

Importing Data into the eDMR Application

The user has the ability to import data into eDMR using an Excel spreadsheet template. This provides a quick and easy way to enter data into the eDMR system and performs a validation of the data to catch errors or potential violations. All that is required is to enter data into an Excel spreadsheet, save it as a CSV file type, then import into eDMR.

This CSV file must conform to predefined specifications in order to import data correctly into eDMR.

(Note: This is a quick start guide, please refer to the “eDMR Facilities Reporting Guide, Section 3.2.2 - Importing Data into the eDMR Application and the Appendix” for additional information on importing data into the eDMR system.)

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 importing data into eDMR. The Excel spreadsheet template located on the “eDMR Website” under “Forms and Reports” (<http://portal.ncdenr.org/web/wq/admin/bog/jpu/edmrforms>) is available to all users.

The Excel spreadsheet template consists of multiple worksheets:

- The first worksheet, “DMR permit # yyyy-mm”, contains both Report and Report Page information. It is the only worksheet required 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.**

Do NOT modify the format or layout of this template, doing so will change the CSV input file and make it unusable.

The spreadsheet should be filled in with the appropriate data and then saved as a CSV file type. This CSV file can then be imported into the eDMR system to create the permit reports.

eDMR – Quick Start for Importing from Excel

Excel Spreadsheet

Bring up the Excel spreadsheet template and tailor it to match your facility's reporting requirements. Refer to your permit to determine the information and parameters to be included on your report.

Adding and Removing Parameters

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1		Permit #		Month:	January	Year:														
2		Facility:				Class:		County:												
3		ORC:				Grade:		ORC Certification #												
4		Has ORC Changed?				Phone:														
5		Certified Lab Name:						Lab#:												
6		Person(s) Collecting samples																		
7		Comments																		
8		Sampling Location:	Effluent			Discharge #														
9																				
10																				
11																				
12																				
13																				
14																				
15																				
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The areas within the red borders should be updated to reflect the parameters your facility is reporting. Verify that the PCS code, description and unit of measure for each of the parameters is correct and change or add where appropriate. (For a complete list of PCS codes, go to the eDMR website, <http://portal.ncdenr.org/web/wq/admin/bog/ipu/edmr>, then to the User Documentation section.)

