumb trail: 'Home > Report: NC0023230 V3.0 01-2009 In Progress'. The main content area is divided into several sections:

- Permit:** A table with fields: Permit # (NC0023230 Ver. 3.0), Status (Active), SOC# (S08003), Class (WW-2), and Facility Name (Richlands WWTP). Below this are County (ONSLow) and Owner (Onslow Water & Sewer Authority).
- ORC:** A table with fields: Name (Larson Shiflet), Certification Number (990391), Status (Active), Grade (WW-2), and Has ORC changed? (checkbox).
- eDMR:** A table with fields: Period (01-2009 (January 2009)), Version (3.0), Status (In Progress), and Compliance Status (radio buttons for Compliant and Non-Compliant).
- Form Fields:** Certified Lab #, Lab Name, Person(s) Collecting Samples, Contact Phone # (9198076351), and a large Comments text area.
- Buttons:** Save and Cancel buttons at the bottom right of the form area.
- eDMR Pages:** A section at the bottom with a dropdown menu showing 'Outfall: 001 - Location: Effluent' and buttons for 'Edit Page', 'Update Page From File', 'Create New Page', and 'Create New Page From File'. A blue arrow with the number '1' points to the 'Edit Page' button.

Click on **(1) Edit Page** to view the page information for this report.

4.4 View the Report Page Header Information Screen

You may select individual **(1) Weeks** or **(2) All Weeks**, based on the amount of information you want to review. In this example we selected Week #1.

The screenshot displays the 'North Carolina (NC) eDMR Reports' web application. The header includes the NC logo, the title 'North Carolina (NC) eDMR Reports', and navigation links: Home, My Reports, Logout, and Help. Below the header is a breadcrumb trail: Home > Report: NC0031879 V1.0 08-2016 In Progress > Report Page:001-Effluent. A '[Show Report Area]' link is visible on the right. The main content area is divided into sections: 'eDMR Page' with fields for 'Outfall #:' (001), 'Receiving Stream:' (Youngs Fork (Coperning Creek)), 'Sampling Location:' (Effluent), and 'No Flow/Discharge from Site:' (checkbox); 'Comments' with a text area and 'Save'/'Cancel' buttons; and 'Weeks' with radio buttons for 'Week #1 (1-6)', 'Week #2 (7-13)', 'Week #3 (14-20)', 'Week #4 (21-27)', 'Week #5 (28-31)', and 'All Weeks (1-31)'. Blue arrows labeled (1) and (2) point to the 'Week #1 (1-6)' and 'All Weeks (1-31)' options respectively. The footer contains the copyright notice: Copyright © 2007 CSC | All Rights Reserved.

Show and Hide - parts of the report based on what you need to view.

Clicking on Show drills down into the details of the area.

The Log Parameters Area can be hidden by clicking **(1) Hide**. Click **(2) Show** to display the details of the Report Page Area. An example of this is in the next display. The **(3) Scroll** bar can be used to access additional parameters not displayed on the screen.

NC North Carolina (NC) eDMR Reports Home My Reports Logout Help

Create Report | eDMR Reports | User Management

Home > Report: NC0023230 V3.0 01-2009 In Progress > Report Page:001-Effluent > Week #1 (1-3)

(2) [Show Report Area]

(1) [Show Report Page Area]

Week #1 (1-3) Week #2 (4-10) Week #3 (11-17) Week #4 (18-24) Week #5 (25-31) All Weeks (1-31) [Hide Log Parameters Area]

Day of week	Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	No Flow Reason
		2400 clock	Hrs	2400 clock	Hrs	Y/B/N	
Thursday	1	<input type="text"/>	<input type="text"/>	0820	6.5	Y	<input type="text"/>
Friday	2	<input type="text"/>	<input type="text"/>	0800	7	Y	<input type="text"/>
Saturday	3	<input type="text"/>	<input type="text"/>	0730	6	Y	<input type="text"/>

Add Parameter

Parameter Code:	50050	00010	00400	50060	00310	00610	00530	
Sampling Frequency:	Continuous	5 X week	Weekly	2 X week	Weekly	Weekly	Weekly	
Composite(C)/Grab(G):	Recorder <input type="text"/>	Grab <input type="text"/>	Grab <input type="text"/>	Composit <input type="text"/>	Composit <input type="text"/>	Composit <input type="text"/>	Grab <input type="text"/>	
Day of week	Date	FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N	RES/TSS
		mgd <input type="text"/>	deg c <input type="text"/>	su <input type="text"/>	ug/l <input type="text"/>	mg/l <input type="text"/>	mg/l <input type="text"/>	mg/l <input type="text"/>
Thursday	1	0.06	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	2	0.09	11.8	<input type="text"/>	< 20.0	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	3	0.07	11.8	<input type="text"/>	< 20.0	< 2.0	< 1.0	< 1.0

[Show Totals Area]

(3)

Notice that the **(1) Report Page Area** is now displayed. To hide it again, click on the word Hide.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NC0031879 V1.0 08-2016 In Progress Report Page:001-Effluent Week #1 (1-6)

[Show Report Area]

(1) [Hide Report Page Area]

eDMR Page

Outfall #: 001 Receiving Stream: Youngs Fork (Coperning Creek) Sampling Location: Effluent No Flow/Discharge from Site:

Comments

Week #1 (1-6) Week #2 (7-13) Week #3 (14-20) Week #4 (21-27) Week #5 (28-31) All Weeks (1-31)

(2) [Show Log Parameters Area]

Add Parameter

Parameter Code:	50050	00010	00400	50060	CO310	CO610	CO530	
Sampling Frequency:	Continuous	3 X week	3 X week	3 X week	3 X week	3 X week	3 X week	
Composite(C)/Grab(G):	Recorder	Grab	Grab	Grab	Composit	Composit	Composit	
Day of week	Date	FLOW	TEMP-C	pH	CHLORINE	BOD - Co	NH3-N -	TSS - Co
		mgd	deg c	su	ug/l	mg/l	mg/l	mg/l
Monday	1	0.06	11.8					
Tuesday	2							
Wednesday	3	0.09	11.8		< 20	< 2	< 1	< 1
Thursday	4							
Friday	5	0.07			< 20			
Saturday	6							

[Show Totals Area]

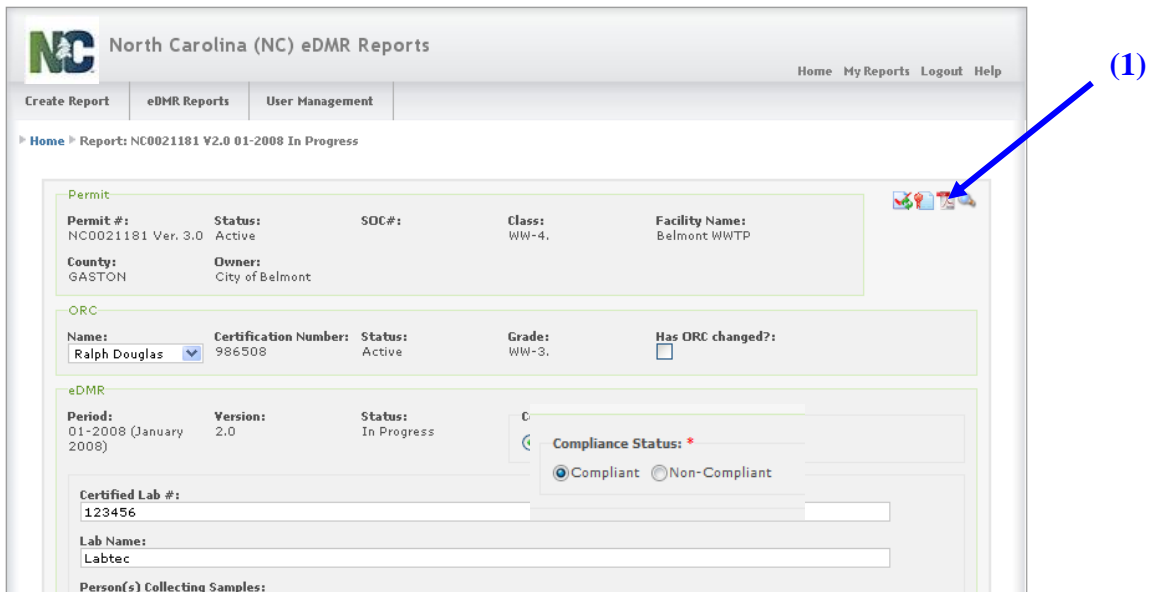
Notice that the **(2) Log Parameters Area** is now hidden. To view this area again, click on the word Show.

Section 5. Viewing/Printing the Copy of Record for eDMR Reports

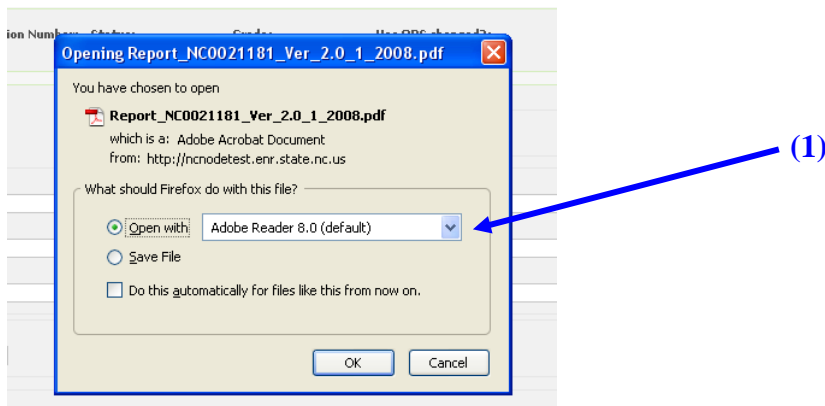
The electronically signed Copy of Record (COR) is stored as an image in eDMR and it reflects the report status at the time of the submittal, which is the “Submitted” status. Once the report has been electronically signed and submitted, a signed hardcopy of the report is no longer required to be mailed to Central Files. The COR can be displayed in PDF format for viewing/printing. A user can view reports in PDF format at any time to view the data currently in the system for any given report. The official COR will only be reflected after the eDMR report has been electronically signed and submitted in which the COR file name will be denoted in the footer of each page.

5.1 Printing in PDF format

To create and print a PDF report file, click on the **(1) PDF icon**.



The report can be saved for reference or viewed immediately by selecting the appropriate option. Select **(1) Open with** to view the report.



