eDMR

(electronic Discharge Monitoring Report)

Stormwater Program
User Guide

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If you need help or have any question related to eDMR that is not addressed in the User Management Guide, please contact the Stormwater eDMR Administrator at sw-edmr@deq.nc.gov or 919-707-9235.

Section 1: Overview of eDMR Process and Users

1.1. Overview of eDMR Process

Congratulations on beginning your journey in eDMR. After getting your User accounts set up in eDMR, the process of submitting monitoring data will be more efficient and it will also be compliant with EPA's Electronic Reporting Rule. The Stormwater Program has set up a website (deq.nc.gov/SW-eDMR) to assist you in this six-step process:

1. Verify database information.
2. Submit eReporting Registration Form.
3. Set up other users in eDMR. (Optional)
4. Request additional or update Submitter privileges. (Optional)
5. Enter monitoring data in eDMR.
6. Maintain user data.

Because of the large number of permittees that we serve, the Stormwater Program requests that all eDMR Users consult this guide before contacting the Stormwater eDMR Administrator for assistance. This guide will be updated if Stormwater Program staff find that it does not adequately address user questions.

1.2. User Groups and Associated Privileges

Each permit will have a group of eDMR Users that play a role in the eDMR process (as shown in Table 1). Some of these Users will be managed by the Stormwater Program staff (Owner and Submitter) and some Users will be managed by industry staff (Facility Administrator, Certifier, Data Entry, and View Only). This manual will explain how to manage the Certifier, Data Entry, and View Only Users to give the industry staff more control over the process and to allow Stormwater Program staff to serve our permittees well.

Table 1: User Groups and Associated Privileges

User Privileges	Facility User Groups					
	Owner	Facility Administrator	Submitter	Certifier	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	X	X		X	X	

* Facility Administrator, Certifier, Data Entry, and View Only Users can obtain Submit privileges if the Owner submits a **Stormwater eDMR Submitter Change Request Form** and a **Delegation of Signature Authority (DOSA) Form**.

1.3. User Group Descriptions

Table 1 shows that there are four different types of eDMR User Groups as follows:

1. **Owner** – The legal entity to which/whom a permit has been issued. The Owner may be an individual or organization. Every Owner is required to have a Responsible Official who meets the legal signature authority requirements in 40 CFR §122.22, which are summarized as:
   - Corporation: This individual shall a president, secretary, treasurer, or vice-president in charge of a principal business function, or another individual who performs similar functions for the corporation, or the manager of one or more manufacturing, production, or operating facilities who is authorized to make management decisions about the facility operation.
   - Partnership or sole proprietorship: This individual shall be a general partner or the proprietor, respectively.
   - Municipality, State, Federal, or other public agency: This individual shall be either a principal executive officer or ranking elected official.

2. **Facility Administrator** – The person(s) responsible for managing User information for the facility/permit.

3. **Submitter** – The person(s) who submits the report. May be the owner or other delegated person that has signatory authority for the permit.

4. **Certifier** – The person(s) certifying the data entered.

5. **Data Entry** – The person(s) responsible for entering, importing, revising, or deleting eDMR Reports. This can be by manual data entry or importing report information from a spreadsheet file.

6. **View Only** – The person(s) who may view reports submitted but does not have other privileges in the system.

1.4. User Set Up Responsibilities

Responsibilities for User set up will be shared between the DEMLR Stormwater Program and Owners/Facility Administrators in accordance with Table 1. To summarize this process:

- The **DEMLR Stormwater Program** will set up **Owners, Facility Administrators, and Submitters** based on the information provided by the Owner in the eReporting Registration Form.
- The **Owner or Facility Administrator** will set up **Certifier, Data Entry, and View Only**. Owners and Facility Administrators should do this soon after receiving the email from the eDMR system that their User accounts have been established.

Section 2: Logging in to eDMR

Before you begin, make sure you have your User profile and log on information. This information will be required to use the application.

Access eDMR by going to https://ncnode.enr.state.nc.us/nc-edmr/login.do?m=view.

Enter your User ID and Password that was provided by the Stormwater eDMR Administrator to log in to the eDMR application. Each User ID must be unique and will be the Facility User's email address of their choice. The User ID must be all lowercase. **Store your User ID and Password in a safe place so you will not have to go through the password reset process (see Section 6).**
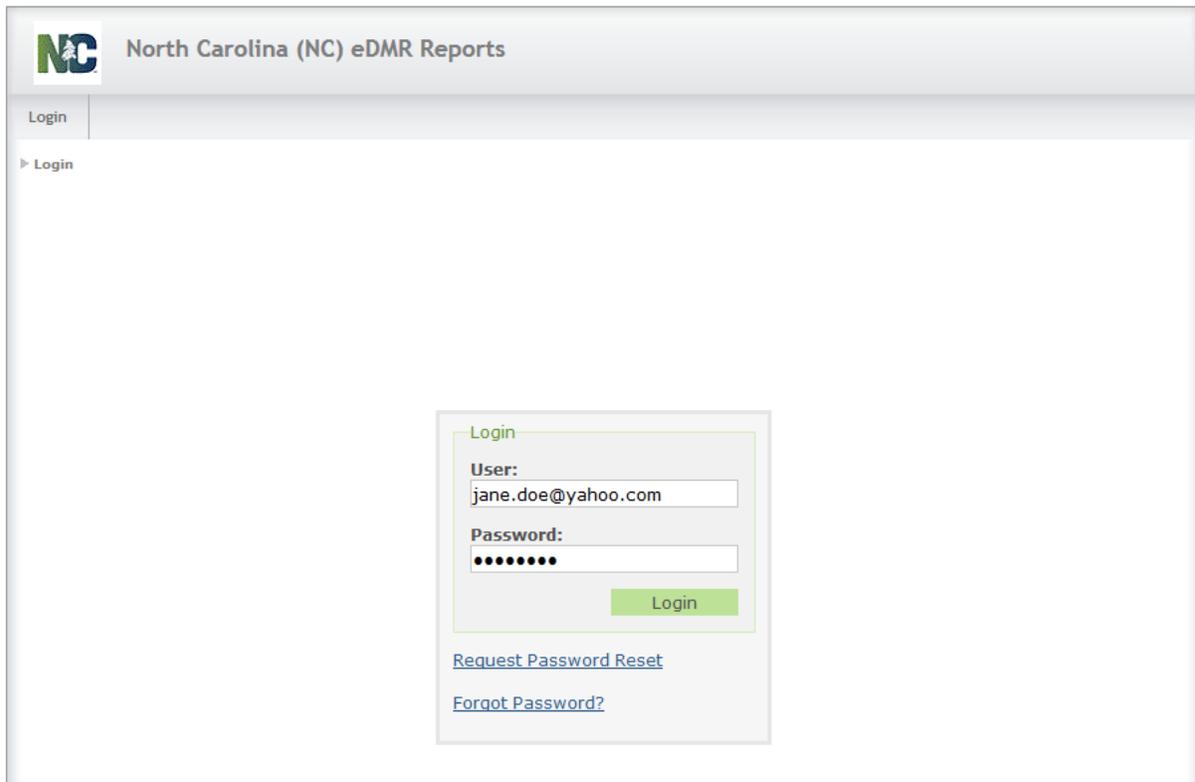
NOTE: Passwords must consist of at least eight (8) characters in length and must include at least one (1) uppercase letter, at least one (1) lowercase letter, and at least one (1) number. There is no limit on failed login attempts for non-submitter users. However, Users with submitter permissions will receive a warning after three (3) failed attempts to log in and the account will be locked after five (5) failed attempts.

Section 3: Creating and Associating Users with Permits

The Stormwater eDMR Administrator will create the Owner, Facility Administrator, and Submitter based on the information provided in the Stormwater eReporting Registration Form. Then, the Owner or Facility Administrator will create the Certifier, Data Entry, and View Only Users. Also, the Owner may use these instructions to create a Facility Administrator that was not included on the original Stormwater eReporting Registration Form.

3.1. How to Create a New User

Before creating a new user, search eDMR to ensure that the user does not already have an eDMR account. You will have different privileges depending on your user type:

- **User List** and **Search For Users** are available only to Owners and Facility Administrators.
- **Change Password** and **User Details** are available to all Users.
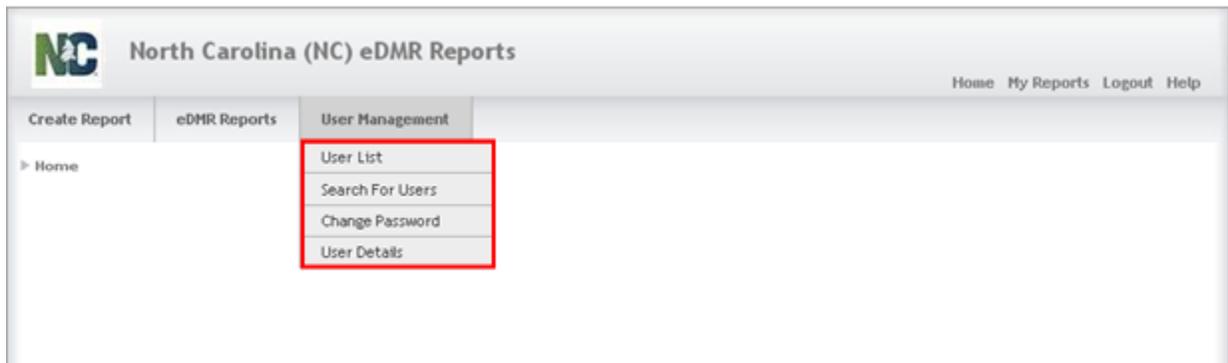
Select:
    (1) User Management on the menu bar, then
    (2) User List from the drop-down menu options, then
    (3) Create User button.
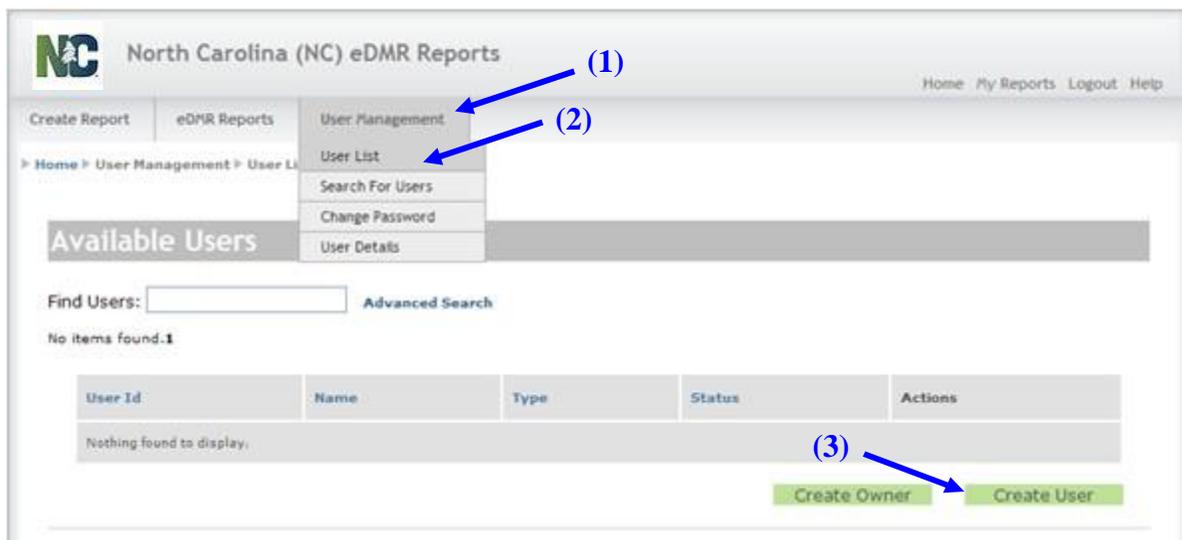
This will bring you to the Create User – User Information screen. From here, select:

(1) FACILITY_USER as User Type and complete all fields for the person you are designating as
the new User (note that "Middle name" is the only optional field), then click
(2) Create to move to the next screen.

3.2. How to Associate the First Permit with a User

You must associate at least one permit to a new user upon creation or that user will become unavailable to you in the eDMR system.

The Edit User Details – Associated Permits screen will appear after you select the "Create" button in the previous step. Next, to add a permit for a User called **(1) "Jane Doe"** in this example, click the **(2) Add Permit** button to associate the first permit(s) to this User.
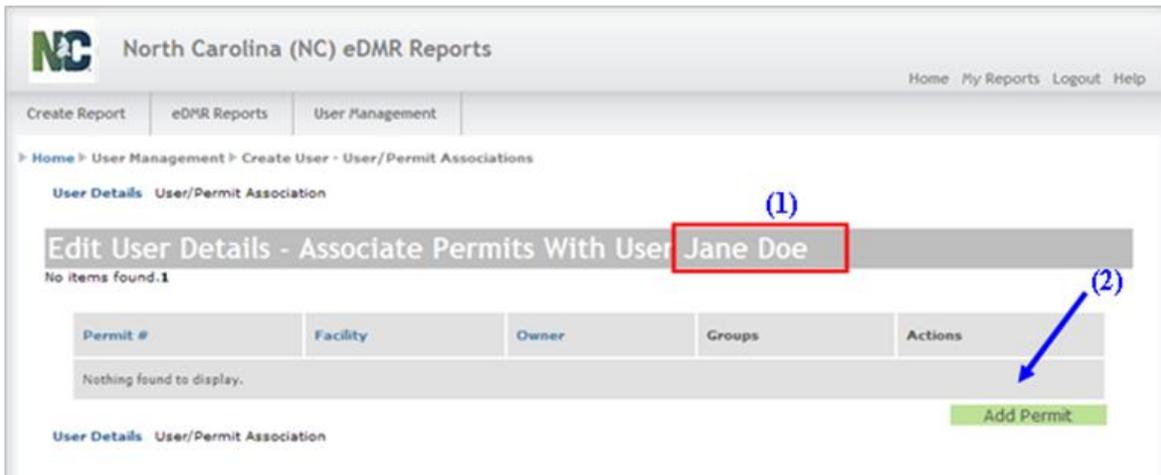
A popup window will appear with a drop-down selection list showing only those permits associated with the Owner or Facility Administrator using eDMR. In the popup window, select:

