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**Background**

This User Guide provides instructions on how to use the Department of Environmental Protection’s (DEP’s) electronic Discharge Monitoring Report (eDMR) system to complete and submit Discharge Monitoring Reports (DMRs) to DEP.

The eDMR system is a web-based application available through the internet. The system resides within DEP’s GreenPort system. The system serves as an electronic file cabinet to manage DMR reporting requirements of National Pollutant Discharge Elimination System (NPDES) and Water Quality Management (WQM) permits, and to receive and store DMRs submitted by facilities.

Facility access privileges are administered through the use of a username and password. All DMR submissions are verified via DEP authentication with software security to ensure that the content of the data is original, truthful, legitimate, and unaltered. A complete chain-of-custody of all records will be maintained on the eDMR server.

The system generates up-to-date reporting requirements from DEP’s centralized data system, allowing facilities to submit original or revised DMRs, and allows for reviewing previously submitted reports on-line. DMRs received on DEP’s server are uploaded to the Data Exchange System for use by DEP to support compliance, permitting, and environmental planning programs.

When the eDMR system is used, all DMR reporting requirements should be fulfilled using the system. In other words, all supplemental reports and other information related to DMRs should be attached to the DMR that is submitted through the eDMR system. For “Major dischargers” that have traditionally received paper DMR templates from EPA, use of the eDMR system eliminates the need to transmit paper DMRs to EPA and other agencies such as DRBC. However, it is noted that certain reports cannot be accommodated by eDMR (e.g., “sludge reports” managed by EPA, annual reports required for certain general permits, etc.).

**Technical Support**

For questions and support related to the eDMR system, contact DEP’s Application Support Help Desk:

Number: (717) 787-4357

Hours: Monday to Friday 8:00 am to 4:30 pm

**System Requirements**

Facilities must be able to access DEP’s eDMR system through the internet. Typically, such access is available either through a dedicated connection through a facility’s local area network, or through a connection to an Internet Service Provider.

In addition to the Internet connection, the facility will need an Internet browser program. The eDMR system is verified to work with Microsoft Internet Explorer Version 9.0 or greater, which can be downloaded for free from [http://www.microsoft.com/downloads](http://www.microsoft.com/downloads). Facilities may find that other Internet browsers such as Microsoft Edge, Google Chrome and Mozilla FireFox will work but DEP cannot guarantee that all of the features of the eDMR system will be available.
Registering for eDMR

eDMR Registration cannot be completed online. A facility must complete and submit two documents to DEP to register for use of eDMR:

1. **eDMR Permittee Registration Form (3800-FM-BPNPSM0424):** Identifies facility and user information. This form is used to specify the roles for each user.

2. **eDMR Trading Partner Agreement (3800-FM-BPNPSM0425):** The Trading Partner Agreement Form is a formal agreement between each Certifier and DEP regarding the responsibilities and use of the eDMR system.

Registration requires the creation of Greenport user accounts by the users, and is necessary to link those user accounts to a facility for eDMR use. Registration is also required for anyone that wishes to have the Certifier role for a facility already utilizing eDMR.

The DEP registration process may take up to 30 days or more to complete, dependent on DEP’s workload at any particular time. If you have questions about the status of a registration request, contact the DEP’s Application Support Help Desk at (717) 787-4357, or the Bureau of Clean Water’s Division of Operations at RA-EPDMR@pa.gov.

eDMR Roles

The eDMR system includes three levels of access or roles:

**Viewer:**
- View and obtain reporting requirements.
- View the status of submitted DMR reports.
- View submitted data.

**Preparer:**
- All Viewer privileges.
- Enter data, attach supplemental forms and save DMR reports.

**Certifier:**
- All Preparer privileges.
- Submit DMR reports.
- Add or remove users with Viewer and Preparer roles.
Accessing eDMR

1. Click the icon for Internet Explorer on your desktop or other browser.

2. Type [www.depgreenport.state.pa.us](http://www.depgreenport.state.pa.us) in the address bar and press the Enter key. The DEPGreenPort login screen will be displayed.

3. Enter your username and password and click the Log into DEPGreenPort button. To create a Greenport user account, click the “Click here to self-register” button.

