

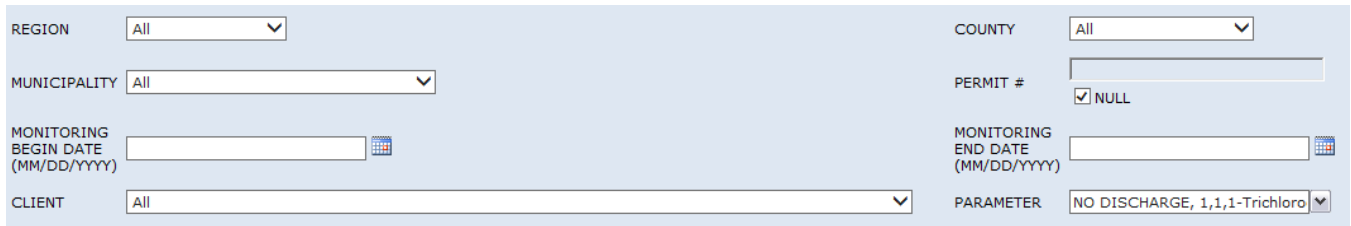
**Instructions for Using DEP's
Electronic Discharge Monitoring Report (eDMR) Data Reporting Website**

In 2007, the Pennsylvania Department of Environmental Protection (DEP) launched an electronic reporting system for use by National Pollutant Discharge Elimination System (NPDES) and Water Quality Management (WQM) permittees to enable electronic reporting of Discharge Monitoring Reports (DMRs). DMRs contain self-monitoring results submitted by permitted facilities. eDMRs and DEP's eDMR System are described on [DEP's eDMR System webpage](#).

The eDMR Data reporting website allows the public to search for information from the self-monitoring data submitted electronically. Note that not all NPDES and WQM permittees are using the eDMR system to submit DMRs. If the permittee exists in the Client drop-down list in the report, then the permittee is using the eDMR system to submit DMRs and DMR data are available for the permittee (although the amount of data varies depending on when the permittee began using the eDMR system). To obtain DMR data that is not reported using the eDMR system, interested parties may schedule a file review at DEP's regional offices to review paper DMRs.

Search Functions

The search functions on the eDMR Data reporting website, shown below, give users various options to search for specific data.

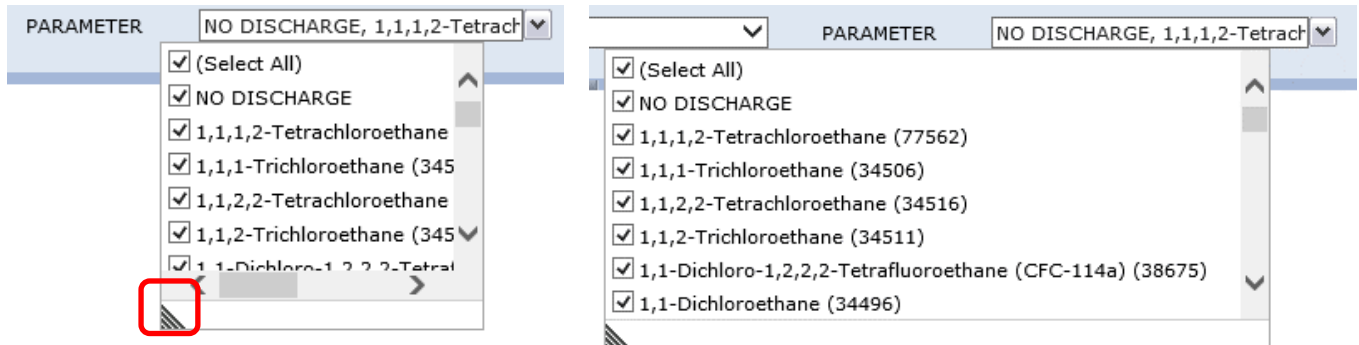


The screenshot shows a search interface with the following fields:

- REGION: All (dropdown)
- MUNICIPALITY: All (dropdown)
- MONITORING BEGIN DATE (MM/DD/YYYY): [] (calendar icon)
- CLIENT: All (dropdown)
- COUNTY: All (dropdown)
- PERMIT #: [] (checkbox NULL)
- MONITORING END DATE (MM/DD/YYYY): [] (calendar icon)
- PARAMETER: NO DISCHARGE, 1,1,1-Trichloro (dropdown)

Search fields with dropdown lists shown as: are set at "All" by default. Only one value can be selected from these dropdown lists.


