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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, accessible through the Keystone portal. 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 is 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 to review previously submitted reports on-line. DMRs received electronically are used by DEP to support compliance, permitting, and environmental planning programs. They are also uploaded to EPA’s Integrated Compliance Information System (ICIS) database, and from there the information is made publicly available through EPA’s Enforcement and Compliance History Online (ECHO) portal.

When the eDMR system is used, all DMR reporting requirements must be fulfilled using the system. In other words, all supplemental reports and other information related to DMRs should be uploaded as attachments to the DMR that is submitted through the eDMR system. Please note, however, that certain reports cannot currently be accommodated by eDMR (e.g., “sludge reports” managed by EPA, annual reports required for certain general permits, Delaware River Basin Commission (DRBC) annual effluent monitoring reports (AEMRs), etc.) These reports still need to be submitted as a paper hardcopy.

For further details about Discharge Monitoring Reports (DMRs), refer to Discharge Monitoring Reports: A Guide to Electronic and Paper DMR Reporting (3800-BK-DEP3047), available at www.dep.pa.gov/eDMR.

Technical Support

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

Number: (717) 787 – HELP (4357)
Hours: Monday to Friday 7:30 am to 5:00 pm

System Requirements

Facilities must be able to access DEP’s eDMR system through the internet on a computer. The eDMR system cannot be properly accessed using a mobile phone or tablet.

In addition to an 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. Facilities may find that other Internet browsers such as Google Chrome and Mozilla FireFox will work occasionally, but DEP cannot guarantee that all of the features of the eDMR system will be available. Users have reported errors using browsers other than Internet Explorer.
Registering for eDMR

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

1. **eDMR Permittee Registration Form (3800-FM-BCW0424):** Identifies facility and user information. This form is used to specify the roles for each user.

The eDMR Permittee Registration Form has several uses: facilities new to eDMR, facilities seeking to change their Certifiers, and facilities changing their users due to a permit transfer. Before submitting the eDMR Permittee Registration Form, Keystone Greenport user accounts must be created by each user and are necessary to link those user accounts to a facility for eDMR use. Please refer to the instructions included with the eDMR Permittee Registration Form for further details and requirements.

2. **eDMR Trading Partner Agreement (3800-FM-BCW0425):** The Trading Partner Agreement Form is a formal agreement between each Certifier and DEP regarding the responsibilities and use of the eDMR system.

The DEP registration process for new facilities may take up to 30 days or more to complete, dependent on DEP’s workload at any particular time. Generally, Certifier or permit transfer changes are processed within five business days, assuming all required information is provided. If you have questions about the status of a registration request, contact the Bureau of Clean Water’s Data Management Division at RA-EPDMR@pa.gov.

**eDMR Roles**

The eDMR system includes three levels of access or roles. At least two users are required per facility, one of which must be a Certifier. There is no limit on the number of users a facility may have.

- **Viewer:** Can view and obtain reporting requirements, see the status of submitted DMR reports, and view submitted data.

- **Preparer:** Has all Viewer privileges. Can also enter data, attach supplemental forms and save DMR reports. *Cannot submit DMRs.*

- **Certifier:** Has all Preparer privileges. Can also submit DMR reports and bears the responsibility of adding or removing users with Viewer and Preparer roles. At least one Certifier associated with the permittee is required for each facility.
Creating a Keystone GreenPort Account

Users new to GreenPort or Keystone need to first create a Keystone account. If a Keystone account was previously created for another purpose, that account should be used for accessing the eDMR system as well.

1. Go to the Keystone GreenPort login page at: https://greenport.pa.gov/gpl/

2. Scroll down to the bottom of the login page and click Register.
Register a new GreenPort account

When you register a new GreenPort account, you automatically create a new Keystone Login account.

PA Keystone Login is an account management system for commonwealth online services. You can use your PA Keystone Login username and password to log into any online service that participates in PA Keystone Login.