4. A list of systems to which you have access will be displayed.

5. Click the eDMR Reporting button. **Note** – users that are new to the eDMR system may not see the eDMR button if DEP has not yet registered your facility to use eDMR. DEP will notify you when the facility has been registered. New users at facilities that are already using eDMR may not see the eDMR button if the Certifier(s) at the existing facility have not yet approved the association between the facility and the user’s account.
Selecting a Facility Report

1. The facility Home tab includes Announcements, a Summary list of of available unsubmitted reports, and important links such as this DEP-Approved Supplemental Forms.

Under the Open Report(s) column is the number of unsubmitted reports available for each facility. Click on the facility hyperlink to be taken to the Reports page for that facility.

Create/Edit A Report

On the Monitoring Report Details page each DMR report that is available for data entry is shown in a list with information on the report frequency, the monitoring period covered by the report, the status of the report (not started or in progress), and the report due date.

There are three options on the right side when selecting a report:

- View – View the DMR.
- Start/Edit – Either begin or make edits to the report.
- Reset – Clears out all the data in the report.
To start or edit a report, click the Start/Edit button.

**NOTE:** The search options above the list of reports can be used to refine the list, however, it is recommended to enter as little search criteria as possible.

### Report Data Entry

After clicking the Start/Edit button, the user will be taken to the Summary Report page. To record DMR data:

1. Select a Sampling Point (outfall or internal monitoring point) from the dropdown list.
2. Select a Stage (monitoring location, such as “Influent”) from the dropdown list.

**NOTE:** The Stage will default to “Final Effluent” if this stage applies.

3. If the combination of Sampling Point and Stage did not have a discharge for the entire monitoring period, click the No Discharge checkbox.

The confirmation message below will be displayed. By clicking Yes, the facility is certifying that there was no discharge from the selected Sampling Point *during the entire monitoring period*.
If the No Discharge indicator is selected, move to the next Sampling Point and Stage combination.

**NOTE:** Unchecking the No Discharge checkbox will disable the indicator and the following Confirmation Message Pop-Up Window will display. Click Yes.

![Confirm - NoDischarge selected](image)

Are you sure you want to disable the No-Discharge indicator?

- Yes
- Cancel

4. If the combination of Sampling Point and Stage did have a discharge for the monitoring period, select one of the parameters by clicking on it in the list on the left.

![Parameter Selection](image)

5. Enter statistical data into any field on the right side of the screen with a Permit Requirement listed below the field. For example, in the screenshot above, the user must enter the Average Monthly and Daily Max loads for Flow. Where the Permit Requirement is blank, data are not required and cannot be entered (notice that those fields are also greyed out, indicating that data cannot be entered). Make sure that the statistical values entered are reported in the same units displayed to the right of the fields.

For non-detect data (i.e., less than the quantitation limit as reported by the laboratory) or greater than data (bacterial parameters only), the user may select the less than (<) or greater than (>) symbols using the dropdown lists.
For negative values, select the negative (-) symbol from the dropdown lists.

Where statistical results are not available, the user is able to enter a NODI Code (No Data Indicator) instead of a numerical value. To select a NODI Code click on the “NODI” button to the right of the data field. A pop-up window will appear. Select the appropriate NODI Code from the list and click the OK button.

Note: It is important to select the correct NODI Code for your situation. Failure to do so could result in an unexpected non-compliance. Refer to Attachment A: Frequently Asked Questions for a description of each NODI Code. Please contact the DEP Help Desk if you are unsure which code to use.

6. Select the Sample Type used for the reported data from the Sample Type dropdown list.

**NOTE:** The Sample Type will default to the permitted value. The permitted value is also listed in the blue bar under the field. More stringent sampling than required is acceptable but less than the permitted sample type is a non-compliance.

7. Select the Frequency of Analysis used for the reported data from the Frequency of Analysis dropdown list.

**NOTE:** The Frequency of Analysis will default to the permitted value. The permitted value is also listed in the blue bar under the field. More frequent analysis than required is acceptable but less than the permitted frequency of analysis is a non-compliance.

8. If DEP entered comments for the combination of Sampling Point and Stage, they will display in the DEP Comments field.

9. If the Facility needs to enter comments related to the combination of Sampling Point and Stage, enter the comments in the Facility Comments field.

10. Click the SAVE button.

11. Click on the next parameter in the list on the left and enter the reported data. Save.

12. Continue repeating the above steps until all Parameters under the combination of Sampling Point and Stage have a check mark displayed next to the parameter name.

13. Select the next Sampling Point and Stage combination and enter the reported data.
14. Continue the above process until all values have been entered for all combinations of Sampling Points and Stage Codes.

