



User Guide

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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 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. It is recommended that either Microsoft Edge or Google Chrome internet browsers be used.

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. Once a Keystone account is created, users can import legacy access from the old Greenport system (Step 12).

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

Welcome to the new GreenPort powered by the PA Keystone Login!


Department of Environmental
Protection


Department of Conservation and
Natural Resources


Pennsylvania Department of Agriculture



All GreenPort Users

Existing DEP GreenPort users who do not have Keystone login and new users must register and create a new account. Don't worry, you will be able to import your old GreenPort Account Profile in the new system!

Newly Registered GreenPort Users or Keystone Login Users

You may use your New GreenPort or existing PA Keystone Login account to login to the new GreenPort.



Login to your account

Note: Do not use your Old DEP GreenPort account created before 03/20/2021.

Username

Password

Login

[What is GreenPort?](#)

[Forgot Username?](#)

[Forgot Password?](#)

[Need your account unlocked?](#)

Powered by


[PA Keystone Login FAQ](#)
[Do you think you already have a Keystone Login account?](#)

2. Scroll down to the bottom of the login page and click Register.

Register a new GreenPort account

Register

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.

The screenshot shows a registration window titled "Register a new account". It features a progress indicator with four dots, the first of which is green. Below the progress bar is a grey header with the text "Verify Email Address". The main content area contains a green checkmark icon followed by the text "Let's get started! Enter your email and we'll send you a verification code." Below this is a text input field labeled "Email Address *". At the bottom of the form are two buttons: a green "Verify" button and a white "Cancel" button with a grey border.

The screenshot shows a confirmation message window with a green checkmark icon and the text "We sent you a new verification code. Please check your email. Verification code is valid for 10 mins only." Below the message is a green "Close Window" button. At the bottom left, there is a link that says "Send Code Again".

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

Username function on the GreenPort login page to have the username sent to your email. Then, use the Forgot Password function to reset the password. Contact the Help Desk if you are unable to recover your account using these steps.

Click here to recover a Keystone account

What is GreenPort?
Forgot Username?
Forgot Password?
Need your account unlocked?

Powered by
PA KEYSTONE LOGIN
PA Keystone Login FAQ
Do you think you already have a Keystone Login account?

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.

Register a new account

Enter Verification Code

✓ Verification Code has been accepted

Please check your email and Enter verification code.
[Send Code Again](#)

Enter Code *
P25-OQC

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.

User Profile

Enter account information below.

First name *
FIRSTNAME

Middle name

Last name *
LASTNAME

Date Of Birth *
01/01/2001

Phone *
(123) 456-7890

Phone Extn

Address Information

Country
United States

Address Line 1 *
400 Market St

Address Line 2

City *
Harrisburg

State *
Pennsylvania

Zip Code *
17101

Zip Extn

Back to Address Lookup

Next

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.

Security Information

Enter account information below.

Username *
The Username field is required.

Username requirements:

- Must be between 6 to 20 characters.
- Should only contain letters, numbers and hyphen.
- Do not include other special characters.
- Do not include any sensitive information.
- Username chosen here cannot be changed after the account is created.

Password *
The Password field is required.

Verify Password *

The password must pass these rules:

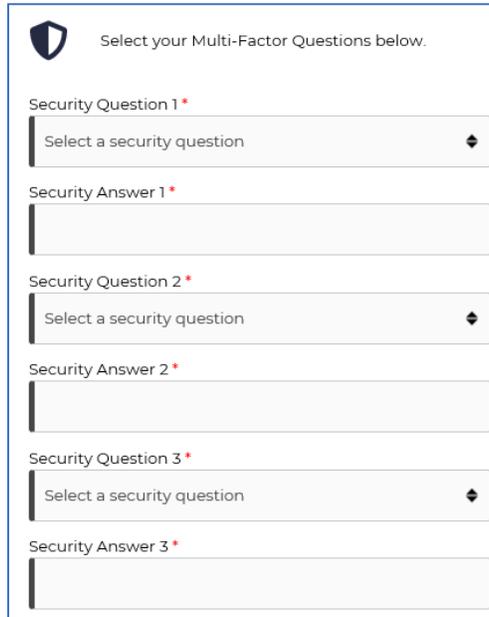
- Must be between 12 to 128 characters in length.
- Do not include any of your username, your first name, or your last name.

The password must pass 3 out of 4 of these rules:

- One uppercase letter.
- One lowercase letter.
- One numeric number.
- One non-character (such as !, #, %, ^, etc).

