

# PA DEP eDMR User Submission for Mining eDMRs

This guide is intended to provide a detailed walkthrough on how to enter sample 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](mailto:ra-epminingedmr@pa.gov)
4. Open reports  
Click on the available reports. If there should be open reports that are not listed, contact [ra-epminingedmr@pa.gov](mailto:ra-epminingedmr@pa.gov)



#### Announcements:

##### BROWSER ISSUES:

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- 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			

1 2 »

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  
Or
5. Select a reporting parameter (example, flow, pH, Total Iron...) and enter the sample values

CONTINUED...

# Reporting Page

If there is an error with any reporting values, contact [ra-epminingedmr@pa.gov](mailto: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) It is preferable to contact [ra-epminingedmr@pa.gov](mailto:ra-epminingedmr@pa.gov) for permanent edits.

The screenshot shows a reporting form for 'Flow (50050)'. On the left, there are dropdowns for 'Sampling Point' (001) and 'Stage' (Final Effluent), a 'No Discharge' checkbox, a list of parameters (Flow (50050), pH (00400), Temperature (deg F) (00011), Oil and Grease (00556)), and an 'Add Parameter' button. Below these are 'DEP Comments' and 'Facility Comments' text areas. The main form area is divided into sections: 'Quantity Or Loading' with 'Load 1' (300 MGD) and 'Load 2' (600 MGD), 'Concentration' with three input fields, and 'Monitoring Requirements' with 'Sample Type' (Measured) and 'Frequency of Analysis' (1/week). Each section has a 'Permit Requirement' row. At the bottom right is a 'Save' button.

Exit

Preview

Continue

# 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.

CONTINUED ....

If there is an error with any reporting values, contact [ra-epminingedmr@pa.gov](mailto: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.)

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	600	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

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](mailto:ra-epminingedmr@pa.gov)

The screenshot shows a web-based reporting interface for a parameter named 'Flow (50050)'. The interface is divided into several sections:

- Header:** 'Flow (50050)'
- Quantity Or Loading:** A table with columns for 'Load 1', 'Load 2', and 'Unit'. The 'Reported Value' for Load 1 is 300 and for Load 2 is 600, both with a '.NODI' status. The 'Permit Requirement' for Load 1 is 'Monitor & Report Avg Mo' and for Load 2 is 'Monitor & Report Daily Max'.
- Concentration:** A table with columns for 'Concentration 1', 'Concentration 2', 'Concentration 3', and 'Unit'. The 'Reported Value' for all three concentrations is empty. The 'Permit Requirement' is empty.
- Monitoring Requirements:** A table with columns for 'Sample Type' and 'Frequency of Analysis'. The 'Reported Value' for Sample Type is 'Measured' and for Frequency of Analysis is '1/week'. The 'Permit Requirement' for Sample Type is 'Measured' and for Frequency of Analysis is '1/week'.
- Comments:** Two text input fields labeled 'DEP Comments' and 'Facility Comments'.
- Buttons:** 'Exit', 'Preview', 'Continue', and 'Save' (with a floppy disk icon).

Annotations with blue arrows point to the following elements:

- The dropdown menu for 'Load 2' (showing '600 .NODI').
- The 'NODI' code selection in the 'Reported Value' for 'Load 2'.
- The 'Monitoring Requirements' section.
- The 'Save' button.

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. You may 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 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.



# 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 data was accidentally entered in error select EDIT SUMMARY DMR to correct the errors.*
11. Once finished with all non-compliance or data entry select SAVE.

CONTINUED...

# 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"/> .NODI	<input type="text" value="600"/> .NODI	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](mailto:ra-epminingedmr@pa.gov)

After all parameters have been entered or no discharge has been selected click continue