5.2 DMR PDF Report Example

The following is an example of the Effluent page for an eDMR report:

NPDES PERMIT NO.: NC0021181		PERMIT VERSION: 4.0		PERMIT STATUS: Active	
FACILITY NAME: Belmont WWTP		CLASS: WW-4		COUNTY: Gaston	
OWNER NAME: City of Belmont		ORC: Tanya Anne Setzer		ORC CERT NUMBER: 1005913	
GRADE: WW-4		ORC HAS CHANGED: No		STATUS: Submitted	
eDMR PERIOD: 04-2020 (April 2020)		VERSION: 1.0			

SAMPLING LOCATION: EFFLUENT DISCHARGE NO.: 001 NO DISCHARGE*: NO

Date	Composite Sample Time	Total Composite Time	Operator Initials	Operator Time On Site	ORC On Site?	No Reporting Reason****	20050	00010	00400	20060	CO010	CO020	CO030	21616	00500	
							Continuous	5 X week	5 X week	5 X week	5 X week	5 X week	5 X week	5 X week	5 X week	5 X week
							Recorder	Grab	Grab	Grab	Composite	Composite	Composite	Grab	Grab	
							FLOW	TEMP-C	pH	CHLORINE	BOD - Conc	NH2-N - Conc	TSS - Conc	FCOLI BR	DO	
							mgd	deg c	su	mg/l	mg/l	mg/l	mg/l	#/100ml	mg/l	
1	0902	24	0700	24	Y		1.873	15.5	7.3	<28	<2	0.13	8.8	5.2	9.8	
2	0901	24	0700	24	Y		1.668	15.1	7.2	<28	2.4	<0.1	6	8.6	10.7	
3	0900	24	0700	24	Y		1.254	24.1	7	<28	2.6	<0.1	8.7	3	9.72	
4			0700	24	N		1.367									
5			0700	24	N		1.317									
6	0855	24	0700	24	Y		1.255	18.9	7	<28	2.3	<0.1	8.2	14.8	9.62	
7	0850	24	0700	24	Y		1.312	19.2	6.8	40	2.6	<0.1	10	4.1	9.17	
8	0846	24	0700	24	Y		1.317	20	7	<28	2.3	<0.1	5.3	4.1	10.7	
9	0842	24	0700	24	Y		1.353	20.1	6.8	<28	3.7	<0.1	9	7.4	8.9	
10			0700	24	N		1.351	H	H	H	H	H	H	H	H	
11			0700	24	N		1.777									
12			0700	24	N		1.371									
13	0850	24	0700	24	Y		2.128	18.6	7.1	<28	2.8	<0.1	11	40.4	10.7	
14	0850	24	0700	24	Y		1.483	19	7.3	<28	3.8	0.6	12	34.5	9.4	
15	0854	24	0700	24	Y		1.346	16.6	7.3	<28	3.5	<0.1	11	4.1	10.2	
16	0900	24	0700	24	Y		1.148	20.6	6.9	36	<2	<0.1	3	4.1	9.75	
17	0902	24	0700	24	Y		1.201	16.4	6.5	<28	2.1	<0.1	3.2	11.8	9.36	
18			0700	24	N		1.298									
19			0700	24	N		1.246									
20	0859	24	0700	24	Y		2.17	18.1	6.8	44	2.2	<0.1	8.2	4.1	10.4	
21	0859	24	0700	24	Y		2.111	25.1	6.9	<28	4.3	1	11	13.5	9.72	
22	0859	24	0700	24	Y		1.98	18.5	7.6	35	3.6	<0.1	8.4	7.5	10.1	
23	0902	24	0700	24	Y		1.845	17.3	7.1	<28	3.3	0.1	8.6	7.5	10	
24	0910	24	0700	24	Y		1.34	20.2	7.3	<28	3.2	<0.1	6.5	7.3	8.6	
25			0700	24	N		1.526									
26			0700	24	N		2.128									
27	0904	24	0700	24	Y		1.322	31.5	6.7	<28	<2	<0.1	3.1	6.3	9.57	
28	0904	24	0700	24	Y		1.768	17.4	7.1	<28	2.7	<0.1	7.4	8.4	10.6	
29	0902	24	0700	24	Y		1.88	18.9	7.4	<28	2.5	<0.1	6.6	5.2	9.72	
30	0901	24	0700	24	Y		1.645	18.6	7	49	38	0.26	260	980.4	7.65	
Monthly Average Limits							5				20		20	200		
Monthly Average							1.626	19.509524		9.714286	4.185714	0.104286	19.809524	9.593926	9.732381	
Daily Maximum							1.645	31.5	7.6	49	38	1	260	980.4	10.7	
Daily Minimum							1.148	15.1	6.5	0	0	0	3	3	7.65	

**** No Reporting Reason: ENFRUSE = No Flow-Reuse/Recycle; ENVWTHR = No Visitation - Adverse Weather; NOFLOW = No Flow; HOLIDAY = No Visitation - Holiday

Discharge Monitoring Report - Copy Of Record (COR_NC0021181_Ver_1.0_4_2020.pdf)

Once a report has been electronically signed and submitted, each page of the Copy of Record will reflect the **COR file name (1)** in the footer of each page.

The following is an example of the signature page in which there will be an entry on Certifier and Submitter signature lines indicating details of the user as well as the date and time of the electronic certification and signature for the report. There will be an entry on the **Certifier signature line (1)** indicating who electronically certified the report (typically the ORC if certified operators are required). There will also be an entry on the **Submitter signature line (2)** indicating who electronically signed and submitted the report. Each of these entries will indicate the users name and date/timestamp for when each action occurred.

NPDES PERMIT NO.: <u>NC0021181</u>	PERMIT VERSION: <u>4.0</u>	PERMIT STATUS: <u>Active</u>
FACILITY NAME: <u>Belmont WWTP</u>	CLASS: <u>WW-4</u>	COUNTY: <u>Gaston</u>
OWNER NAME: <u>City of Belmont</u>	ORC: <u>Tanya Anne Setzer</u>	ORC CERT NUMBER: <u>1005913</u>
GRADE: <u>WW-4</u>	ORC HAS CHANGED: <u>No</u>	
eDMR PERIOD: <u>04-2020 (April 2020)</u>	VERSION: <u>1.0</u>	STATUS: <u>Submitted</u> (1)
COMPLIANCE STATUS: <u>Compliant</u>	CONTACT PHONE #: <u>7048253791</u>	SUBMISSION DATE: <u>05/21/2020</u>

Electronically Certified by Daniel Perry on 2020-05-21 12:54:49.961

ORC / Certifier Signature: Daniel Perry Phone #: 704-280-7633 Date

I certify that this report is accurate and complete to the best of my knowledge.

The permittee shall report to the Director or the appropriate Regional Office any noncompliance that potentially threatens public health or the environment. Any information shall be provided orally within 24 hours from the time the permittee became aware of the circumstances. A written submission shall also be provided within 5 days of the time the permittee becomes aware of the circumstances. The written submission shall be made as required by part II.E.6 of the NPDES permit. (2)

Electronically Signed by Tanya Setzer on 2020-05-21 14:37:18.321

Permittee / Submitter Signature: ***Tanya Setzer Phone #: 704-913-4443 Date

Permittee Address: 298 Parkdale Rd Belmont NC 28012 Permit Expiration Date: 06/30/2024

I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

CERTIFIED LABORATORIES

LAB NAME: Pace Analytical

CERTIFIED LAB #: NCDENR #329 NC Field Parameters #5639

PERSON(s) COLLECTING SAMPLES: Wastewater Operators and Pace Lab Staff

PARAMETER CODES

Parameter Code assistance may be obtained by visiting <https://deq.nc.gov/about/divisions/water-resources/edmr/user-documentation>.

FOOTNOTES

Use only units of measurement designated in the reporting facility's NPDES permit for reporting data.

* No Flow/Discharge From Site: YES indicates that No Flow/Discharge occurred and, as a result, no data is reported for any parameter on the DMR for the entire monitoring period.

** ORC on Site?: ORC must visit facility and document visitation of facility as required per 15A NCAC 8G .0204.

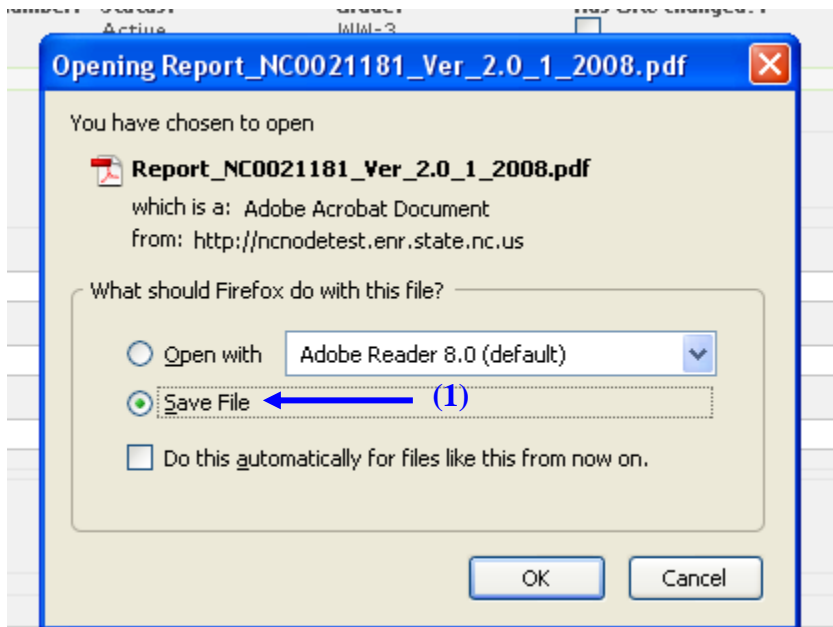
*** Signature of Permittee: If signed by other than the permittee, then delegation of the signatory authority must be on file with the state per 15A NCAC 2B .0506(b)(2)(D).

Discharge Monitoring Report - Copy Of Record (COR_NC0021181_Ver_1.0_4_2020.pdf)

Any comments included in the report will be reflected in pages following the signature page.

NPDES PERMIT NO.: <u>NC0021181</u>	PERMIT VERSION: <u>4.0</u>	PERMIT STATUS: <u>Active</u>
FACILITY NAME: <u>Belmont WWTP</u>	CLASS: <u>WW-4</u>	COUNTY: <u>Gaston</u>
OWNER NAME: <u>City of Belmont</u>	ORC: <u>Tanya Anne Setzer</u>	ORC CERT NUMBER: <u>1005913</u>
GRADE: <u>WW-4</u>	ORC HAS CHANGED: <u>No</u>	
eDMR PERIOD: <u>04-2020 (April 2020)</u>	VERSION: <u>1.0</u>	STATUS: <u>Submitted</u>
Report Comments:		

To save a copy of the eDMR report externally, select **(1) Save File** to create a report that will be stored for future reference. The default location to store this document would depend on settings for the user's computer but would typically be the user's desktop or My Documents file location.