**ADDING PARAMETERS:** If a parameter is listed in the permit but it is not in the report, please contact the DEP Help Desk. The Adding Parameters option should only be used when reporting on a parameter not specifically listed in the permit. If the parameter that was sampled is not displayed under the combination of Sampling Point and Stage, the user can add additional parameters sampled by clicking the ADD PARAMETER button and following the below steps.

![Add Parameter Interface](image)

a. Select a parameter to add from the Select Parameter dropdown list.

b. Select the Load 1, Load 2, Concentration 1, Concentration 2 or Concentration 3 Statistical Base Codes to use for the selected parameter.

   **NOTE:** All user entered parameters will have a permitted value of “Monitor and Report”.

c. Enter the reported values for Load 1, Load 2, Concentration 1, Concentration 2 or Concentration 3 for the corresponding Statistical Base Codes you selected in the previous step.

d. Select the Sample Type from the Sample Type dropdown list.

e. Select the Sample Frequency from the Frequency of Analysis dropdown list.

f. Enter any addition information in the Reported Comments field.

g. Click the Save Changes button.

15. Once all parameters have been entered, and the data has been saved, click the **Continue** button.

**NOTE:** If all combinations of Sampling Points and Stage have not been completed, a Pop-Up Window will display stating the combinations that still need to be completed. For example:
Uploading Attachments

NOTE: Most permits will require at least one attachment to be uploaded. However, if a facility's permit does not require any additional information to be provided with the eDMR, then the user may click the Continue button to move to the next screen without uploading attachments.

1. To select a document to upload, click the Browse button.

2. Navigate to the folder where the document is saved and select the document to upload.

3. Click the Open button.

4. Enter a File Name in the File Name field.

5. Select the Attachment Type that is appropriate for the document, from the Attachment Type dropdown list.
6. Enter any additional comments related to the document in the Comments field.

   **NOTE:** If the Attachment Type of “Other” is selected then the comments are required to be entered. Otherwise, they are optional.

7. Click the Upload Attachment button.

8. Repeat the above steps until all attachments have been uploaded.

9. Click the Continue button.

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**Data Entry Comments**

All fields in the Data Entry Comments screen are optional.

1. Click in the Monitoring Report Comment field and if necessary, enter additional comments for the monitoring report you are about to submit.

2. Enter the value in the Operator Name field. This operator is the Available Operator as required by Chapter 302, or the certified operator for the facility.

3. Enter the value in the Operator Certification Number field.

4. Enter the value in the Operator Phone Number field.

5. Click the Continue button.

At this point, the eDMR system will automatically generate any Non-Compliance based upon the monitoring data entered into the report. This process may take a minute to complete.
Entering Non-Compliance Information

The Non-Compliance Report contained within the eDMR system replaces the Non-Compliance Report supplemental form (3800-FM-BPNPSM0440).

![Non-Compliance Report](image)

Entering an Unauthorized Discharge

If an unauthorized discharge occurs, such as a sanitary sewer overflow (SSO) or spill, and the incident occurs within 5 days of submission of the DMR report, the Non-Compliance Report that is associated with the DMR can be used to satisfy the 5-day written report requirement for pollution incidents as contained in Part A of NPDES permits. *This form does not satisfy the immediate oral notification requirements to DEP.* This section must be filled out completely.

An unauthorized discharge that occurs outside this 5-day submission window should be reported via the View or Report Non-Compliance Incidents tab.

Please refer to the DEP fact sheet “Reporting Requirements for Spills and Pollution Incidents Under Pennsylvania’s Clean Streams Law” for additional information.

1. Click the Add New button next to Unauthorized Discharges.

![Add/Edit Unauthorized Discharges](image)

2. Click in the Event Start Date field and enter the value for the beginning of the unauthorized discharge.

   **NOTE:** The user may click on the Calendar button and choose a date from the calendar.

3. Enter a value in the Event End Date field.
4. Enter a value in the Time Discovered field.

5. Select a value from the Substance Discharged dropdown list.

6. Click in the Event Location field and enter the value for the event location (a general description of where the incident occurred).

7. Enter a value in the Volume field for the estimated volume of the substance discharged, in gallons.

8. Enter a value in the Duration field for the estimated duration, in hours, of the discharge event.

9. Enter a value in the Receiving Waters field, i.e., the name of the water body that the discharge flowed into.

10. Select a value from the Impact of Waters dropdown list.

11. Select a value from the Cause of Discharge dropdown list.

12. Click in the Date and Time DEP Notified field and enter a value for the Date and Time DEP was orally notified of the incident.