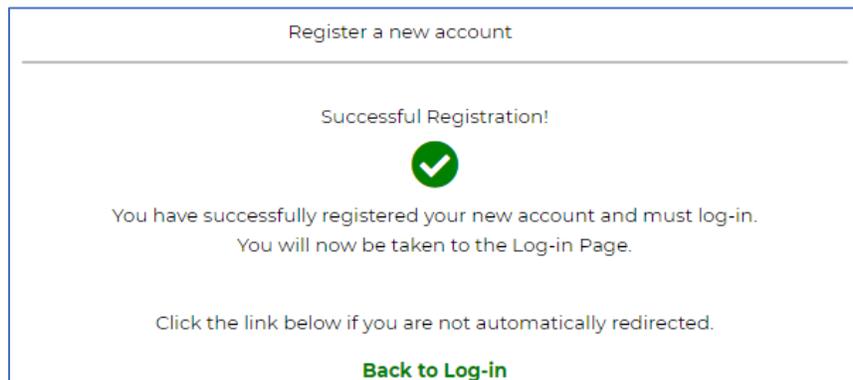
Password Strength: Invalid

8. Select a security question on each dropdown, answer the chosen question and click Submit.

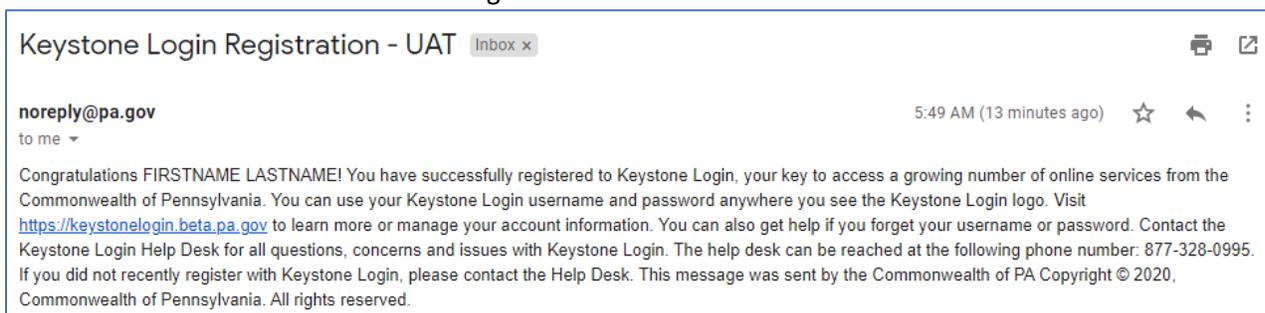


The screenshot shows a registration form titled "Select your Multi-Factor Questions below." It contains three identical sets of fields. Each set includes a dropdown menu labeled "Security Question 1*", "Security Answer 1*", "Security Question 2*", "Security Answer 2*", "Security Question 3*", and "Security Answer 3*". Each dropdown menu currently displays "Select a security question".

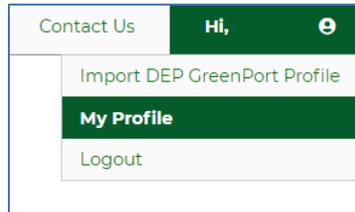
9. The following confirmation message will be displayed. After seeing this confirmation, it is important to complete the process and login to Keystone GreenPort with your username at least once. If this step is omitted, your account will not be visible to Keystone GreenPort administrators and cannot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



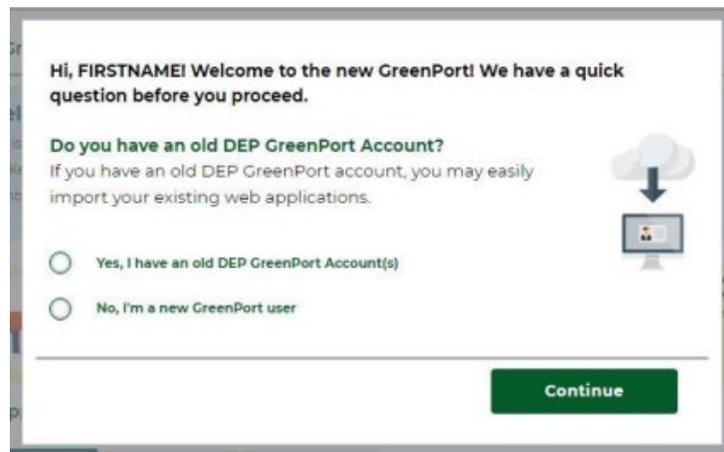
10. You will also receive the following email:



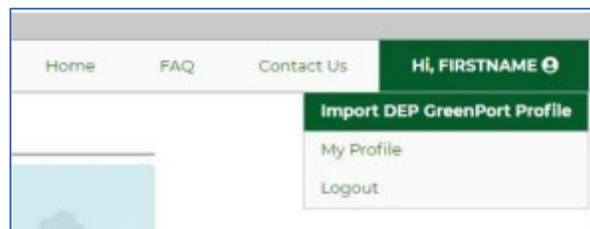
11. Once your account is set up, you will be able to edit your First and Last Name as well as change the email address. Again, only one email address can be associated with each Keystone account. The Username cannot be changed. To update your profile, go to My Profile in the dropdown under Hi, FIRSTNAME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



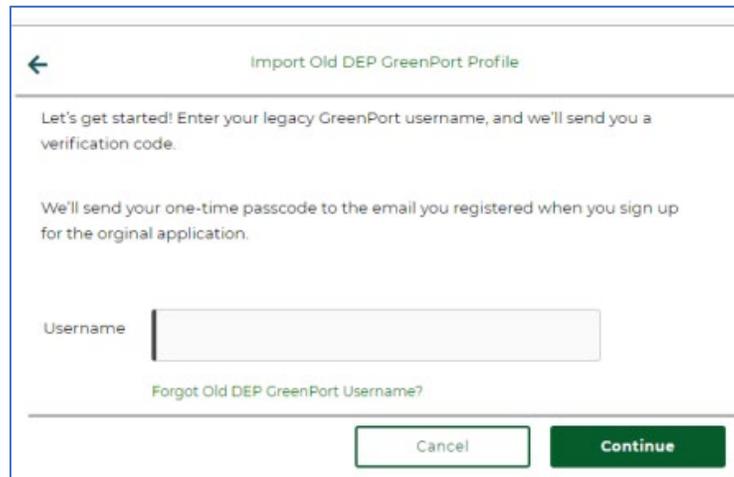
12. If you had an account under the old GreenPort (prior to March 2021), all your existing credentials can be imported once your Keystone account is created.
 - a. Login to Keystone for the first time. A pop-up will appear, asking if you have an old DEP Greenport account. Select Yes and hit the Continue button.



Note: If this is not your first time logging into Keystone, go to My Profile in the dropdown under Hi, FIRSTNAME in the upper right corner of the Keystone Greenport dashboard and click on Import DEP Greenport Profile.