eDMR – Quick Start for Importing from Excel

Spreadsheet with Data Entered

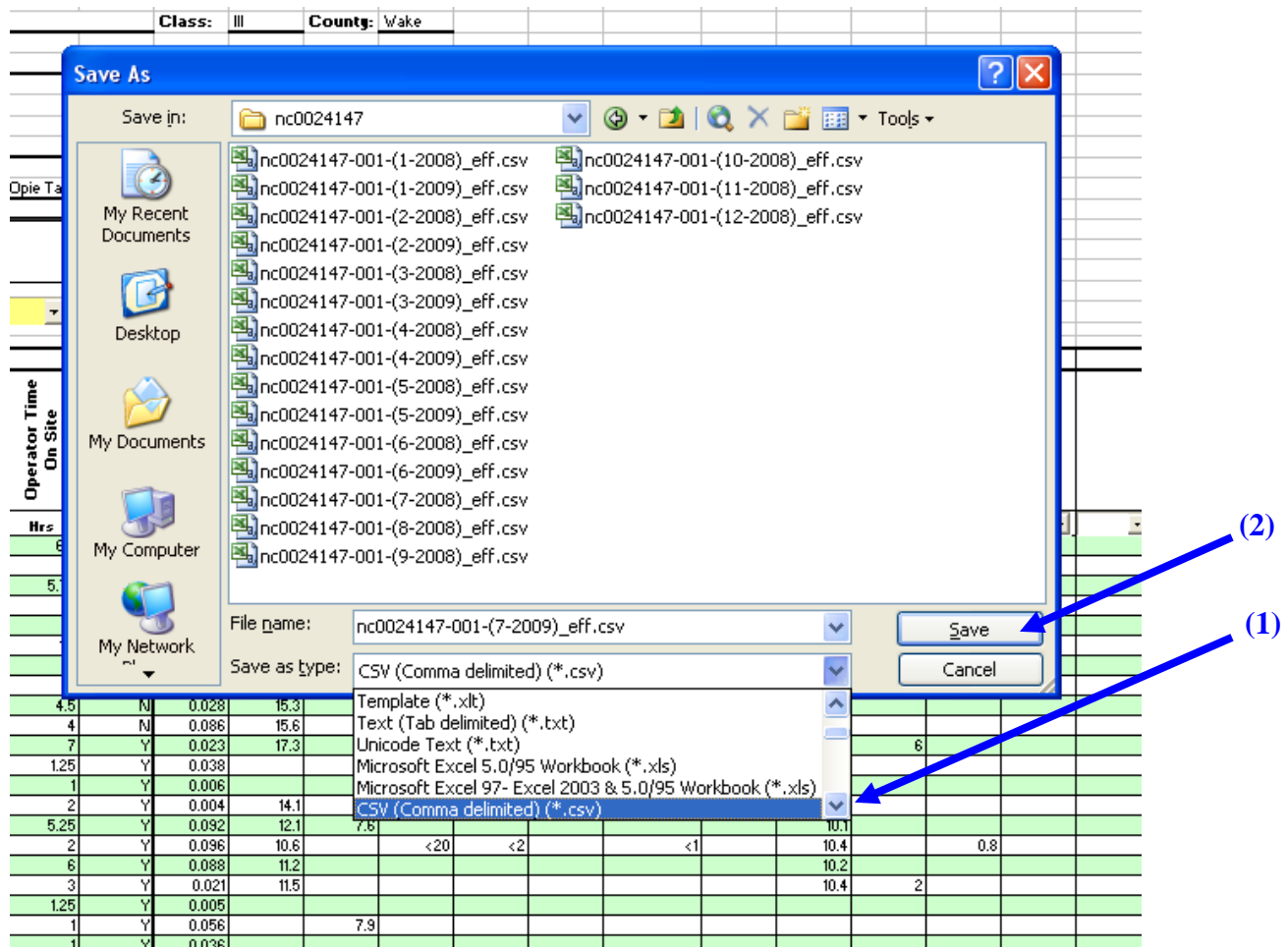
This spreadsheet below was created from this template and contains facility information and has some useful built in calculations. The number of parameter columns can be increased as needed.

Microsoft Excel - EDMR ImportTemplate (7-15-2009).xls																			
File Edit View Insert Format Tools Data Window Help Nuance PDF																			
C14 fx																			
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1																			
2		Permit #:	nc02447		Month:	Jul		Year:	2009										
3																			
4		Facility:	Mayberry WWT			Class:	III		County:	Wake									
5																			
6		ORC:	Opie Taylor		Grade:	3		ORC Certification:	123										
7																			
8		Has ORC Changed:			Phone:	555-1234													
9																			
10		Certified Lab Name:	Chem Lab					Lab #:	9876										
11																			
12		Person(s) Collecting sample:	Opie Taylor																
13																			
14		Comment:																	
15																			
16																			
17																			
18		Sampling Location:	Effluent		Discharge #:	001													
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	mgd	deg o	tu	ug/l	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								8.9	6		
34	11	0800	24	0740	7	Y	0.023	17.3											
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	0.036												
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		7.6	<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	OR	OR	OR	CP	CP	CP	OR	OR	CP	CP		
56																			
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!										
62																			

Creating the Excel CSV File

After daily values have been entered into the spreadsheet, save 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 and should enter a name for the file in “File name” box. The name should be meaningful, such as “nc0024147-001-(7-2008)_eff”, which corresponds to “Permit #, Outfall #, Month-Year of report, and Outfall & Location (Eff-effluent, Inf-Influent, Up-Upstream, Dwn-Downstream)”.

The user should then click the drop down in the “Save as Type” box. Select **(1) CSV (comma delimited) (*.csv)** and then click the **(2) Save** button.



The resulting CSV file contains additional fields for your review containing facility information and 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.

Each Outfall & Sampling Location is Saved Separately

In the Excel import template you must individually save each worksheet in which you input data. If you have added data in the Effluent, Influent, Upstream & Downstream worksheets, you have to go to each worksheet and save each one as a separate CSV file.