13. Enter any additional comments about the Unauthorized Discharge in the Comments field.

14. Click the Save button.

**Entering Other Permit Non-Compliance**

Use this feature of the Non-Compliance Report to report other permit violations, such as permit schedule violations and sample types and frequencies that are not in accordance with the permit.

1. Click the Add New button next to Other Permit Non-Compliance.

2. Select a value from the Non-Compliance Type dropdown list.

3. Click in the Comments field and enter additional comments.

4. Click the SAVE button.
Submitting the Report

1. If the user is a Preparer, click the Ready to Submit button and exit/log out of GreenPort. This will notify the Certifier that the data has been entered.

   If the user is a Certifier, click the Submit Report button.

2. Click the I acknowledge that I have read the certification statement checkbox.

3. Click the Submit button.

   **NOTE:** An e-mail with the Submission ID will be sent to all users associated with the facility. Refer to the E-Mail Generation Process section.

   The user will then be taken to the Submitted Monitoring Report Details Screen.

View/Revise Submitted Reports

1. Choose View/Revise Submitted from the menu.

2. Click the Revise button for the report to be revised.

3. Select a reason for the revision from the Revision Reason dropdown List.

4. Enter any additional comments in the Revision Comments field.

5. Select the checkbox next to the section of the report in need of revision.

   **NOTE:** If the user selects the Summary Report Data Entry box, the Report Non-Compliance box will automatically be checked. This is an indicator that if the revision results in a non-compliance, the non-compliance screen will populate.

6. Click the Create button.

7. Revise the report appropriately.

   a. If the user selected Summary Report Data Entry checkbox reference the section “Editing Reports”.
   b. If the user selected the Report Attachments checkbox, reference the section “Uploading Attachments”.

   -15-
c. If the user selected the Report Non-Compliance checkbox, reference the section “Entering Non-Compliance Information”.

d. If the user selected the Report Comments checkbox, reference the section “Entering Comments and Operator Information”.

8. Click the SUBMIT REPORT button.

9. Click the I acknowledge that I have read the certification statement checkbox.

10. Click the SUBMIT button.

**NOTE:** An email with the Submission Id will be sent to all users associated with the facility. Refer to the e-mail Generation Process section.

The user will then be taken to the Submitted Monitoring Report Details Screen.

**Report Non-Compliance Incident**

This feature should be used by permittees to report unauthorized discharges and other permit non-compliance anytime during the reporting period and replaces the Non-Compliance Report form (3800-FM-BPNPSM0440).

1. Click on View or Report Non-Compliance Incidents from the top menu.

2. Click the Add New Non-Compliance Incident button.

3. Select a Permit Number from the drop down list.

4. Enter a date in the Incident Begin Date field.

5. Enter a date in the Incident End Date field.

6. Click the Create button.
Continue entering information following the steps under Entering an Unauthorized Discharge or Entering Other Permit Non-Compliance as discussed above.

**System-Generated Emails**

The eDMR system will generate the following email notifications automatically:

- **New Facility User Relation Email** - An email will be sent to users after DEP staff or the facility staff have granted the user access to a specific facility.
- **Request for Access Notification Email** – An email will be sent to all Certifiers associated with a facility utilizing eDMR when a new user requests Viewer or Preparer access. It is the responsibility of the Certifier to grant or deny this request per direction given above.
- **Access Revoked Notification Email** – An email will be sent to the user when their access to a facility is revoked.
- **New Monitoring Report Available Email** - An email will be sent to all users associated with a facility to notify them that a new Monitoring Report is available.
- **Monitoring Report Submission Confirmation Email** - An email will be sent to all users associated with a facility for a submitted Monitoring Report confirming that the report has been received by DEP.
- **Report Ready for Submission Email** - An email will be sent to Certifiers when a Preparer clicks the Ready to Submit button on the Non-Compliance Reporting screen.
- **Monitoring Report Submission Confirmation Email** - An email will be sent to all users associated with a facility for a submitted Monitoring Report confirming that the report has been received by DEP.
- **Notification of Monitoring Report Non-Submission Email** - An email will be sent on the day after the 28th day of the month to all users for facilities that have overdue Monitoring Reports. If the DMR has not been submitted by the 15th of the month following the due date, the email will be resent. Emails will continue to be sent on the day after the 28th day of the month and the 15th of the month until the Monitoring Report is submitted, for up to two years.
- **eDMR Revisions Email** – An email will be sent to all users associated with a facility when the submitted eDMR report has been revised by a user.
• Change of Compliance Status Email – An email will be sent to all users associated with a facility when DEP has changed the compliance status of a reported non-compliance for the facility.