- **(1) Permit Number** of a permit you would like to associate with the user from the drop-down list, then click the
- **(2) Add Permit** button. Only one permit can be added at a time.
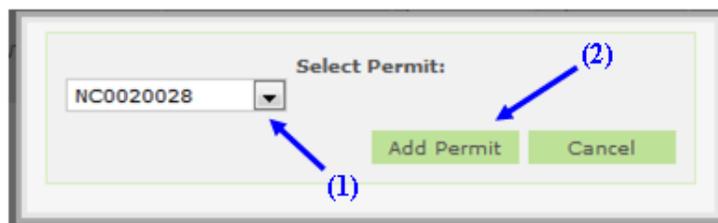
After adding the permit, you will return to the Edit User Details – Associate Permits screen. In this example, **(1) Permit # NC0023230** is now associated to the User **(2) Jane Doe**. Initially, users are placed in the User Group **(3) VIEW_ONLY**. If an Owner or Facility Administrator would like to upgrade a User to a Facility Administrator or Data Entry User, that is explained in Section 4.
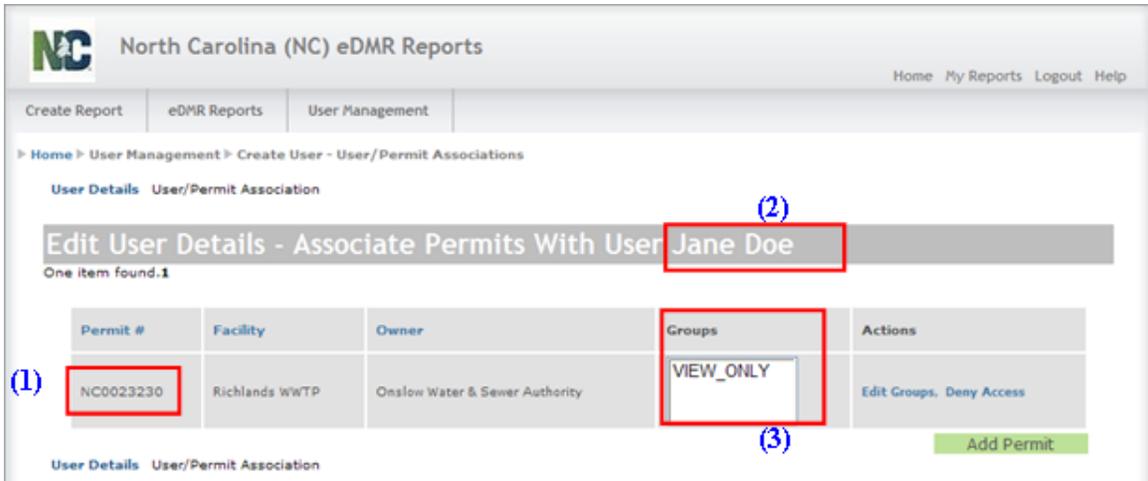
3.3. How to Associate Additional Permits to a User

Select:
  (1) User Management, then
  (2) User List, then find and select the
  (3) User ID you just created. The following User Details screen should display.
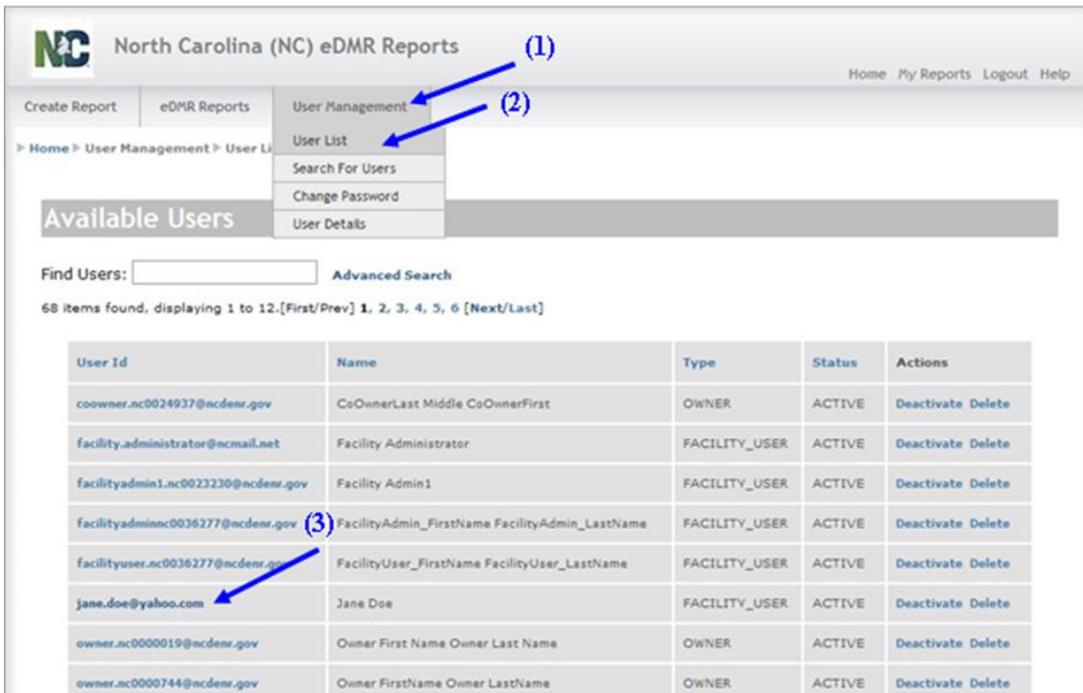
The Edit User Details screen displays the User information profile just entered. Note that this screen can also be used to perform maintenance on this User's profile information if it changes later. Each permit must be individually associated to a user. *The User details can only be maintained for users that do not have Submitter permissions. All changes to Submitter user account details must be completed by the Stormwater eDMR Administrator.*

Click the **(1) User/Permit Association link**.

In the Edit User Details – Associate Permits screen for **(1) User ID**, click on the **(2) Add Permit** button to associate additional permit(s) to this User.
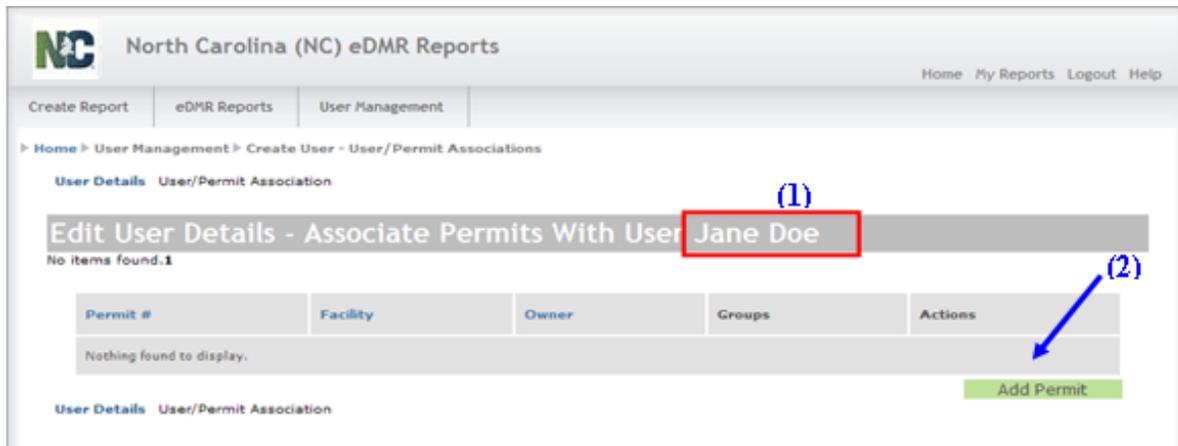
A popup window will appear with a drop-down selection list showing only those permits associated with this facility. Only one permit can be added at a time.

Select the appropriate **(1) Permit** and then click on the **(2) Add Permit** button.
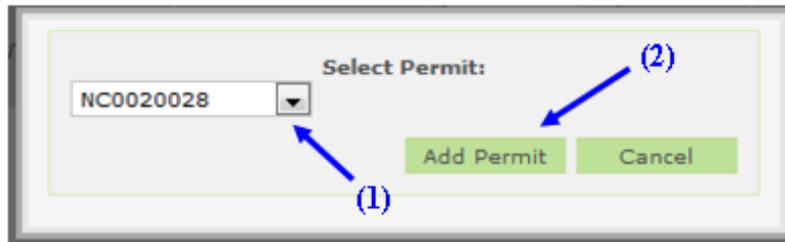
After adding the permit, you will return to the Edit User Details – Associate Permits screen. In this example, Permit # NC0020028 is now associated to the User Jane Doe in addition to the original permit that was associated (Permit # NC0023230). **When the Permit # NC0020028 is first associated to the user, the group default value is VIEW_ONLY.** If an Owner or Facility Administrator would like to upgrade a User to a Facility Administrator or Data Entry User, that is explained in Section 4.

3.4. User Creation Email

After the User is created, the eDMR application will automatically send an email notification of this to the User. In addition, the Facility Administrator must provide the new User with their credentials for the new User to log in.
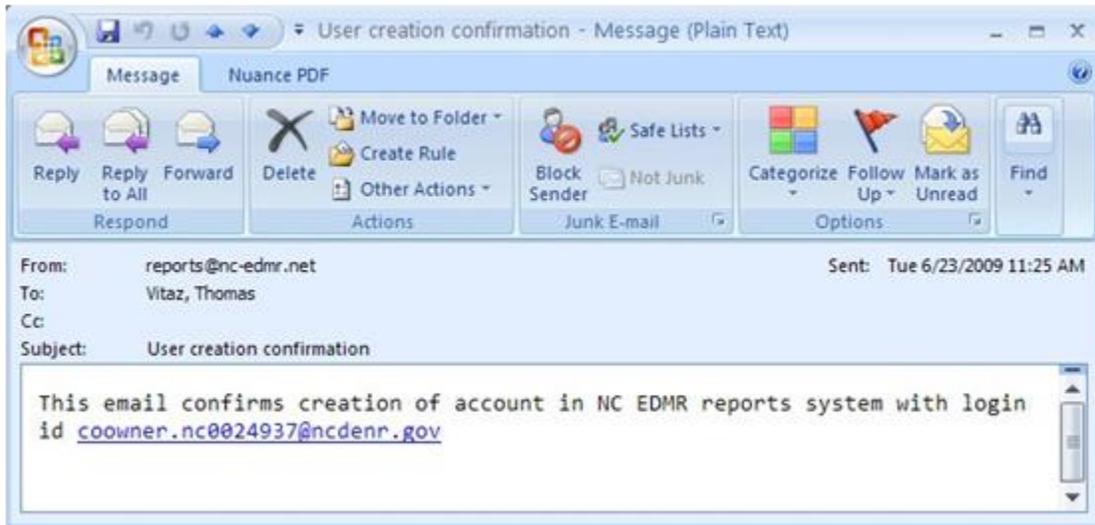
Section 4: Upgrade User to Facility Administrator or Data Entry

As you begin Section 4, remember that the Stormwater eDMR Administrator has already created the user accounts for the Owners, Facility Administrators, and Submitters that you listed in the Stormwater eReporting Registration Form.

In this step, the Owner or Facility Administrator is responsible for creating the Certifier, View Only, and Data Entry Users associated with each permit. **Only the Owner can upgrade a User to Facility Administrator and Submitter**. All Users start out as View Only when they are first created; therefore, no further action is needed after User creation (see Section 3) for Users that will remain as View Only.

4.1. How to Upgrade a User to Facility Administrator

In the Edit User Details Screen, click on the **(1) Edit Groups** link.

To create a Facility Administrator, check the box to the left of **(1) FACILITY_ADMIN** then click the **(2) Submit** button.

The User now has Facility Administrator privileges, as can be seen in the **(1) Groups** column.
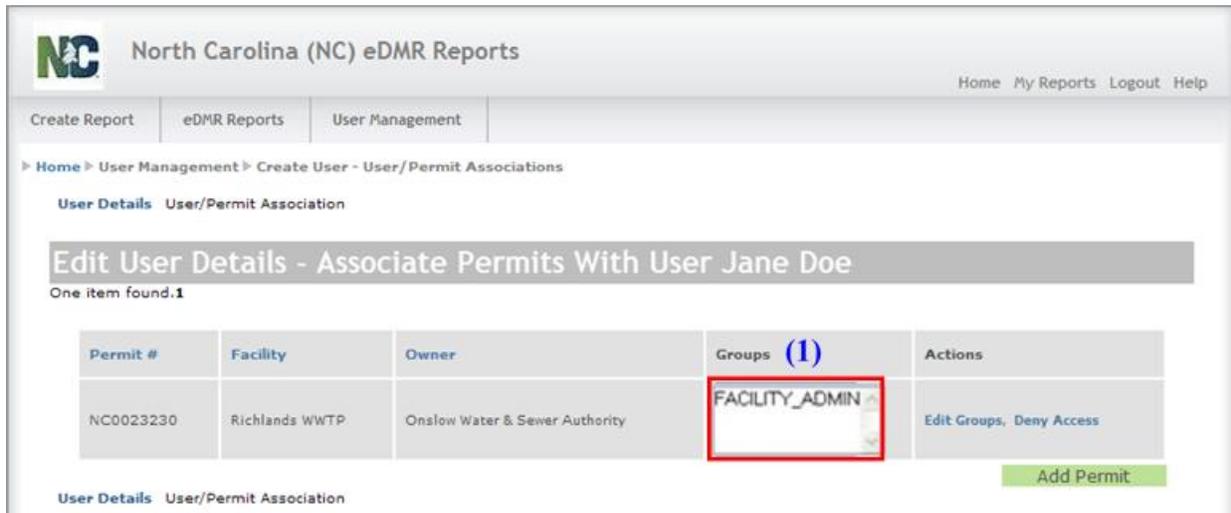
4.2. How to Upgrade a User to Data Entry and Certifier

To upgrade a User to Data Entry and Certifier privileges, follow the above steps except check only DATA_ENTRY and/or CERTIFIER, not FACILITY_ADMIN.

4.3. Managing User Privileges

Each User Group has certain privileges associated with it. Please refer to the User Groups and Privileges Table in Section 1.2 of this User Guide for detailed information.

Note: Facility Owners and Facility Administrators can manage User privileges. Only the User with Owner privileges can manage Facility Administrators and Submitters. A Facility Administrator cannot manage Users with Owner, Facility Administrator, or Submitter privileges. A Facility Administrator can only manage User accounts with Certifier, Data Entry, and View Only privileges. Should an Owner or Facility Administrator encounter issues with accessing User accounts, they should contact the Stormwater eDMR Administrator for assistance.

The Submitter is the person at the facility with signatory responsibility. This can be the Owner or any other User that has been delegated signatory authority by the Owner/Responsible Official. **Associating a user to the Submitters Group can only be performed by the Stormwater eDMR Administrator**. The Stormwater eDMR Administrator can also create the new User account if desired. Any User account, new or existing, that is requested to be given Submitter permissions must be done in writing along with the appropriate documentation (i.e. Delegation of Signature Authority [DOSA]). The Stormwater eDMR Administrator should also be notified in writing when revocation of Submitter privileges is warranted.