The following is an example of various file names:

nc0024147-001-(7-2008)_effluent.csv

nc0024147-001-(7-2008)_influent.csv

nc0024147-001-(7-2008)_upstream.csv

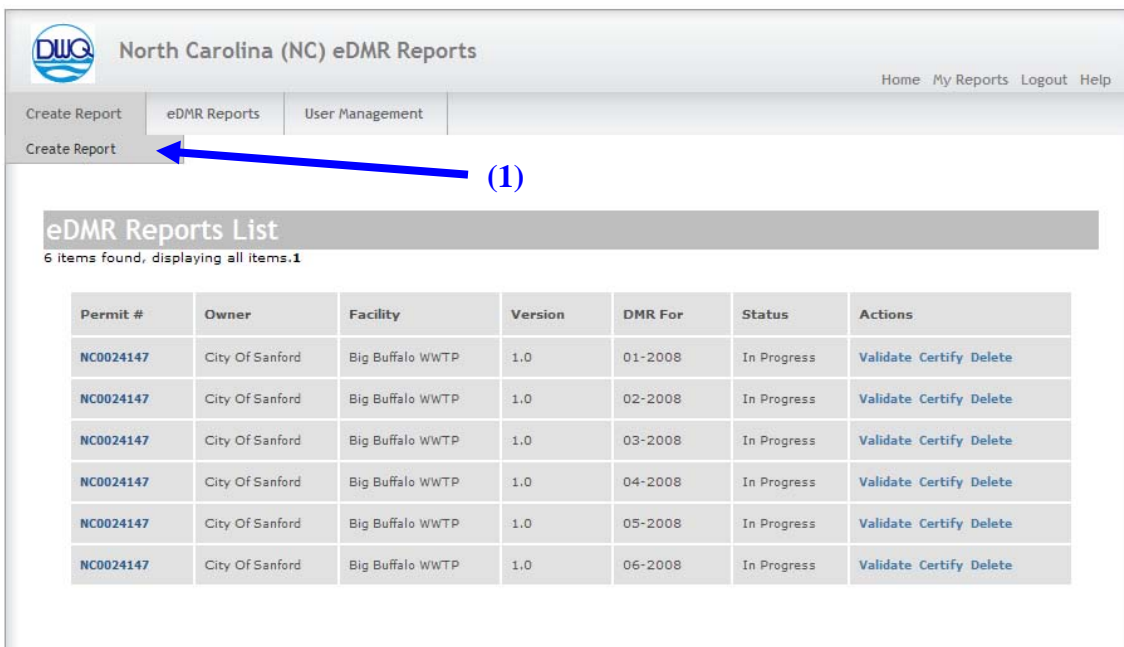
nc0024147-001-(7-2008)_downstream.csv

(Note: Feel free to use your own naming convention for identifying report files.)

Report and Page Create Process for Importing

The steps to create the new report header and page are summarized below.

Create Report



North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Create Report (1)

eDMR Reports List

6 items found, displaying all items.1

Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0024147	City Of Sanford	Big Buffalo WWTP	1.0	01-2008	In Progress	Validate Certify Delete
NC0024147	City Of Sanford	Big Buffalo WWTP	1.0	02-2008	In Progress	Validate Certify Delete
NC0024147	City Of Sanford	Big Buffalo WWTP	1.0	03-2008	In Progress	Validate Certify Delete
NC0024147	City Of Sanford	Big Buffalo WWTP	1.0	04-2008	In Progress	Validate Certify Delete
NC0024147	City Of Sanford	Big Buffalo WWTP	1.0	05-2008	In Progress	Validate Certify Delete
NC0024147	City Of Sanford	Big Buffalo WWTP	1.0	06-2008	In Progress	Validate Certify Delete

Click on the (1) Report Create menu item

eDMR – Quick Start for Importing from Excel

Select Permit

If there are multiple permits associated to the owner/facility, select the appropriate permit from the drop down list. **(1)**

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Create Report

Create Report:

Permit:

NC0024147

NC0002861

NC0024147

July

Year:

2009

Create Report

Select Date

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

North Carolina (NC) eDMR Reports

Create Report eDMR Reports User Management

Home Create Report

Create Report:

Permit:

NC0024147

Month:

July

Year:

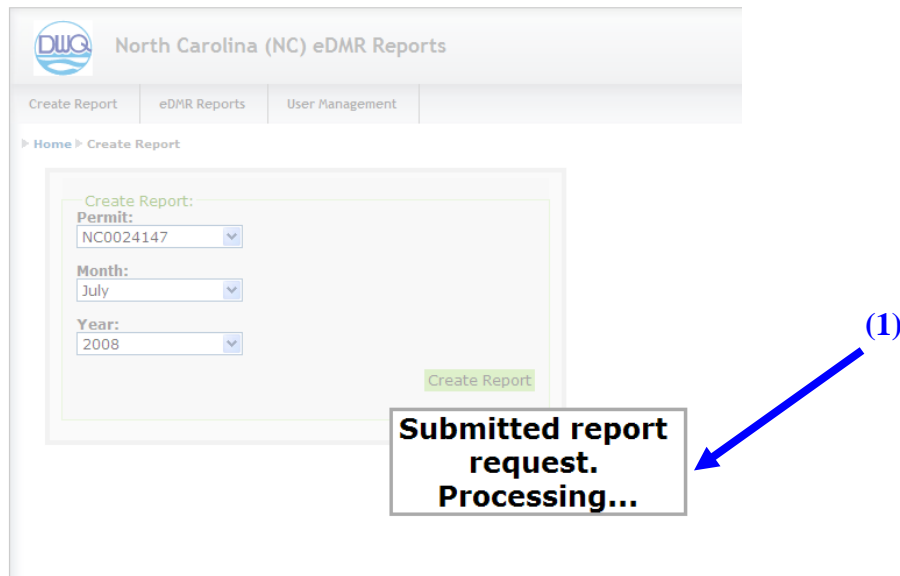
2008

Create Report

eDMR – Quick Start for Importing from Excel

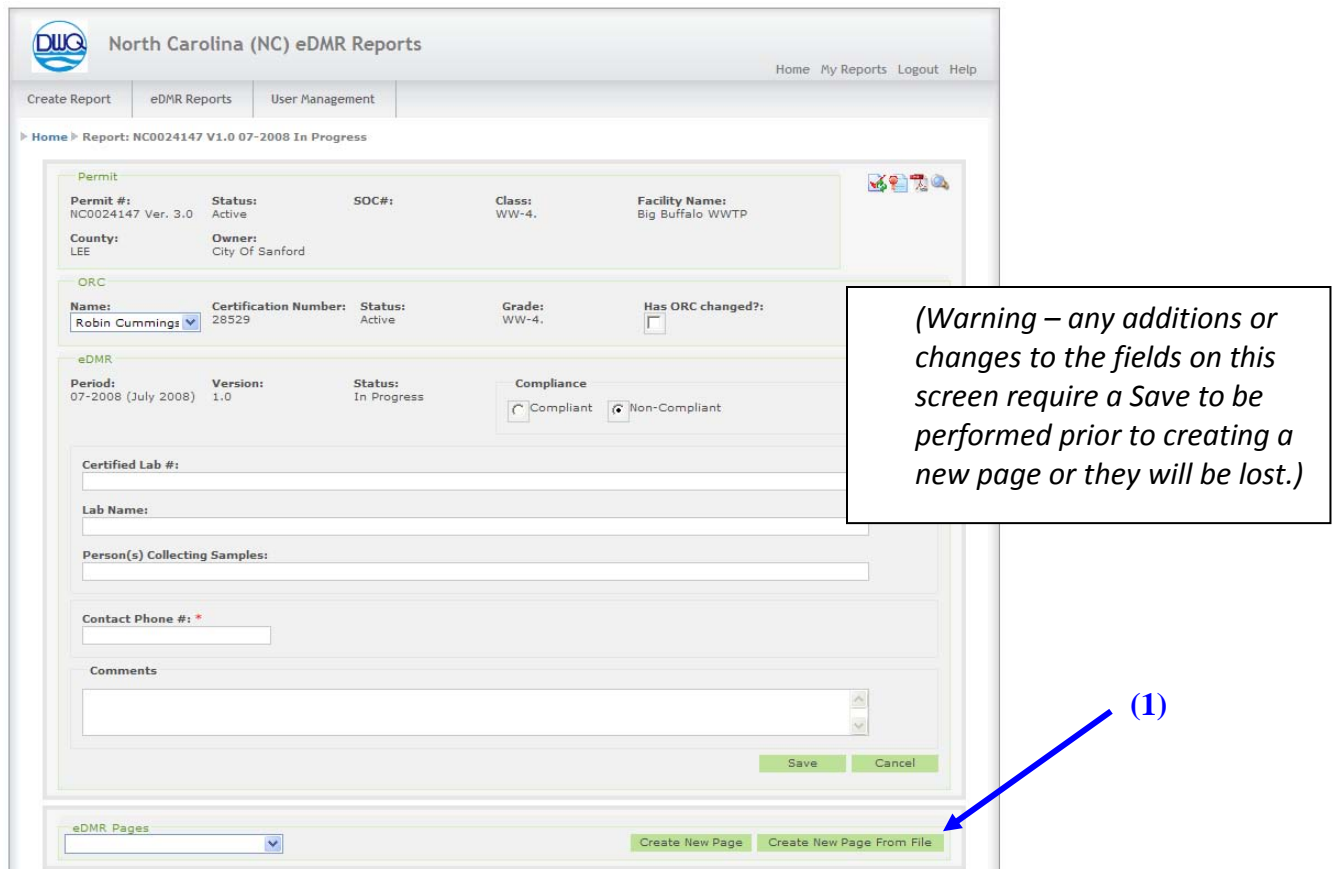
Report Requested Message

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



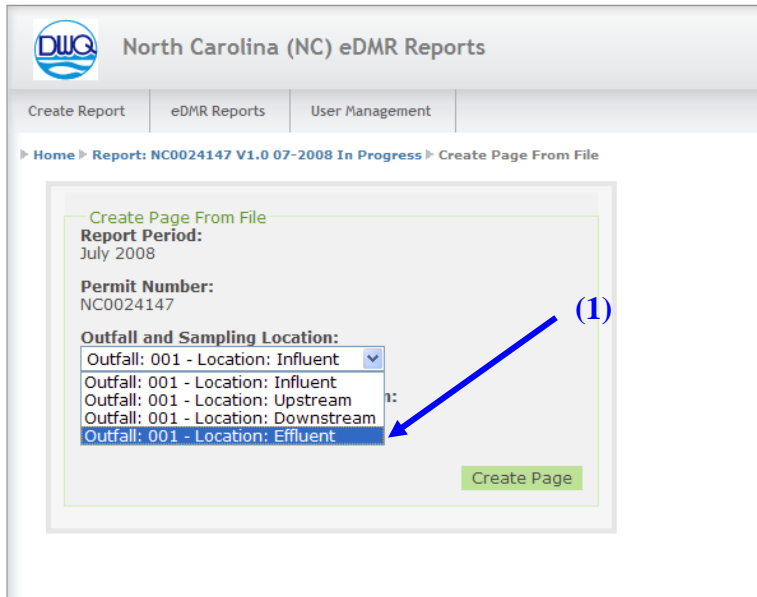
Create New Page From File

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

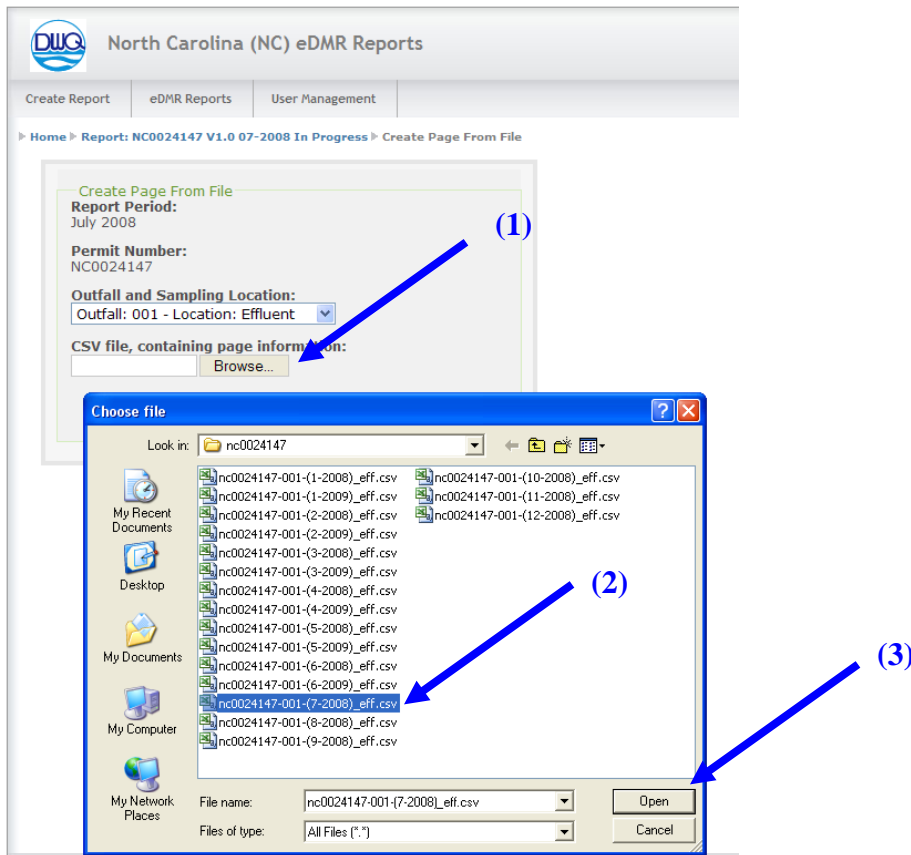


eDMR – Quick Start for Importing from Excel

Select the Outfall and Sampling Location **(1)** to report on.



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



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

eDMR – Quick Start for Importing from Excel

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

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: Effluent

CSV file, containing page information:
Z:\Data\WQ_DE\ Browse...

Create Page

Completed Report Page

The resulting screens display the data imported into the monitoring report.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report | eDMR Reports | User Management

