

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



Announcements:

BROWSER ISSUES:

- Some eDMR users have experienced issues while selecting a Sampling point or Stage in the Summary DMR page and have reported "Not able to load" error. This happens due to web browser caching older versions of the eDMR web pages. To fix this issue, web browser's Temporary Internet files and Cookies needs to be cleared. [Click here](#) for instructions to clear the cache and cookies in Internet Explorer.

Important Information:

- eDMR reports are due on the 28th day of the month following the reporting period.
- Contact the DEP Application Support Help Desk for questions and assistance: 717.787.HELP (717.787.4357)

Summary:

Select Open Report(s)			
Permit Number	Primary Facility Id	Facility Name	Open Report(s)
PA0004073	196295	US STEEL IRVIN PLT	4
PA0022373	278220	LAKEVIEW JT SEW AUTH WWTP	1
PA0009733	465744	EXELON PEACH BOTTOM ATOMIC POWER STATION	2
PAR800014	564525	P.E. KRAMME AVONDALE FACILITY	1
PA0088684	566918	PLEASANT HILLS CAMPGROUND	2

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Important Links:

- [eDMR User Guide](#)
- [eDMR GreenPort Registration User Guide](#)
- [eDMR GreenPort User Administration Guide](#)
- [DEP-Approved Supplemental Forms](#)
- [eDMR Tutorial Presentation](#)
- [DEP DMR Training Presentation](#)
- [Use of NODI Codes in eDMR \(use for situations where data are not available\)](#)
- [Guidance for Nutrient Monitoring Data Entry](#)
- [Discharge Monitoring Reports \(DMRs\) - Overview and Summary](#)
- [Management of "Non-Detect" Results for Discharge Monitoring Reports](#)

Monitoring Report Details

Report Search Options

Report Type: --select a value--

Report Start Date:

Report Due Date From:

Report Frequency: --select a value--

End Date:

To:

Permit Number	Facility Name	Report Type	Report Frequency	Monitoring Period	Report Status	Report Due Date	View	Start/Edit	Reset
PA0009733	EXELON PEACH BOTTOM ATOMIC POWER STATION	DMR	Annually	01/01/2015-12/31/2015	Not Started	01/28/2016			
PA0009733	EXELON PEACH BOTTOM ATOMIC POWER STATION	DMR	Quarterly	07/01/2015-09/30/2015	Not Started	10/28/2015			
PA0009733	EXELON PEACH BOTTOM ATOMIC POWER STATION	DMR	Monthly	09/01/2015-09/30/2015	In Progress	10/28/2015			
PA0009733	EXELON PEACH BOTTOM ATOMIC POWER STATION	DMR	Monthly	10/01/2015-10/31/2015	Not Started	11/28/2015			
PA0009733	EXELON PEACH BOTTOM ATOMIC POWER STATION	DMR	Quarterly	10/01/2015-12/31/2015	Not Started	01/28/2016			

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- 1. Report Frequency
- 2. Monitoring Period
- 3. Report Status
- 4. Start/Edit Button (select this green button to begin reporting)

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

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

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.

The screenshot shows a web-based reporting interface. On the left, there is a sidebar with several sections: 'Sampling Point:' with a dropdown menu showing '001'; 'Stage:' with a dropdown menu showing 'Final Effluent'; 'No Discharge:' with a checkbox; a list of parameters with radio buttons: 'Flow (50050)', 'pH (00400)', 'Temperature (deg F) (00011)', and 'Oil and Grease (00556)'; an 'Add Parameter' button; 'DEP Comments:' with a text area; and 'Facility Comments:' with a text area. On the right, the main form is titled 'Flow (50050)'. It has two main sections. The first section, 'Quantity Or Loading', has a 'Reported Value:' field with a dropdown and input showing '300' and '600' for 'Load 1' and 'Load 2' respectively, with a unit of 'MGD'. Below this is a 'Permit Requirement:' section with 'Monitor & Report Avg Mo' and 'Monitor & Report Daily Max'. The second section, 'Concentration', has 'Reported Value:' fields for 'Concentration 1', 'Concentration 2', and 'Concentration 3', with a unit of 'Unit'. Below this is another 'Permit Requirement:' section. The third section, 'Monitoring Requirements', has a 'Reported Value:' field with a dropdown showing 'Measured' and a 'Frequency of Analysis' dropdown showing '1/week'. Below this is a 'Permit Requirement:' section with 'Measured' and '1/week'. At the bottom of the main form are 'DEP Comments:' and 'Facility Comments:' text areas, and a 'Save' button. At the very bottom of the page are three buttons: 'Exit', 'Preview', and 'Continue'.

Exit

Preview

Continue

Save

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

Reporting Page

Parameter

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

The screenshot displays a web-based reporting interface. On the left, there is a sidebar with a 'Sampling Point' dropdown set to '001' and a 'Stage' dropdown set to 'Final Effluent'. Below these are checkboxes for 'No Discharge' and a list of parameters: 'Flow (50050)', 'pH (00400)', 'Temperature (deg F) (00011)', and 'Oil and Grease (00556)', each with a radio button. An 'Add Parameter' button is located below the list. The main area is titled 'Flow (50050)'. It contains sections for 'Quantity Or Loading' with 'Load 1' (value 300, unit MGD) and 'Load 2' (value 600, unit MGD), and 'Concentration' with three input fields. Below these are 'Monitoring Requirements' with 'Sample Type' (Measured) and 'Frequency of Analysis' (1/week). At the bottom of the main area are 'DEP Comments' and 'Facility Comments' text boxes, and a 'Save' button. At the very bottom of the page are 'Exit', 'Preview', and 'Continue' buttons.