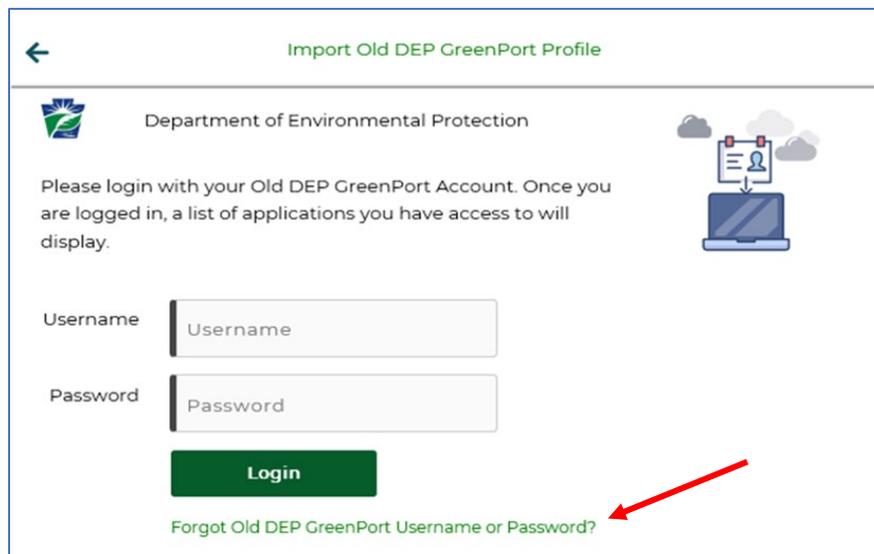


- b. The Import Old DEP GreenPort Profile page will display. Enter your **old** GreenPort username and click Continue. This will be the old account through which you accessed your reports in the old system.



If you don't know your old Greenport username, you can recover your account through the email address associated with the old GreenPort account.

- i. Click on **Forgot Old DEP Greenport Username or Password**.



- ii. Enter the email address associated with the old GreenPort account.

If you do not know which email address was used or no longer have access to that email address, contact the Help Desk (717-787-HELP). You will be asked for any NPDES permit numbers associated with that account. Be careful when importing with an email address that was previously shared between accounts to ensure that the correct credentials are imported.

Old DEP GreenPort Account Recovery

Department of Environmental Protection

Please enter the **username** of the account you are trying to access.

Username

OR

Email

Only enter your email if you don't remember your old GreenPort username.

Cancel Continue

- iii. Answer the password recovery hint questions displayed.

If you get the error message below, click on Send me one-time password instead. This might take several minutes. Only click once, to avoid receiving multiple verification codes. Enter the verification code as described below.

Password recovery hint was not set with your old GreenPort account. Please use Send me one-time password instead. You may also call the IT service desk to reset your password and get instructions on how to access your old GreenPort account.

[Send me one-time password instead.](#)

Continue

- c. A one-time password code will be sent to your email. **This code must be retrieved and entered in 10 minutes.**

✓ We sent you a new verification code. Please check your email. Verification code is valid for 10 minutes only.

Close Window

← Import Old DEP GreenPort Profile

The **RFCADMINX** account is associated with this email address: *****lasrr@gmail.com

Before we can proceed with the importing your profile, you need to enter the one-time password that was sent to you. The password will only be **valid for 10 Minutes**.

One-Time Password

[Send me a new code.](#)

Continue

- d. Your existing access information associated with the old DEP GreenPort will be displayed. Click the Import Profile button and all access will be transferred to the new Keystone account.

Import Old DEP GreenPort Profile

GreenPort Access List | Username: RFCADMINX

The following is the list of all Applications, Roles, and Security identifiers that you have access to. Please review the information below.

Are all of your applications listed below?

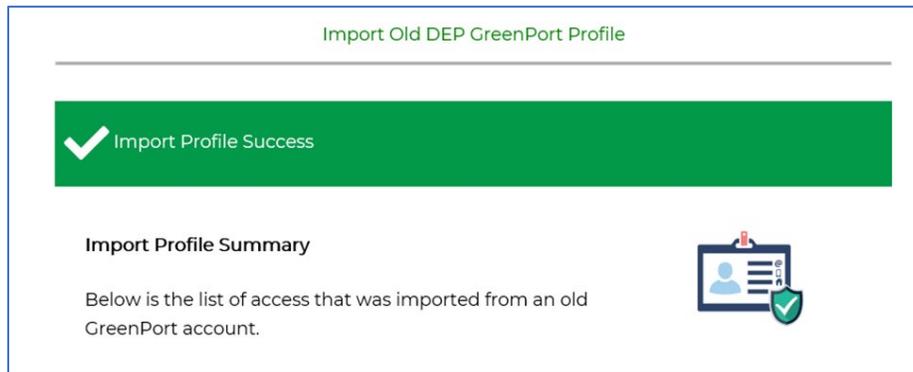
- **Yes**, import your list below.
- **No**, you might have multiple old GreenPort accounts. **Import this account and Login with your other old DEP GreenPort Account.** If you don't remember your old DEP GreenPort username, recover it through the [username recovery](#) process.

Portal Admin ▼

e-permitting Stage/QA ▼

Skip **Import Profile**

- e. If the import was successful, you will get the following message and will be able to access all eDMR reports that were linked to your old GreenPort account:



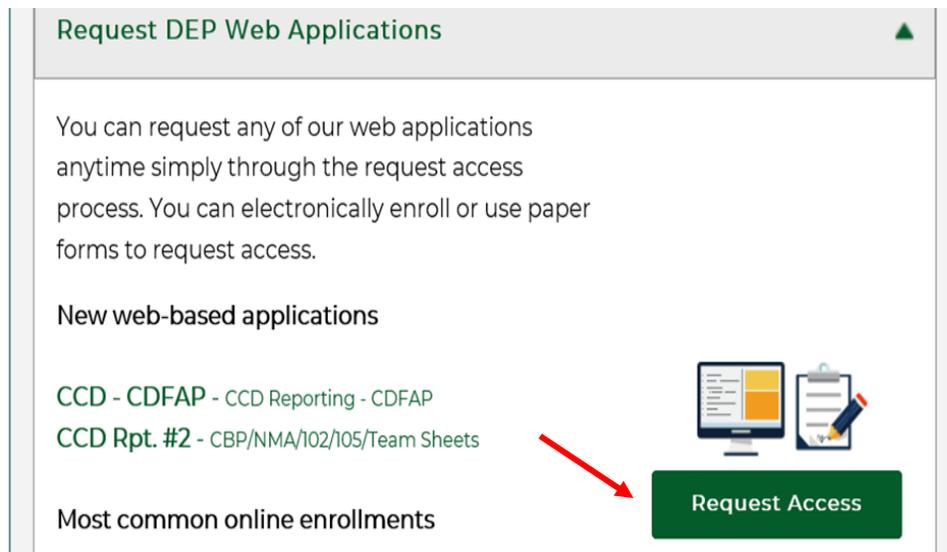
Requesting and Managing Viewer and Preparer Access

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.