The report can then be opened from the file location on the user's computer.

Section 6 User Management

Submitter users (i.e. those with electronic signature authority) will not be able to maintain their user account details or change their password via the User Management screen. Prior to changing any account information, the submitter user's identity must be verified when changing account details, resetting your password, or changing security questions. Any time a submitter user changes account information, they will be required to change their passwords. Submitter users must click the "Request Password Reset" on the login page or contact the NC eDMR Administrator at eDMRadmin@ncdenr.gov to request account changes.

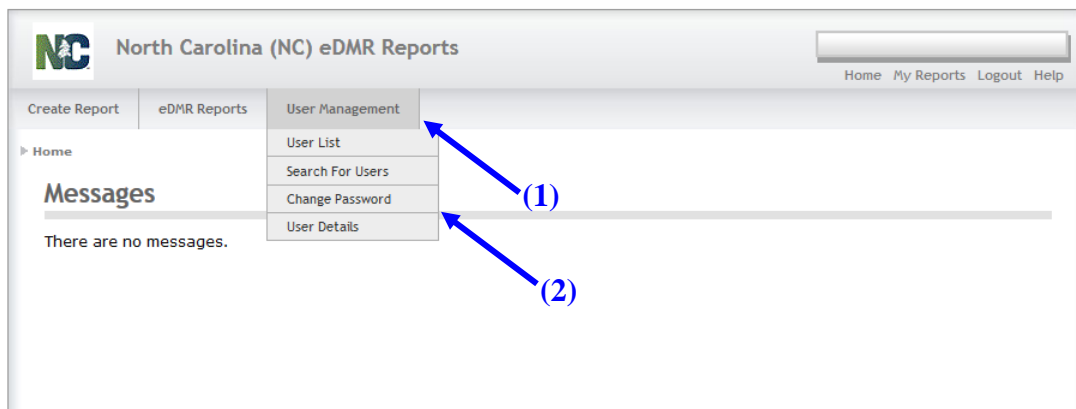
6.1 Change Password

The change Password menu option is available to all users. However, only non-submitter users have the ability to change their password. Submitter users must contact the *NC eDMR Administrator* in order to change their password as identity verification must be completed prior to any submitter account changes.

The non-submitter user maintains the security of their account through password management in which they can change their passwords themselves (see Section 6.1.1) or have the Facility Administrator or *NC eDMR Administrator* change it for them (see Section 6.3).

6.1.1 Change Password Menu

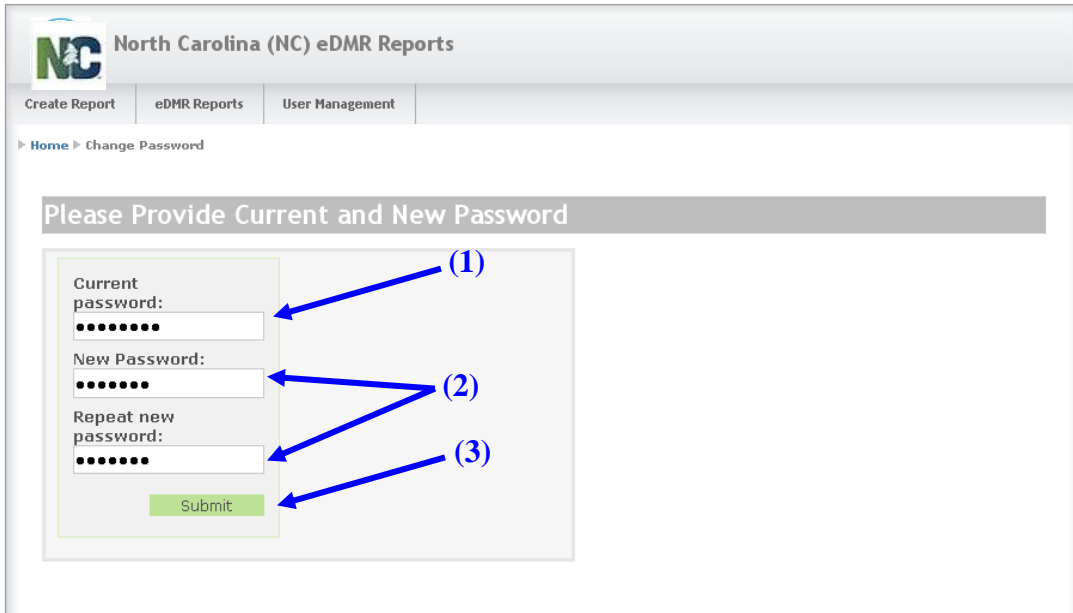
To change the password, go to the **(1) User Management** tab, then click on the **(2) Change Password** menu item.



6.1.2 Change Password

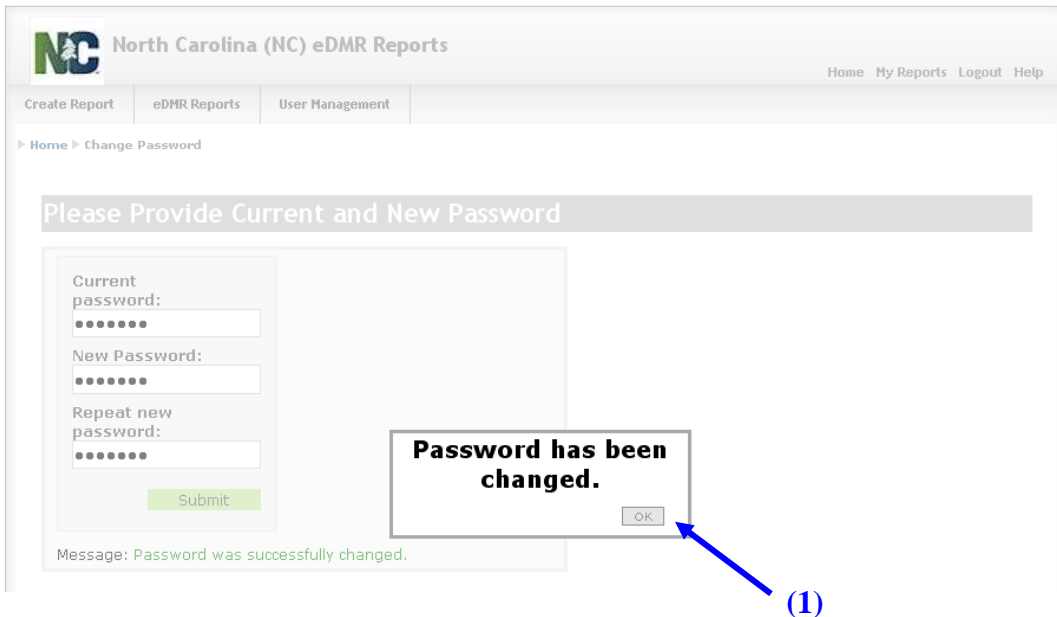
A non-submitter user can change their password if they choose to do so and will require the entry of their existing password and a new password.

Type in the **(1) Current Password**, the **(2) New Password** in both fields, then click **(3) Submit**.



6.1.3 Password Change Confirmation Popup

A confirmation screen is displayed that the password has been changed. Click the **(1) OK** button to proceed to your next activity.



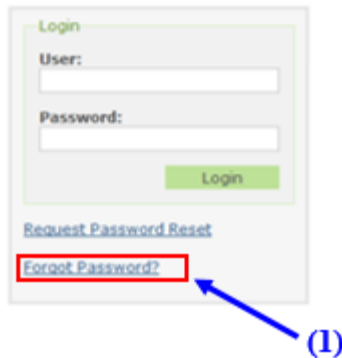
6.2 Email of Forgotten Password

If a user forgets their password, there are two possible options available: retrieve the current password or request the password be reset.

Only non-submitter users can retrieve forgotten passwords by clicking on Forgot Password. The system automatically sends the password to the email address for that account user's profile. This option does not apply to Submitter users who must request their password be reset from the *NC eDMR Administrator*.

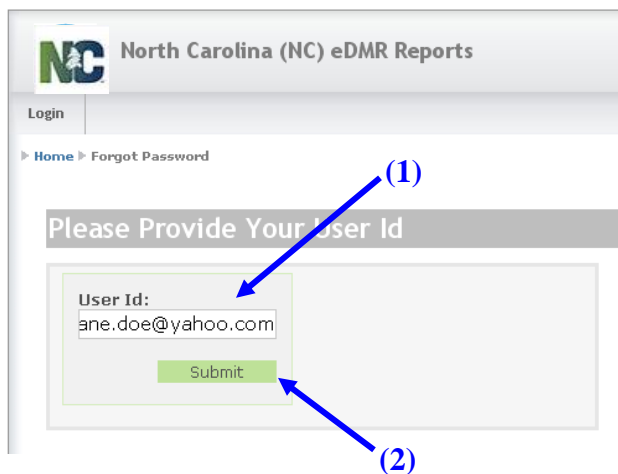
6.2.1 Login - Forgot Password Screen

To retrieve the forgotten password, click on **(1) Forgot Password**. This option is only available for non-submitter users. Should a Submitter user forget their password, they must request a password reset.



6.2.2 Provide User ID Screen

The user must supply their **(1) User ID** and click the **(2) Submit** button.



