

## Instructions for Using DEP's eDMR (Electronic Discharge Monitoring Report) Data Report

In 2007, DEP launched an electronic reporting system for use by National Pollutant Discharge Elimination System (NPDES) and Water Quality Management (WQM) permittees to enable electronic submission of Discharge Monitoring Reports (DMRs). DMRs contain self-monitoring data collected by permitted facilities. eDMRs and DEP's eDMR System are described on DEP's [eDMR System webpage](#). In accordance with EPA's [Final NPDES Electronic Reporting Rule](#), DEP has been working to require and to register all NPDES and WQM permittees to use the eDMR system for submitting monitoring data and reports.

The *eDMR Data* report allows the public to search for information from the self-monitoring data submitted electronically by facilities registered with DEP's eDMR system. DMRs and DMR data are available for a permittee, although the amount of data varies depending on when the permittee began using the eDMR system. To obtain DMR data that is not reported in the eDMR system or data from before the facility started using the eDMR system, interested parties may schedule a file review at DEP's regional offices to review paper DMRs. See page 5 for the counties included in each of the regions.

DEP recommends that you review these instructions before using the report.

All data presented on this report are updated at the close of business daily. As a disclaimer, DEP does not guarantee that all information will be represented in the report.

### Instructions

1. Access the report at the following link:

<http://cedatareporting.pa.gov/Reportserver/Pages/ReportViewer.aspx?/Public/DEP/CW/SSRS/EDMR>

The link opens the report webpage containing the search selection criteria, as shown here:

REGION	All <input type="button" value="v"/>	COUNTY	All <input type="button" value="v"/>
MUNICIPALITY	All <input type="button" value="v"/>	PERMIT #	<input type="text"/> <input checked="" type="checkbox"/> NULL
MONITORING BEGIN DATE (MM/DD/YYYY)	<input type="text"/> <input type="button" value="calendar"/>	MONITORING END DATE (MM/DD/YYYY)	<input type="text"/> <input type="button" value="calendar"/>
CLIENT	All <input type="button" value="v"/>	PARAMETER	NO DISCHARGE,1,1,2-Tetrachloroethi <input type="button" value="v"/>

Search fields with dropdown lists shown as:  are set at "All" by default. Only one value can be selected from these dropdown lists.

The search fields with this arrow box  has the (Select All) checkbox  (Select All) checked by default. The user may select one or more specific criteria by unchecking the (Select All) checkbox first. When the item is too long for the field area, this search field is expandable by clicking and dragging the corner. For example:


PARAMETER

- (Select All)
- NO DISCHARGE
- 1,1,1,2-Tetrachloroethane
- 1,1,1-Trichloroethane (345)
- 1,1,2,2-Tetrachloroethane
- 1,1,2-Trichloroethane (345)
- 1,1-Dichloro-1,2,2,2-Tetra

PARAMETER

- (Select All)
- NO DISCHARGE
- 1,1,1,2-Tetrachloroethane (77562)
- 1,1,1-Trichloroethane (34506)
- 1,1,2,2-Tetrachloroethane (34516)
- 1,1,2-Trichloroethane (34511)
- 1,1-Dichloro-1,2,2,2-Tetrafluoroethane (CFC-114a) (38675)
- 1,1-Dichloroethane (34496)

To generate a report, the user must enter or select values for the following criteria:

- Monitoring Begin Date and Monitoring End Date** – These dates are the dates when monitoring was conducted and can be selected as a single date or as a range (begin and end dates). Monitoring periods are monthly, quarterly, semi-annually and annually following typical calendar dates. Enter both dates by using the calendar function  or by manually entering dates in number format 5/1/20 or 5/1/20.

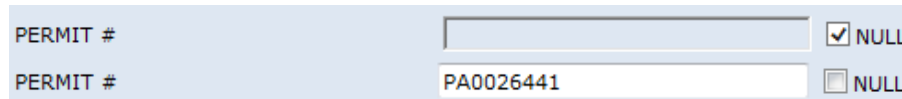
For example, to search for monitoring data conducted in 2019, the user would select or enter 01/01/2019 for Monitoring Begin Date and 12/31/2019 for Monitoring End Date. The report will contain all monitoring period data reported.

Users may refine a search for monitoring data by selecting specific options as follows:

- Region** – To search for monitoring data by facilities located within a specific DEP region. The regional offices regulate facilities and issue permits. Change the default of “All” to one of the six regional office. See [page 5](#) for the counties in each of the regions.
- County** – To search for monitoring data by facilities within a specific county, change the default selection from “All” to the applicable county from the dropdown menu.
- Municipality** – To search for monitoring data by facilities within a specific municipality, change the default selection from “All” to the appropriate municipality.

**Hint:** Selecting a county first narrows the list of municipalities to those in that county.

- Permit #** – To search for monitoring data by NPDES or WQM permit number, uncheck the box for “NULL” and enter the permit number. When using this search criteria, all the other criteria can remain at their default settings.



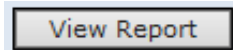
This search will return eDMR data for the selected permit number only. Otherwise, leave the “NULL” box checked to return eDMR data for all permittees that meet all other selected criteria.