- Under eDMR – Electronic Discharge Monitoring Report, click on Enroll.

Reporting	
CCD - CDFAP - CCD Reporting - CDFAP	<input type="button" value="Enroll"/>
CCD Rpt. #2 - CBP/NMA/102/105/Team Sheets	<input type="button" value="Enroll"/>
Chpt 110/DWW - Chapter 110, Water Allocation, Water Management Plan Reporting	<input type="button" value="Enroll"/>
DEA - Drought Emergency Application	<input type="button" value="Enroll"/>
eDMR - Electronic Discharge Monitoring Report	<input type="button" value="Enroll"/>

- Enter the permit number for which access is being requested. Click Submit.

 **Web-based Applications**

 **eDMR Application Enrollment**
Electronic Discharge Monitoring Report

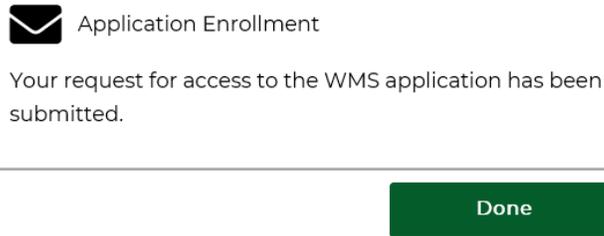
Certifier Access: You cannot request Certifier access online. Please complete the eDMR Registration Form and the Trading Partner Agreement to gain Certifier access to your facility. Both documents can be found at www.dep.pa.gov/edmr. There are PDF and Word versions available. Please review the instructions 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 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.

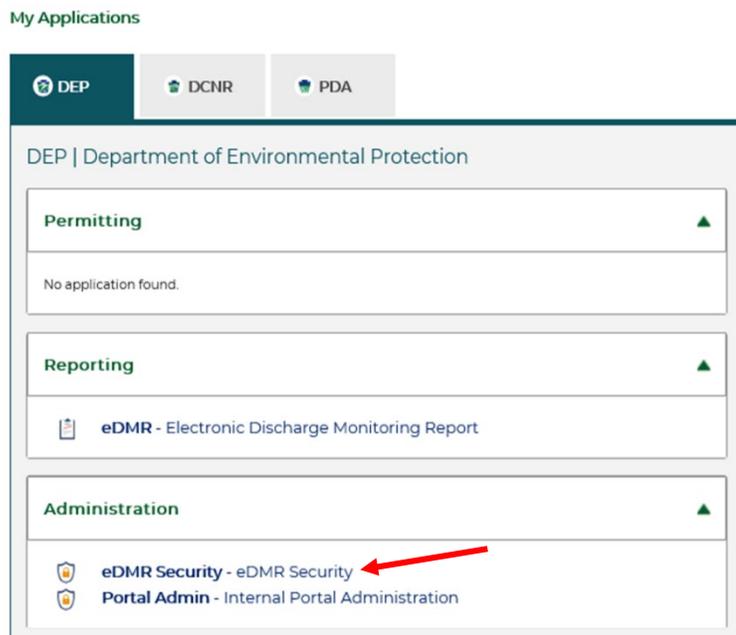
Requesting Access to eDMR for Permit #

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



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.

The screenshot shows the 'User Enrollment Administration' page. At the top, there is a navigation bar with a back arrow and the text 'User Enrollment Administration'. Below this is the 'GreenPort PA KEYSTONE LOGIN' logo. The main content area is titled 'Electronic Filing Administration (EFA) - User Enrollments'. It features two dropdown menus: 'Application Name:' with 'eDMR Security' selected, and 'Designee ID:' with a redacted value. Below these are four tabs: 'Pending', 'Rejected', 'Active', and 'Revoked'. The 'Pending' tab is active. A user card is displayed with the following details: User Name: AGENCYADMIN, Date Requested: 3/8/2021, Full Name: TEST ACCOUNT, Designee ID: [redacted], and Access Roles: DMR PREPARER and DMR VIEWER. A red arrow points to the 'DMR PREPARER' checkbox with the text 'Choose access'. To the right of the user card is a 'Reject Comments:' text area and an 'Actions:' section with 'Reject' and 'Approve' buttons.

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.

The screenshot shows a confirmation message in a green box with a white checkmark icon. The text reads: 'Approved the Application Request successfully.' Above the message are two dropdown menus: 'Application Name:' with 'eDMR Security' selected, and 'Designee ID:' with 'Select' selected.

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

It is recommended that a computer, not a mobile device, and either Microsoft Edge or Google Chrome internet browsers be used.

1. Navigate to Keystone Greenport: <https://greenport.pa.gov/gpl>. The Keystone GreenPort login screen will be displayed.

Login to your account

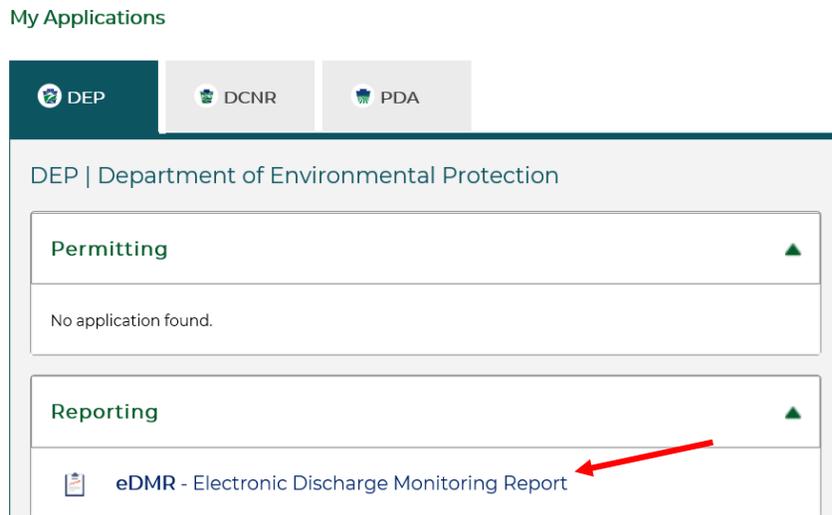
Note: Do not use your Old DEP GreenPort account created before 03/20/2021.