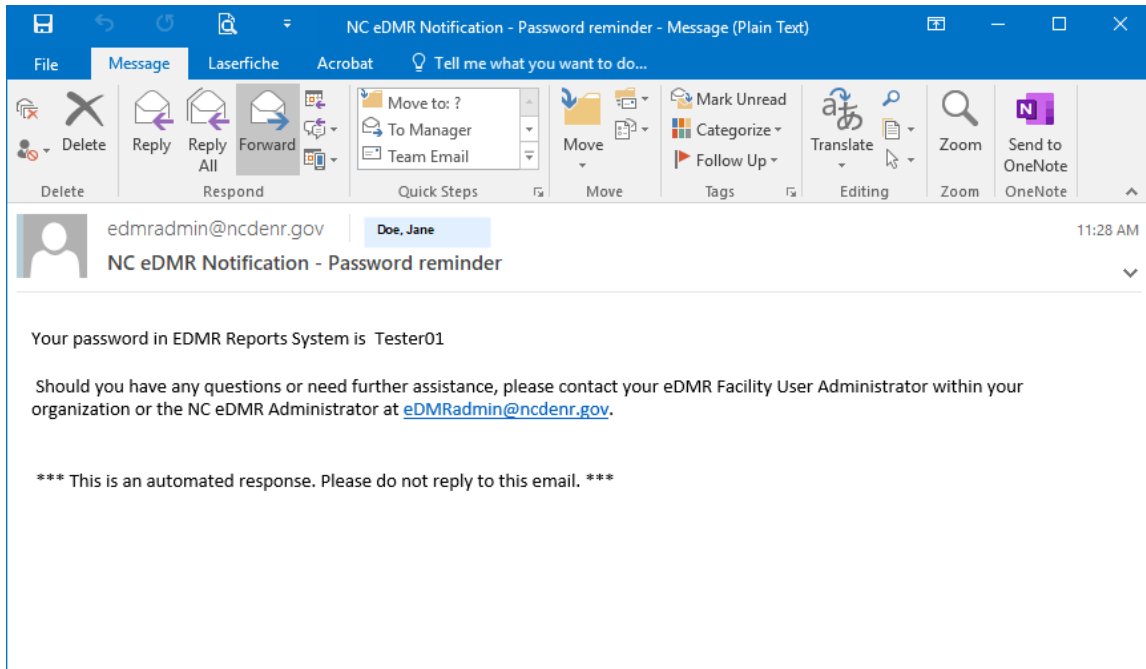
If the user selected 'Forgot Password', the eDMR application will send an automatic email containing the user's current password to the email address specified on the user's account profile.

If the user ID entered belongs to a user with submitter permissions, the following message will be displayed in the login box. The submitter user will need to request a password reset or contact the *NC eDMR Administrator*.

The image shows a screenshot of the eDMR login interface. At the top, the word "Login" is displayed in green. Below it are two input fields: "User:" and "Password:". A green "Login" button is positioned to the right of the password field. Below the input fields are two blue links: "Request Password Reset" and "Forgot Password?". At the bottom of the login box, a red-bordered box contains a message: "Message: As a submitter, you will be required to reset your password. Please click the 'Request Password Reset' on the login page or contact the NC eDMR Administrator at eDMRadmin@ncdenr.gov."

6.2.3 Email Containing Current Password

The user will receive an email with their password. This option is only available to non-submitter users. Submitters will be required to reset their password should they forget their current password.

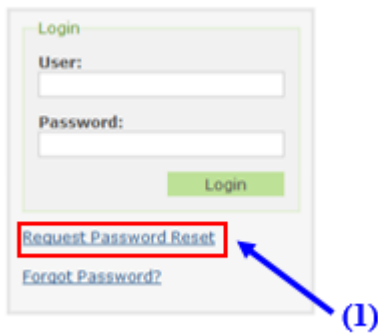


6.3 Request Password Reset

Any user can request that their password be reset by the *NC eDMR Administrator*. The *NC eDMR Administrator* will reset the password and an email containing a temporary password will be sent to the email address specified in the user's account profile. Upon login with the temporary password, the user will be prompted to change the temporary password to a permanent password meeting the specified password criteria.

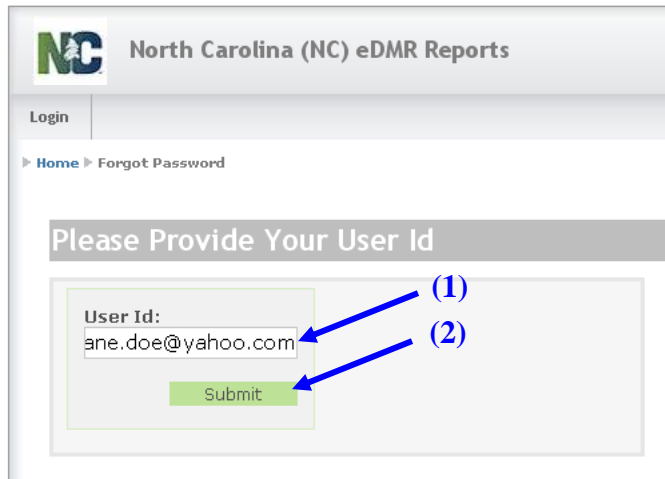
6.3.1 Request Password Reset Screen

The user requests that the password be reset by the *NC eDMR Administrator* by clicking on **(1) Request Password Reset**.



6.3.2 User ID Screen

The user must supply their **(1) User ID** and click the **(2) Submit** button.



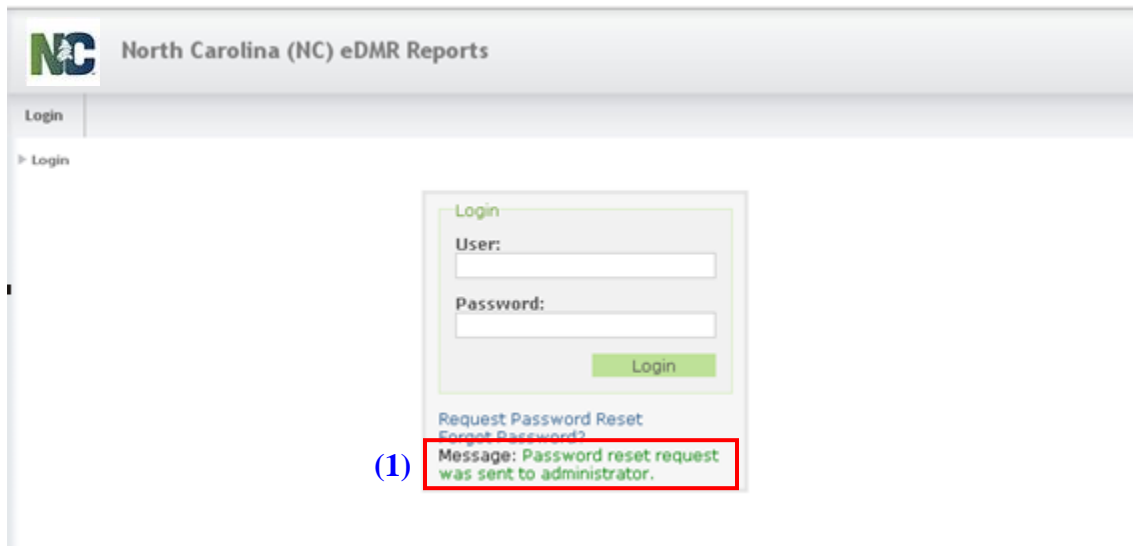
The system will automatically send an email to the *NC eDMR Administrator* requesting a password reset. Non-submitter users may also contact their Facility Administrator directly for assistance with a password reset.

6.3.3 Password Reset Request Email to Administrator

Upon receipt of the email for the password reset request, the *NC eDMR Administrator* will perform the password reset and user will be notified. Should the request come from a Submitter user, additional steps will be required by the *NC eDMR Administrator* to verify the requestor's identity.

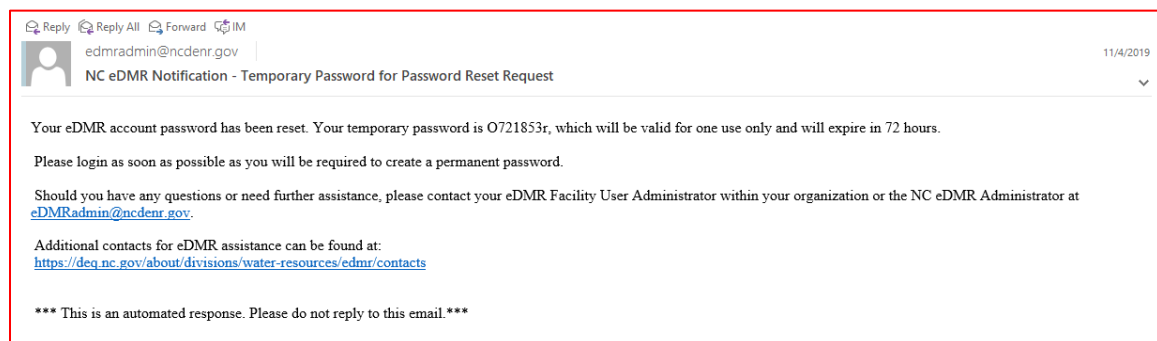
6.3.4 Password Reset Confirmation Notice Screen

The user will see the message that a **(1) Password reset request was sent to the administrator.**



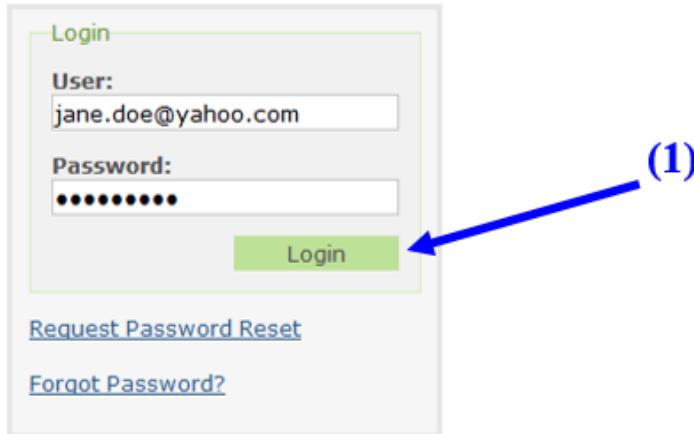
6.3.5 Password Reset Confirmation Emails

Once a password reset request has been received, the *NC eDMR Administrator* will reset the password for the requesting user. The system will send an email to the user containing a temporary password that will be good for 72 hours. Should the temporary password expire, the new password reset request will need to be completed.



6.3.6 User Login Screen - After Reset

The user logs on in the normal manner using the temporary password received in the password reset confirmation email. After entering the user ID and the temporary password, the user should click **(1) Login**.