Contingency Plan for eDMR Reporting

Situations may arise, some beyond eDMR users’ control, that cause users to deviate from routine eDMR reporting practices. This plan identifies these situations and provides actions that should be taken in response. This plan applies only to eDMR reporting (not paper reporting).

• eDMR System Problem: No Reports Available – When someone with a role of Certifier is associated to a facility, and the permit is “issued”, eDMR reports will be generated. For facilities with administratively extended permits, eDMR reports are generated unless a permit renewal application has not been received by DEP. While it is rare, sometimes reports that should be generated are not, and sometimes reports may be inaccurate.

• eDMR System Problem: System-Wide Malfunction – There may be a “server crash” or other problem that prevents users from logging into GreenPort and/or the eDMR system. Be sure to use an approved internet browser, Internet Explorer. To report a server error when attempting to log into eDMR or while in the eDMR system, contact the Help Desk at 717-787-4357. Consider taking a screenshot or printing the web page that reveals the error for documentation purposes.

• User Computer Problem – Users may experience problems submitting reports if there is a “computer crash” or if internet service is unavailable due to extreme weather or other reasons beyond the user’s control.

For these types of situations, the permittee is expected to do the following:

1. **Log into eDMR well before the due date to ensure that expected reports are available and accurate.** If reports are not available and accurate, contact DEP’s Application Support Help Desk at 717-787-4357 prior to data submittal so that reports can be made available or be corrected. If permittees wait until the end of the month to check for the availability or accuracy of reports, DEP cannot guarantee that corrections will be made in time.

2. **Develop a facility specific reporting contingency plan** to ensure that eDMR reports can be submitted by the due date in the event of computer or internet problems. Plan an alternate location for accessing the internet in the event of a problem.

3. If a report cannot be submitted on time electronically, **contact DEP’s Central Office at 717-787-6744 and the regional DEP office** that issued the permit on or before the report due date. If a problem occurs on a due date which falls on a weekend or holiday, contact DEP on the first business day after the due date, during normal business hours.

4. If a report cannot be submitted on time electronically through eDMR, **fax or mail the completed DMR to the regional DEP office that issued the permit on or before the report due date, to demonstrate compliance.** Then, once the situation has been resolved, submit the report electronically. Electronic submittal is a requirement, regardless of sending in a paper DMR.
Instructions for Requesting Viewer or Preparer Access

To be added as a Viewer or Preparer to a facility already using the eDMR system, a DEP GreenPort account must first be created. Once a GreenPort account is created, the user can request Viewer or Preparer access to any facility already using eDMR.

**NOTE:** Following these steps will NOT grant access to a facility that is not registered for eDMR yet. A registration form must be completed and submitted to DEP for the facility to be registered.

If the user already has a Greenport account, skip to Step 4.

1. Navigate to DEP’s GreenPort Login site. Click the Click Here to Self-Register button to create a new GreenPort account if necessary.

2. Enter the first and last name. Then, click on the Continue Account Creation button.
3. Enter all required information, and take note of the GreenPort username at the top. When complete, click the Create Account button.

4. Upon returning to the GreenPort login screen, enter the new Greenport username and password and click the Log into DEPGreenPort button.
5. Click on the Enroll button in the lower, middle of the screen.

6. All the applications available through GreenPort will be listed on the right. Click on the eDMR button.
7. Enter the permit number for which access is being requested. Then, click on the Submit Request for eDMR Access button.

```
Requesting Access to eDMR for Permit #
Submit Request for eDMR Access
```

A Certifier for that facility can now approve or reject the security access request.

**Account Management by Certifiers**

Once an individual has been granted Certifier access to a particular facility within the eDMR system, he or she can approve and reject requests from other individuals to be Preparers or Viewers for the facility. The ability to approve and reject such requests resides within GreenPort. The Certifier can also revoke a Preparer’s or Viewer’s access to the eDMR system.