NOTE: 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 a password, or changing security questions. Any time a Submitter User changes account information, they will be required to change their password. Submitter Users must click the "Request Password Reset" on the login page or contact the Stormwater eDMR Administrator at sw-edmr@deq.nc.gov to request account changes.

Section 5: Managing User Access

5.1. How to Deactivate a User

When a User is deactivated, the User still exists in eDMR but is Inactive (unable to log in). After a User is added, the "Available Users" Screen will show the User Status as **(1) Active**. This active status allows the User to login to the system. To prevent the User from logging in to eDMR, change the status to Inactive by clicking **(2) Deactivate**.

In the Confirm Deactivate Popup Window, click **(1) OK** to confirm deactivation.

In the User Deactivation Confirmation Screen, click **(1) OK** to confirm deactivation. Now the User will no longer be able to login to the eDMR system.

5.2. How to Reactivate a User

This is a similar process to Deactivation. To reactivate a User, click on **(1) Activate**.
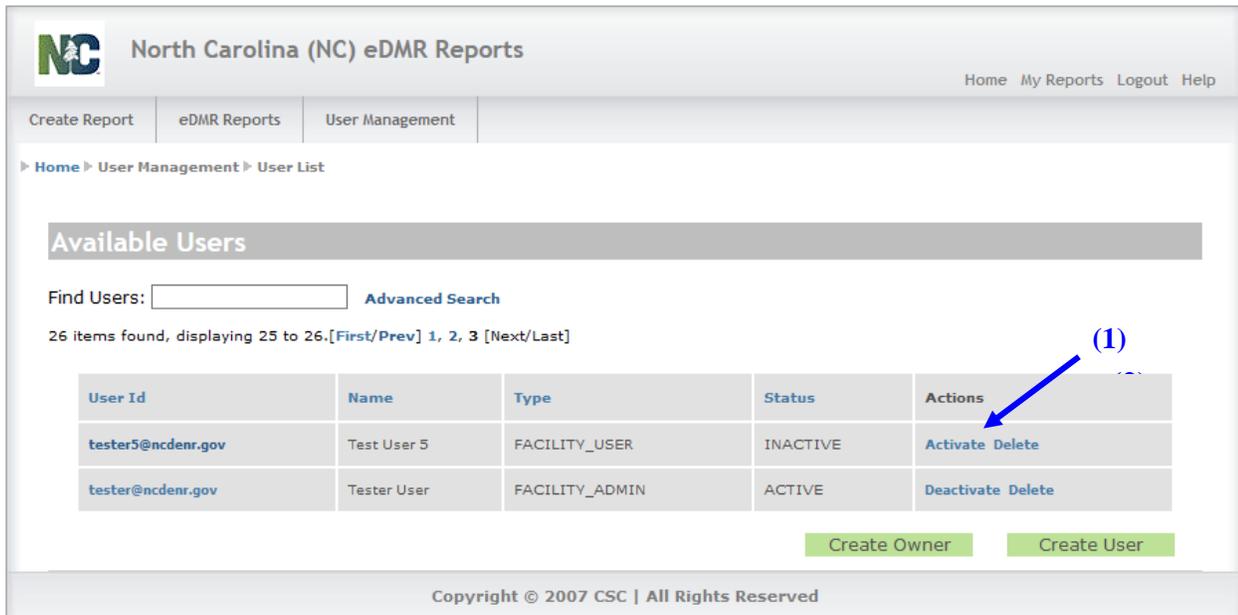
In the Confirm Reactivate Popup Window, click **(1) OK** to confirm reactivation.
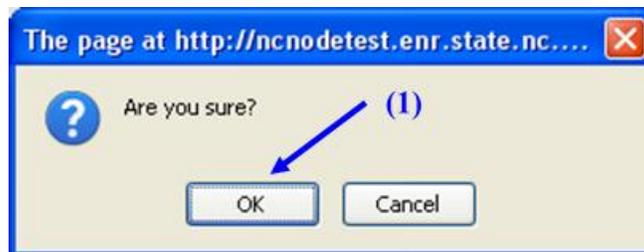
In the User Reactivation Confirmation Screen, click **(1) OK** to confirm reactivation. The User will now be able to login to the eDMR system.
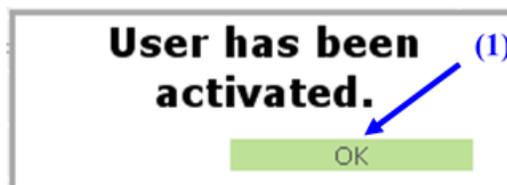
5.3. How to Delete a User

It is strongly recommended not to delete a User but rather to use the deactivation feature for any Users that you do not wish to be involved with reporting or viewing permit data in the future. In fact, any User that has submitted reports in the past will <u>not</u> be allowed to be deleted from the system.

However, if the need arises to delete the User from eDMR, click **(1) Delete**. This action will remove the User from eDMR lists, but the User will still be in the system.
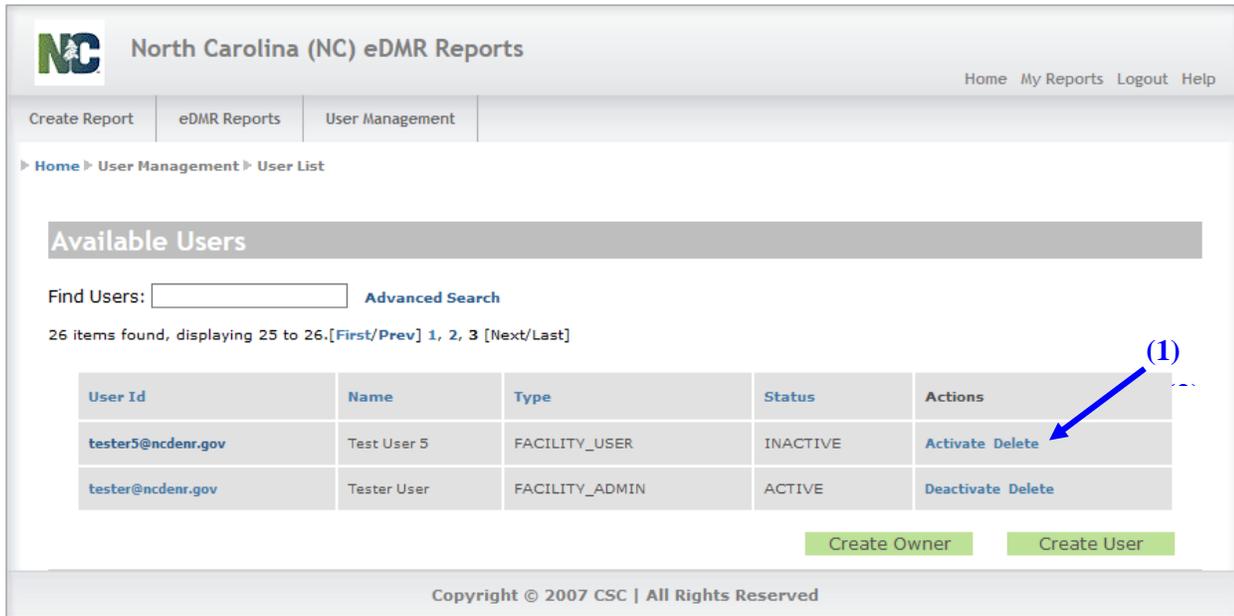
In the Confirm Delete Popup Window, click **(1) OK** to confirm deletion.
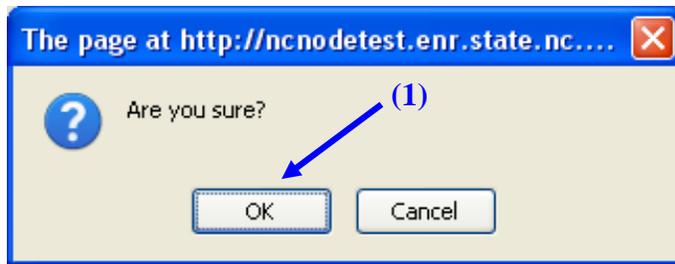
In the User Delete Confirmation Screen, click **(1) OK** to confirm deletion. The User has been removed from the eDMR system.
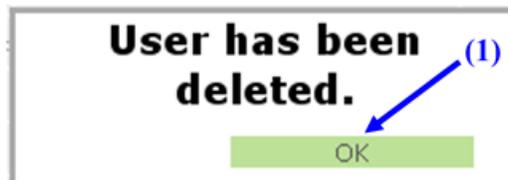
If the User has submitted any reports to eDMR, the User will <u>not</u> be allowed to be deleted from the system. The following message will popup. Click **(1) OK** to deactivate the User. The delete action will be cancelled if the **(2) Cancel** button is clicked.

User cannot be deleted because he/she has reports in the system. Would you like to deactivate the user instead?

(2) Cancel   OK (1)
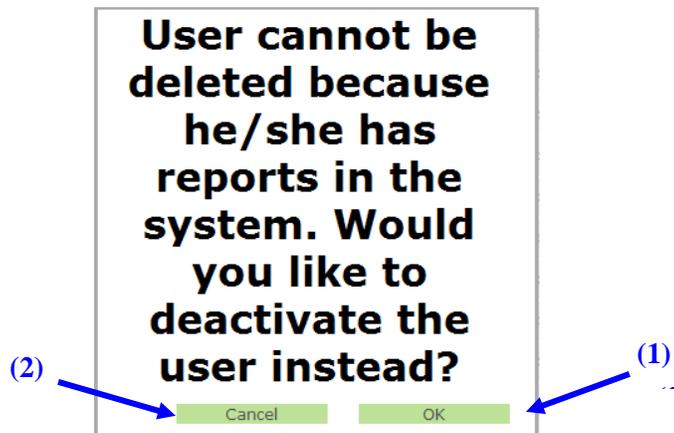
5.4. How to Deny User Access to a Permit

From the Edit User Details Screen, click on **(1) Deny Access**. This will disassociate the User with the permit. The User and permit still exist in the system, however, they are no longer associated with each other.

North Carolina (NC) eDMR Reports

Home   My Reports   Logout   Help

Create Report   eDMR Reports   User Management

▶ Home ▶ User Management ▶ Create User - User/Permit Associations

User Details   User/Permit Association

Edit User Details - Associate Permits With User Jane Doe

One item found. 1

(1)

Permit #	Facility	Owner	Groups	Actions
NC0020044	Williamston WWTP	Town of Williamston	VIEW_ONLY	**Edit Groups, Deny Access**

Add Permit

User Details   User/Permit Association

Edit User Details screen after action of Deny Access. There are no permits listed. **Note that if a User does not have at least one permit associated with them, the Owner and Facility Administrator will be unable access the User account and will have to ask the Stormwater eDMR Administrator to restore access.**
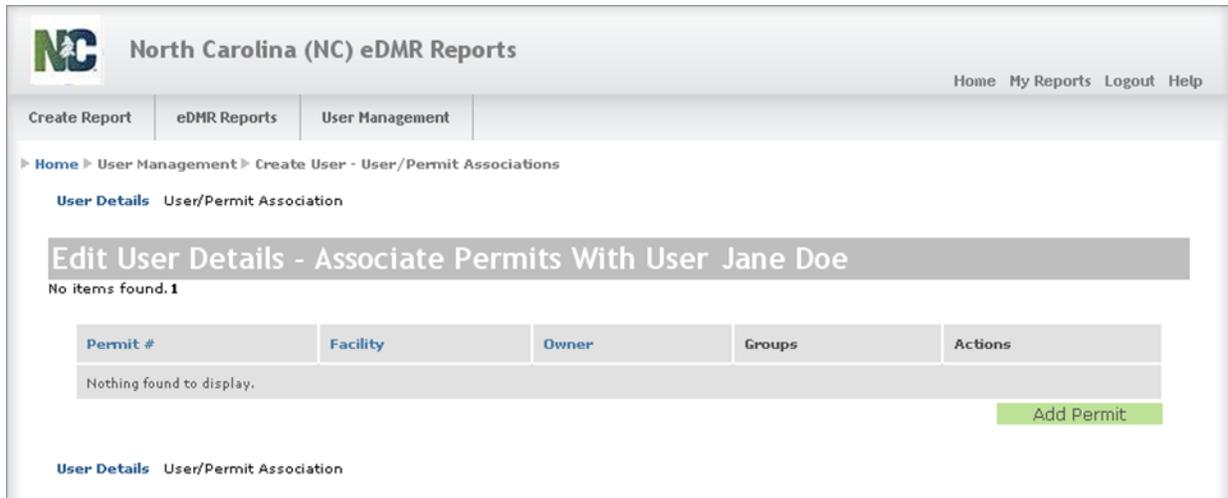
5.5. How to Request or Update Submitter Privileges

The Submitter for a facility must have the signatory responsibility needed to submit eDMRs. Submitters must already be established by the Responsible Official or the Stormwater eDMR Administrator as a Facility Administrator, Certifier, Data Entry, or View Only User before being upgraded to the Submitter privilege.

Upgrading a Facility Administrator, Certifier, Data Entry, or View Only User to the Submitter Group can only be performed by the Stormwater eDMR Administrator. The Stormwater Program suggests limiting the number of users that are assigned the "Submit eDMRs" privilege. In addition to the requirement to be managed by the Stormwater eDMR Administrator, Users with the Certify and Submit privileges will have a higher level of effort in the system for identity verification per EPA's NPDES Electronic Reporting Rule.

You will request that at least one User per facility receive Submitter privileges by taking the following actions:

- Complete the Stormwater eDMR Submitter Change Request Form listing all Users that you would like to have Submitter privileges.
- Submit the completed Stormwater eDMR Submitter Change Request Form with a Delegation of Signature Authority (DOSA) Form. The Stormwater eDMR Submitter Change Request Form can be scanned and emailed to the Stormwater eDMR administrator at sw-edmr@deq.nc.gov as well as sending a hard copy with original signatures to: DEMLR Stormwater Program eDMR, Attn: Stormwater eDMR Administrator, 1612 Mail Service Center, Raleigh, NC 27699-1612.

After the Stormwater eDMR Administrator upgrades a User to have Submit privileges, that User will receive an email that a change has been made. The change will take effect upon the next User login to

the eDMR application. After receiving this email, the User should login and view their User information profile to see what has been changed.

5.6. Updating User Account Details for Exiting Users

The Facility Administrator can update the User account details for non-submitter users only. Submitters must contact the Stormwater eDMR Administrator if the User wants to update their details. An existing User account can be maintained as follows.

Select **(1) User Management** and then **(2) User List**. A list of users will appear from which the Facility Administrator can select a user account to manage. The user accounts that appear will be those that Facility Administrator will be able to manage only for those permits they have facility administrator permissions.