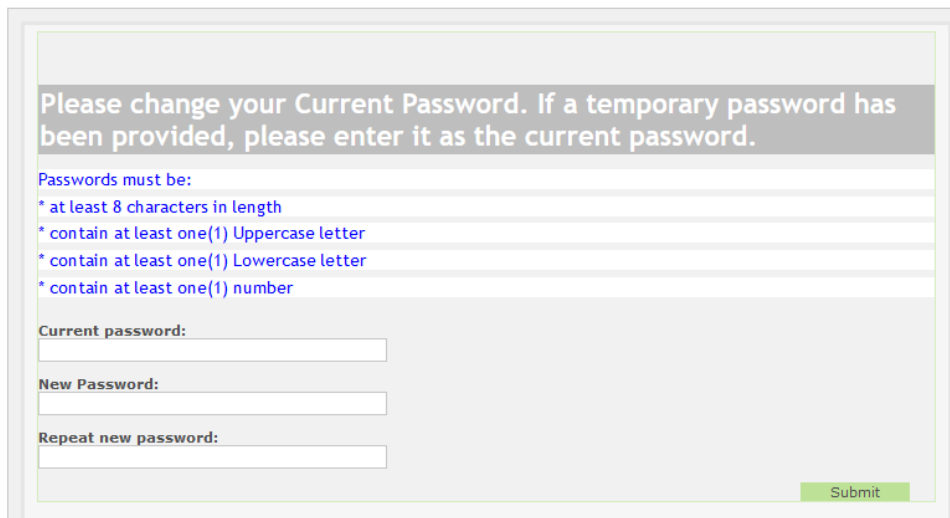


The screenshot shows a login form titled "Login". It contains two input fields: "User:" with the value "jane.doe@yahoo.com" and "Password:" with masked characters. A green "Login" button is positioned below the password field. A blue arrow points to this button with the number "1" in a circle. Below the form are two links: "Request Password Reset" and "Forgot Password?".

6.3.7 Password Reset

6.3.7.1 User Password Change Screen for Non-Submitter Users

Upon logging in using the temporary password for a non-submitter user, the user will be prompted to change the password in the change password screen as follows:



The screenshot shows a password change screen. At the top, a grey box contains the text: "Please change your Current Password. If a temporary password has been provided, please enter it as the current password." Below this, a list of password requirements is shown: "Passwords must be: * at least 8 characters in length * contain at least one(1) Uppercase letter * contain at least one(1) Lowercase letter * contain at least one(1) number". The form includes three input fields: "Current password:", "New Password:", and "Repeat new password:". A green "Submit" button is located at the bottom right of the form.

Enter the temporary password indicated in the password reset email that was received from the *NC eDMR Administrator* into the **(1) Current password** field, then user must pick

a new password meeting the password requirements provided on the screen and enter it into the **(2) New Password** fields. Finally, click on **(3) Submit**.

Please change your Current Password. If a temporary password has been provided, please enter it as the current password.

Passwords must be:

- * at least 8 characters in length
- * contain at least one(1) Uppercase letter
- * contain at least one(1) Lowercase letter
- * contain at least one(1) number

Current password: (1)

New Password: (2)

Repeat new password:

Submit (3)

NOTE: Passwords consist of at least eight (8) characters, including at least one (1) uppercase letter, at least one (1) lowercase letter, and at least one (1) number. A new password cannot be a previously used password.

Once the password has been changed, press the **(3) Submit** button. If your entries meet all requirements for entry and update is successful, user will be returned to the login screen and will indicate "Password was successfully changed" in the message field at bottom of login box. The user can then login using the new password just created.

Login

User:

Password:

Login

[Request Password Reset](#)

[Forqot Password?](#)

Message: Password was successfully changed.

6.3.7.2 User Password Change Screen for Submitter Users

When a Submitter user requests a password reset, they will see a slightly different change password screen. In addition to the change password fields, there 5 security questions associated to the account will also be provided. The questions do not need to be reselected if only changing the password. However, if user wants to change any or all of their questions/answers, they may do so as provided on the screen.

Please change your Current Password. If a temporary password has been provided, please enter it as the current password.

Passwords must be:

- * at least 8 characters in length
- * contain at least one(1) Uppercase letter
- * contain at least one(1) Lowercase letter
- * contain at least one(1) number

Current password:

New Password:

Repeat new password:

Please select your security questions for a new account or make changes for existing account, if needed.

Security Questions/Answers must meet the following requirements:

- * cannot have multiple selections of same question
- * answer must be at least 3 characters in length
- * answer can only be used once for a single question

Question #1:
What is your favorite book?

Answer #1:

Question #2:
What is the first and middle name of your oldest sibling?

Answer #2:

Question #3:
What is your favorite vacation destination?

Answer #3:

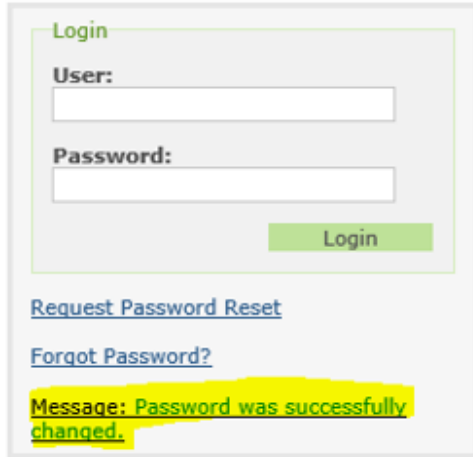
Question #4:
What year and model (yyyy-name) was your first car?

Answer #4:

Question #5:
What is your favorite TV show?

Answer #5:

Once the password has been changed and changes made to security question/answers if applicable, press the Submit button. If your entries meet all requirements for entry and update is successful, user will be returned to the login screen and will indicate "Password was successfully changed" in the message field at bottom of login box.

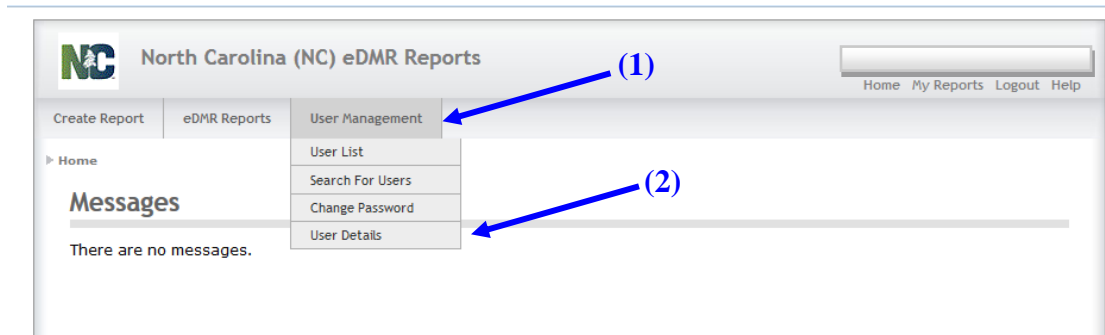


6.4 User Information Profile

The user has quick access to their user profile information, which includes passwords, names, phone numbers and email addresses, by using User Management functionality.

6.4.1 User Details Menu

Click on (1) User Management then (2) User Details.



6.4.2 User Details Screen

This screen contains the user information profile. All fields can be maintained by the user. If any fields are changed, click **(1) Update** to save the changes.

Only non-submitter users have the ability to maintain/update their user details. User Details for a Submitter will lock and the user must contact the NC eDMR Administrator in order to update or change any user detail information.

The screenshot shows the 'Edit User Details for Jane Doe' screen. The page header includes the NC logo and 'North Carolina (NC) eDMR Reports'. Navigation links include 'Home', 'My Reports', 'Logout', and 'Help'. A breadcrumb trail shows 'Home > User Management > Edit User Information for Jane Doe'. The main content area is titled 'Edit User Details for Jane Doe' and contains a form with the following fields:

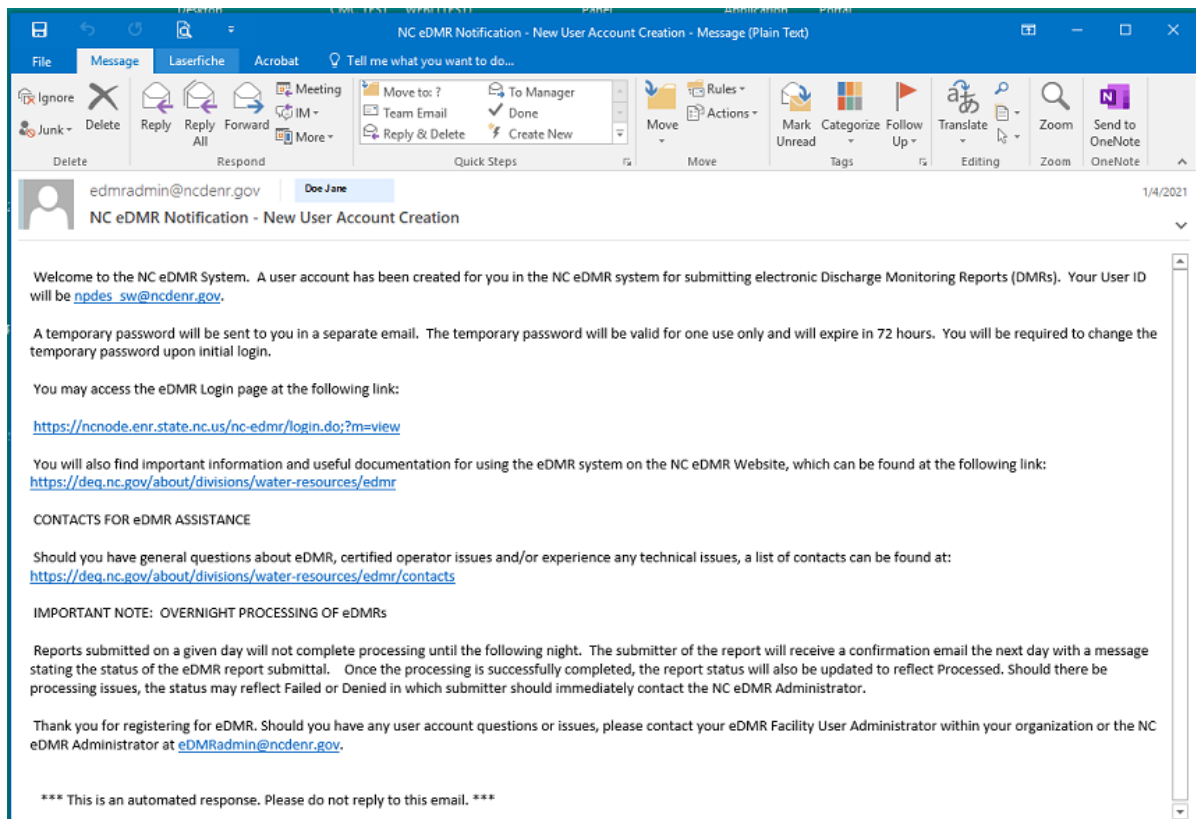
- Last name: Doe
- Middle name: (empty)
- First name: Jane
- Phone number: 555-1234
- Email: jane.doe@yahoo.com

At the bottom of the form are two buttons: 'Cancel' and 'Update'. A blue arrow points to the 'Update' button, which is labeled with a circled '1'.