The Parameter search field with this arrow box has the (Select All) checkbox (Select All) checked by default. The user may select one or more specific parameters by unchecking the (Select All) checkbox first. When one or more checkboxes are checked, the search field will always show the first item selected from the list. When the item is too long for the field area, this search field is expandable by clicking and dragging the corner to allow for easier viewing. For example:



The first screenshot shows the dropdown menu expanded with a red box highlighting the bottom corner. The second screenshot shows the dropdown menu expanded further, displaying a list of parameters with checkboxes:

- (Select All)
- NO DISCHARGE
- 1,1,1,2-Tetrachloroethane
- 1,1,1-Trichloroethane (345)
- 1,1,2,2-Tetrachloroethane
- 1,1,2-Trichloroethane (345)
- 1,1-Dichloro-1,2,2,2-Tetrafluoroethane (CFC-114a) (38675)
- 1,1-Dichloroethane (34496)

To generate a report, the user must enter or select values for the following criteria:

- **Monitoring Begin Date** and **Monitoring End Date** – These dates are the date that monitoring was conducted and can be selected as a single date or as a range (begin and end dates). Enter both dates by using the calendar function  or by manually entering dates in number format 5/1/2018 or 5/1/18.

For example, to search for monitoring data conducted in 2018, the user would select or enter 01/01/2018 for Monitoring Begin Date and 12/31/2018 for Monitoring End Date.

Users may refine a search for monitoring data by selecting specific options as follows:

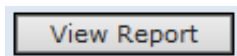
- **Region** – To search for monitoring data by facilities located within a specific DEP region, change the default of “All” to one of the following:
 - NWRO – Northwest Regional Office (Armstrong, Butler, Clarion, Crawford, Elk, Erie, Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango, and Warren Counties)
 - SWRO – Southwest Regional Office (Allegheny, Beaver, Cambria, Fayette, Greene, Somerset, Washington, and Westmoreland Counties)
 - NCRO – Northcentral Regional Office (Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union Counties)
 - SCRO – Southcentral Regional Office (Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, and York Counties)
 - NERO – Northeast Regional Office (Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming Counties)
 - SERO – Southeast Regional Office (Bucks, Chester, Delaware, Montgomery, and Philadelphia Counties)
- **County** – To search for monitoring data by facilities within a specific county, change the default selection from “All” to the applicable county from the dropdown menu.
- **Municipality** – To search for monitoring data by facilities within a specific municipality, change the default selection from “All” to the appropriate municipality. If a county is selected, then only the municipalities in that county will be listed in the dropdown menu.
- **Permit #** – To search for monitoring data by NPDES or WQM permit number, uncheck the box for “NULL” and enter the permit number. When using this search criteria, all the other criteria can remain at their default settings.

PERMIT #	<input type="text"/>	<input checked="" type="checkbox"/> NULL
PERMIT #	PA0026441	<input type="checkbox"/> NULL

This search will return eDMR data for the selected permit number only. Otherwise, leave the “NULL” box checked to return eDMR data for all permittees that meet all other selected criteria.

- **Client** – To search for monitoring data based on the name of a specific client (permittee), change the default selection from “All” to the appropriate client. Note that if a client has multiple facilities that use the eDMR system, DMR data for those facilities will be displayed.
- **Parameter** – By default, the parameter dropdown list has all parameters selected. To search for monitoring data for specific parameters only, click on the “Select All” box to unselect all parameters, and then click to select just those parameters of interest. Multiple parameters may be selected.

When all criteria have been selected, click the “View Report” button on the upper right side of the screen to generate the report. The report may take a minute or more to complete, depending on the amount of data and other variables, such as network performance.



If no data are available to report based on the input selections, then the following message will display: **No data was found using the criteria entered. Please revise your choices and try again.** Consider reevaluating the input selections, for example, if a specific County was selected and a specific Permit # was entered, change the County selection to “All”.

The user does not have to clear all other selections to modify the report criteria and generate a revised report.

To generate a precise report, only make one or two criteria selections. If the results appear incomplete, reselect “All” and view the report again. If the report returns too many results, add one criteria selection at a time.

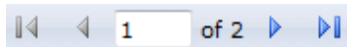
Upon loading, the report will be displayed beneath the search fields. The search criteria and the input selections will be listed at the top of the first page of the report, for example:

Region: All
 County: All
 Municipality: All
 Permit #: pa0012345
 Monitoring Period Date Range: 1/1/2018 To 12/31/2018
 Client: All
 Parameter: All

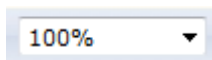
Report Controls

The following controls are available to manage the report:

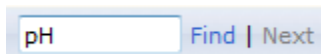
- **Navigation Bar** – Allows the user to navigate through the pages of a report, to specific page numbers, to the last page or to the first page.



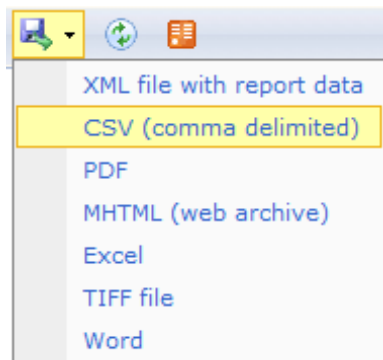
- **Zoom** – Allows the user to change the display size of the report within the browser.



- **Find Text in Report** – Allows the user to search for specific terms within the report.





- **Export** – Allows the user to export in various file formats.



If the user intends to sort or filter the data, DEP recommends using CSV.