3. Enter your email address and click Verify. Only click Verify once to avoid getting multiple verification codes.

Only one Keystone account can be created per email address. Do not use a shared email address.

4. If during registration, you receive an error message stating “Username or Email Address Exists!”, this means that there is a Keystone account already linked with the email address. Use the Forgot
5. After clicking the Verify button, you will receive an email from noreply@pa.gov. It may take several minutes to arrive. If you are having a hard time finding the email, be sure to check your spam or junk folder. Enter the verification code received in the email and click Validate Code.

6. Once the verification code has been accepted, proceed to the next step. Enter the name of the person who will be using the account (likely you). Do not enter the name of the company. Each person needs to create their own account under their own name and email address. Accounts cannot be shared. When an eDMR report is submitted by a certifier, the name associated with their account will be displayed on the report and serves as the legal signature. Enter all other information in the User Profile. Fields marked with a red asterisk are required.
7. Choose your username and password. Refer to the password and username requirements on the right side of the screen. Select your username carefully as it cannot be changed. If you wish, you can re-use your existing GreenPort username from the old system.
8. Select a security question on each dropdown, answer the chosen question and click Submit.

9. The following confirmation message will be displayed. After seeing this confirmation, it is important to complete the process and login to Keystone GreenPort with your username at least once. If this step is omitted, your account will not be visible to Keystone GreenPort administrators and cannot be linked to your NPDES or WQM permit(s).

10. You will receive the following email:
11. Once your account is set up, you will be able to edit First and Last Name and you will be able to change the email address. Again, only one email address can be associated with each Keystone account. The Username cannot be changed. To update your profile, go to My Profile in the dropdown under Hi, FIRSTNAME in the upper right corner of the Keystone GreenPort dashboard.

12. If you had an account under the old GreenPort (prior to March 2021), all of your existing credentials can be imported once your Keystone account is created. Instructions for doing so can be found in the GreenPort User Guide (https://greenport.pa.gov/gpl/docs/Portal_Userguide.pdf).

**Requesting and Managing Viewer and Preparer Access**

Once a facility is registered for eDMR, additional Viewers/Preparers can be added or removed by any Certifier associated with that facility. The Certifier can manage Viewer/Preparer access online through Keystone GreenPort, without the need to submit eDMR registration forms to DEP.

To be added as a Viewer or Preparer to a facility already using the eDMR system, the new user must first create a Keystone GreenPort account. The user can then request Viewer or Preparer access through Keystone GreenPort. (To request Certifier access, it is still necessary to submit the eDMR Registration Form).

Instructions for Requesting Viewer/Preparer Access:

1. Login to Keystone GreenPort.

2. On the Dashboard, scroll down until you see Request DEP Web Applications and click on Request Access.
4. Enter the permit number for which access is being requested. Click Submit.

Web-based Applications

eDMR Application Enrollment
Electronic Discharge Monitoring Report

Certifier Access: You cannot request Certifier access online. Please complete the eDMR Registration Form and the Trading Partner Agreement to gain Certifier access to your facility. Both documents can be found at www.dep.pa.gov/edmr. There are PDF and Word versions available. Please review the instructions included with the registration form before submittal. The forms can be mailed to the address on the form, or emailed to RA-EPDMR@pa.gov. If, after reading the instructions, you have questions about the forms, please contact the Bureau of Clean Water at RA-EPDMR@pa.gov or 717-787-6744.

Viewer/Preparer Access: To request Viewer or Preparer access, enter the Permit Number of the facility you wish to access below. Your request will be sent to your facility's Certifier(s) for approval. Once your access is approved, an e-mail will be sent to your account indicating that you now have access to the application. If the Certifier rejects your request, you will also receive an e-mail containing an explanation of why the request was rejected. Instructions on managing Viewer/Preparer access by Certifiers can be found in the eDMR User Guide at www.dep.pa.gov/edmr.

Your e-mail address is [REDACTED] If this e-mail address is incorrect, please press the "Cancel" button. Then click on the Edit Profile option to edit your account information and update your e-mail address.