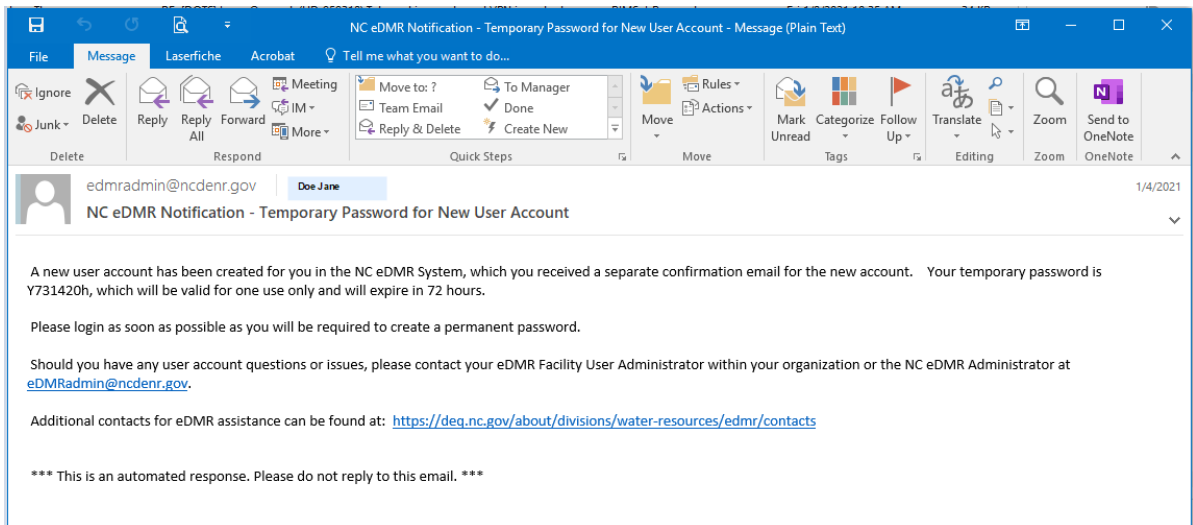
6.5 New User Creation Confirmation Email

Upon creation of a new user accounts in eDMR by the NC eDMR Administrator or Facility Administrator, there will be 2 emails that will be sent to the new user's email account.

The first email will be the "Welcome to eDMR" email. The following is an example of the content of the email:



A second email will also be sent to the user containing a temporary password that will be valid for 72 hours. The following is an example of the content of the email:



All new users will be required to reset their passwords upon initial login using the temporary password provided in the email above. Submitter users will also be required to set up their 5 security question/answers.

The password reset process for new users will be the same as the process detailed in Section 6.3.

Section 7 Appendix

7.1 Importing Data into the eDMR Summary

Summary of Steps for Creating and Importing a CSV file into eDMR

1. The user will need to create the import file, then login to eDMR and to create the report header and page header. System will upload data from CSV file into the newly created monitoring report. Reports that have already been created can be updated or revised using import function.
2. Current functionality using Excel to create the CSV file supports only one CSV file at the time. This is due to Excel limitations. Excel supports Save As functionality only at the worksheet level; it does not provide the capability to save an entire Workbook.
3. The user will create or update existing excel import template files per procedures detailed below.

Report Import – Create Report

1. Login to the system.
2. Select “Create Report” Menu.
3. Enter Permit Number, Month and Year for report.
4. Click the green “Create Report” button.

5. The Report Page screen will appear.
6. Click the green “Create New Page from File” button in lower right.
7. The system displays the “Create Page From File” dialog screen.
8. Select the appropriate Outfall and Sampling Location.
9. Click the “Browse” button beside the box labeled “CSV file, containing page information:”
10. Select the appropriate file from the file selection dialog that corresponds to the Outfall and Sampling Location entry made above and click Open.
11. Select the green “Create Page” button.
12. The system imports all data from the CSV file.
13. The user will then be placed in the data entry screen displaying the imported data. Any changes or updates can be made if needed.
14. To import additional pages, click on the breadcrumb at top of the page, just under the menu options. The breadcrumb will start with Report:
(ex: **Report: NC00xxxxx V1.0 07-2009 In Progress**).
15. This will take you back to the Report Page. Repeat Item 6 – 15 for each additional page.

Report Import – Update Report

1. Login to the system.
2. Select the “eDMR Reports” menu and select “My Reports” or “Search Reports” to obtain the list of reports to select from.
3. The system displays a list of reports.
4. Click on the “Permit Number” of report to update.
5. The “Report Page” screen will appear.
6. Select the appropriate eDMR Page in the combo box in the lower left.
7. Click the “Update Page From File” button to right of eDMR Page combo box.
8. The system displays the “Update Page From File” dialog screen.
9. Clicks the “Browse” button beside box labeled “CSV file, containing page information:”
10. Select the appropriate file from the file selection dialog that corresponds to the Outfall and Sampling Location entry made above and click “Open”.
11. Select the green “Update Page” button.
12. The system replaces all data in the existing report with the data from the CSV File selected.
13. User will then be placed in the data entry screens displaying imported data. Any changes or updates can be made if needed.
14. To import additional pages, click on the breadcrumb at the top of the page, just under the menu options. The breadcrumb will start with Report:
(ex: **Report: NC00xxxxx V1.0 07-2009 In Progress**).
15. This will take you back to the Report Page. Repeat Item 6 – 15 for each additional page.

Report Import – Revise Report (submitted report)

1. Login to the system.
2. Select “eDMR Reports” menu and select “My Reports” or “Search Reports” to obtain list of reports to select from.
3. The system displays a list of reports.
4. Click on the “Revise” option under “Actions” on right side of permit list.
5. The “Revise Report” screen will open. Note what “New Version” will be created and click on the “Revise Report” button at the bottom of the page.

6. The system will create a new version of the report and return the user to “My Reports”. If permits are not listed, select “Search Reports” under “eDMR Reports” menu option and enter the permit number as search criteria.
7. The new version of the report will have a status of In Progress. Select the new version of the report by clicking the “Permit Number”.
8. The Report Page screen will appear.
9. Select the appropriate eDMR Page in the combo box in the lower left.
10. Click the “Update Page From File” button to the right of eDMR Page combo box.
11. The system displays the “Update Page From File” dialog screen.
12. Click the “Browse” button beside box labeled “CSV file, containing page information:”
13. Select the appropriate file from the file selection dialog that corresponds to the Outfall and Sampling Location entry made above and click ‘Open’.
14. Select the green “Update Page” button.
15. The system replaces all data in the existing report with the data from the CSV File selected.
16. The user will then be placed in the data entry screen displaying imported data. Any changes or updates can be made if needed.
17. To import additional pages, click on the breadcrumb at top left of the page, just under the menu options. The breadcrumb will start with Report: (ex: **Report: NC0023230 V1.0 01-2009 In Progress**).
18. This will take you back to the “Report Page”. Repeat Item 9 – 15 for each additional page.

7.1.1 Importing Data Formatted as a CSV File

The user can import data into the eDMR from a Comma Separated Variable (CSV) file. This file must conform to the specifications of a predefined eDMR template. The import program relies on a set position for input elements.

7.1.2 Import Data Specifications Table

The following table describes the specifications for the required lines and data elements of the import file. The element position specifies how many commas will be on the given line before the defined value. Values in bold italics are key words that must be in the file exactly as defined here. These key words are used by eDMR to identify the data that is being imported. Non-bolded values indicate where a specific value would be entered for this report import.

Line	Element Position (after comma #)	Value
1	1	<i>Permit #</i>
1	2	Permit Number
1	4	<i>Month:</i>
1	5	Month

Line	Element Position (after comma #)	Value
1	6	Year:
1	7	Year
2	1	Sampling Location:
2	3	Sampling Location Name
2	5	Discharge #:
2	7	Discharge Number
3	0	Date
3	6	PCS Parameter codes separated by commas
4	1	Composite Sample Time
4	2	Total Composite Time
4	3	Operator Arrival Time
4	4	Operator Time On Site
4	5	ORC On Site?
4	6	Parameter descriptions for matching PCS Codes, separated by commas
5	1	2400 clock
5	2	Hrs
5	3	2400 clock
5	4	Hrs
5	5	Y/B/N
5	6	Units of Measure for matching PCS Codes, separated by commas
6 - 37	0	Day number (one line for each day of the month)
	1	Composite Sample Time
	2	Total Composite Time
	3	Operator Arrival Time
	4	Operator Time On Site
	5	ORC On Site?
	6	Parameter daily values for matching PCS Codes, separated by commas
38	0	Composite(C)/Grab(G):
38	6	Composite/Grab values for matching PCS codes, separated by commas

7.1.3 Entering Data into the Excel Spreadsheet Template

Creating CSV file using Excel Spreadsheet Template

North Carolina Division of Water Quality has developed a spreadsheet template that can be customized by each Facility and then used to produce a CSV file for import into eDMR. This template contains Facility information and has some useful built in calculations. The number of parameter columns can be increased as needed.

Do NOT modify the format or layout of this template, (except as noted below). *(Doing this will change the CSV input file and make it unusable.)*

The user should:

- Fill in the report page header information. (These are the underlined cells in rows 2 – 18).
- Use the “drop down selection list” whenever available, do not type directly into these cells.
- Change the parameter information in rows 21, 22, 23 & 55, to match the reporting requirements from the permit.
- Enter the reported data in rows 24 – 54.