Home > Report: NC0024147 V1.0 07-2008 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)

[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	
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	

eDMR – Quick Start for Importing from Excel

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


[Show Totals Area]

Save Cancel

(1)

Verify the data imported is correct on all sections of the report, 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 eDMR. Follow the standard steps of validating, certifying and submitting the report to DWQ to complete the process (*Please refer to “eDMR Facilities Reporting Guide, Section 3 – Creating and Processing eDMR Reports” for step by step instructions*).

 North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NC0024147 V1.0 07-2008 In Progress > Report Page:001-Effluent > All Weeks (1-31)

Saved Successfully! (1)

[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)

[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	
Tuesday	1	0800	24	0820	6.5	Y	
Wednesday	2	0800	24	0800	7	Y	
Thursday	3	0800	24	0730	5.75	Y	

Import Revised Report Data

The user also has the ability to revise report data by importing the revised Excel CSV file.

Update page From File

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)**.

The screenshot shows the North Carolina (NC) eDMR Reports application interface. At the top, there is a navigation menu with 'eDMR Reports' highlighted as (1) and 'My Reports' as (2). Below the menu is the 'eDMR Reports List' section, which displays a table of 13 items. The first item in the table is highlighted with a blue arrow and labeled (3).

Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0024147	City Of Sanford	Big Buffalo WWTP	1.0	01-2008	In Progress	Validate Certify Delete
NC0024147	City Of Sanford	Big Buffalo WWTP	1.0	02-2008	In Progress	Validate Certify Delete
NC0024147	City Of Sanford	Big Buffalo WWTP	1.0	03-2008	In Progress	Validate Certify Delete

