PA DEP eDMR User Submission Directions for Mining eDMRs

This guide is intended to provide a detailed walkthrough on how to enter sampling data, edit sample data, and to report potential violations.

eDMR Start Screen

- 1. Browser issues notice

- 2. eDMR reporting deadline

- 3. eDMR Support Help. For Mining, please send questions to ra-epminingedmr@pa.gov

- 4. Open reports. Click on the available reports. If you believe that there should be open reports that are not listed, contact ra-epminingedmr@pa.gov

Monitoring Report Details
Page

Reporting Steps

- 1. Click on a facility with an open report
- 2. Click on Start/Edit
- 3. Select a sampling point (necessary ONLY if there is more than one sampling point)
- 4. IF THERE HAS BEEN NO DISCHARGE OVER THE REPORTING PERIOD select the NO DISCHARGE check box
- ELSE
- 5. Select a reporting parameter (example, flow, pH, Total Iron…) and enter the sample values

Reporting Steps Continued

- 6. If samples were missed or were not received from the lab, select NODI code and use the appropriate code.

- 7. Continue to report each sample value(s) as required, selecting SAVE after each entry. Network and computer issues happen and using the save button protects your progress.

- 8. Once all parameters have been entered click on the "Continue" button.

- YOU WILL RECEIVE A POP-UP WARNING IF THERE ARE ANY MISSING PARAMETERS. Return to the previous screens and enter the missing parameters.

Reporting Steps Continued

- 9. Select continue.

- 10. The system will generate (if necessary) a Non-Compliance report based on monitoring data entered. You will be required to enter comments explaining the non-compliance(s). Examples can include equipment failure, accidental overfeeds, etc….

  - If you data was accidently entered in error select EDIT SUMMERY DMR to correct the errors.

- 11. Once finished with all non-compliance or data entry select SAVE.

Reporting Steps Continued

- The following steps will depend on the submission roles you have…

- For PREPARERS:
  - Click Ready to Submit. You will then be returned to the eDMR Start Page. Repeat the above steps to complete and submit any open reports. The Certifier will receive an email informing them that reports are waiting to submit.

- For CERTIFIERS:
  - Click the "I acknowledge…" box
  - Click on the Submit button. An email will be sent to all registered EFA's/Certifiers.
  - You will be taken to the Submitted Monitoring Report Details screen. YOUR REPORT HAS NOT BEEN SUBMITTED UNTIL YOU REACH THIS SCREEN! Click continue to be returned to the eDMR Start Page. Repeat the above steps to complete and submit any open reports.

Reporting Page

Sampling point indicator (use the dropdown for additional outfalls/sampling points)

No Discharge Indicator (used if there have been no discharges for the monitoring period)

Parameters (select one at a time to report data)

Add Parameter (Only used if a parameter listed on the permit is not shown in the Parameter List) Parameters added should not be used for more than one reporting period. For parameters missing, it is preferable to contact ra-epminingedmr@pa.gov for permanent edits.

If there is an error with any reporting values, contact ra-epminingedmr@pa.gov)

Sampling Point: 001
Stage: Final Effluent
No Discharge: ☐
- Flow (50050) ○
- pH (00400) ○
- Temperature (deg F) (00011) ○
- Oil and Grease (00556) ○

Add Parameter

DEP Comments:

Facility Comments:

Flow (50050)

Quantity Or Loading

	Load 1	Load 2	Unit
Reported Value:	300 *NODI*	600 *NODI*	MGD
Permit Requirement:	Monitor & Report Avg Mo	Monitor & Report Daily Max	

Concentration

	Concentration 1	Concentration 2	Concentration 3	Unit
Reported Value:				
Permit Requirement:				

Monitoring Requirements

	Sample Type	Frequency of Analysis
Reported Value:	Measured	1/week
Permit Requirement:	Measured	1/week

DEP Comments:

Facility Comments:

Save

Exit   Preview   Continue

Reporting Page

If there is an error with any reporting values, contact ra-epminingedmr@pa.gov)

Parameter

Reporting Units (Confirm that the reporting units match the units within the permit and the units on the lab sheet.)

Reported Value (Will be either quantity or concentration. You will only be able to report one)

Reporting Page

If there is an error with any reporting values, contact ra-epminingedmr@pa.gov)

Use the dropdown to indicate non-detect (<) or negative (-) values

NODI Code Selection (refer to following slides for use)

Monitoring Requirements will default to what is indicated on the permit. IF you wish to you can add additional frequency (4 samples per month instead of two) but you CANNOT enter fewer sample frequency (1 sample when 2 is required)

Save Button should be clicked on after each parameter is reported. System issues and internet interruptions happen. Using the save button will allow you to pick up where you had left off.