Do NOT insert or delete rows or columns in the template. *(Doing this will change the CSV input file and make it unusable.)*

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1																			
2		Permit #:			Month:	January	Year:	2008											
3																			
4		Facility:					Class:		County:										
5																			
6		ORC:				Grade:		ORC Certification #											
7																			
8		Has ORC Changed?				Phone:													
9																			
10		Certified Lab Name:						Lab#:											
11																			
12		Person(s) Collecting samples																	
13																			
14		Comments																	
15																			
16																			
17																			
18		Sampling Location:	Effluent			Discharge #:	001												
19																			
20																			
21																			
22		Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	50050	00010	00400	50060	00310	00610	00530	31616	00300	00600	00665	
23			2400 clock	Hrs	2400 clock	Hrs	Y/N/B	m gd	deg c	u	ugl	m gd	m gl	m gl	#/100 ml	m gl	m gl	m gl	
24	1	0800	24	0820	6.5	Y	0.06												
25	2	0800	24	0800	7	Y	0.09		11.8	7.5	<20					10.1			
26	3	0800	24	0730	5.75	Y	0.07		11.8		<20	<2	<1	<1	19	10.9	5.0	8.6	
27	4	0800	24	0750	4	Y	0.091		9							11			
28	5	0800	24	0930	1	Y	0.0102												
29	6	0800	24	0815	1.5	Y	0.0099												
30	7	0800	24	0745	7	Y	0.01		12.3	8	<20		<1		34	9.8		0.7	
31	8	0800	24	0745	5	Y	0.086		13.4										
32	9	0800	24	0800	4.5	N	0.028		15.3		<20	2.4		2				9.4	
33	10	0800	24	0745	4	N	0.086		15.6									9.2	
34	11	0800	24	0740	7	Y	0.023		17.3									8.9	6
35	12	0800	24	0755	1.25	Y	0.038												
36	13	0800	24	0800	1	Y	0.006												
37	14	0800	24	0730	2	Y	0.004		14.1		<20		<1		12	9.6			
38	15	0800	24	0753	5.25	Y	0.092		12.1	7.6								10.1	
39	16	0800	24	0740	2	Y	0.096		10.6		<20	<2		<1				10.4	0.8
40	17	0800	24	0740	6	Y	0.088		11.2									10.2	
41	18	0800	24	0740	3	Y	0.021		11.5									10.4	2
42	19	0800	24	0700	1.25	Y	0.005												
43	20	0800	24	0600	1	Y	0.056			7.9									
44	21	0800	24	0615	1	Y	0.036												
45	22	0800	24	0800	6.5	Y	0.05		12.5		<20		<1		<1	10.6		0.6	
46	23	0800	24	0800	6	N	0.034		12.2									10.1	
47	24	0800	24	0800	5.5	N	0.08		10.5		<20	2		3				10.1	
48	25	0800	24	0730	6	Y	0.012		10.3									11	1
49	26	0800	24	0820	2	N	0.017												
50	27	0800	24	0810	2	N	0.09		9.7										
51	28	0800	24	0800	7	Y	0.01		10.6	7.8	<20		<1		3	10.9		0.4	
52	29	0800	24	0745	8	Y	0.002		12.9									10.7	
53	30	0800	24	0730	6	Y	0.039		10.9		<20	4		3				9.8	
54	31	0800	24	0730	6	Y													
55																			
56																			
57																			
58																			
59																			
60																			
61																			

The Excel spreadsheet template consists of four (4) worksheets.

1. The first worksheet, "DMR permit # yyyy-mm", contains both Report and Report Page information. It is the only worksheet the user will need to populate if there is only one Outfall/Sampling location (one page) to import.
2. The second worksheet, "Outfall nnn Influent", contains Report Page information for additional effluent and/or influent pages. It is used if there is a second Page to import (i.e. Additional Effluents or Influent). The second worksheet can be copied to additional worksheets and renamed in order to enter data for additional pages.
3. The third worksheet, "Outfall nnn Upstream", contains Report Page information for the Upstream sample point.
4. The fourth worksheet, "Outfall nnn Downstream", contains Report Page information for the Downstream sample point.

5. The fifth worksheet contains lookup information which controls what can be entered in some of the cells of worksheets 1 and 2. This worksheet should not be modified and has been hidden.

Once data has been entered into the appropriate template worksheet, the user will export each Page (spreadsheet) to a Comma Separated Variable file (.csv format). The .csv file(s) can then be imported into eDMR. Here is the overview of report import flow:

1. The user opens the Excel template provided. The spreadsheet format and layout should not be changed. The spreadsheets can be modified only to the extent of changing/adding parameters, selecting options in combo box boxes and entering monitoring data. User should not delete and/or insert columns or rows as this could potentially change the format of the CSV file that is created from the excel template.
2. It may be necessary to create multiple copies of the “Outfall nnn Influent” spreadsheet should an influent and/or multiple outfalls be required to be reported.
3. Excel template has 4 worksheets to use for entering data for upload to eDMR:
 - a. “DMR permit # yyyy-mm” contains Report Header area and Page area information. User can update both areas. *Mandatory fields are: Permit#, Month, Year, Discharge # and Sampling Location (highlighted in Yellow).* If user has only one Report Page, then data should only be entered in this worksheet and uploaded to eDMR application.
 - b. “Outfall nnn Influent” contains Page Area information. Permit#, Month, Year fields are read only fields and taken from “DMR permit # yyyy-mm” worksheet. Users can make a copy of this worksheet as many times as they want for multiple sample locations/outfalls. *Mandatory fields are: Discharge # and Sampling Location (highlighted in Yellow).* This worksheet has hidden fields in order to have same format as Report Page template (DMR permit # yyyy-mm) so data will conform to CSV format requirements for uploading. **Do not insert or delete rows or columns.**
 - c. “Outfall nnn Upstream” contains Page Area information. Permit#, Month, Year fields are read only fields and taken from “DMR permit # yyyy-mm” worksheet. *Mandatory fields are: Discharge # and Sampling Location (highlighted in Yellow).* This worksheet has hidden fields in order to have same format as Report Page template (DMR permit # yyyy-mm) so data will conform to CSV format requirements for uploading. **Do not insert or delete rows or columns.**
 - d. “Outfall nnn Downstream” contains Page Area information. Permit#, Month, Year fields are read only fields and taken from “DMR permit # yyyy-mm” worksheet. *Mandatory fields are: Discharge # and Sampling Location (highlighted in Yellow).* This worksheet has hidden fields in order to have same format as Report Page template (DMR permit # yyyy-mm) so data will conform to CSV format requirements for uploading. **Do not insert or delete rows or columns.**

The spreadsheet below was created from this template.

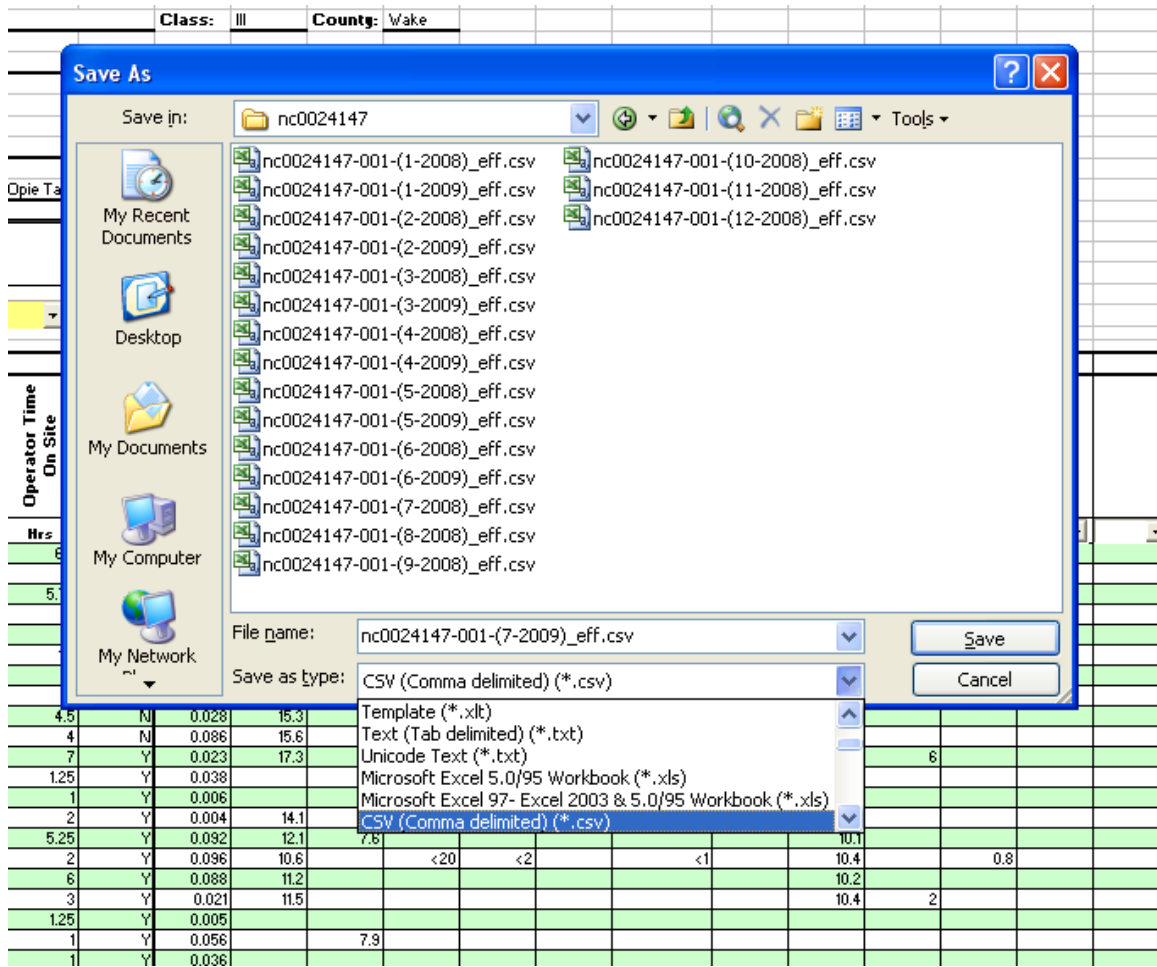
Permit #:		Month:		Year:		Facility:		Class:		County:						
no024147		Jul		2009		Majberry WWT		III		Wake						
ORC:		Grade:		ORC Certification:		Phone:		Lab #:								
Opie Taylor		3		123		555-1234		9876								
Certified Lab Name:		Person(s) Collecting sample:		Comment:		Discharge #:										
Chem Lab		Opie Taylor				001										
Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	Flow	Temperature	pH	Residual Chlorine	BOD 20'	Ammonia Nitrogen	Total Suspended Residue	Fecal Coliform	Dissolved Oxygen	Total Nitrogen	Total Phosphorus
24	0800	24	0820	6.5	Y	0.06										
25	0800	24	0800	7	Y	0.09	11.8	7.5	<20					10.1		
26	0800	24	0730	5.75	Y	0.07	11.8		<20	<2	<1	<1	19	10.9	5.0	8.6
27	0800	24	0750	4	Y	0.091	9							11		
28	0800	24	0930	1	Y	0.0102										
29	0800	24	0815	15	Y	0.0099										
30	0800	24	0745	7	Y	0.01	12.3	8	<20		<1		34	9.8		0.7
31	0800	24	0745	5	Y	0.086	13.4							9.7		
32	0800	24	0800	4.5	N	0.028	15.3		<20	2.4		2		9.4		
33	0800	24	0745	4	N	0.086	15.6							9.2		
34	0800	24	0740	7	Y	0.023	17.3							8.9	6	
35	0800	24	0755	1.25	Y	0.038										
36	0800	24	0800	1	Y	0.006										
37	0800	24	0730	2	Y	0.004	14.1		<20		<1		12	9.6		
38	0800	24	0759	5.25	Y	0.032	12.1	7.6						10.1		
39	0800	24	0740	2	Y	0.096	10.6		<20	<2		<1		10.4		0.8
40	0800	24	0740	6	Y	0.088	11.2							10.2		
41	0800	24	0740	3	Y	0.021	11.5							10.4	2	
42	0800	24	0700	1.25	Y	0.005										
43	0800	24	0600	1	Y	0.056		7.9								
44	0800	24	0615	1	Y	0.036										
45	0800	24	0800	6.5	Y	0.05	12.5		<20		<1		<1	10.6		0.6
46	0800	24	0800	6	N	0.034	12.2							10.1		
47	0800	24	0800	5.5	N	0.08	10.5		<20	2		3		10.1		
48	0800	24	0730	6	Y	0.012	10.3							11	1	
49	0800	24	0820	2	N	0.017										
50	0800	24	0810	2	N	0.09	9.7									
51	0800	24	0800	7	Y	0.01	10.6	7.6	<20		<1		3	10.9		0.4
52	0800	24	0745	8	Y	0.002	12.9							10.7		
53	0800	24	0730	6	Y	0.039	10.9		<20	4		3		9.8		
54	0800	24	0730	6	Y											
Composite(C)/Grab(G):						RC	OR	OR	OR	CP	CP	CP	OR	OR	CP	CP
Monthly Average Limit:																
Monthly Average:						0.045	12.171	7.775	#DIV/0!	2.8	#DIV/0!	2.667	12.349	10.145	#DIV/0!	2.22
Daily Maximum:						0.096	17.3	8	0	4	0	3	34	11	0	8.6
Daily Minimum:						0.002	9	7.6	0	2	0	2	3	8.9	0	0.4
Monthly Avg % Removal (85%):									#DIV/0!		#DIV/0!					