# 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.

# 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

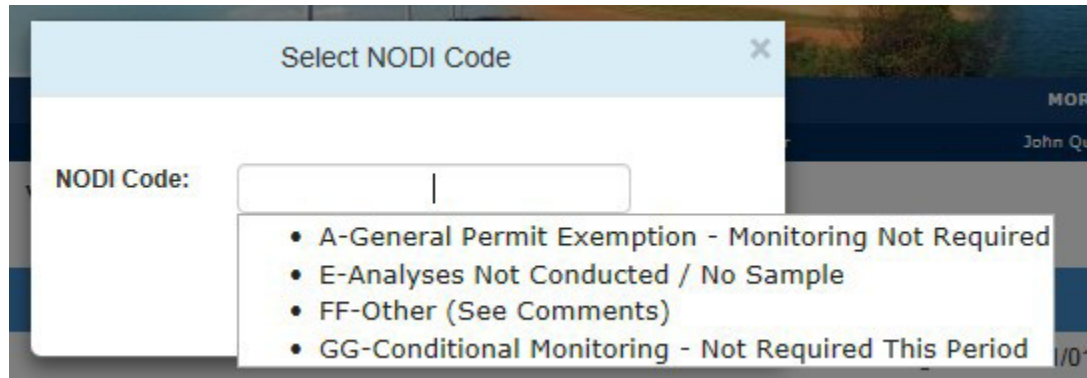
Are you sure you want to disable the No-Discharge indicator?

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

- Use “Add Parameter” if asked to take a sample for constituent 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 [rapminingedmr@pa.gov](mailto:rapminingedmr@pa.gov)

Add Parameter ×

Select Parameter\* :

*\*At least one value required in Load or Concentration*

**Quantity Or Loading**

Select Load1 Base Code <input type="text" value="--select a value--"/>	Select Load2 Base Code <input type="text" value="--select a value--"/>	Unit <input type="text" value="Select Units"/>
--	--	--

**Concentration**

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

**Monitoring Analysis Information**

Sample Type\*       Frequency of Analysis\*

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

Reported Comments:

# Missing Reported Values Notice

Missing Reported Values <span>✕</span>	
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 a required sample value is not included.

Go back into the submission screen to make the correction.

Use NODI Codes if appropriate.

# Non-Compliance Report Screen

Non-Compliance Report	
Effluent Non-Compliance	
Unauthorized Discharges	<a href="#">Add New</a>
Other Permit Non-Compliance	<a href="#">Add New</a>

Exit



Edit Summary DMR

Submit Report



# Non-Compliance Report Continued...

Add/Edit Unauthorized Discharges ✕

<b>Event Start Date:</b>	<input type="text"/>		<b>Event End Date:</b>	<input type="text"/>	
<b>Date &amp; Time Discovered:</b>	<input type="text" value="07/17/2018 03:07"/>		<b>Substance Discharged:</b>	<input type="text" value="--select a value--"/>	
<b>Event Location:</b>	<input type="text"/>		<b>Volume (gal):</b>	<input type="text"/>	<input type="checkbox"/> UnKnown
<b>Duration (hrs):</b>	<input type="text"/>	<input type="checkbox"/> UnKnown	<b>Receiving Waters:</b>	<input type="text"/>	
<b>Impact on Waters:</b>	<input type="text" value="--select a value--"/>		<b>Cause of Discharge:</b>	<input type="text" value="--select a value--"/>	
<b>Date and Time DEP Notified Orally:</b>	<input type="text" value="07/17/2018 03:07"/>		<b>Comments:</b>	<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...

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

# Self Registration for PA GreenPort

- This option is to be used by contractors, consultants, lab operators, etc. Users will only be able to view and enter sample results. They will not be able to submit data. That role must be completed by the registered EFA.
- EFAs will be able to approve Preparer/Viewer requests. The EFA IS RESPONSIBLE FOR GRANTING OR REMOVING THESE ROLES. Mining Programs and the DMO will not alter the Preparer/Viewer Roles

DEPGreenPort  
Login



Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon; submit Mine Subsidence Insurance applications; enter data for Chapter 110 Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access.

Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEPGreenPort. Other services can be accessed by registering below.

The person requesting the Preparer/Viewer role will log in with their PA GreenPort account. If they do not have an account they must self register.

Username:

Password:

[Log into DEPGreenPort](#)

Can't remember your password? [Click here](#)  
Having problems? [DEP Greenport FAQ](#)

[See the current list of self-register applications](#)

[Click here to self-register](#)



# Self Registration for PA GreenPort

- This option is only necessary if the person does not already have a PA GreenPort account.
- You should only have ONE PA GREENPORT ACCOUNT

## DEP GreenPort Self-Registration Name

For most DEP electronic applications users have completed a Request for Security Access form and DEP has provided a username and password to access the DEP GreenPort. However, DEP has some electronic applications that allow users to self-register. If you are sure that the application you wish to access is on the list of applications which allow users to self-register you may begin the self-registration process.

To begin self-registration, please enter your first and last names, then click on the "Continue Account Creation" button.