Requesting Access to eDMR for Permit #

5. The following message will appear, and an email will be sent to the Certifier(s), who can now approve or reject the request.

Application Enrollment

Your request for access to the WMS application has been submitted.

Done
Instructions for Approving or Managing Viewer/Preparer Access by the Certifier:

1. Login to Keystone GreenPort.

2. Under My Applications, go to Administration and click on eDMR Security.

3. Pending access requests for any facilities for which you are a Certifier will be listed. You may need to select the appropriate permit number under Designee ID. To approve a request, select the check box for either Viewer or Preparer and click Approve.
4. When the request is approved, the following confirmation will appear, and the request will disappear from the pending queue. The approved user will receive an email confirmation.

5. To reject a request, list the reason in the comment box and click Reject. The request is removed from the Pending tab. Note that the rejected user will receive an email notification that includes the reason for rejection.

6. To look at the list of rejected requests, click on the Rejected tab. Previously rejected requests can be reapproved from the Rejected tab. Select the check box for the desired access role, then click Approve. The user will be granted access and the request will be moved under the Active tab.

7. To look at the list of Viewers and Preparers for each of the Certifier’s facilities, click on the Active tab. You will not be able to see other Certifiers, nor Viewers and Preparers that have not yet imported their accounts from the old Greenport system to Keystone.

8. To change the level of access for a user (switch from Viewer to Preparer and vice versa), uncheck the old Access Role and check the box for the new Access Role. Then click on the Update button. Note that revoking Viewer access will also revoke Preparer access.

9. 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. Note that the revoked user will receive an email notification that includes the reason for revocation.

**Accessing eDMR**

Using Internet Explorer is recommended to ensure all functionality. While Google Chrome or Mozilla Firefox may seem to work as well, occasional system problems will likely occur. If you encounter problems with eDMR while using a different browser, always try Internet Explorer before contacting the Help Desk.

1. Navigate to Keystone Greenport: [https://greenport.pa.gov/gpl](https://greenport.pa.gov/gpl). The Keystone GreenPort login screen will be displayed.
2. Enter your Keystone GreenPort username and password and click Login. If you do not have a Keystone GreenPort account or have not yet imported your credentials from the old GreenPort, refer to the instructions above.

3. A list of Applications to which you have access will be displayed. Under Reporting, click on eDMR – Electronic Discharge Monitoring Report.

**NOTE:** Users that are new to the eDMR system may not see the eDMR button if DEP has not yet registered the facility to use eDMR. DEP will notify you when the facility has been registered. New Viewers/Preparers 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 access request.

**Selecting a Facility Report**

The facility Home tab includes Announcements, a list of facilities linked to your account, and Important Links such as the DEP-Approved Supplemental Forms.
Under the Open Report(s) column is the number of unsubmitted reports available for each facility.

1. Click on the facility name or the number to be taken to the Reports page for that facility.

Create/Edit A Report

On the View or Edit Open Reports tab, 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.

Certifiers and Preparers will see all three options, while Viewers will only see the View option.

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. The system will default to a Sampling Point (outfall or internal monitoring point) and a Stage (monitoring location, such as “final effluent”).

1. To select another Sampling Point or Stage, click on the dropdown arrow.

![Image of Monitoring Report Details]

![Image of pH (00400)]
If the combination of Sampling Point and Stage did not have a discharge for the entire monitoring period, “No Discharge” should be reported. “No Discharge” should NOT be used if there was flow/discharge at any point during the monitoring period, even if the Sampling Point is considered “non-representative”. Additionally, “No Discharge” should NOT be used if samples were not collected or analyzed. Refer to the instruction on NODI Code usage below for “non-representative” outfalls and non-sampling.

2. Click the No Discharge checkbox, if applicable:

![Sampling Point and Stage selection interface]

3. 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.