Click on the **(3) User ID** that you want to manage. Selecting the User ID will open the User Details Screen.
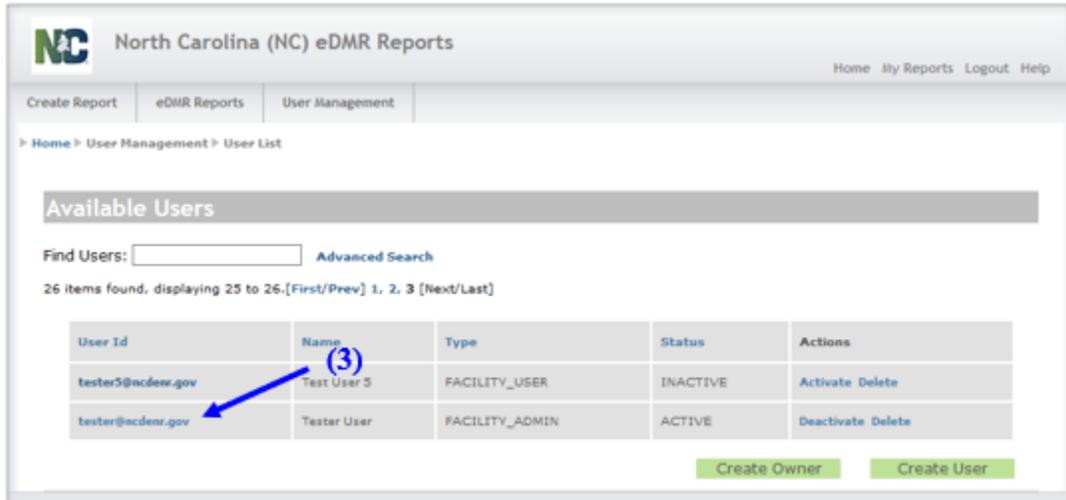
Make any necessary changes to the User account details. Once changes are complete, click **(1) Update** to save the changes. If any changes to the permit associations need to be made, this can be done by selecting **(2) User/Permit Association** which is detailed in Section 3. Updates to User privileges can be found in Section 4.
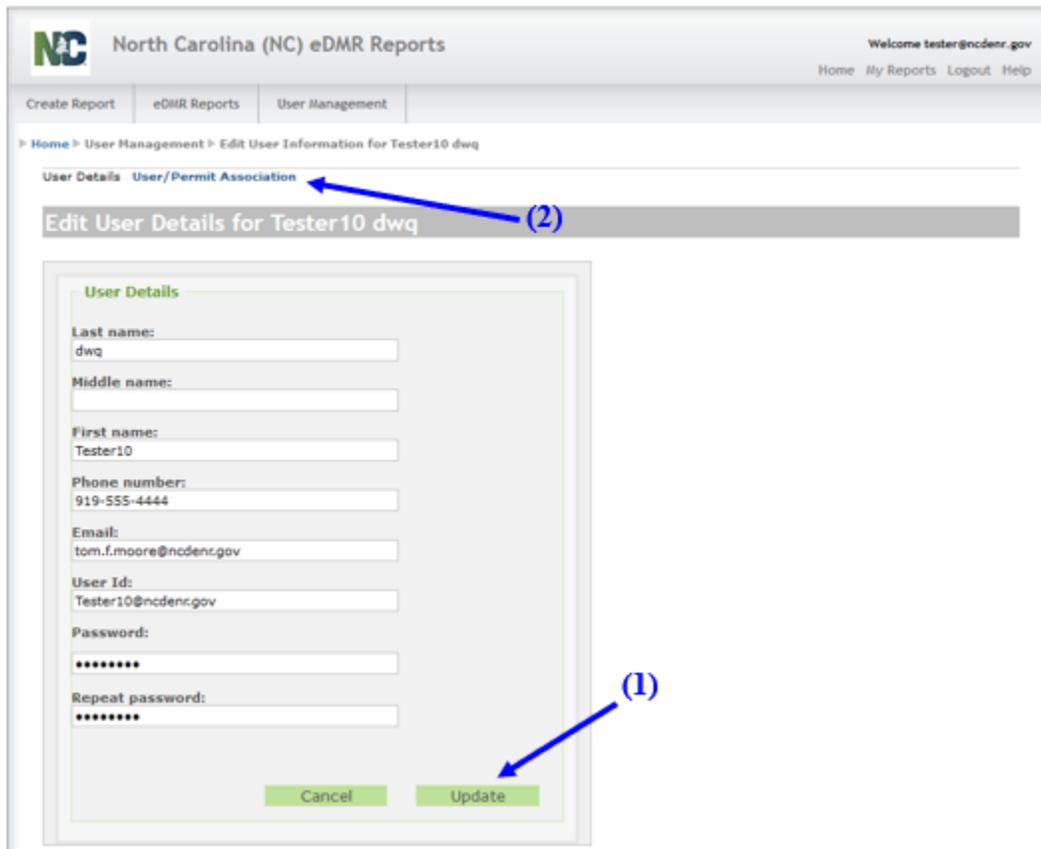
Section 6: Managing Passwords

6.1. How to Change a Password

Except for Owners and Submitters, the User has the ability of changing their password at their discretion. To change the password, go to the **(1) User Management** tab, then click the **(2) Change Password** menu item.
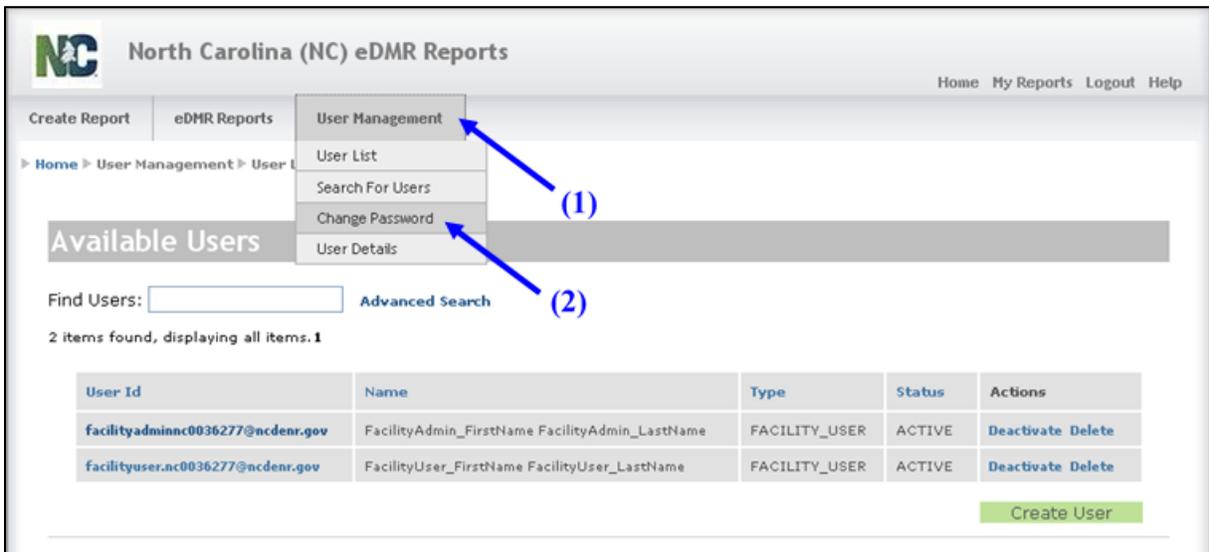
Owners and Submitters must contact the Stormwater eDMR Administrator to request a password reset. When a Submitter user selects the **(2) Change Password** option, the following message will be displayed at the top of screen. The submitter user will be able to view their Security Questions and Answers on the screen below the message.
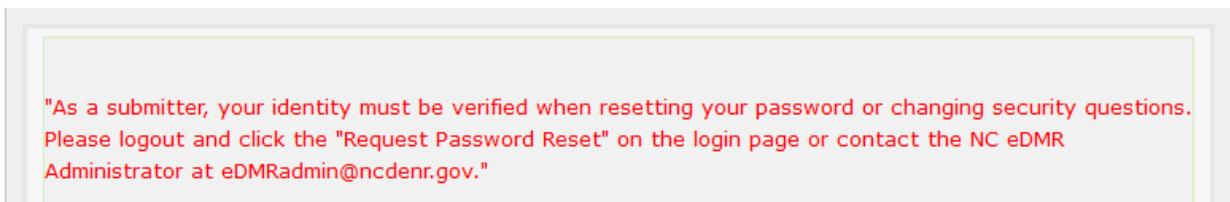
Type in the **(1) Current Password**, the **(2) New Password** in both fields, then click **(3) Submit**.

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.

From the Password Change Confirmation Popup Screen, click **(1) OK**. The User will be returned to the Login Screen where they can proceed with logging into the system using the new password.

6.2. How to Retrieve a Lost Password

There are two options available to a user, retrieve forgotten password or resetting the password. Users can retrieve forgotten passwords by clicking on Forgot Password (available to non-submitters only) or get the password reset by clicking on Request Password Reset. **Submitters will be required to reset their password should they forget their current password.**

To retrieve the forgotten password, click on **(1) Forgot Password**.
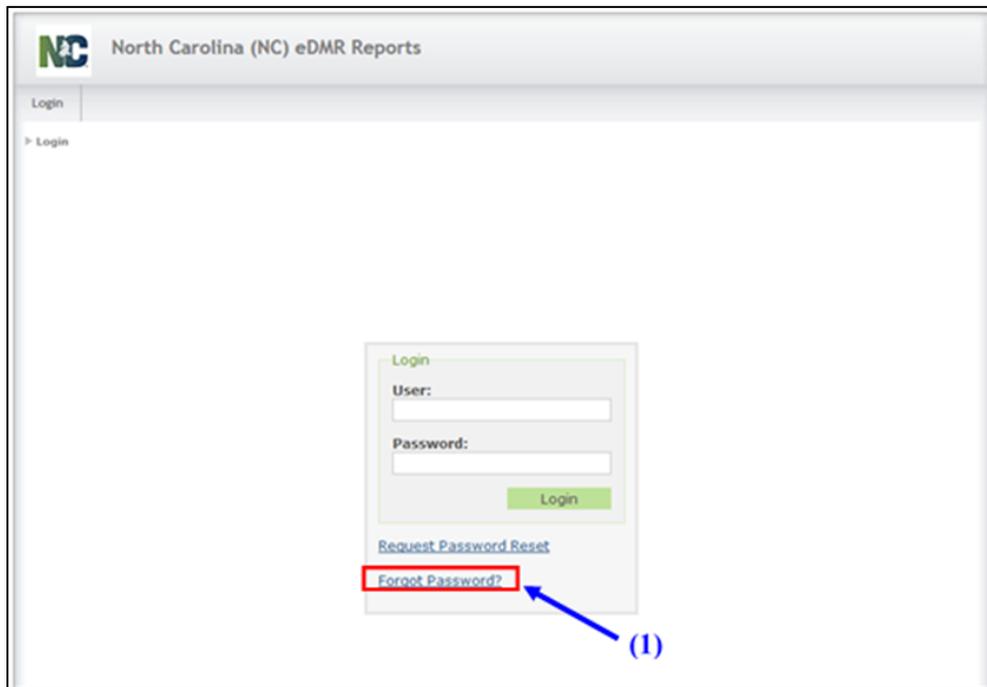
In the Provide User ID Screen, provide the **(1) User ID** and click **(2) Submit**.
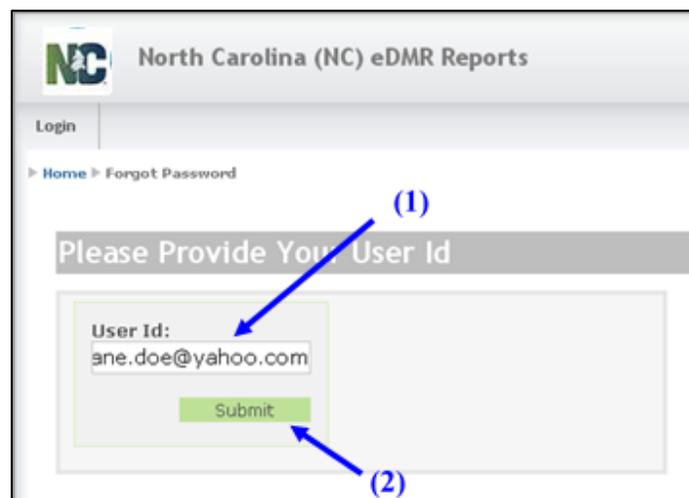
The eDMR application will send an automatic email containing the User's current password to the email address specified on the User's account profile. **This option only applies to non-submitter users.**

If the user ID entered belongs to a user with submitter permissions, the following will be displayed. The submitter user will need to request a password reset or contact the Stormwater eDMR Administrator at sw-edmr@deq.nc.gov.
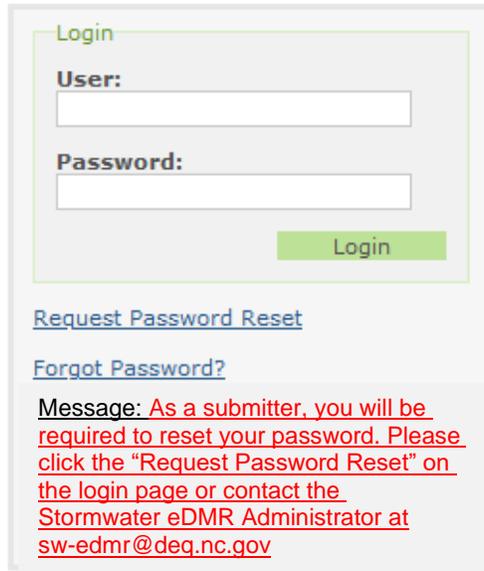
6.3. How to Reset a Lost Password

All password reset requests made using the Request Password Reset option on the login screen will be sent to an eDMR Administrator; however, the Owner and Facility Administrator can reset passwords for all Users except Submitters. Owner and Submitter passwords must be reset through the Stormwater eDMR Administrator. The User can request that the password be reset by clicking on **(1) Request Password Reset**.
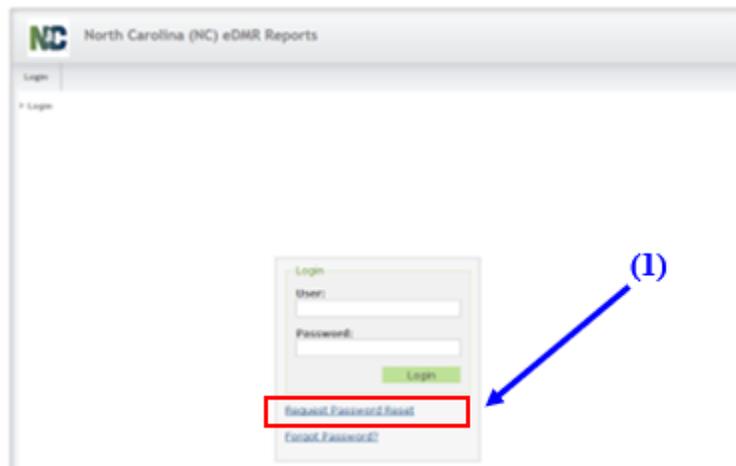
In the next screen, the User must supply their **(1) User ID** and click the **(2) Submit** button.
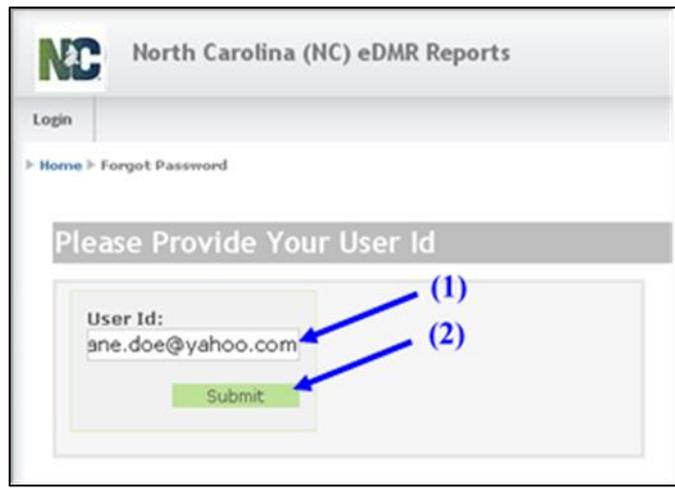
The eDMR system will automatically send an email to the eDMR Administrator requesting a password reset. Non-Submitter Users may also contact their Facility Administrator directly for assistance with a password reset. Upon receipt of the email for the password reset request, the eDMR Administrator will perform the password reset and the User will be notified. Should the request come from a Submitter, additional steps will be required by the Stormwater eDMR Administrator to verify the requestor's identity.