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

Exit

Preview

Continue

Reporting Page

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

The screenshot shows a web-based reporting interface. On the left, there are dropdown menus for 'Sampling Point' (001) and 'Stage' (Final Effluent). Below these is a 'No Discharge' checkbox and a list of parameters: Flow (50050), pH (00400), Temperature (deg F) (00011), and Oil and Grease (00556). An 'Add Parameter' button is at the bottom of the list. Below the parameter list are text areas for 'DEP Comments' and 'Facility Comments'. The main area is titled 'Flow (50050)' and contains several sections: 'Quantity Or Loading' with 'Load 1' (300 MGD) and 'Load 2' (600 MGD) fields, each with a dropdown menu and a 'NODI' checkbox. Below this is a 'Permit Requirement' section with 'Monitor & Report Avg Mo' and 'Monitor & Report Daily Max'. The 'Concentration' section has three 'Concentration' fields and a 'Permit Requirement' section. The 'Monitoring Requirements' section has 'Sample Type' (Measured) and 'Frequency of Analysis' (1/week) dropdowns, with a 'Permit Requirement' section below. At the bottom of the main area are 'DEP Comments' and 'Facility Comments' text areas, and a 'Save' button. At the very bottom are 'Exit', 'Preview', and 'Continue' buttons.

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

Reporting Page

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:	<input type="text" value="300"/> <small>NODR</small>	<input type="text" value="600"/> <small>NODR</small>	MGD
Permit Requirement:	Monitor & Report Avg Mo	Monitor & Report Daily Max	

Concentration	Concentration 1	Concentration 2	Concentration 3	Unit
Reported Value:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Permit Requirement:				

Monitoring Requirements	Sample Type	Frequency of Analysis
Reported Value:	<input type="text" value="Measured"/>	<input type="text" value="1/week"/>
Permit Requirement:	Measured	1/week

DEP Comments:

Facility Comments:

Save

Exit Preview Continue

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

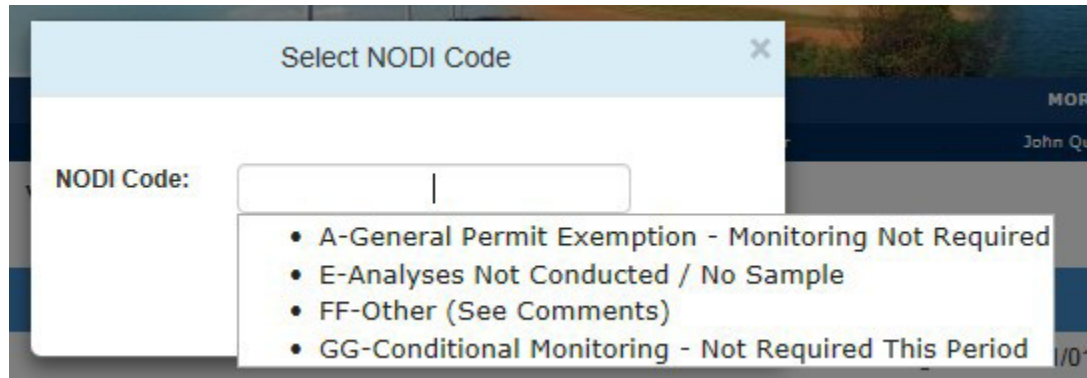
Are you sure you want to disable the No-Discharge indicator?

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

Add Parameter ×

Select Parameter* : --select a value--

*At least one value required in Load or Concentration

Quantity Or Loading

Select Load1 Base Code	Select Load2 Base Code	Unit
<input type="text"/>	<input type="text"/>	Select Units

Concentration

Select Conc1 Base Code	Select Conc2 Base Code	Select Conc3 Base Code	Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Units

Monitoring Analysis Information

Sample Type*	Frequency of Analysis*
--select a value--	--select a value--

Number of Sampling Events Using Incorrect Sample Types: Number of Sampling Events Missed:

Reported Comments:

Missing Reported Values Notice

Missing Reported Values ✕

You have missed the values for the following Sampling Point(s) and Stage Code(s)

Sampling Point	Stage Code
001	Final Effluent

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	
Effluent Non-Compliance	
Unauthorized Discharges	Add New
Other Permit Non-Compliance	Add New

Exit

Edit Summary DMR

Submit Report

Non-Compliance Report Continued...

After entering the requested values for Unauthorized Discharges you will be 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:	<input type="text"/>		Event End Date:	<input type="text"/>	
Date & Time Discovered:	<input type="text" value="07/17/2018 03:07"/>		Substance Discharged:	<input type="text" value="--select a value--"/>	
Event Location:	<input type="text"/>		Volume (gal):	<input type="text"/>	<input type="checkbox"/> UnKnown
Duration (hrs):	<input type="text"/>	<input type="checkbox"/> UnKnown	Receiving Waters:	<input type="text"/>	
Impact on Waters:	<input type="text" value="--select a value--"/>		Cause of Discharge:	<input type="text" value="--select a value--"/>	
Date and Time DEP Notified Orally:	<input type="text" value="07/17/2018 03:07"/>		Comments:	<input type="text"/>	

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

Add Other Permit Non-Compliance


Non-Compliance Type:

Comments:

Save

Cancel

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