![Confirm - No Discharge selected]

By selecting this box, you are verifying that there was no discharge from this outfall under any precipitation events during the entire reporting period (i.e., there was no discharge on days when the outfall was and was not inspected). If any data has been entered for other precipitation events for this outfall, it will be deleted. Continue?

4. 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 another confirmation message pop-up window will display. Click Yes.

5. If the combination of Sampling Point and Stage did have a discharge for the monitoring period, select one of the parameters by clicking on the parameter words (e.g. “Flow (50050)”) in the list on the left.
6. 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. Make sure that the statistical values entered are reported in the same units displayed to the right of the fields.

7. Where the Permit Requirement is blank and the field is grayed out, data are not required and cannot be entered. Move to the next field that is not grayed out and thus available for data entry.

8. 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. These qualifiers are not available for all parameters. If you believe you need to use a qualifier that is not available for your parameter, contact DEP prior to submitting your report. The quantitation limit on the laboratory report is also often listed as RL (reporting limit). Note that DEP considers a DMR with reported values qualified by the greater than (>) symbol for bacteria parameters to be a non-compliance.

No Data Indicator (NODI) Codes

9. Where results are not available, enter a NO Data Indicator (NODI) Code instead of a numerical value. The following is a list of the available NODI Codes and their descriptions. It is important to select the correct NODI Code; failure to do so could result in an unexpected non-compliance. If you are unsure which NODI Code to use, please contact the Help Desk.

- **E – Analysis Not Conducted/No Sample.** All samples or results are not available due to analytical equipment failure, because a sample collection was overlooked, or samples could not be collected for the parameter during the reporting period. Use of this NODI code results in a violation.

- **FF – Other (See Comments).** No Data, not covered by NODI codes “E” or “GG.” Use only in extenuating circumstances where the reason for the absence of data is not covered by NODI codes “E” or “GG.” Use of this NODI code results in a violation.
• **GG – Conditional Monitoring – Not Required.** If the permit requires sample collection and analysis only under certain conditions and those conditions were not met during the monitoring period. This includes non-representative outfalls. Use of this NODI code does not result in a violation.

**NOTE:** When the “E” and “FF” NODI codes are used, a comment explaining the violation is required.

10. To select a NODI Code, click on the “NODI” button to the right of the data field. A pop-up window will appear.

11. Click in the middle of the white selection box and select the appropriate NODI Code from the list. Click the Select button. The NODI code cannot be typed into the DMR, it must be selected from this pop-up menu.

12. After entering the statistical data and/or selecting a NODI Code, select the Sample Type used for the reported data from the Sample Type dropdown list. If No Discharge or a NODI Code are selected for all data fields, this field will be greyed out and unavailable for selection.

**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.
13. Select the Frequency of Analysis used for the reported data from the Frequency of Analysis dropdown list. Again, if No Discharge or a NODI Code is selected for all data fields, this field will be greyed out and unavailable for selection.

**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.

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

14. If comments are needed related to the Sampling Point, enter the comments in the Facility Sampling Point Comments field. If comments are needed related to the unique Sampling Point, Stage, and Parameter (e.g. to explain a violation), enter the comments in the Facility Parameter Comments field.

15. Click the Save button. Do not click the Continue button until all DMR data is entered.

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

17. 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.

18. Select the next Sampling Point and Stage combination and enter the reported data.

19. Continue the above process until all values have been entered for all combinations of Sampling Points and Stage Codes. Once all parameters have been entered and data saved, click the Continue button to move to the next section.

**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. You must go back and enter all required fields before you can continue to submit the report. For example:
At any time during the data entry process, the unsubmitted report can be previewed by clicking the Preview button. Data must be saved before it will be shown in the preview.

Adding Parameters

**NOTE:** If the parameters listed on the eDMR do not match those in the permit, please contact the DEP Help Desk prior to submitting your report. The Add Parameter option should only be used when reporting on a parameter not specifically listed in the permit.

1. 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.

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

3. 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”. Again, if you are trying to add a parameter that is included in the permit, you should stop and contact the DEP Help Desk prior to submitting your report.
4. 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.