The User will see the message that the **(1) Password reset request was sent to Administrator**.
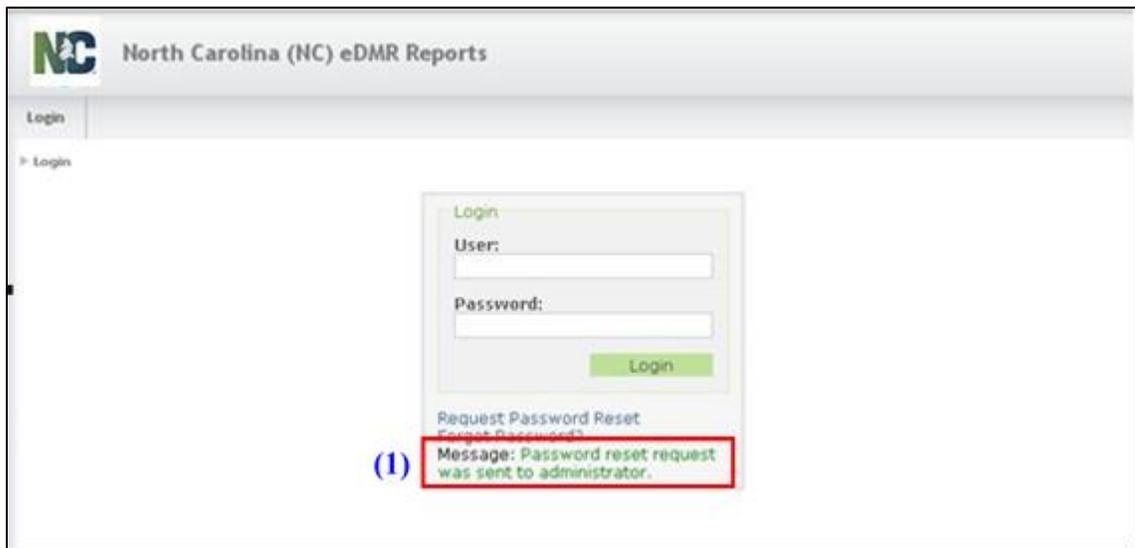
Upon receiving the password reset request, the eDMR Administrator will go to the User's profile and change the password. When this is done, the next time the User logs in, the system will prompt them to change their password. **Note that it may take several business days to reset the password of a User with Submitter privileges.**

6.4. Manual Password Change by Facility Administrator

Facility Administrators can maintain non-Submitter User account details and manually change the password. When the password is changed by the Facility Administrator, there are two ways to find the User's profile information: generating a list of Users or performing a search for a User. The User list provides a list of all Users for that facility and is the simpler option. The Facility Administrator will select **(1) User Management** then **(2) User List**.
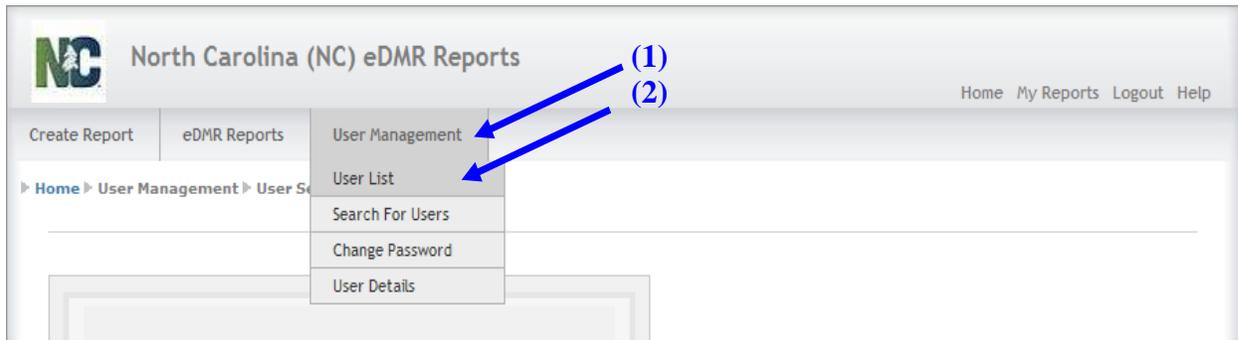
This display shows there are multiple Users besides the Owner that have been created for this facility/permit. Click on the **(1) User ID** to bring up the User Details screen for that User.
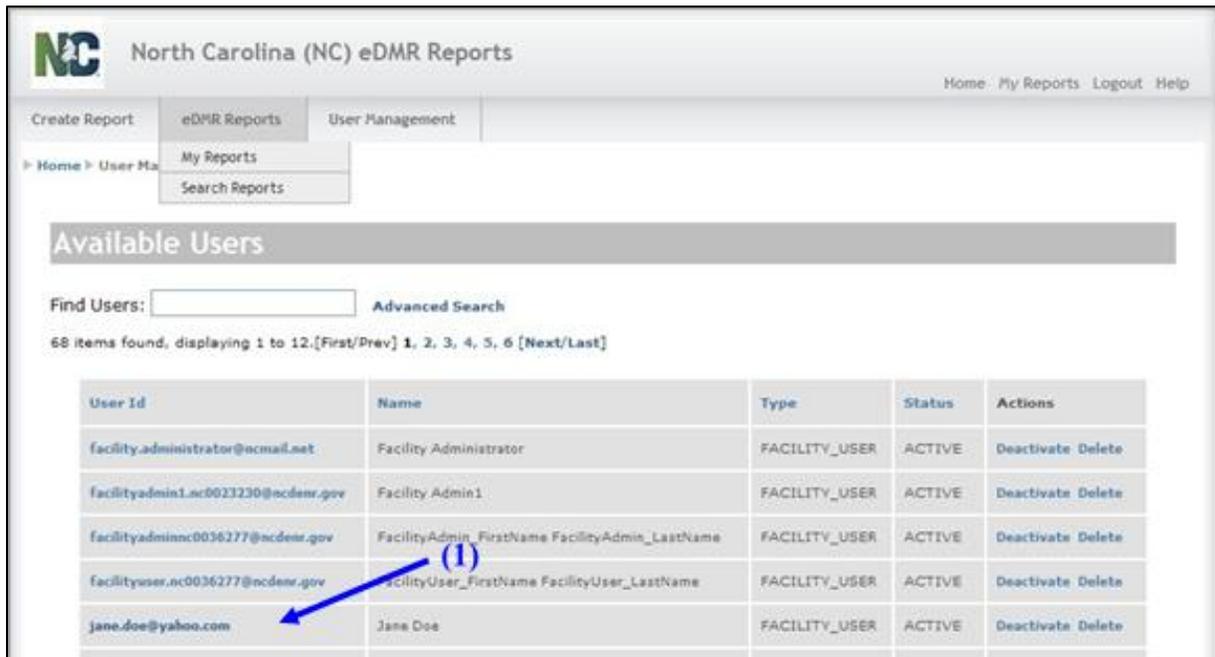
In the Edit User Details Screen, the Facility Administrator changes the **(1) Password** for a **(2) User**. To prevent unauthorized Users from gaining access to this account, the new password should not be a standard reset password such as "password1".

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 and should be a new password that is only known by the facility administrator and then sent to User.

6.5. Password Reset by Stormwater eDMR Administrator (Non-Submitter User)

All password reset requests made using the "Request Password Reset" option on the login screen will be sent to the Stormwater eDMR Administrator. This option is available to any user when a Facility Administrator is not available to complete the password change for the facility user.

For any reset requests performed by the Stormwater eDMR Administrator, the user will receive a temporary password via email. Upon receiving the temporary password for a non-Submitter User, the user will be prompted to change the password in the change password screen.

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

meeting the password requirements provided on the screen and enter it into the **(2) New Password** field.

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 and 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 the update is successful, the 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 to system using the new password just created.

6.6. Password Reset by Stormwater eDMR Administrator (Submitter User)

When a Submitter user requests a password reset, they will see a slightly different change password screen. In addition to the change password fields, the five (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 the User wants to change any or all of their questions/answers, they may do so as provided on the screen.

If the User needs to review their security questions and answers, click the "User Management" option and then select the "Change Password" option. The questions and answers will be listed on the screen.

Once the password has been changed, and changes made to security question/answers if applicable, press the **(1) Submit** button. If your entries meet all requirements for entry and update is successful, the user will be returned to the login screen which will indicate "Password was successfully changed" in the message field at the bottom of the login box.
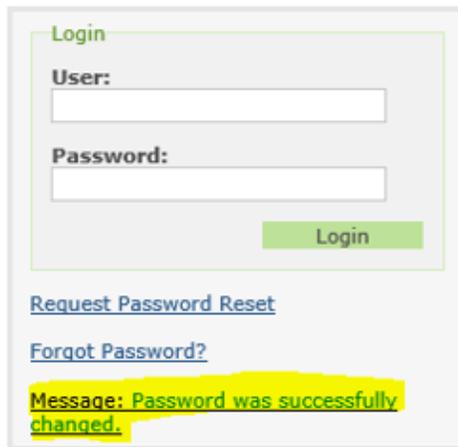
The user can then login to the system using the password just created.

NOTE: If the user is not returned to the login screen after completion of the entry of a new password and security questions, the changes were not successful and the user should log in again using their temporary password and retry the password reset. If the user continues to have issues with a password change, they should contact the Stormwater eDMR Administrator immediately for assistance.

The User receives two emails in the Password Reset process. The first email notifies the User that their profile information has been updated.
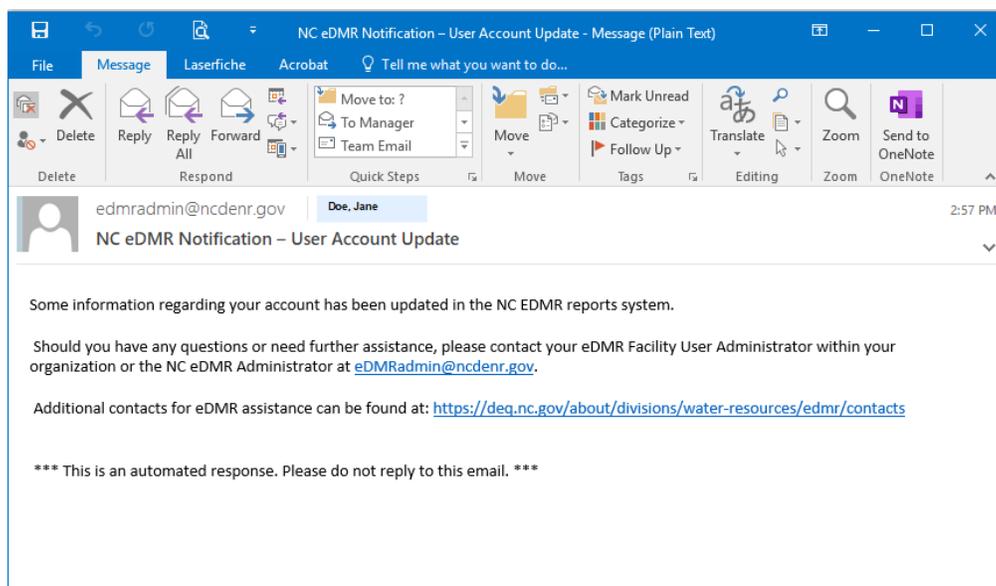
The second email will be from the Facility Administrator containing the new password.
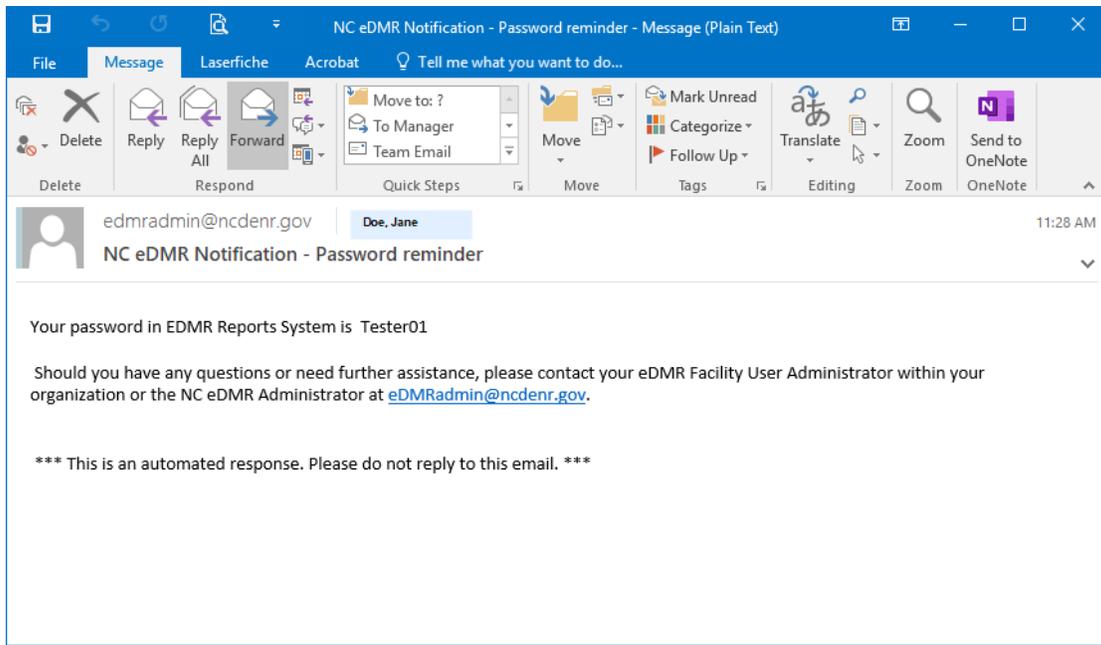
Section 7: Creating and Submitting eDMR Reports

7.1. Overview of the eDMR Reporting Process

The eDMR reporting process is comprised of the following steps:

- **Create Report** – You will instruct the eDMR system to create a report form for a specific permit. The eDMR system will provide the fields that you need to report the data.