Update Page from File

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

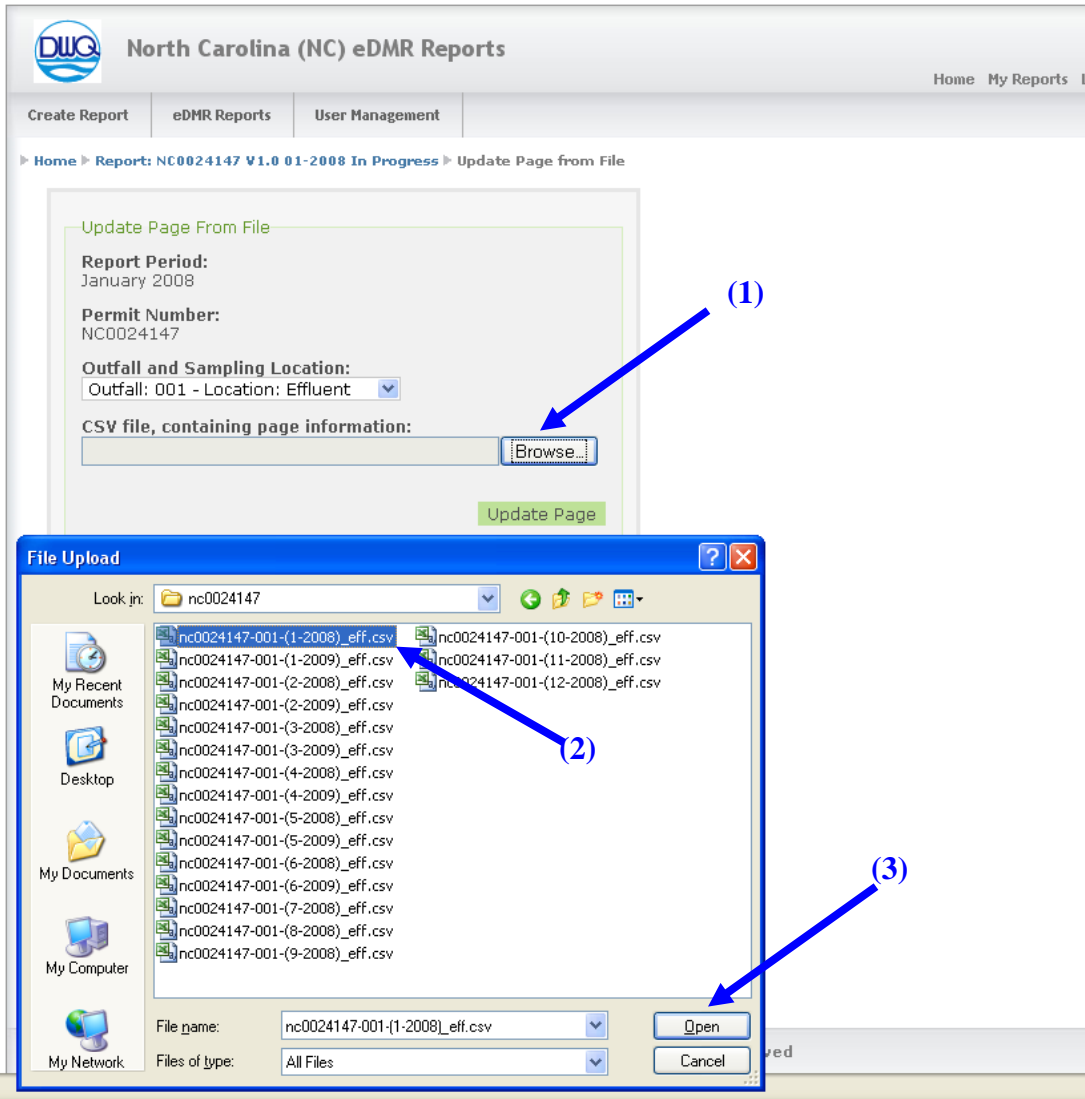
The screenshot shows the North Carolina (NC) eDMR Reports application interface for a specific report. The report details are displayed, including Permit #, Status, SOC#, Class, Facility Name, County, Owner, ORC Name, Certification Numbers, Status, Grade, and Has ORC changed?. The 'eDMR' section shows the Period (01-2008), Versions (1.0), Status (In Progress), and Compliance (Compliant/Non-Compliant). The 'Comments' section is empty. At the bottom, the 'eDMR Pages' section shows the 'Outfall: 001 - Location: Effluent' and the 'Update Page From File' button highlighted with a blue arrow and labeled (2). Another blue arrow and label (1) point to the 'Outfall: 001 - Location: Effluent' dropdown menu.