Username

Password

Login

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.


Electronic Discharge Monitoring Report System

Announcements:
Please check your reports before the due date (28th of the month). Errors do occur and may take time to correct due to the high volume of users. If errors are noticed in advance, reports can often be corrected and submitted on time. This includes missing or duplicate reports, missing, duplicate, or incorrect parameters, missing outfalls, etc. If you do notice an error in your reports, contact the Helpdesk at 717-787-HELP (4357) prior to submitting the report. Changes cannot be made to submitted reports. If you are unable to submit your report on-time electronically, see the "Contingency Plan for eDMR Reporting" section of the eDMR User Guide below.

The [eDMR User Guide](#) includes guidance and screenshots to help you through the eDMR process.
Contact the DEP Application Support Help Desk for questions and assistance: 717.787.HELP (717.787.4357).

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 the web browser caching older versions of the eDMR web pages. To fix this issue, the 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.

Summary:

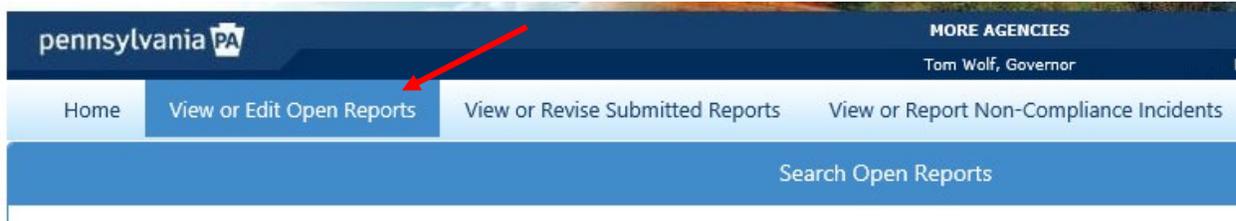
Select Open Report(s)			
Permit Number	Primary Facility ID	Facility Name	Open Report(s)
PA0004073	196295	US STEEL IRVIN PLT	3

Important Links:

- [eDMR User Guide, Version 2.0](#)
- [Discharge Monitoring Reports: A Guide to Electronic and Paper DMR Reporting](#)
- [DEP-Approved Supplemental Forms](#)
- [eDMR Registration Form and Trading Partner Agreement](#)
- [Use of NODI Codes in eDMR \(use for situations where data are not available\)](#)
- [Guidance for Nutrient Monitoring Data Entry](#)
- [Keystone Greenport User Guide](#)
- [eDMR Tutorial Presentation](#)
- [DEP DMR Training Presentation](#)

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.

Monitoring Report Details

Report Search Options

Report Type

Report Start Date

Report Due Date From

Report Frequency

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			

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.

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:

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.

- 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.

The screenshot shows the eDMR interface for parameter selection and data entry. On the left, there is a sidebar with a list of parameters: Flow (50050), pH (00400), and Temperature (deg F) (001). The 'Flow (50050)' parameter is selected. Below the list is a text area for 'Facility Sampling Point Comments (Max 500 char limit)'. The main area is titled 'Flow (50050)' and contains several sections: 'Quantity Or Loading' with fields for Load 1 (26.33 NODI) and Load 2 (33.50 NODI) in MGD units; 'Concentration' with three concentration fields (Concentration 1, 2, 3) and a 'Reported Value' field; and 'Monitoring Requirements' with fields for Sampling Frequency (1/week) and Sampling Type (Measured). The 'Concentration 1' field is grayed out and has a red box around it with an arrow pointing to it from the text 'Grayed out fields require no data entry'. Other red annotations include 'Click on text to move to next parameter' pointing to 'Flow (50050)' and 'Use scroll bar to see more parameters' pointing to the scroll bar in the parameter list. At the bottom, there are buttons for 'Exit', 'Preview', 'Continue', and 'Save'.

- 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.
- 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.
- 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.

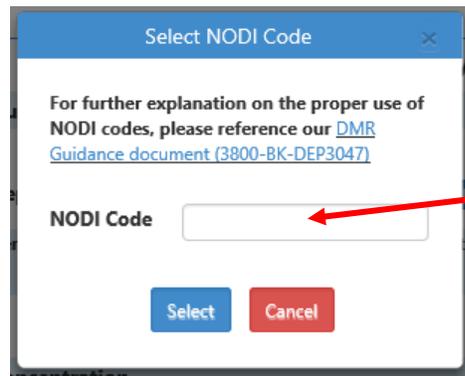
No Data Indicator (NODI) Codes

- 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.

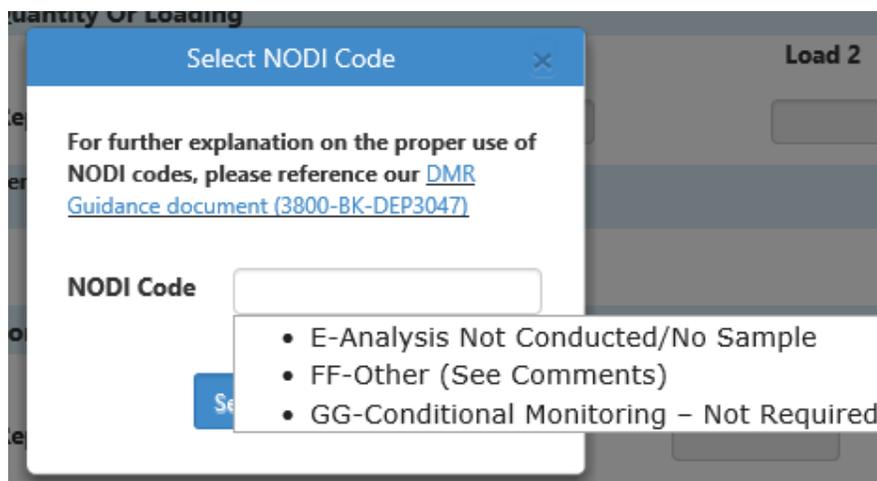
- **E – Analysis Not Conducted/No Sample.** All samples or results are not available due to analytical equipment failure, because a sample collection was overlooked, or samples could not be collected for the parameter during the reporting period. Use of this NODI code results in a violation.
- **FF –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