- **Enter Data** – You will input the stormwater monitoring data into the report.

- **Validate Data** – You will validate that the data is correct and the eDMR system will check the data and provide warnings of any potential reporting issues as needed.

- **Certify Data** – You will certify that the data in the eDMR report is accurate.

- **Submit Report** – If you have submitter privileges, you will electronically sign and submit the eDMR report. The eDMR system will require the submitter to re-enter their password and provide the answer to one of their 5 security questions, which is randomly selected by system.

IMPORANT NOTE: The earliest day you can submit an eDMR report is the **first day of the month after the sample was collected**. For example, if a sample is collected on May 3rd, the eDMR report could be submitted on June 1st, but could not be submitted on May 30th.

However, you can create, validate, and certify an eDMR report at any time.

Your permit includes requirements about the last acceptable day to submit monitoring data. For many of the permits, the deadline to submit data is 30 days after the end of the quarterly monitoring period ends (April 30, July 30, October 30, and January 30 for Quarters 1 to 4, respectively).

7.2. How to Create an eDMR Report

The user will only be able to create a new eDMR Report if:
- The permit is active.
- The permit has active outfalls for this reporting period.
- An eDMR does not already exist for this permit/reporting period.
- DEMLR has not already received a DMR for the reporting month.

To create a new eDMR, select **(1) Create Report**.
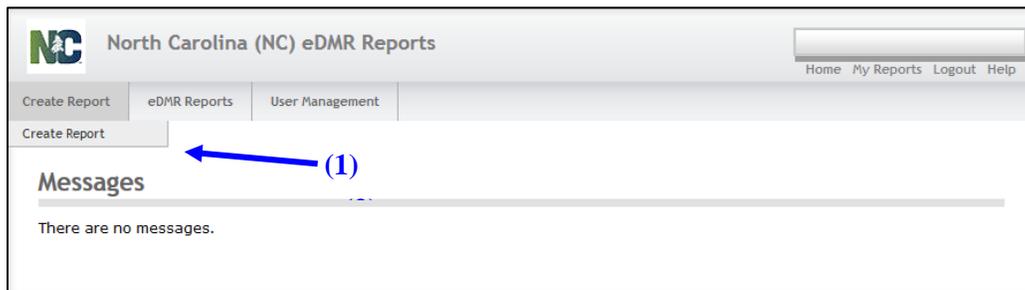
Select the permit for which you are reporting and then select the month and year that the sample was collected. The date cannot be in the future. Click on the **(1) Create Report** button. If a report has already been created in eDMR for that month and year, a message will be displayed.
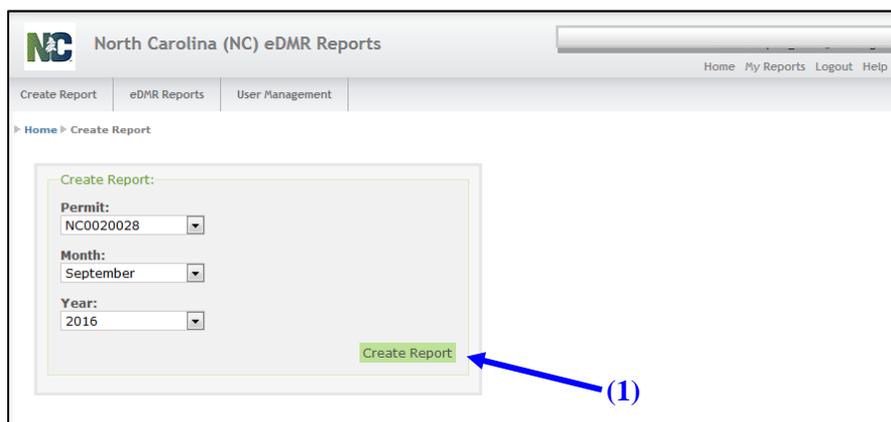
The following screen will be displayed after initial report creation. The eDMR has a status of "In Progress," as indicated in the breadcrumbs. Some information has been pre-populated for the permitted facility. The values in these fields should be reviewed and adjusted prior to continuing.

(1) **ORC Name** – It will automatically say "Not Required" in this field, enter nothing here.

(2) **Has ORC Changed?** – Enter nothing here.

(3) **Compliance Status** – For most stormwater permits, select "Compliant." If you are covered under an NCG02, NCG14, or and NCG24, and one or more of your wastewater outfalls has exceeded a limit, then select "Non-Compliant" and provide a comment in the "Comments" field (Item 8 below).

(4) **Certified Lab #** – If multiple labs are used, enter each separated by a comma, semi-colon, slash, etc.

(5) **Lab Name** – If multiple labs are used, enter each separated by a comma, semi-colon, slash, etc. (corresponding to Certified Lab # above).

(6) Persons(s) Collecting Samples – Enter the name of the person collecting the samples.

(7) Contact Phone # – Enter the phone number of the person collecting the samples. You will receive a warning later if you do not enter information in this cell.

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

(9) eDMR Pages – The dropdown box will become populated after you submit a report for one of the permit's outfalls.

Enter the above information and click **(10) Save**, then click **(11) Create New Page**. 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.

The "Create New Page from File" option is not typical for most stormwater permittees and is not covered in this manual. If your facility has a wastewater permit and you wish to create a new report from file, please consult the Wastewater eDMR Submittal Guidance for more information.

In the next screen, you will select one of the available **(1) 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. Then, click **(2) Create Page**.

NOTE: You will only be able to create a page for one outfall at a time. A page will need to be created for each permitted outfall to complete an entire report.
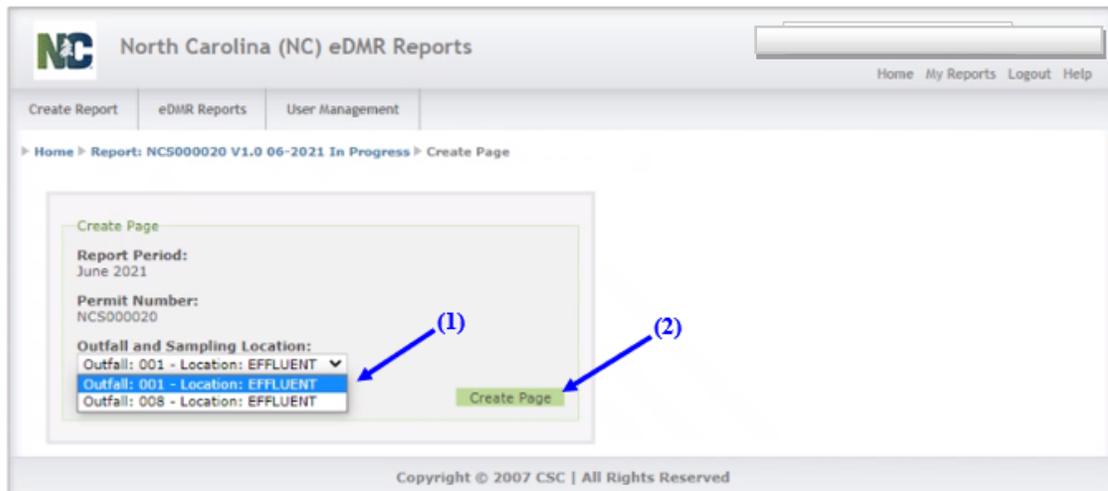
If the site had no flow/discharge during the reporting period, select the **(1) No Flow/Discharge from Site** box. You will not have to enter any additional monitoring data with this option. If there was flow from the site during the monitoring period being reported, select **(2) All Weeks (1-30)** to enter monitoring data when creating a new report.
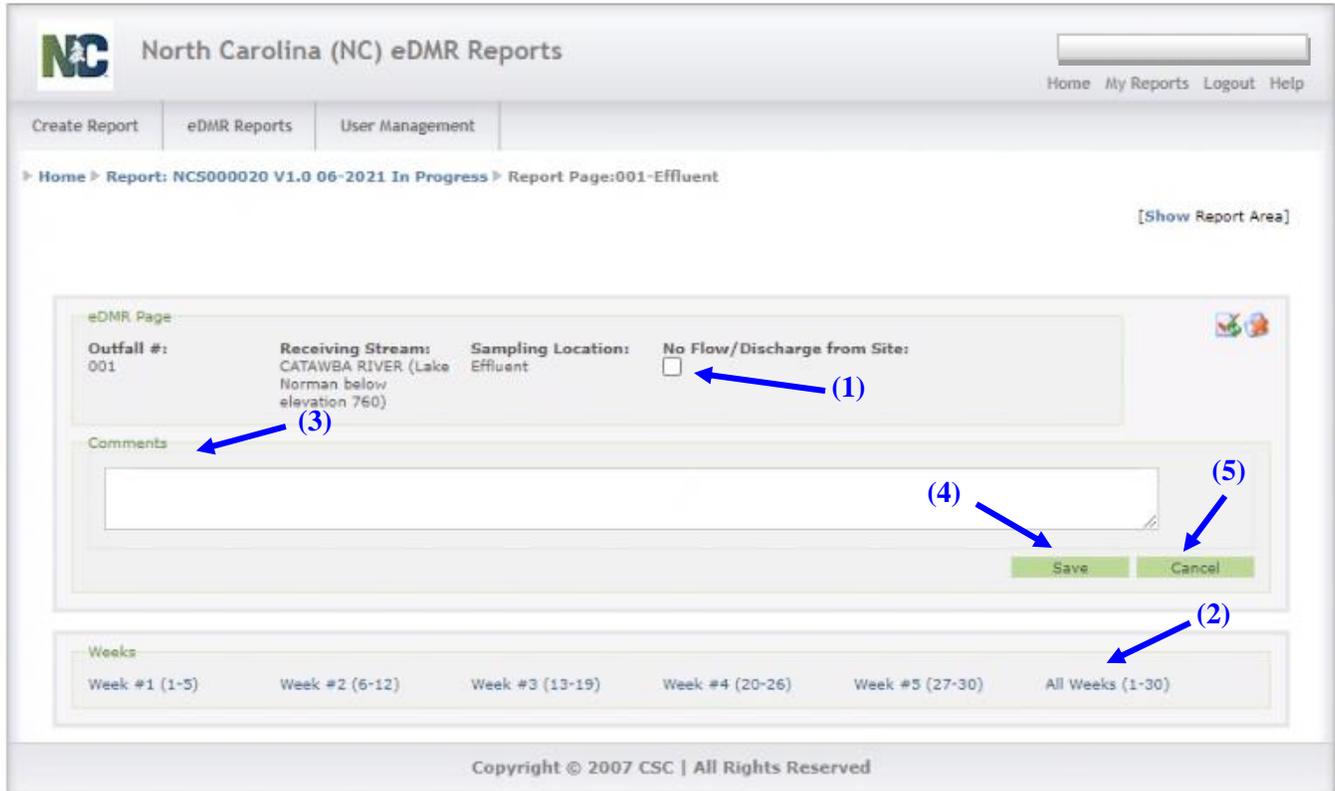
The user will also be able to do the following on this screen:

- Add **(3) Comments** – Report page comments do not print out on the PDF file. **NOTE**: This comment field cannot exceed 4000 characters.
- Click **(4) Save** – Save the report page.
- Click **(5) Cancel** – Cancel this action.

NOTE: When reporting "No Flow/Discharge from Site", the report should be created for the last month of the sampling period. For example, if the reporting period is April/May/June, then a report should be created for June with the "No Flow" option checked if no sampling events were done for the quarter.

7.3. How to Enter Data into an eDMR Report

After selecting **All Weeks (1-30)** in the previous screen, the following page will appear. *You will not enter any information in the first screen that appears (see sample below).* Instead, you will **scroll past** the first table to the second table.

Underneath the first table, find the second table. This table is auto populated with the stormwater parameters that you are required to report in your permit. Check to make sure that the correct parameters are included in the table by consulting your permit. If there are any discrepancies, email sw-edmr@deq.nc.gov.

Parameter Code:		50050	00400	CDS30	NCOIL	34671	39488	39492
Sampling Frequency:		Semi-annually	Semi-annually	Semi-annually	Semi-annually	Semi-annually	Semi-annually	Semi-annually
Composite(C)/Grab(G):		Grab	Grab	Grab	Grab	Grab	Grab	Grab
Day of week	Date	FLOW	pH	TSS - Co	NEW OIL	PCB-1016	PCB-1221	PCB-1232
		gpd	su	mg/l	gal/mo	mg/l	mg/l	mg/l
Monday	1							
Tuesday	2							
Wednesday	3							
Thursday	4							
Friday	5							
Saturday	6							
		FLOW	pH	TSS - Co	NEW OIL	PCB-1016	PCB-1221	PCB-1232
Sunday	7							
Monday	8							
Tuesday	9							
Wednesday	10							
Thursday	11							
Friday	12							
Saturday	13							
		FLOW	pH	TSS - Co	NEW OIL	PCB-1016	PCB-1221	PCB-1232
Sunday	14							
Monday	15							
Tuesday	16							
Wednesday	17							
Thursday	18							
Friday	19							
Saturday	20							
		FLOW	pH	TSS - Co	NEW OIL	PCB-1016	PCB-1221	PCB-1232
Sunday	21							
Monday	22							
Tuesday	23							
Wednesday	24							
Thursday	25							
Friday	26							
Saturday	27							
		FLOW	pH	TSS - Co	NEW OIL	PCB-1016	PCB-1221	PCB-1232
Sunday	28							
		FLOW	pH	TSS - Co	NEW OIL	PCB-1016	PCB-1221	PCB-1232

Enlarged on the next page.

[Show Totals Area]

(1) Save   Cancel

If the parameters are correct, go to the day the sample was collected and enter the data collected.
NOTE: Enter monitoring data for the date the sample was collected. Do not submit all monitoring data on the same report if the data were not collected during the same month. If necessary, create multiple monitoring reports for the same reporting period to accurately reflect the date samples were collected.