Clicking on any file format generates a popup that asks whether the user wants to save or open the file. Users can save the file to the location of their choice.

Note: To save the CSV file, the “Save as type” must be changed from the default “Unicode Text” to “Excel Workbook” so that the file will be saved as an excel document.

- **Refresh** – Allows the user to refresh the report. 
- **Export to Data Feed** – Allows the user to open or save the report in a data feed format. 
(advanced)

Interpreting the Report

The report is organized by Permit #. A title block for each permit # and facility returned by the input criteria, contains the following information (as recorded in DEP’s eFACTS data system):

- Permit #
- Client ID / Name
- Primary Facility ID / Name
- Major Facility (Yes or No, a designation based on EPA criteria)
- Region
- Facility Address
- County
- Municipality
- Latitude / Longitude (of Primary Facility)

The DMR data are presented under the following column headings on a green background, as shown below.

Monitoring Period Begin Date	Monitoring Period End Date	DMR Received Date	Discharge	Outfall	Monitoring Location	Parameter Name	DMR Value	Permit Limit	Units	Statistical Base Code
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An explanation for each column is provided below:

- **Monitoring Period Begin Date** – The date the monitoring period began. Monitoring periods may be monthly, quarterly, semiannually or annually (annual periods may be based on a calendar year or other annual period). An annual DMR based on calendar year 2018 will have a Monitoring Period Begin Date of 01/01/2018.
- **Monitoring Period End Date** – The date the monitoring period ended. The difference between the Monitoring Period Begin Date and Monitoring Period End Date reveals the required reporting frequency for the specified parameters in the permit.
- **DMR Received Date** – The date the DMR was submitted by the permittee in the eDMR system. Most NPDES permits require that DMRs are submitted no later than 28 days following the Monitoring Period End Date, except for certain annual DMRs related to Chesapeake Bay dischargers.
- **Discharge** – This column indicates whether a discharge occurred during the monitoring period selected, either “Yes” or “No”.
- **Outfall** – The designation given in a permit to a point source discharge (typically a three-digit number).

- **Monitoring Location** – The description of where the sample(s) for parameter analysis were taken to comply with the permit. The most common Monitoring Location is “Final Effluent,” which typically represents the quality of effluent at the “end of pipe.” Other common Monitoring Locations include:
 - Ambient: Typically used when a permit requires monitoring within a stream, upstream from a discharge point.
 - Intake: Typically used for monitoring of raw water withdrawn from surface waters.
 - Effluent Net: Typically used for the reporting of effluent data where “credit” is provided (for example, nutrient trading).
 - Downstream Monitoring / Instream Monitoring: Used when a permit requires monitoring within a stream.
 - Raw Sewage Influent / Industrial Influent: Used for monitoring of wastewater entering a sewage or industrial treatment plant.
 - Final Effluent – Day 1 thru 15 / Final Effluent – Day 16 thru End of Month: Final effluent data for a partial month (typically used for temperature or heat rejection rate monitoring).
 - CB Annual Effluent Net / CB Annual Final Effluent: Used for reporting annual mass loads of nutrients for Chesapeake Bay reporting purposes. Effluent Net refers to Final Effluent that has been adjusted for nutrient credits and offsets.
 - Internal Monitoring Point: Used for monitoring within a process, prior to discharge.
 - Prior to Irrigation / Prior to Reuse: Used for WQM permits issued for the land discharge of sewage or industrial effluents).

- **Parameter Name** – The name of the pollutant or measurement that is monitored in accordance with a permit. Note that a parameter name may appear multiple times for the same report (e.g., Total Nitrogen). Certain parameters are reported twice – once for concentration results and once for mass loading results.

- **DMR Value** – The statistical values reported to DEP on DMR reports for the specific parameter. Note that DMR Value may include “No Data Indicator” (NODI) Codes. The acceptable NODI Codes in the eDMR system are as follows:

NODI Codes	Description	Used When:
A	General Permit Exemption	The General Permit has an exemption from monitoring (not normally used).
E	No Sample Collected or No Analysis Conducted	All samples or results were not available due to analytical equipment failure or because sample collection was overlooked or samples could not be collected for a parameter during the reporting period.
FF	Other	If there is any reason for the absence of data that is not covered by another NODI Code.
GG	Conditional Monitoring – Not Required	If the permit requires sample collection and analysis only under certain conditions and those conditions were not met during the reporting period.

- **Permit Limit** – The limitation specified in the permit that corresponds to the DMR Value.

- **Units** – The unit of measurement associated with the DMR Value and Permit Limit.

- **Statistical Base Code** – The type of statistic reported. Parameters may have DMR Values for multiple Statistical Base Codes. For example, a permit may require the reporting of Total Copper in terms of “Average Monthly” and “Daily Maximum.”

Assistance

For questions regarding this report, contact DEP’s Bureau of Clean Water at 717-787-6744. To report problems with this report, contact DEP’s Applications Support Help Desk at 717-787-4357.