The screenshot displays a web-based data entry form. On the left, there are two text input areas: 'DEP Sampling Point Comments' (greyed out) and 'Facility Sampling Point Comments (Max 500 char limit)' with a red prompt 'Enter comments for the entire Sampling Point.' The main area is titled 'Monitoring Requirements' and contains a table with columns for 'Sampling Frequency' and 'Sampling Type'. The 'Reported Value' is '2/week' and the 'Permit Requirement' is also '2/week'. The 'Sampling Type' is 'Grab'. Below the table are two more comment fields: 'DEP Parameter Comments' (greyed out) and 'Facility Parameter Comments (Max 500 char limit)' with a red prompt 'Enter comments for the Sampling Point, Stage, and Parameter.' A red arrow points to a blue 'Save' button with a floppy disk icon. At the bottom of the form are three buttons: 'Exit', 'Preview', and 'Continue'.

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.

- 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:

Missing Reported Values ✕

Data is missing for one or more parameters for the following Sampling Point(s) and Stage(s)

Sampling Point	Stage Code
001	Other Annual Final Effluent

Close

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.

- If the parameter that was sampled is not displayed under the combination of Sampling Point and Stage, the user can add additional parameters sampled by clicking the Add Parameter button  and following the below steps.

Add Parameter ✕

Select Parameter* :

*At least one value required in Load or Concentration

Quantity Or Loading

Select Load1 Base Code

Select Load2 Base Code

Unit

Select Units

Concentration

Select Conc1 Base Code

Select Conc2 Base Code

Select Conc3 Base Code

Unit

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:

Save Changes
Cancel

- 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.

The screenshot shows a web form titled "Upload Attachment". It contains the following elements:

- File To Upload ***: A text input field with a "Browse..." button and a file selection icon.
- File Name ***: A text input field.
- Attachment Type ***: A dropdown menu with "--select a value--" as the selected option.
- Comments**: A text area for entering additional information.
- Buttons**: "Upload Attachment" and "Clear" buttons are located below the form fields. "Exit", "Back", and "Continue" buttons are located at the bottom of the form.
- Annotations**: A red arrow points to the "Continue" button with the text "Click continue if no attachments to upload". A note "* fields are required." is located at the bottom right of the form area.

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.

	--select a value--
	Annual Chesapeake Bay Spreadsheet
	Annual Maintenance Report
	Annual Nutrient Summary Form
	Annual Report
File To Upload *	Available Operator Report
	CSO Detailed Outfall Report Form
	CSO Monthly Inspection Report Form
File Name *	Chemical Additives Usage Form
	Cover Letter
Attachment Type *	Daily Effluent Monitoring Form
	Groundwater Monitoring Data Report Form
Comments	HMR Data
	Hauled-In Municipal Waste Form
	Hauled-In Residual Waste Form
	Influent and Process Control Form
	Laboratory Accreditation Form
	Laboratory Analytical Report
	Land Application Systems Form
	Letter Explaining Non-Compliance
	Multiple Attachment Types
	Nitrogen Budget Form
	Nutrient Monitoring Form
	Other
	Phosphorus Budget Form
	Planned Changes to Wastestream Form
	Request for Time Extension to Meet WQBELs Form
	Sewage Sludge / Biosolids Production and Disposal Form
	Stormwater Additional Information Form
	Stormwater Annual Inspection Report

ke to store your password for pader

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.

Data Entry Comments

Monitoring Report Comment	
Operator Name	
Operator Certification Number	
Operator Phone Number	

Exit

Back

Continue

Unregistered HyperSnap

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 Certifer 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.

Non-Compliance Report							
Effluent Non-Compliance							
Unauthorized Discharges Add New							
Other Permit Non-Compliance Add New							
Non-Compliance Type	Sampling Point	Parameter	Reported Value	Permit Limit	Comments	Edit	Delete
Use of NODI Code E or FF	Final Effluent (001)	Total Nitrogen	E	Monitor & Report			
Late DMR Submission							

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

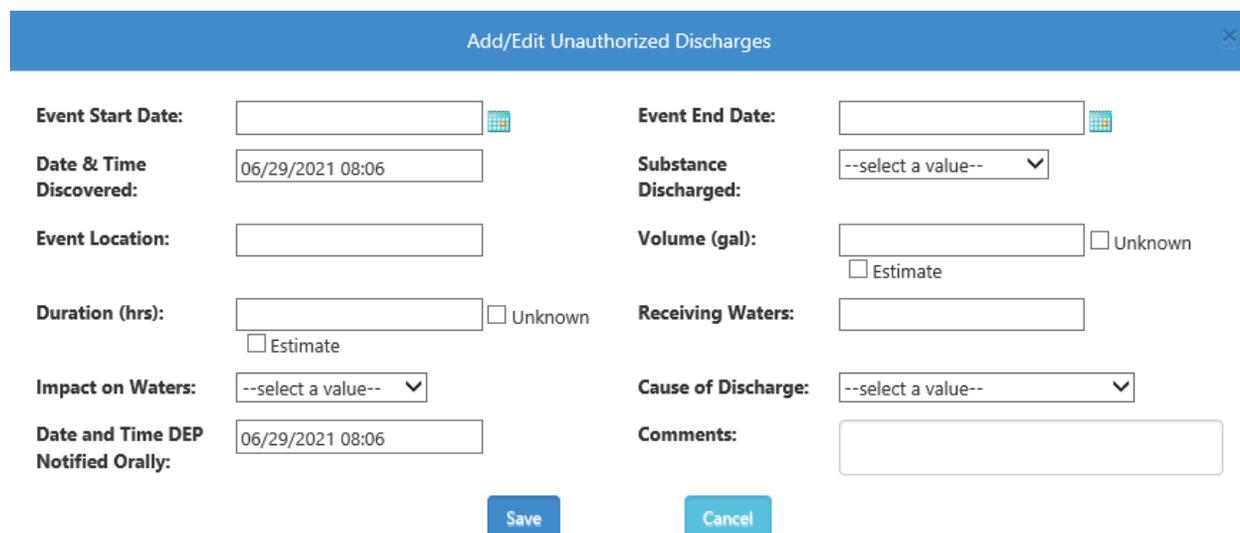
Under 25 Pa. Code § 92a.41(b), for other permit non-compliance events causing or threatening pollution, including but not limited to sanitary sewer overflows (SSOs), spills, unauthorized bypasses, or other unauthorized discharges or pollution incidents, permittees must comply with the immediate oral 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.