5. Select the Sample Type from the Sample Type dropdown list. Select the Sample Frequency from the Frequency of Analysis dropdown list.

6. Enter any addition information in the Reported Comments field. Click the Save Changes button.

Uploading Attachments

Many permits will require at least one attachment to be uploaded (often the Daily Effluent Monitoring Form). Supplemental Forms can be found at www.dep.pa.gov/edmr. Most permits now contain a checklist of supplemental forms that are required to be reported. 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.

NOTE: All attachments should be uploaded as separate files. Additionally, attaching laboratory reports is optional, but strongly recommended.

1. To select a document to upload, click the Browse button. Navigate to the folder on your computer where the document is saved and select the document to upload. Click the Open button.

2. Enter a File Name in the File Name field. Attachment filenames cannot contain special characters and must be under 100 characters long.

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

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

5. Click the Upload Attachment button. The attachment will now be displayed at the bottom, where you can preview or delete it. Attachments can only be deleted prior to submitting the report.

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

7. Click the Continue button when all attachments have been uploaded, or if you have no attachments to upload.

**Data Entry Comments**

All fields in the Data Entry Comments screen are **optional**, including information about the Certified Operator.
1. Click in the Monitoring Report Comment field and enter additional comments as desired 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, if applicable. Please note that a Certified Operator is not the same as an eDMR Certifier and this field is not required.

3. Enter the values in the Operator Certification Number and Operator Phone Number fields, if you have one.

4. Click the Continue button.

**Entering Non-Compliance Information**

The eDMR system will automatically generate some non-compliances based upon the monitoring data entered into the report.

1. Provide additional information about the non-compliance and how the facility is correcting the situation by clicking the Start/Edit button. Filling in this information, including comments, is required.

2. If there are additional non-compliances to report, the Non-Compliance Report contained within the eDMR system can replace the Non-Compliance Reporting Form supplemental form (3800-FM-BCW0440). However, please note that all notification and reporting timeline requirements still apply. If you need to submit a non-compliance report prior to your next eDMR, please use the Report Non-Compliance Incidents option, further discussed below.

**Entering an Unauthorized Discharge**

Under 25 Pa. Code § 92a.41(b), for other permit non-compliance events causing or threatening pollution, including but not limited to sanitary sewer overflows (SSOs), spills, unauthorized bypasses, or other unauthorized discharges or pollution incidents, permittees must comply with the immediate oral notification requirements of 25 Pa. Code § 91.33 (relating to incidents causing or threatening pollution). Oral notification is required as soon as possible, but no later than four hours after the permittee becomes aware of the incident causing or threatening pollution.

A written submission must also be provided within five days of the time the permittee becomes aware of the incident causing or threatening pollution and the submission must conform to the requirements of 40 CFR § 122.41(l)(6). Submission of the electronic Non-Compliance Report using the eDMR system can be
used to meet the 5-day written notification requirement of incidents but cannot be used to meet the immediate oral notification requirement. An additional report on the incident or plan of pollution prevention measures may also be required under 25 Pa. Code § 91.34 (relating to activities utilizing pollutants). Please refer to your permit for a full explanation of reporting requirements.

An unauthorized discharge that occurs outside the 5-day submission window should be reported via the View or Report Non-Compliance Incidents tab within eDMR; see the section on Reporting Non-Compliance Incidents below.

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

2. Complete all fields of the form. The user can click on the Calendar button and choose a date from the calendar for Event Start and Event End Dates. Some dates and times default to “today” but can be changed as applicable.

3. The event location can be a general description of where the incident occurred if no specific address is available. Volume is the volume of the substance discharged, in gallons. If this is an estimate, indicate so. Duration is the duration, in hours, of the discharge event. If this is an estimate, indicate so. Receiving Waters is the name of the water body that the discharge flowed into.

4. Select the Impact on Waters and Cause of Discharge from the dropdowns. If “Other” is selected, details should be provided in the Comments box.