7.1.4 Creating the Excel CSV File

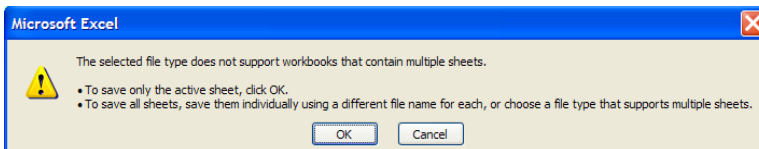
After daily values have been entered into the spreadsheet, it can be saved as a CSV file to any user location.

After user enters data in a worksheet, it can be Saved As “Comma Separated File” which can be uploaded to eDMR application one by one. To save as a CSV file, the user should click **File->Save As->**. The Save As pop up box will appear. User should select the folder where the file will be saved. The user should enter a name for file in “File name” box. The name should be meaningful such as “NC000001-001Eff 7-2008” which corresponds to “Permit#-Outfall#(Eff-effluent, Inf-Influent, Up-Upstream, Dwn-Downstream) Month-Year”. User should then click the drop down in the “Save as Type” box.

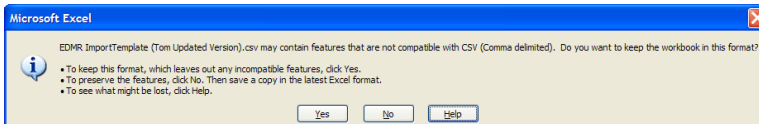
Select “CSV (comma delimited) (*.csv)” and then click Save button.



The following message will be displayed and the user should select ‘OK’.



A second message box will appear and the user should select ‘Yes’.



The user should complete Steps 3-6 for each spreadsheet needed.

7.1.5 Viewing the CSV File

The following example shows the CSV file produced from the spreadsheet above. CSV files can be opened with Notepad to be viewed in this format.

The Comma Separated Variable (CSV) file may be produced in any way as long as it conforms to the above specifications. Spreadsheet programs and database management programs often have the capability to export CSV files. The following example shows what a typical eDMR import .csv file would look like. CSV files can be opened with Notepad to be viewed in this format.

```
,Permit #:,nc0024147,,Month:,July,Year:,2008,,,,,,,,,
,Facility:,,,,,Class:,,County:,,,,,,,,,
,ORC:,,,,,Grade:,,ORC Certification #,,,,,,,,,
,Has ORC Changed?:,,FALSE,,Phone:,,,,,,,,,
,Certified Lab Name:,,,,,,Lab#:,,,,,,,,,
,Person(s) Collecting samples:,,,,,,,,,
,Comments:,,,,,,,,,
,,,,,,,,,
,,,,,,,,,
,,,,,,,,,
,Sampling Location: ,,Effluent,,Discharge #:,,001,,,,,,,,,
,,,,,,,,,
,,,,,,,,,
Date,,,,,,50050,00010,00400,50060,00310,00610,00530,31616,00300,00600,0
0665
,Composite Sample Time,Total Composite Time,Operator Arrival
Time,Operator Time On Site,ORC On Site?,Flow,Temperature,pH,Residual
Chlorine,BOD 20°,Ammonia Nitrogen,Total Suspended Residue,Fecal
Coliform,Dissolved Oxygen,Total Nitrogen,Total Phosphorus
,2400 clock,Hrs,2400 clock,Hrs,Y/B/N,mgd,deg
c,su,ug/l,mg/l,mg/l,mg/l,#/100ml,mg/l,mg/l,mg/l
1,0800,24,0820,6.5,Y,0.06,,,,,,,,,
2,0800,24,0800,7,Y,0.09,11.8,7.5,<20,,,,,10.1,,
3,0800,24,0730,5.75,Y,0.07,11.8,,<20,<2,<1,<1,19,10.9,5.0,8.6
4,0800,24,0750,4,Y,0.091,9,,,,,,,,,11,,
5,0800,24,0930,1,Y,0.0102,,,,,,,,,
6,0800,24,0815,1.5,Y,0.0099,,,,,,,,,
7,0800,24,0745,7,Y,0.01,12.3,8,<20,,<1,,34,9.8,,0.7
8,0800,24,0745,5,Y,0.086,13.4,,,,,,,,,9.7,,
9,0800,24,0800,4.5,N,0.028,15.3,,<20,2.4,,2,,9.4,,
10,0800,24,0745,4,N,0.086,15.6,,,,,,,,,9.2,,
11,0800,24,0740,7,Y,0.023,17.3,,,,,,,,,8.9,6,
12,0800,24,0755,1.25,Y,0.038,,,,,,,,,
13,0800,24,0800,1,Y,0.006,,,,,,,,,
14,0800,24,0730,2,Y,0.004,14.1,,<20,,<1,,12,9.6,,
15,0800,24,0759,5.25,Y,0.092,12.1,7.6,,,,,10.1,,
16,0800,24,0740,2,Y,0.096,10.6,,<20,<2,,<1,,10.4,,0.8
17,0800,24,0740,6,Y,0.088,11.2,,,,,,,,,10.2,,
18,0800,24,0740,3,Y,0.021,11.5,,,,,,,,,10.4,2,
19,0800,24,0700,1.25,Y,0.005,,,,,,,,,
20,0800,24,0600,1,Y,0.056,,7.9,,,,,,,,,
21,0800,24,0615,1,Y,0.036,,,,,,,,,
22,0800,24,0800,6.5,Y,0.05,12.5,,<20,,<1,,<1,10.6,,0.6
23,0800,24,0800,6,N,0.034,12.2,,,,,,,,,10.1,,
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24,0800,24,0800,5.5,N,0.08,10.5,,<20,2,,3,,10.1,,
25,0800,24,0730,6,Y,0.012,10.3,,,,,,,,,11,1,
26,0800,24,0820,2,N,0.017,,,,,,,,,,,,,
27,0800,24,0810,2,N,0.09,9.7,,,,,,,,,,,,,
28,0800,24,0800,7,Y,0.01,10.6,7.6,<20,,<1,,3,10.9,,0.4,,
29,0800,24,0745,8,Y,0.002,12.9,,,,,,,,,10.7,,,,,
30,0800,24,0730,6,Y,0.039,10.9,,<20,4,,3,,9.8,,,,,
31,0800,24,0730,6,Y,,,,,,,,,,,,,
Composite (C) /Grab (G) :,,,,,,,,RC,GR,GR,GR,CP,CP,CP,GR,GR,CP,CP,,
,,,,,,,,,,,,,
Monthly Average Limit:,,,,,,,,,,,,,
Monthly
Average:,,,,,,,,0.045,12.171,7.775,#DIV/0!,2.8,#DIV/0!,2.667,12.349,10.14
5,#DIV/0!,2.22,,
Daily Maximum:,,,,,,,,0.096,17.3,8,0,4,0,3,34,11,0,8.6,,
Daily Minimum:,,,,,,,,0.002,9,7.6,0,2,0,2,3,8.9,0,0.4,,
Monthly Avg % Removal (85%):,,,,,,,,#DIV/0!,#DIV/0!,,,,,,
,,,,,,,,,,,,,
,,,,,,,,,,,,,
,"Please remember, System allows entering the following non-numeric
values for Daily Value:",,,,,,,,,,,,,,
,Code Entered,,Description,
,BDL,,Below Detection Limit,
,> and a number,,Greater Than,
,H,,Holiday,
,< and a number,,Less Than ,
,T,,Trace,
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Note that the resulting CSV file contains additional fields for the Facility information and the calculated fields. This additional information is ignored by the eDMR application. As long as the required lines and fields are in the resulting file in the correct order, eDMR will import the report.

7.1.6 Importing the CSV File into eDMR

Once a file is created in the proper format it can be imported into eDMR. The monthly report is created in the eDMR system and then each page of the report is imported from a file. (Note: See Section 3.2.2 Importing Data into the eDMR Application for detailed instruction.)

Section 8. Support

If you need help or have any question related to eDMR, do not hesitate to contact DWR as specified below.

- Send an e-mail to **Technical Support** at denr.dwq.edmr.help@lists.ncmail.net

- or -

- Send an e-mail to **NC eDMR Administrator** at edmradmin@ncdenr.gov

- or -

- Call **(919) 707-3681** and ask for **Information Processing Unit Staff**.