AFTER ALL PARAMETERS HAVE BEEN ENTERED OR NO DISCHARGE HAS BEEN SELECTED CLICK ON CONTINUE

Sampling Point: 001

Stage: Final Effluent

No Discharge: ☐

- Flow (50050) ○
- pH (00400) ○
- Temperature (deg F) (00011) ○
- Oil and Grease (00556) ○

Add Parameter

DEP Comments:

Facility Comments:

Flow (50050)

Quantity Or Loading

	Load 1	Load 2	Unit
Reported Value:	300 _NODI_	600 _NODI_	MGD
Permit Requirement:	Monitor & Report	Monitor & Report	
	Avg Mo	Daily Max	

Concentration

	Concentration 1	Concentration 2	Concentration 3	Unit
Reported Value:				
Permit Requirement:				

Monitoring Requirements

	Sample Type	Frequency of Analysis
Reported Value:	Measured	1/week
Permit Requirement:	Measured	1/week

DEP Comments:

Facility Comments:

Save

Exit   Preview   Continue

Reporting Page

If there is an error with any reporting values, contact ra-epminingedmr@pa.gov)

Once all data has been entered, select CONTINUE

No Discharge

No Discharge: ☐

If no discharges occurred during the monitoring period the No Discharge box should be selected. You will need to select No Discharge for each outfall

Confirm - NoDischarge selected ✕

Are you sure you want to enable No-Discharge indicator and Clear the reported data for this selected stage code and all the parameters?

[Yes] [Cancel]

Once No Discharge is selected you will receive the Confirmation pop-up. Select Yes
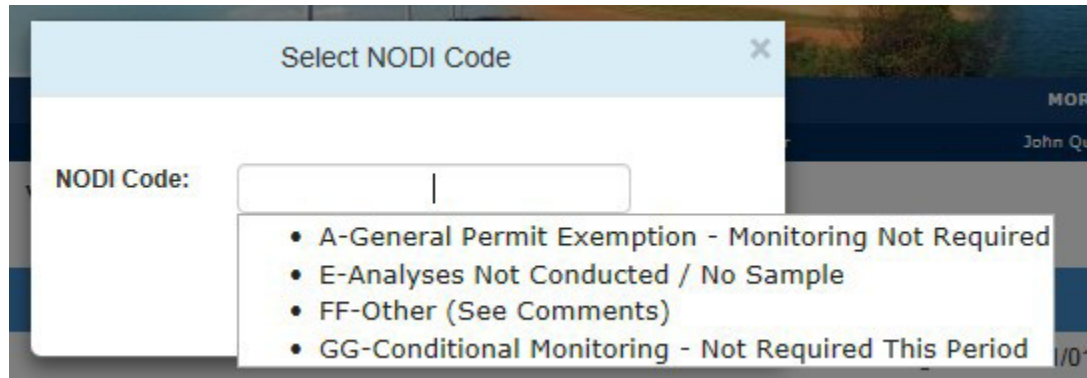
Confirm - NoDischarge selected ✕

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

[Yes] [Cancel]

If No Discharge was selected in error unselecting No Discharge you will receive the Confirmation page. Select Yes.

NODI Code Selection and Use

NODI Codes are used to indicate samples were not taken. Examples of situations of appropriate uses will follow.

NODI Code Use Examples
A – Used for temporary exemption granted by the DMO
E – The parameter was not measured/sample taken (will cause a potential violation)
FF – Used when the other codes are not appropriate (will cause a potential violation)
GG – Used when conditions are not met for sampling (example-two samples are required for the month, but there was only one discharge event, so No Discharge is not appropriate.

Adding a Parameter that is not in the system

- Used if asked to conduct a sample that is not listed in the permit.
- It should only be used as an exception. If a limit in your permit is not listed contact ra-epminingedmr@pa.gov

Missing Reported Values Notice

This alert will be shown if an required sample value is not included. You will need to go back into the submission screen to make the correction. Use NODI Codes if appropriate.

Non-Compliance Report Screen

If you have a non-compliance when submitting eDMRs you will be asked for an explanation of the reason(s) for the event. Additionally, you will have the option to make edits to the reported values if they were entered in error.

Non-Compliance Report Continued...

After entering the requested values for Unauthorized Discharges you will asked for comments. Please note the warnings below the Save and Cancel buttons. Please follow ALL reporting requirements for exceedances.

Add/Edit Unauthorized Discharges

Event Start Date:		Event End Date:	
Date & Time Discovered:	07/17/2018 03:07	Substance Discharged:	--select a value--
Event Location:		Volume (gal):	☐ UnKnown
Duration (hrs):	☐ UnKnown	Receiving Waters:	
Impact on Waters:	--select a value--	Cause of Discharge:	--select a value--
Date and Time DEP Notified Orally:	07/17/2018 03:07	Comments:	

Save   Cancel

Note - Submission of this report satisfies the requirement in NPDES permits to provide a written report to DEP within 5 days of any non-compliance which may endanger health or the environment. Submission of this report does not satisfy the requirement for **oral** notification to DEP of any incident causing or threatening pollution in accordance with the reporting requirements of 25 Pa. Code §§ 91.33 and 92a.41(b).

Non-Compliance Report Continued…

Select the Non-Compliance Type from the dropdown menu, and then provide the comments as to the cause and solution to the Non-Compliance

EFA/Certifier Certification Screen

Certification 👁   ✕

Click on the link to preview the summary report: **Summary Preview Report**

*Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, effective January 15, 2002, you are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. You certify under penalty of law that this document and all attachments were prepared under your direction or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on your inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of your knowledge and belief, true, accurate and complete. You are aware that any false statement may be subject to substantial civil and criminal penalties, including 18 P.S. section 4904 (relating to unsworn falsification to authorities).

☐ **I acknowledge that I have read the certification statement**

Submit   Cancel

Click this box. The SUBMIT button will NOT be usable until it has been clicked.

The eDMR has NOT BEEN REPORTED UNTIL THE SUBMIT BUTTON HAS BEEN CLICKED