5. Enter additional comments about the Unauthorized Discharge in the Comments field. Comments are required and should include a full description of the event and steps being taken to come back into compliance. Despite the size of the box, this field allows up to 4000 characters.

6. Click the Save button.

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).
Entering Other Permit Non-Compliance

Use this feature of the Non-Compliance Report to report other permit violations, such as permit schedule violations. Note that many non-compliances, such as late submittals and sample types and frequencies that are not in accordance with the permit, will be automatically generated.

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 provide a detailed description of the non-compliance.
4. Click the Save button.

Submitting the Report

1. If the user is a **Preparer**, click the Send to Certifier button and exit/log out of the eDMR system. This will notify the Certifier that the data has been entered and is ready to submit. It will *not* submit the report. Only a Certifier can submit the report.
2. If the user is a **Certifier**, click the Submit Report button.
3. Read the certification statement and click the *I acknowledge that I have read the certification statement* checkbox.

![Certification](image)

Click on the link to preview the summary report: [Preview Summary Report](#)

*Pursuant to the Pennsylvania Electronic Transactions Act - Act 99, 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**

4. Click the Submit button. The user will then be taken to the Submitted Monitoring Report Screen. Reports can be viewed, printed or revised from here.

An e-mail with the submission information will be sent to all users associated with the facility. If this email is not received (check Spam and Junk folders), it is likely the report was not submitted. Refer to the System Generated Emails section below for more information. If you would like to remove a recipient from these emails, refer to earlier sections on removing Viewer, Preparer, or Certifier access.

**View or Print a Submitted Report**

After opening your facility’s reports, click the View or Revise Submitted Reports tab at the top. From here, you can view or print a submitted report by clicking the View button. You can also view your report, including different revisions, by clicking the Versions button.

![View or Revise Submitted Reports](image)

**Revise a Submitted Report**

1. Click the View or Revise Submitted Reports tab at the top.
2. Click the Revise button next to the report to be revised.
NOTE: If a revision has already been started, there will be a pop-up with a link to go to that revision. If the correct Revision Reason was not originally selected, that revision may need to be deleted before creating a new one. This action will not delete the original submitted report, only the open revision and any changes made in the revision.

3. To delete an open revision, go to the "View or Edit Open Reports" tab and click on the trash can to reset. This will only delete the current open revision and will NOT delete any already submitted reports. Confirm that you want to delete this revision and go back to the “View or Revise Submitted Reports” tab.

NOTE: Once a revision is submitted, it cannot be deleted.

4. Otherwise, select a reason for the revision from the Revision Reason dropdown list. If the appropriate revision reason is not selected, the system may not display the correct portions of the eDMR to be revised.

5. Select the checkbox next to the section(s) of the report in need of revision. If the appropriate checkboxes are not selected, the system may not display the correct portions of the eDMR to be revised.
6. Enter additional comments in the Revision Comments field, if applicable.

7. Click the Create button.

8. Revise the report as needed:
   a. If you have selected the Revise Summary DMR checkbox, reference the section “Editing Reports”.
   b. If you have selected the Revise Report Attachments checkbox, reference the section “Uploading Attachments”.
   c. If you have selected the Revise Report Non-Compliance checkbox, reference the section “Entering Non-Compliance Information”.

9. Click the Send to Certifier or Submit Report button, as applicable. Certifiers will again need to click the I acknowledge that I have read the certification statement checkbox.

10. Click the Submit button. An email with the submission information will be sent to all users associated with the facility. The user will then be taken to back to the View or Revise Submitted Reports tab.

**Report Non-Compliance Incidents**

This feature can be used by permittees to report unauthorized discharges and other permit non-compliance anytime during the reporting period, replacing the Non-Compliance Reporting Form (3800-FM-BCW0440).
1. Click on View or Report Non-Compliance Incidents from the top menu.
2. Click the Add New Non-Compliance Incident button.