		FLOW	pH	TSS – Co	NEW OIL	PCB-1016	PCB-1221	PCB-1232
Sunday	14							
Monday	15							
Tuesday	16							
Wednesday	17	15	7.1	31	60	0.5	0.5	0.5
Thursday	18							
Friday	19							
Saturday	20							

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

NOTE: Hitting "tab" will advance you to the next cell on the right. Note that you may need to scroll to the right if your permit contains more parameters than fit on the page.

After entering the data, click **(1) Save** (as seen in the previous image) and the message below will appear.

NC North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report   eDMR Reports   User Management

▶ Home ▶ Report: NCS000020 V1.0 06-2021 In Progress ▶ Report Page:001-Effluent ▶ All Weeks (1-30)

Saved Successfully!

[Show Report Area]
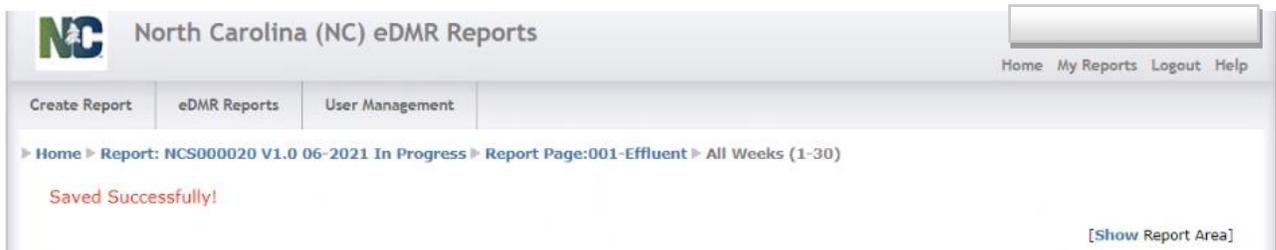
7.4. Adding and Deleting Parameters to a Report Page Screen

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.

To add parameters to a report page that are not required by the permit, click **(1) Add Parameter**.
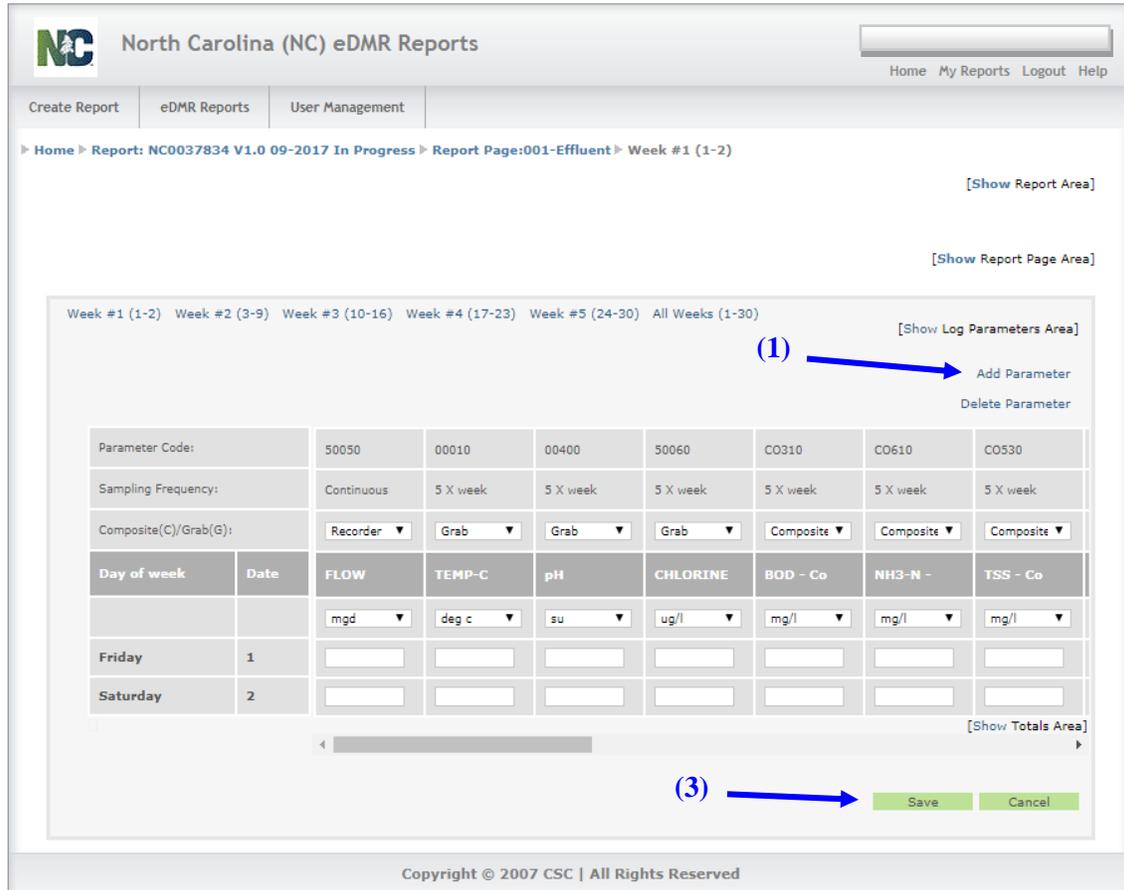
Before adding parameters, the user should always perform a Save to make sure no recently entered data is lost. Each time the **(1) Add Parameter** is clicked, you will get the following message:
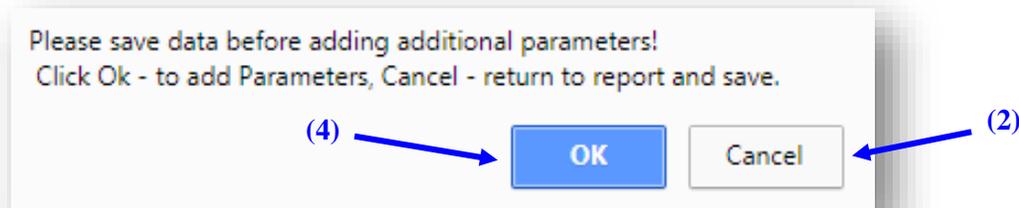
This is a warning that you will lose any unsaved data if you continue to add a parameter. If you have unsaved data, click **(2) Cancel** to return to the report, click **(3) Save**, then click **(1) Add Parameter** again and this time click **(4) OK** to continue adding the parameter.

The following screen will appear:
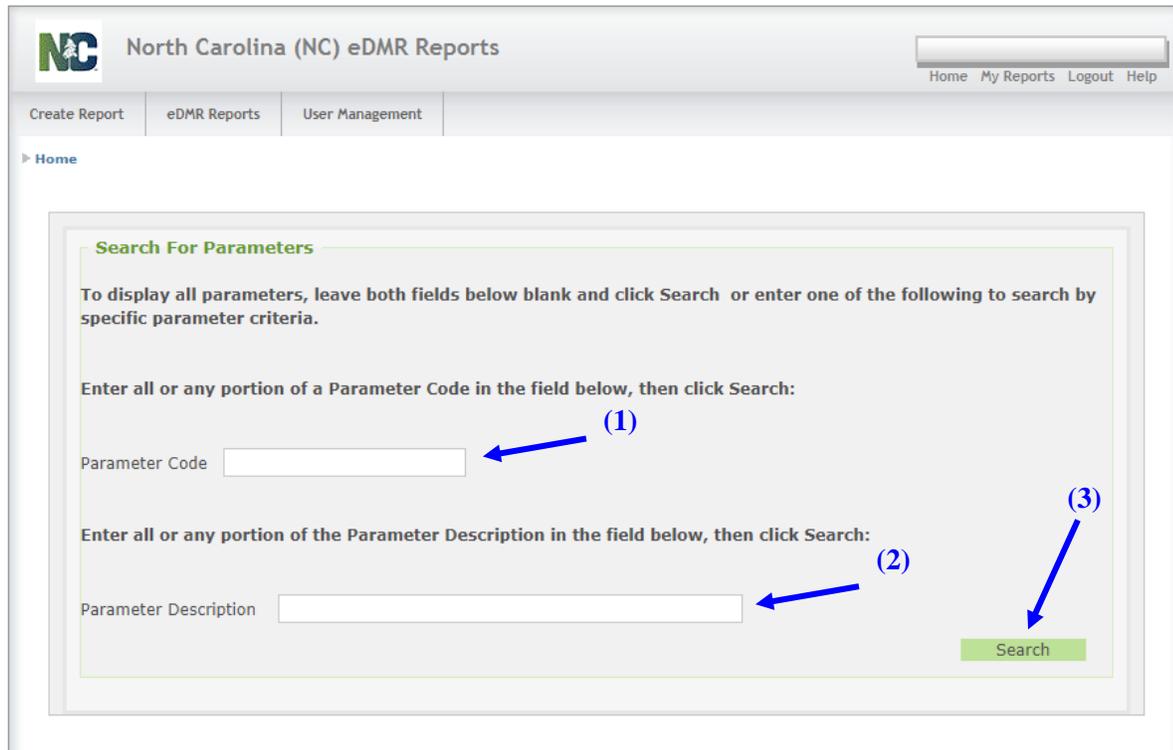
Enter all or any portion of the **(1) Parameter Code** or **(2) Parameter Description** for the parameter you wish to add then click **(3) Search**.
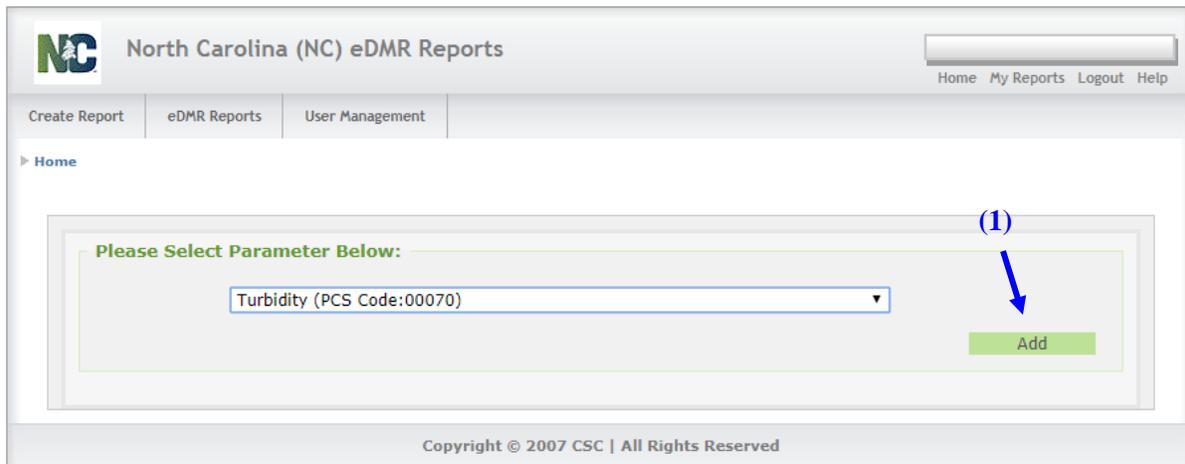
All parameters matching the search criteria entered will be provided in the drop-down list. Select the parameter to add to page and verify the parameter selected is the one you wish to add, then click on **(1) Add**.

To delete parameters from a report page that are not required by the permit, click **(1) Delete Parameter**. Individual parameters can be deleted from a page if they are parameters that have been manually added. 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.

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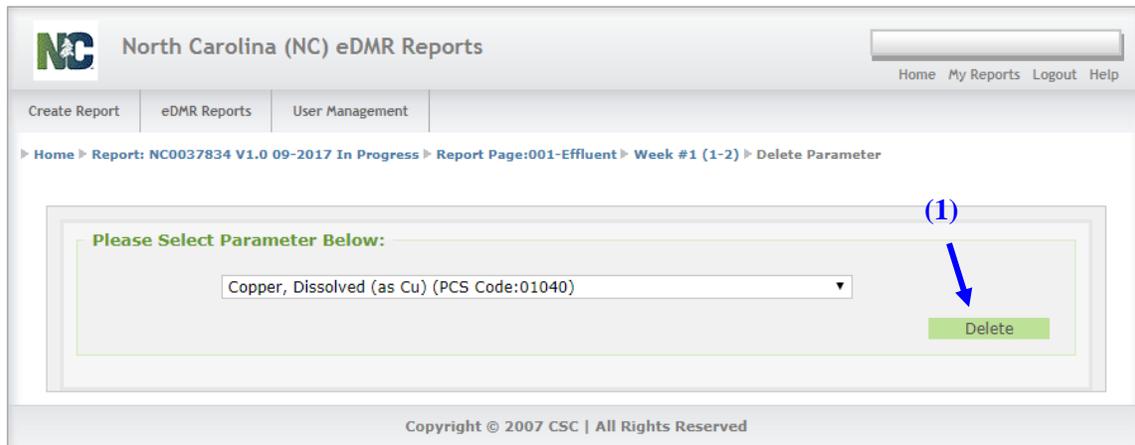
Only manually added parameters can be deleted from a report page and will be the only parameters that will be available in the Delete Parameter drop-down list. Select the parameter to delete from the list and verify the parameter selected is the one you wish to delete, then click on **(1) Delete**.

7.5. How to Validate and Certify an eDMR Report

Before you validate an eDMR report for a permit, you will need to provide reports for all outfalls at that permitted facility. If a report is not provided for every outfall, you will receive an error message and will be unable to validate the eDMR report. If any outfalls are missing for the permitted facility, please contact Stormwater Program staff and advise them of needed changes. Please note program staff cannot delete outfalls which have been associated with previously submitted eDMR monitoring reports. Instead, staff will need to apply a monitoring suspension when appropriate and removal will be handled at the next permit renewal.

To validate an eDMR report:
- Select **(1) My Reports** from the eDMR Reports tab.
- Click on **(2) Permit Number** for which you would like to validate the report.
- Click on **(3) Validate**.

If you successfully validate the data, you will see the following message:

NOTE: When you are validating a report, you may get a notification with warnings that data is missing. This warning will appear if the eDMR system detects required information missing from the report. Warnings will not prevent you from submitting your eDMR, however, you should carefully review the warnings to make sure no information needed on that submittal is missing. If no required information is missing, you may certify and submit the report as normal.

To certify an eDMR report, go back to the "My Reports" screen select **(1) Certify** for the selected report.