For Certifier access to a facility already using eDMR, complete the eDMR Permittee Registration Form for Modifying Certifiers of Existing eDMR Participants and the eDMR Trading Partner Agreement, and submit them to DEP. Both can be found on DEP’s eDMR website, [www.dep.pa.gov/edmr](http://www.dep.pa.gov/edmr). To revoke a Certifier’s access to a facility, complete the eDMR Permittee Registration Form for Modifying Certifiers of Existing eDMR Participants, and submit to DEP.

To Add a Viewer or Preparer:

1. Log into DEP’s GreenPort at [www.depgreenport.state.pa.us](http://www.depgreenport.state.pa.us).
2. Click on the eDMR Security button.
3. All pending requests from other users for any of the facilities for which the user is a Certifier will be listed. Select the appropriate check box for each request (Viewer, Preparer or Reject this request for the following reason) and click on the Submit button. The request will disappear from the pending queue.
To look at the list of Preparers and Viewers for each of the user’s facilities, click on the Go To Approved Users button.

The list of Preparers and Viewers will be displayed.

4. To change the level of Access for a user, uncheck the old Access level and check the box for the new Access level. Then click on the Submit button. Note that revoking Viewer access will also revoke Preparer access.

5. To revoke a Viewer’s or Preparer’s access for a facility, uncheck both Viewer and Preparer boxes, enter a reason for revoking access, and then click on the Submit button.
Attachment A – Frequently Asked Questions

Q: Do we have to use Internet Explorer to access eDMR?
A: The system was developed for compatibility with Internet Explorer 9 and later. Users have reported occasional issues using other browsers.

Q: Should we create a GreenPort account before submitting an eDMR registration form and Trading Partner Agreement?
A: Yes, a GreenPort account must be created before submitting a registration form and Trading Partner Agreement. The account username is one of the requirements on the registration form.

Q: What if I am not sure if I have a GreenPort account already? How do I find out?
A: Contact the DEP Helpdesk at 717-787-HELP(4357) for assistance.

Q: How do we check to determine who are current users at our facility?
A: Certifiers have the ability to see a list of all users associated to a facility and their roles. Otherwise, contact the DEP Helpdesk at 717-787-HELP(4357) to inquire who the current users are.

Q: How many Viewers, Preparers and Certifiers can we register for a single facility?
A: There is no particular limit imposed on the number of users registered for a facility. We require at least two users for a facility.

Q: Who can be a Certifier?
A: Certifiers must be a responsible corporate officer, a general partner, a proprietor or a principle executive officer in accordance with 40 CFR 122.22(a) or are otherwise a duly authorized representative of that person in accordance with 40 CFR 122.22(b) and are authorized to submit reports to DEP. See the eDMR Registration Form and the eDMR Trading Partner Agreement for additional information.

Q: How do we change users?
A: An existing Certifier can add/remove Viewers and Preparers. Reference pages 19-23 for instructions. To change Certifiers (add or remove), the permittee must complete the Modifying Certifiers registration form. If new certifiers are being added, Trading Partner Agreements must be submitted for each new user. Note that we require a minimum of two users to be associated with a facility.

Q: Can a Certifier add/remove another Certifier?
A: No, a Certifier cannot add or remove another Certifier. A Modifying Certifiers registration form and Trading Partner Agreement for the new Certifier must be submitted to DEP. Links to these forms can be found on DEP’s eDMR website, www.dep.pa.gov/edmr.
Q: What does DEP do if one Certifier accepts a new Preparer and another Certifier denies access to the new Preparer?
A: The Certifiers must coordinate among themselves who will have access. The last action submitted (accepting or revoking) will take effect.

Q: How long does it take to process the registration/agreement forms for access to eDMR?
A: Processing times vary depending on DEP’s workload.

Q: Can a user view or print the DMR prior to submitting it?
A: Yes, there is a preview option at the bottom of page while preparing the DMR. Copies of submitted DMRs can be printed from the “View/Revised Submitted” screen by clicking the “View” icon.

Q: Why isn’t my report showing as submitted?
A: Only Certifiers can submit reports. If data was entered by a Preparer, a Certifier must then submit the report.

Q: Can multiple Preparers enter data?
A: Multiple Preparers can enter data on the same report. It is not recommended that multiple Preparers attempt to enter data for the same outfall simultaneously.

Q: Can only the Certifier revise a submission?
A: Any Preparer or Certifier can revise a submission. Only a Certifier can submit the revision.