Event Start Date: 

Date & Time Discovered:

Event Location:

Duration (hrs): Unknown
 Estimate

Impact on Waters: 

Date and Time DEP Notified Orally:

Event End Date: 

Substance Discharged: 

Volume (gal): Unknown
 Estimate

Receiving Waters:

Cause of Discharge: 

Comments:

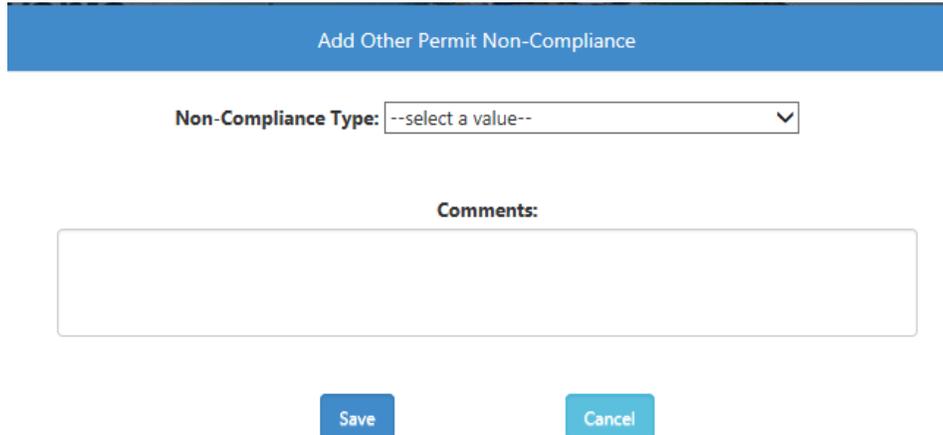
Note - Submission of this report satisfies the requirement in NPDES permits to provide a written report to DEP within 5 days of any non-compliance which may endanger health or the environment. Submission of this report does not satisfy the requirement for oral notification to DEP of any incident causing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

2. Complete all fields of the form. The user can click on the Calendar button and chose 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.

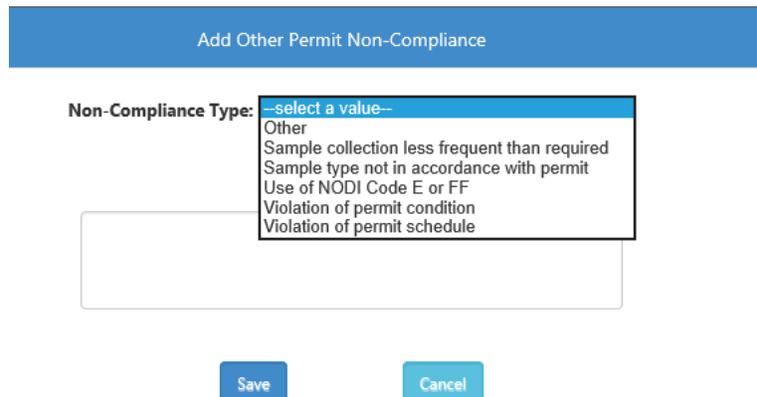
Entering Other Permit Non-Compliance

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 

Click on the link to preview the summary report: [Preview Summary 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

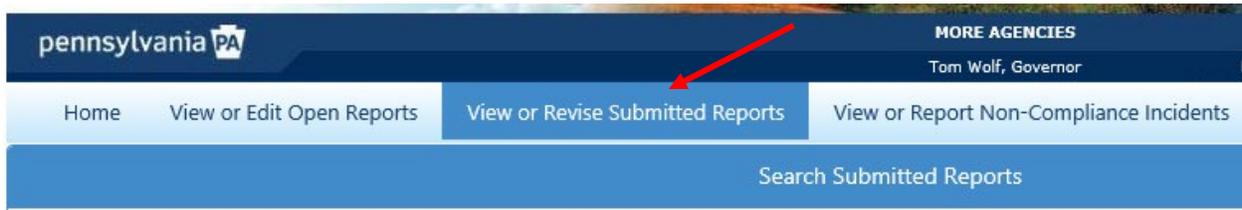
Submit Cancel

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.



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.



An open revision already exists for this report, please submit or delete it before creating a new revision.

[redirect to Open Version](#)

- 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.

- 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.



Select Revision Reason:

--select a value--
Data entry or calculation error in previous submission
Revision to non-compliance report only
Revision to submitted attachment(s)
Add new attachment to previous submission
Included data not previously available
Other

- 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.