![Add New Non-Compliance Incident](image)

3. Select a Permit Number from the drop-down list.
4. Enter dates in the Incident Begin Date and Incident End Date fields.
5. Click the Create button.
6. 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:

- **Access Request Email** – An email will be sent to all Certifiers when a new user requests Viewer or Preparer access.
- **New Facility User Email** – After a facility Certifier has granted a user Viewer or Preparer access to that facility, the new user will receive an email notification.
- **Access Revoked Notification Email** – An email will be sent to the user when their access to a facility is revoked by a Certifier.
- **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.
- **Report Ready for Submission Email** - An email will be sent to Certifiers when a Preparer clicks the Send to Certifier 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. If this email is not received, the report was not submitted.
- **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 biweekly 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 system users’ control, that will cause users to have to deviate from standard eDMR reporting practices. This plan identifies examples of these situations and provides actions that should be taken in response. This plan applies only to online, electronic eDMR reporting, not paper DMR reporting.

• eDMR System Problem: No Reports Available – When someone with a role of Certifier is associated with a facility, eDMR reports will be generated. Sometimes reports that should be generated are not generated due to technical issues. Contact the DEP Help Desk immediately, as soon as you notice a missing report.

• eDMR System Problem: eDMR Report Does Not Match Permit – While it is rare, sometimes reports are inaccurate. Always verify that the reports in eDMR match your permit, especially when a renewal or amendment is issued. Occasionally, situations arise in which the permit issued does not match the eDMR. In these instances, DEP should be notified immediately. Do not submit an incorrect eDMR report before the errors are corrected, as submitted reports cannot be changed. DEP will work diligently to correct the problem, but it is always recommended to follow the steps below in case the issue requires time to resolve.

• eDMR System Problem: System-Wide Malfunction – There may be a “server crash” or other problem that prevents users from logging into Keystone GreenPort and/or the eDMR system. Be sure to use the approved internet browser, Internet Explorer. To report a server error when attempting to log into Keystone GreenPort or while in the eDMR system, contact the DEP Help Desk. Consider taking a screenshot that includes 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 all of 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, or are inaccurate, contact the Help Desk at 717-787-HELP (4357) prior to DMR 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, internet, or personnel 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 the regional DEP office that issued the permit and DEP’s Central Office at RA-EPDMR@pa.gov or 717-787-6744** before the report due date. If a problem occurs on a due date which falls on a weekend or holiday, submit the report “on paper” (see step 4 below) and 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, **submit the completed DMR directly to the regional DEP office that issued the permit**. In order to maintain compliance, the report must be received by the regional office on or before the report due date. The report can be submitted in hardcopy by USPS or another delivery service. In these instances, submittal timeliness will be determined by the postmark date. The report can also be sent via email or DEP’s OnBase Electronic Forms Upload tool. Per the Pennsylvania Electronic Transactions Act (73 P.S. § 2260.101 et seq.) and the Commonwealth of Pennsylvania Electronic Signature Policy (ITP-SEC006), electronic records and signatures satisfy the requirements of a written record and/or signature.

Once the situation has been resolved, **you must submit the report electronically to meet the requirements of the federal NPDES Electronic Reporting Rule, even when a “paper” DMR has been submitted.**
Attachment A – Frequently Asked Questions (FAQ)

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

Q: How do we check to determine who are current users at our facility?
A: Certifiers can see a list of Viewers and Preparers associated with a facility. If you believe this list is incomplete, contact the Help Desk.

Q: How many Viewers, Preparers, and Certifiers can we register for a single facility?
A: There is no maximum limit imposed on the number of users registered for a facility. We require at least two users for a facility. At least one of these users must be a Certifier from the permittee.

Q: Who can be a Certifier?
A: A Certifier associated with the permittee must be a responsible corporate officer, a general partner, owner or a principal executive officer in accordance with 40 CFR 122.22(a). In addition, the permittee can authorize a consultant or another person to be a certifier in accordance with 40 CFR 122.22(b). See the eDMR Registration Form and the eDMR Trading Partner Agreement for additional information. You do not have to be a Certified Operator to be an eDMR Certifier. Those are unrelated terms.