Q: If I am a user at multiple facilities, will one GreenPort account and password work for each of the facilities?
A: Yes, a single GreenPort account (username) and password can be used for multiple facilities.

Q: If we have a Certifier prepare the report, can we select someone else to actually certify and submit the report for checks and balances purposes?
A: Any Certifier can open the report and submit it.

Q: Can we electronically upload data or copy/paste outfall data into eDMR?
A: No, this feature is not available at this time. DEP envisions this capability will eventually be incorporated into eDMR.

Q: Can we submit PDFs of the forms currently available as an attachment?
A: Yes, the supplemental forms can be submitted as PDF attachments. Where available, DEP strongly recommends that DEP’s spreadsheet versions of supplemental forms be utilized and submitted as attachments. The supplemental reports continue to be available from the DEP website.
Q: Do we have to use the DEP supplemental form templates?
A: DEP strongly encourages that the spreadsheet versions of supplemental forms be utilized. In some cases the NPDES permit requires their use (e.g., Annual Chesapeake Bay Spreadsheet). DEP’s spreadsheets contain all DEP-approved calculations, which means DEP’s compliance staff have greater confidence in reported data. DEP staff can assist with converting/copying data into DEP’s spreadsheet format if needed.

Q: Are supplemental forms that were originally downloaded, filled out, and then uploaded still needed?
A: Supplemental forms downloaded from the DEP website are still used with eDMR. Continue to complete supplemental form spreadsheets and upload them into the new eDMR system. In the future DEP envisions that such forms will be completed on-line.

Q: What do the NODI Codes mean?
A: NODI stands for “No Data Indicator”. There are four of them:

- **A - General Permit Exemption.** You have a General Permit that exempts you from monitoring (this is rarely used).
- **E – Analysis Not Conducted - No Sample.** All samples or results were not available due to analytical equipment failure, because a sample collection was overlooked, or samples could not be collected for a parameter during the reporting period.
- **FF – See Comment.** If there is any reason for the absence of data that is not covered by one of the other approved codes. You must add an explanation in the Report Comments box.
- **GG- Conditional Monitoring – Not Required this Period.** If your permit requires sample collection and analysis only under certain conditions and those conditions were not met during the reporting period. If your permit allows for representative outfall sampling, this code should be used for the remaining non-representative outfalls.

Q: Can you show an example of an inspection done in lieu of sampling?
A: If the permit authorizes an inspection in lieu of sampling and submission of a DMR, the permittee would need to enter the eDMR system and record a NODI Code of “GG” (Conditional Monitoring) for each parameter result on the DMR, attach the inspection report, and then submit.

Q: How do we indicate that we didn’t sample at a particular outfall?
A: Reference the “Report Data Entry” section, starting on page 7. Click the NODI button, then select from the drop down the option that best fits. Note that for “non-representative outfalls”, the GG code should be used.

Q: Do we still submit lab accreditations only once per year if nothing changes?
A: A permittee must submit the Lab Accreditation supplemental form as follows: 1) as an attachment to the first DMR following the effective date of a new or renewed permit, and 2) as an attachment to a DMR anytime a laboratory or analytical method changes during the permit term.
Q: If a facility has a permit revision, will it be the facility's responsibility to add additional parameters or will they be added on the site by PADEP?

A: If a permit amendment or renewal results in a change of parameters, in comparison with the previous permit, those parameters should be available on the next DMR report when the parameters become effective. If there is an issue or error, please contact the DEP Help Desk before submitting the DMR.

Q: Do we still report excursions by number per parameter?

A: No, excursions (or exceedances) are calculated automatically during a non-compliance check during the report submission process.

Q: If an SSO event happens and we call PADEP, but aren’t ready to submit an eDMR report, should we wait to submit it with our regular report or submit the SSO report earlier?

A: If an SSO or other unauthorized discharge or pollution incident occurs it must be reported immediately to DEP by phone. The permittee then has 5 days to submit a written report to DEP (unless DEP waives the report). If the timing of the incident is such that the routine DMR submission process cannot be used in order to satisfy the 5-day requirement, the permittee must initiate, complete and submit an independent Non-Compliance Report through the eDMR system after oral notification.

Q: Are we required to submit non-compliance reports in the same time restraints as the required call in?