eDMR – Quick Start for Importing from Excel

Update Page From File Screen

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

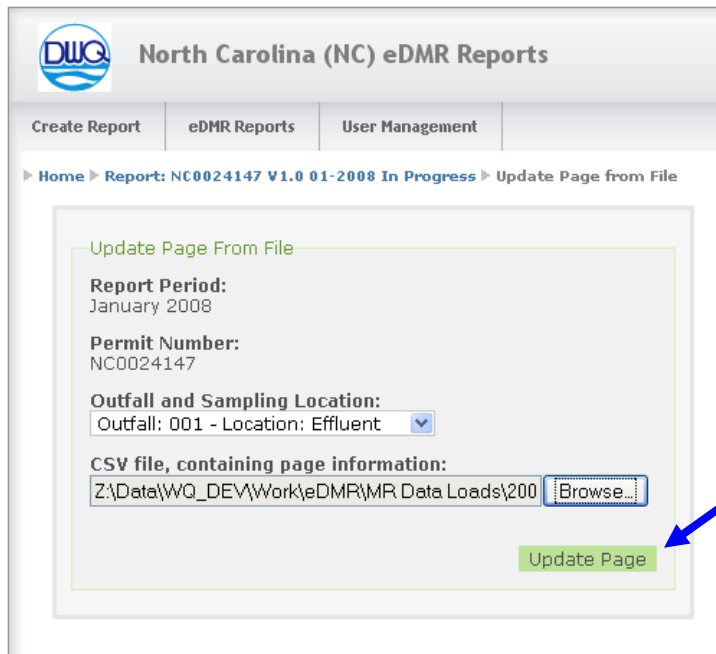
Browse (1) to find the specific CSV file previously prepared to import.



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

eDMR – Quick Start for Importing from Excel

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

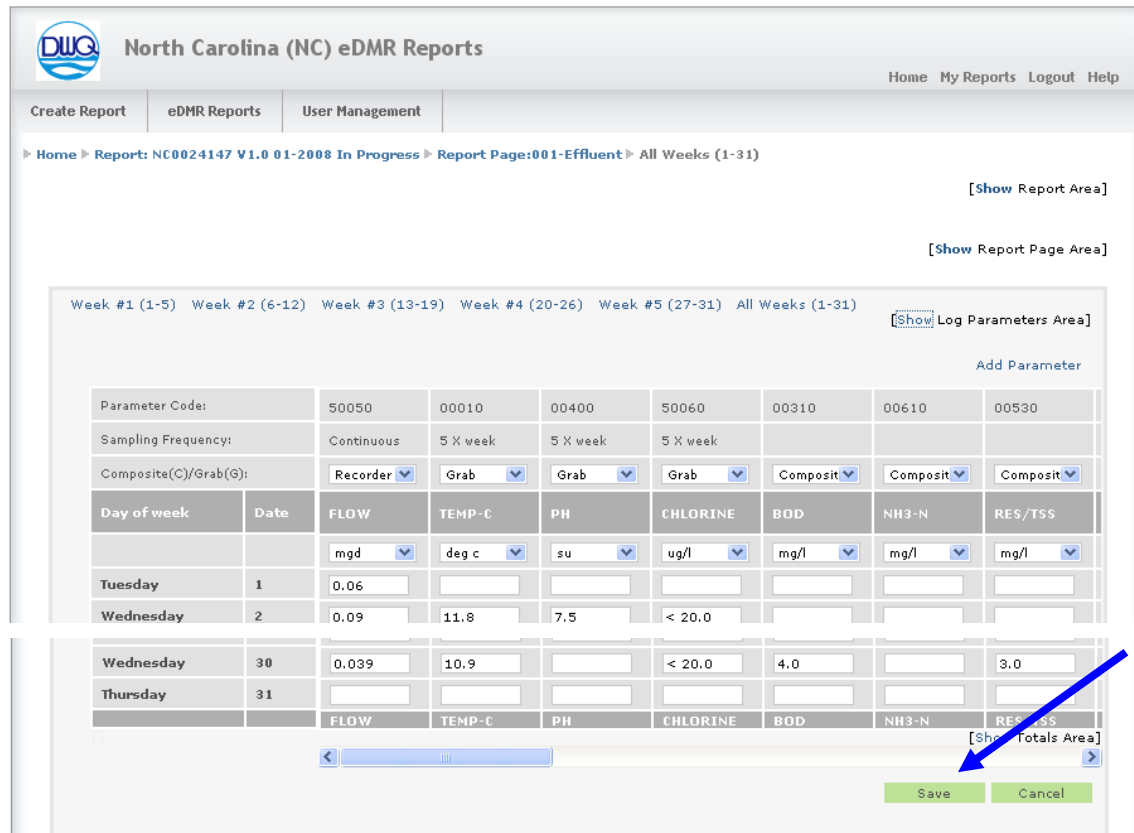
Permit Number:
NC0024147

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

CSV file, containing page information:
Z:\Data\WQ_DEV\Work\DMR\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

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	su	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