Q: How do we change users?
A: An existing Certifier can add/remove Viewers and Preparers online through Keystone GreenPort. Certifier changes cannot be made online. To add or remove Certifiers, the permittee must complete the eDMR Permittee Registration Form. If a new Certifier is being added, a Trading Partner Agreement must be signed by the new user. When removing users, note that we require a minimum of two users to be associated with a facility.

Q: If I am a user at multiple facilities, will one Keystone GreenPort account and password work for each of the facilities?
A: Yes, a single Keystone GreenPort account (username) and password can be used for multiple facilities. It is not possible to create more than one account per email address.

Q: What does DEP do if one Certifier accepts a new Viewer/Preparer and another Certifier denies access to the new Viewer/Preparer?
A: The Certifiers must coordinate among themselves who will have access. The last submitted action (accepting or revoking) will take effect.

Q: The system will not let me enter data. The fields are grayed out.
A: Fields that are not applicable for your permit are grayed out. Data entry is not expected there. Enter your results in the white boxes.
Q: I have entered data for my first parameter. How do I get to the second parameter?
A: After entering your data, click the Save button. Then click on the text of the parameter description on the left and the display on the right will change. Do not attempt to check the box, it will automatically become checked after data is entered.

Q: Parameters are missing. How do I add them?
A: Use the scrolling bar and down arrow on the left to reveal all parameters that you need to enter. If you still do not see all parameters listed in your permit, contact the Help Desk prior to submitting your report. Do not use the Add Parameter button for anything that is listed in the permit but missing in the eDMR. That button is reserved for unique situations in which the permittee is requested to complete additional sampling.

Q: We did not take a sample. How do we submit the report?
A: If you are required to sample a parameter, but data is not available, use NODI Code “E”. Enter a comment to explain the situation. For non-representative outfalls, NODI Code “GG” should be used. Do not use NODI Code “FF” if NODI Codes “E” or “GG” are applicable. Do not enter “No Discharge” if there was a discharge that was not sampled.

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. Be sure to also check for unsubmitted revisions.

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: I already submitted a report. Why is it showing again as unsubmitted?
A: Whenever there is a permit change, such as a renewal, amendment or transfer, the system will regenerate all reports according to the new permit, in case there was a change in limits. If your limits did not change, simply re-enter all data in the duplicate report. Additionally, you may see an unsubmitted report if a revision was started but not submitted.

Q: Why are there two unsubmitted reports for the same time period?
A: If there was a permit renewal, amendment or transfer, the system will regenerate all reports according to the new permit, in case there was a change in limits. Only the most recent version needs to be filled out. If you did not submit the report generated from the old permit yet, contact the Help Desk to have it deleted.

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 supplemental forms currently available as an attachment?

A: Yes, the supplemental forms can be submitted as PDF attachments. However, where available, DEP strongly recommends that DEP’s spreadsheet versions of supplemental forms be utilized and submitted as attachments. The supplemental reports are available on the DEP website.

Q: Do we have to use the DEP supplemental form templates?

A: DEP strongly encourages that the Excel 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. Refer to the Instructions tab of the spreadsheet for guidelines about adding or removing a parameter.

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 will be available on the next DMR report when the parameters become effective. If the DMR does not match the new/revised permit, please contact the Help Desk immediately, before submitting the DMR.

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. See the relevant section above for more detailed information.

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 online form, and no other attachment(s) are required. However, it is required to provide additional information on the eDMR regarding the non-compliances.

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

A: No. If a Non-Compliance Report is submitted for an unauthorized discharge or pollution incident independent of the DMR, the user does not also need to report the same incident on the Non-Compliance Report that is part of the DMR submission process.
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 submitted as directed in the permit, to the regional office that issued it. DEP anticipates making electronic upload available in the future.