First Name

Last Name

Enter the first and last name, and then select Continue Account Creation

User Name YOURNAMEISW

Full Name Whatever Yournameis

E-mail

Phone

Street

City

State

Zip

Password Hint

Password Hint Answer

\*Password

\*Confirm Password

\* Passwords must be at least 8 characters long  
\* Passwords must contain at least 1 number  
\* Passwords must contain at least 1 upper case letter  
\* Passwords must contain at least 1 lower case letter

Enter the information requested and select Create Account

# Self Registration as a Preparer/Viewer

**DEPGreenPort**  
Login



Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon; submit Mine Subsidence Insurance applications; enter data for Chapter 110 Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access.

Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEPGreenPort. Other services can be accessed by registering below.

**Username:**

**Password:**

[Log into DEPGreenPort](#)

Log into PA GreenPort using your username and password



# Self Registration as a Preparer/Viewer

**Applications**  
This list of applications to which you have access

**Account Administration**  
Password change, e-mail address change, password recovery hint/answer, etc.

**Logout**  
Logout of DEPGreenPort

Select eDMR Security

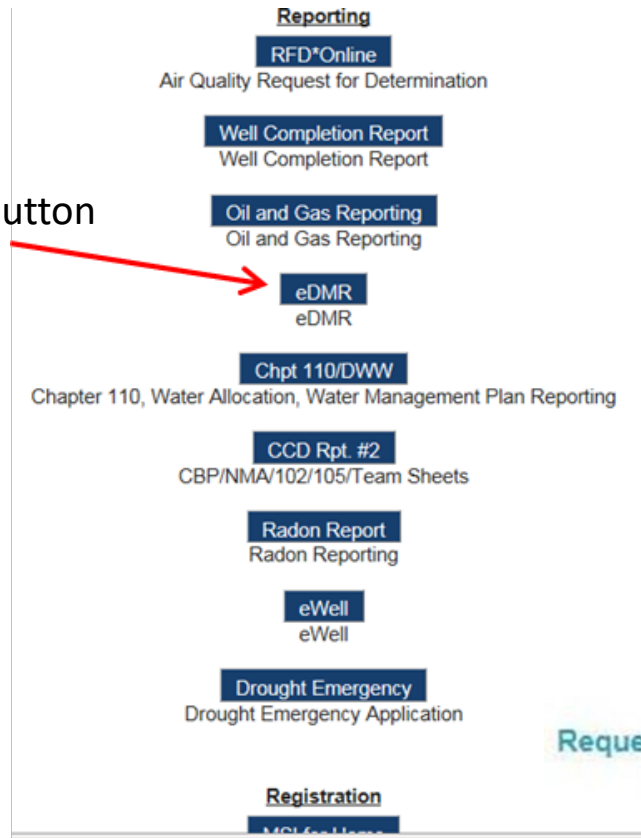
**Reporting**  
eDMR  
eDMR

**eDMR Security**  
eDMR Security

**Enroll**  
Click on the "Enroll" button to obtain a listing of available self-registered applications

# Self Registration as a Preparer/Viewer

1. Select the eDMR button



2. Select the Enroll button



Click on the "Enroll" button to obtain a listing of available self-registered applications.

3. Enter the NPDES/GP-104 permit number and select Submit Request for eDMR Access. The request will then be sent to the registered EFA

Requesting Access to eDMR for Permit #

**Submit Request for eDMR Access**



# Self Registration as a Preparer/Viewer

When the EFA logs into PA GreenPort they will receive the request and will be able to approve or reject the request.

Username ▾	Date Requested	Full Name	ID Requested	Grant Access for Request	Reject Request / Reason for Rejecting Request
TESTU	12/21/2015	Useralso Test	PA0228915	<input type="checkbox"/> Viewer <input type="checkbox"/> Preparer	<input type="checkbox"/> Reject this request for the following reason: Reason: <input type="text"/>

row(s) 1 - 1 of 1

Submit

Additionally, the EFA will be able to remove access. This can be due to reassignment, departure, or changing lab service. Tracking the number of Preparer/Viewer roles and granting or removing access.

This is the sole responsibility of the EFA and the company/owner.

Username	Full Name	Security ID	Grant / Revoke Access	Reason for Revoking Access
TESTU	Useralso Test	PA0002038	<input type="checkbox"/> Viewer <input checked="" type="checkbox"/> Preparer	<input type="text"/>