Revise Report

Select Revision Reason:

--select a value--

Revise Summary DMR

Revise Report Attachments

Revise Non-Compliance Report

Revision Comments

Create Cancel

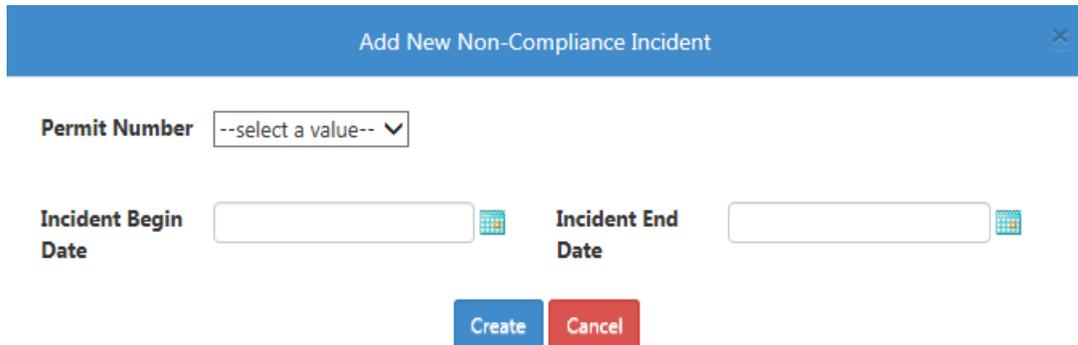
NOTE: If the Revise Summary DMR box is checked, the Report Non-Compliance box will automatically be checked as well. This is an indicator that if the revision results in a non-compliance, the non-compliance screen will populate.

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.



The screenshot shows a web form titled "Add New Non-Compliance Incident". The form includes a "Permit Number" dropdown menu, two date input fields labeled "Incident Begin Date" and "Incident End Date" with calendar icons, and two buttons at the bottom: "Create" and "Cancel".

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 be unable to submit a DMR electronically through DEP's eDMR system. This plan identifies examples of these situations and provides actions that should be taken in response. This plan applies only to online, electronic DMR reporting.

DMRs are due on the 28th of the month following the reporting period as required in the issued permit, regardless of the format used to submit them. Once a problem has been resolved, the report must be submitted electronically through DEP's eDMR system to meet the reporting requirements, even when a paper DMR has been submitted as outlined below.

Potential situations causing the inability to submit eDMRs:

- **No Reports Available:** Contact the CEDC-IT Help Desk immediately at 717-787-HELP (4357) as soon as a missing report is discovered.
- **eDMR Report Does Not Match Permit:** Always verify that the reports in eDMR match the permit, especially when a renewal or amendment is issued. While it is rare, occasionally situations arise in which the eDMR report does not match the issued permit. In these instances, DEP should be notified immediately via the CEDC-IT Help Desk at 717-787-HELP. 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.
- **System Malfunction:** The Commonwealth may have a "server crash" or other problem that prevents users from logging into Keystone GreenPort and/or the eDMR system. It is recommended that a computer, not a mobile device, and either Microsoft Edge or Google Chrome internet browsers be used. To report an error when attempting to log into Keystone Greenport or while in the eDMR system, contact the CEDC-IT Help Desk at 717-787-HELP (4357). It may be helpful to take a screenshot that includes the error for documentation purposes.

In the event of a prolonged system-wide malfunction, refer to the [DEP Alerts](#) page for announcements and instructions on how to proceed. If a report is due over a weekend/holiday and a malfunction occurs, permittees should utilize one of the temporary submittal methods below to ensure timeliness of submissions as the [DEP Alerts](#) page may not be updated during those times. It is the eDMR user's responsibility to frequently check the [DEP Alerts](#) page for updated information on the status of the eDMR system during a malfunction/outage.

- **User Access Problem:** Permittees are responsible for maintaining user access to reports. If eDMR Certifier access is outdated and there are no Certifiers available to submit the report, request Certifier changes using the eDMR Registration Form and Trading Partner Agreement available at

www.dep.pa.gov/edmr. Completed forms and attachments should be sent to RA-EPDMR@pa.gov. User changes may take up to five (5) business days to complete.

- **User Computer/Internet 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.

To avoid 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, accurate, and accessible.** If reports are not available, or are inaccurate, contact the CEDC-IT Help Desk at 717-787-HELP *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 may not be able to provide assistance 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 a permittee computer, internet, or personnel problem. Designate an alternate location for accessing the internet in the event of a problem.

In the event a report cannot be submitted on-time electronically through DEP’s eDMR system, the permittee is expected to do the following:

1. **If a report cannot be submitted due to an issue the eDMR user is experiencing (incorrect eDMR report, computer crash, etc.), the report must be submitted in a timely manner, which may be accomplished using one of the following methods as a temporary solution.** It is also recommended that if a report is due over a weekend/holiday and a prolonged DEP system malfunction occurs, permittees should use one of these methods to avoid potential liability for untimely submissions. **To maintain compliance, the report must be received by the DEP regional office on or before the report due date.**

- a. The report can be sent via email to the DEP regional office that issued the permit (recommended).

DEP Contacts

Northeast Office: RA-EPNPDES_NERO@pa.gov

Northcentral Office: RA-EPNPDES_NCRO@pa.gov

Northwest Office: RA-EPNPDES_NWRO@pa.gov

Southeast Office: RA-EPNPDES_SERO@pa.gov

Southcentral Office: RA-EPNPDES_SCRO@pa.gov

Southwest Office: RA-EPNPDES_SWRO@pa.gov

- b. 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.

- c. The report can be submitted through DEP’s [OnBase Electronic Forms Upload tool](#).

To minimize confusion, only one submittal method should be utilized while eDMR is unavailable. For example, if the report is mailed to the DEP regional office via USPS, it should not also be emailed.

2. **If a report cannot be submitted on-time electronically through DEP's eDMR system due to a prolonged system-wide malfunction issue DEP is experiencing, submit the report as directed on the [DEP Alerts](#) page.** However, if a report is due over a weekend/holiday and a prolonged DEP system malfunction occurs, permittees should use one of the temporary methods above to avoid an untimely submission. **It is the eDMR user's responsibility to frequently check the [DEP Alerts](#) page for updated information on the status of the eDMR system.**

Once the situation has been resolved, submit **the complete eDMR report electronically through DEP's eDMR system within five (5) calendar days to meet reporting requirements, even when a DMR has already been submitted through other temporary methods.**

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\(4357\)](tel: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: I accidentally submitted the wrong report, can it be deleted?

A: Submitted reports cannot be deleted or reset. If a report is accidentally submitted for a future monitoring period, revise the report with the correct data once that data is available. The correct report will still need to be submitted on-time.

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.