A: No. While Department regulations require permittees to provide immediate oral notification of a spill or other incident, a written follow-up report (non-compliance report) must be provided to DEP within five days of when the permittee becomes aware of the incident. Oral notification of a spill or other incident cannot be accomplished through the eDMR system. The eDMR system may be used to submit the Non-Compliance Report electronically and satisfy the 5-day written report requirement when the incident occurs within 5 days of submission of the DMR report. Submission of the Non-Compliance Report can be done any time within the 5 day period, independent of the DMR report submission.

Q: Do we still need to attach a signed non-compliance report if a parameter exceeds the permit limit? Or can we just type the information in?

A: The eDMR system will automatically determine effluent non-compliance and present it on a Non-Compliance Report prior to the report submission screen. Users will not need to type effluent non-compliance into the on-line form, and no other attachment(s) are required.

Q: If we submit a non-compliance via eDMR system in the middle of a reporting period, do we also need to report it with the monthly eDMR for that facility?

A: No. If a Non-Compliance Report is submitted for an unauthorized discharge or pollution incident independent of the eDMR, the user does not also need to report the same incident on the Non-Compliance Report that is part of the eDMR submission process.

Q: Is the non-compliance form in the list of documents that we can attach to an eDMR?

A: No. There is no need to attach the Non-Compliance Report to the DMR report because it is built into the DMR submission process.
Q: Is the SSO report replaced by reporting a non-compliance incident through eDMR?

A: SSOs must be reported to DEP by phone immediately. If there was an “SSO report” attached to the permit and the report is to be used to satisfy the 5-day written report requirement following an SSO event, pursuant to Part A of the NPDES permit, then yes, a Non-Compliance Report submitted through the eDMR system can replace the SSO report. However, the permittee should verify that the same information will be provided through the Non-Compliance Report as in the SSO report attached to the permit. If in doubt, the permittee should complete and submit the Non-Compliance Report electronically and also attach the SSO report to the Non-Compliance Report.

Q: We have two parameters that are not out of compliance on the semi-annual report, but the MDL forces them to appear that they are. If we add a comment that it was a ND (non-detect) result, not a non-compliance, how will the system handle this?

A: It is possible that the result may appear on the Non-Compliance Report. EPA’s “Sufficiently Sensitive Methods” rule generally requires that “non-detect” results be reported down to the level of the permit limit (unless a waiver is granted). Typically, where an effluent limitation is too stringent for analytical capabilities a permit condition is used to allow reporting to a less stringent value, and compliance will be demonstrated if a non-detect is reported at that value. That value becomes in essence a surrogate limit in the sense that DEP’s compliance assessment process uses the value to compare it against submitted results. Contact DEP at 717-787-4357 if there are questions on this issue.

Q: Is there a limit on uploaded file sizes?

A: There is a limit, but it is large enough that we do not expect anyone to be impacted by it. Contact the DEP Helpdesk at 717-787-HELP(4357) if a file size limitation is encountered.

Q: What is "Operator Certification Number" on the comment page after the attachment upload page?

A: It is a field where the license number can be entered for those who are certified water or wastewater operators. It is an optional field for those that hold the certification.

Q: Who will receive e-mails that an eDMR is ready to submit or submitted at a location?

A: All Certifiers, Preparers, and Viewers will receive the e-mail notifications.

Q: How do I upload my annual stormwater report in eDMR?

A: The general permit annual stormwater reporting requirements are separate from the DMR reporting requirements. Currently, the annual report should be mailed as directed in the permit. DEP may make electronic upload available in the future.

Q: Will the permit owner still need to approve requests? Or will the Certifier be able to add users?

A: The Certifier can approve requests for Preparer and Viewer access. The permit owner or authorized representative will still need to submit registration requests to DEP to add Certifiers.

Q: Will there be any options to upload electronic data files instead of manually entering the data?

A: No, eDMR does not support XML, Excel, or bulk copy/paste data entry at this time. DEP may make enhancements to the eDMR system in the future with this capability.
Q: Will we be required to upload each of the supplemental reports individually? I currently save all my supplemental reports (Effluent, Influent, etc.) for each DMR as a PDF and email them all together, not as each individual sheet.

A: Multiple worksheets can continue to be grouped together into one PDF document and submit that document as an attachment. However, the user will need to assign one "type" to the single PDF file (e.g., if one PDF document containing the "Biosolids Supplemental Report" and the "Daily Effluent Monitoring Report" is being uploaded, select one type of supplemental form to represent both in the PDF file). It is preferable to keep attachments separate so that they can be individually classified by type.