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.
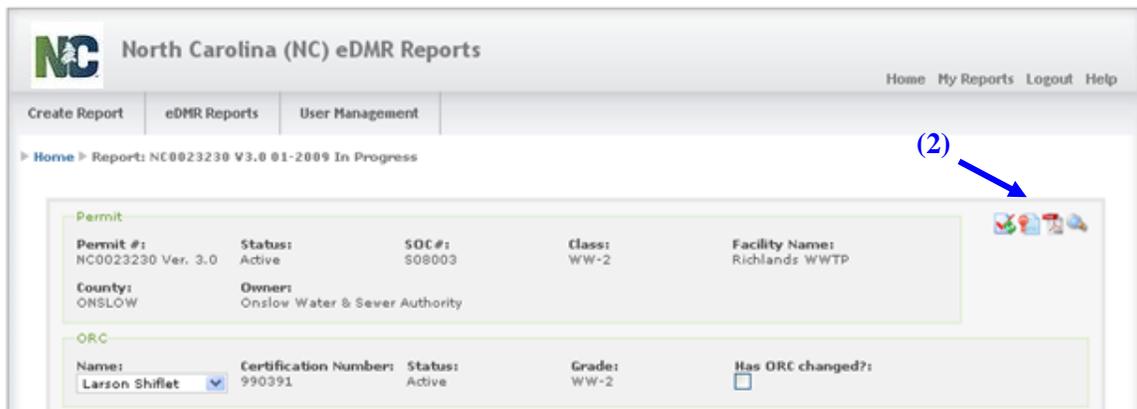
Click the box **(3)** certifying that the data is accurate and complete, then click **(4) Certify**.

7.6. How to Submit an eDMR Report

To submit an eDMR report, select **(1) Submit**, **(2)** enter your password, then click **(3) Verify**.

NOTE: The User will have three (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 Stormwater eDMR Administrator at sw-edmr@deq.nc.gov in order to get the account unlocked.

Next, **(1)** enter your answer to the security question and click **(2) Verify**. On the following screen, check the certification option **(3)** and click **(4) Submit**.

NOTE: The user will get two (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 three (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 Stormwater eDMR Administrator at <u>sw-edmr@deq.nc.gov</u> in order to get the account unlocked.

Important Notes:
- If you need to review your security questions and answers, you can click 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.
- After clicking the **(4) Submit** button, you will wait for approximately 30 seconds to allow the submittal to complete. You can then check the report status after submittal to verify the status of the report which should reflect "Submitted" if the submittal was successful.
- If the submittal was not successful, the report status will reflect "Failed to Submit" and the user will also receive a system generated email stating the report failed to submit.
- Normally, resubmitting the report after a failure will result in a successful submittal since usually submittal issues are the result of intermittent eDMR system issues.
- If you experience continued failures of a submittal, you should contact the Stormwater eDMR Administrator at <u>sw-edmr@deq.nc.gov</u>.

If the submittal was successful, the eDMR Reports list will indicate the report as **(1) Submitted**.

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

Should the user receive any messages or emails from the eDMR system stating the submittal was not successful, they should contact DEMLR for support by sending an e-mail to sw-edmr@deq.nc.gov.

If a report fails to submit, the status must be reset to "In Progress". Any user that has data entry permissions can delete a report.
- Open the report and click "Save" on the first screen.
- The report list should then show "Submit" and "Delete" options in the "Action" column.
- If a report was submitted early: Resubmit report.
- If a report was submitted without outfalls: Delete the report, create new report, then submit the report.

7.7. How to Use the Reporting Shortcuts

Click on the **(1) Permit #**. In the upper right corner of the next screen, you will find links to **(2) Home, My Reports, Logout, and Help**.

- **Home** returns you to the eDMR initial page.
- **My Reports** takes you to the screen where you can view or search your reports from anywhere within the eDMR application.
- **Logout** logs you out of the eDMR application.
- **Help** takes you to a web page containing links for the eDMR User Guides. It also has a link to send an email to eDMR Help Desk.

You will be able to click on **(3) Activity Icons** based on your privileges in eDMR (you will only see the icons for which you have privileges).

The following Activity Icons are handy shortcuts to the following tasks:

- **Validate Report**

- **Certify Report**

- **Submit**

- **Get Report as PDF**

- **Get Report History**

Section 8. Completing Other eDMR Reporting Tasks

8.1. How to Revise an eDMR Report

While an eDMR report is in the "Submitted" status, it cannot be modified. However, after that report progressed to "Processed," you may make modifications to it if you are a Submitter.

On the eDMR Reports List page, click on **(1) Revise** in the Action column. On the next screen, select **(2) Revise Report**. Next, 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" as shown on the screen at the top of the next page.

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

After creating the new Version 2.0 report, you can then access the report and make any necessary changes. The user would then repeat the process to **(2) Validate**, **(3) Certify**, and Submit the new version.

If, after the revision has been added, the user decides not to revise the report, the version can be deleted. When **(4) Delete** in the Actions column is clicked, that version is deleted and the previous version's status will change from "Processed & Revised" to "Processed".

8.2. How to Add Parameters to a Report

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.

Each time you click **(1) Add Parameter**, you will get 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.

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**.

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 **(4) Add**.

8.3. How to Delete Parameters from a Report

Individual parameters can be deleted from a page if they are parameters that have been manually added. Parameters required by the permit and auto-populate the page cannot be deleted.

If the wrong parameter is selected and added to a page, select **(1) Delete Parameter**. You will get 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) Delete Parameter** again and this time click **(4) OK** to continue adding the parameter.

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**.

8.4. How to Delete an eDMR Report

A report may be deleted before it is submitted. After the report is submitted and processed, it may be revised but it may not be deleted. To delete a report before it is submitted, select **(1) Delete** and follow the prompts.
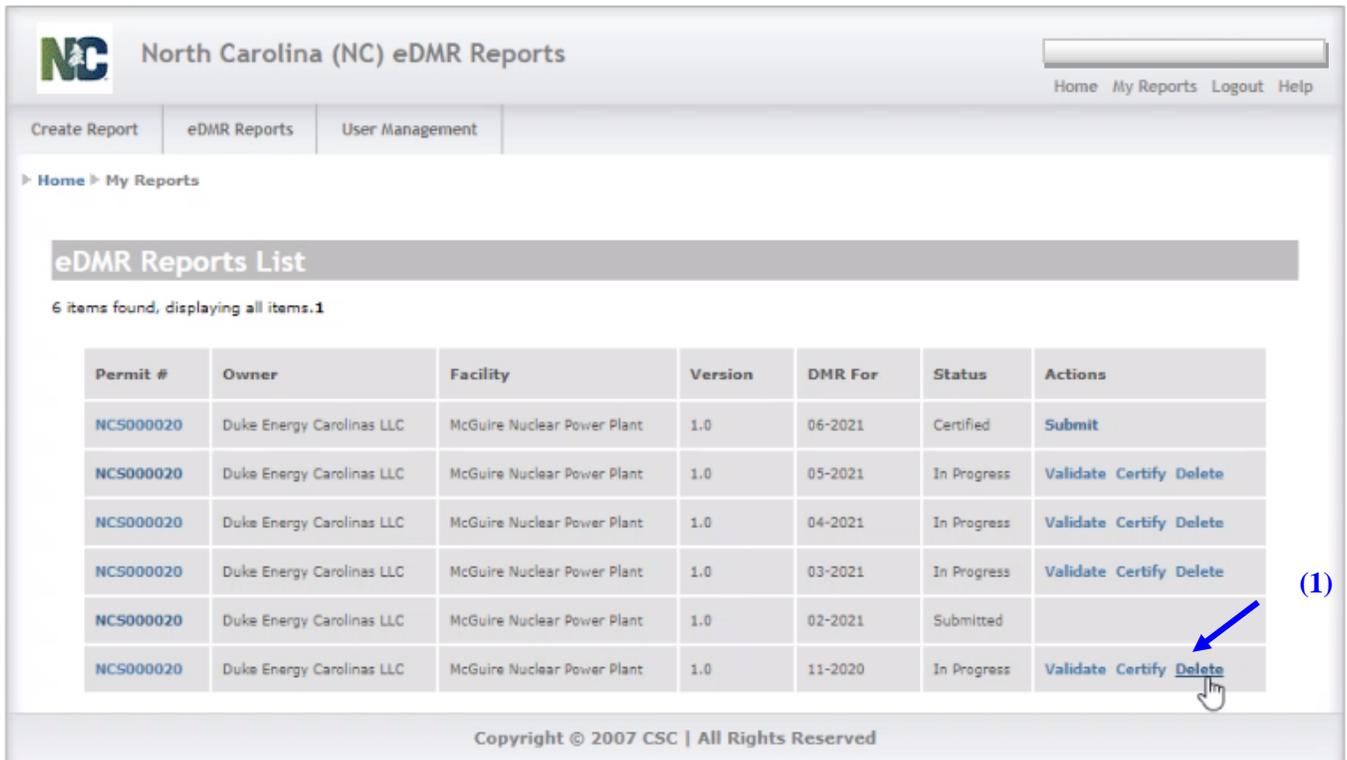
8.5. How to Print an eDMR Report

To print an eDMR report, first click the **(1) Get Report as PDF** icon. The report will look like the one pictured on the next page. Then, you will be able to print the report and keep it with your SWPPP.

NPDES PERMIT NO.: NCS000020 **PERMIT VERSION:** 2.0 **PERMIT STATUS:** Expired

FACILITY NAME: McGuire Nuclear Power Plant **CLASS:** SWNC **COUNTY:** Mecklenburg

OWNER NAME: Duke Energy Carolinas LLC **ORC:** Not Required **ORC CERT NUMBER:** 1009458

GRADE: SWNC **ORC HAS CHANGED:** No

eDMR PERIOD: 06-2021 (June 2021) **VERSION:** 1.0 **STATUS:** In Progress

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

Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site****	No Reporting Reason****	00400 Semi-annually Grab pH	CO530 Semi-annually Grab TSS - Conc	00552 Semi-annually Grab OIL-GRSE	46529 Semi-annually Estimate RAINFALL
	2400 clock	Hrs	2400 clock	Hrs	Y/R/N		su	mg/l	mg/l	inches
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18							7.1	29	1	0.8
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
Monthly Average Limit:										
Monthly Average:								29	1	0.8
Daily Maximum:							7.1	29	1	0.8
Daily Minimum:							7.1	29	1	0.8

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

8.6. How to Look Up the Report History on an Outfall

From the eDMR Reports tab, a User can find a report by selecting either "My Reports" or "Search Reports". The "My Reports" option can only be viewed by the User that created the report. The "Search Reports" option can be used by any Users. Select the report you wish to view, then click the "Get Report History" icon.

Stormwater eDMR User Guide
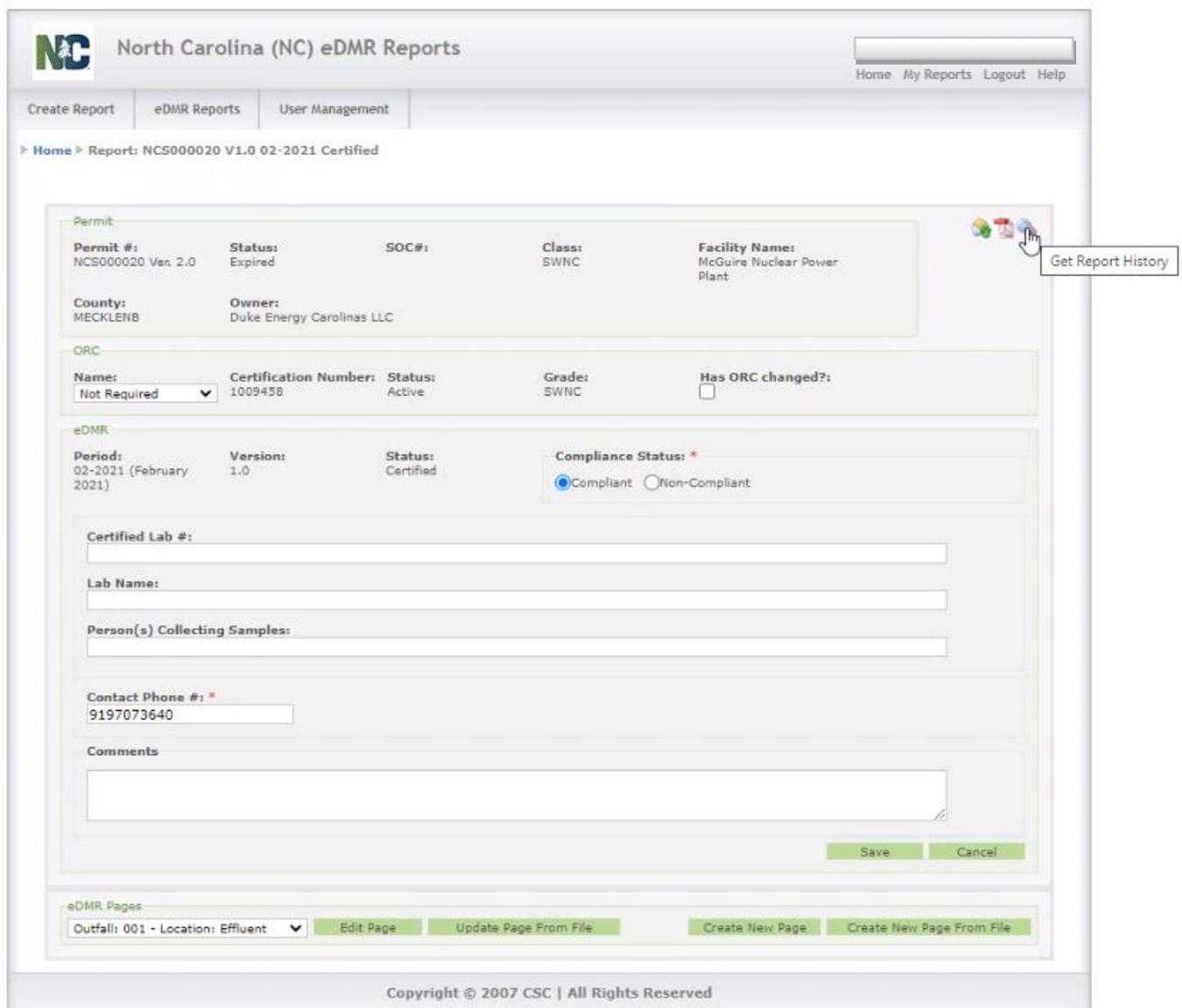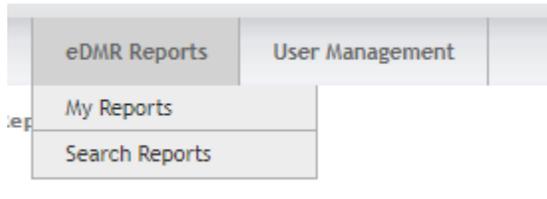
The eDMR Report History for the selected report will appear.

Section 9. Support

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

- Send an e-mail to the Stormwater eDMR Administrator at sw-edmr@deq.nc.gov

  - or –

- Call 919-707-9235 and ask for assistance on eDMR