- Client** – The client is the name of the entity that was issued a permit, also referred to as the permittee. If the permittee is listed in the Client drop-down menu in the report, then the permittee is registered to use the eDMR system. To search for monitoring data based on the name of a specific client (permittee), click on the Client drop down arrow and scroll through the list or type the first few letters of a name to jump to that letter of the alphabet. In general, this parameter will not need to be changed from the default setting of “All”.

**Note:** If a client has multiple facilities that use the eDMR system, DMR data for all their facilities will be displayed.

- Parameter** – By default, the parameter dropdown list has all parameters selected. To search for monitoring data for specific parameters only, click on the “Select All” box to unselect all parameters, and then click to select just those parameters of interest. Multiple parameters may be selected.

When all criteria have been selected, click the “View Report” button on the upper right side of the screen to generate the report.



If no data are available to report based on the input selections, then the following message will display: **No data was found using the criteria entered. Please revise your choices and try again.** Consider reevaluating the input selections, for example, if a specific County was selected and a specific Permit # was entered, change the County selection to “All”.

The user does not have to clear all other selections to modify the report criteria and generate a revised report.

To generate a precise report, only make one or two criteria selections. If the results appear incomplete, reselect “All” and view the report again. If the report returns too many results, add one criteria selection at a time.

Upon loading, the report will be displayed beneath the search fields. The search criteria and the input selections will be listed at the top of the first page of the report, for example:

Region: All  
 County: All  
 Municipality: All  
 Permit #: pa0012345  
 Monitoring Period Date Range: 1/1/2018 To 12/31/2018  
 Client: All  
 Parameter: All

### Interpreting the Report

The report is sorted by Permit #. A title block for each permitted facility contains the following information as recorded in DEP’s eFACTS data system:

Permit #	Facility Address
Client ID / Name	
Primary Facility ID / Name	County
Major Facility *	Municipality
Region	Latitude / Longitude

\*Yes or No, a designation based on EPA criteria generally by flow

The DMR data are presented under the following column headings on a green background.

- **Monitoring Period Begin Date** – The date the monitoring period began. Monitoring periods may be monthly, quarterly, semiannually or annually. Annual periods are usually a calendar year but occasionally are another annual period. All monitoring periods start on the first day of the month. For example, a semi-annual monitoring periods begin on January 1 and July 1.
- **Monitoring Period End Date** – The date the monitoring period ended. The difference between the Monitoring Period Begin Date and Monitoring Period End Date reveals the required reporting frequency for the specified parameters in the permit.
- **DMR Received Date** – The date the DMR was submitted by the permittee in the eDMR system. Most NPDES permits require that DMRs are submitted no later than 28 days following the Monitoring Period End Date, except for certain annual DMRs related to Chesapeake Bay dischargers.
- **Discharge** – This column indicates whether a discharge occurred during the monitoring period selected, either “Yes” or “No”.
- **Outfall** – The designation given in a permit to a point source discharge, typically a three-digit number.
- **Monitoring Location** – The description of where the sample(s) for parameter analysis were taken to comply with the permit. The most common Monitoring Location is “Final Effluent,” which typically represents the quality of effluent at the “end of pipe.” Other common monitoring locations include:
  - Ambient: Typically used when a permit requires monitoring within a stream, upstream from a discharge point.
  - Intake: Typically used for monitoring of raw water withdrawn from surface waters.
  - Effluent Net: Typically used for the reporting of effluent data where “credit” is provided (for example, nutrient trading).


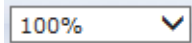
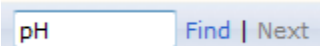
- Downstream Monitoring / Instream Monitoring: Used when a permit requires monitoring within a stream.
  - Raw Sewage Influent / Industrial Influent: Used for monitoring of wastewater entering a sewage or industrial treatment plant.
  - Final Effluent – Day 1 thru 15 / Final Effluent – Day 16 thru End of Month: Final effluent data for a partial month (typically used for temperature or heat rejection rate monitoring).
  - CB Annual Effluent Net / CB Annual Final Effluent: Used for reporting annual mass loads of nutrients for Chesapeake Bay reporting purposes. Effluent Net refers to Final Effluent that has been adjusted for nutrient credits and offsets.
  - Internal Monitoring Point: Used for monitoring within a process, prior to discharge.
  - Prior to Irrigation / Prior to Reuse: Used for WQM permits issued for the land discharge of sewage or industrial effluents.
- **Parameter Name & Parameter Code** – The name of the pollutant or measurement that is monitored in accordance with a permit. Parameter Code is a number assigned to the parameter by the eDMR system. A parameter name may appear multiple times in the same report, e.g. Total Nitrogen. Certain parameters are reported as both concentration and mass loading.
  - **DMR Value** – The analytical result or statistical value reported to DEP on DMR reports for the specific parameter. Note that DMR Value may include “No Data Indicator” (NODI) Codes. The acceptable NODI Codes in the eDMR system are as follows:


NODI Codes	Description	Used When:
A	General Permit Exemption	The General Permit has an exemption from monitoring (not normally used).
E	No Sample Collected or No Analysis Conducted	All samples or results were not available due to analytical equipment failure or because sample collection was overlooked or samples could not be collected for a parameter during the reporting period.
FF	Other	If there is any reason for the absence of data that is not covered by another NODI Code.
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 reporting period.

- **Permit Limit** – The limitation specified in the permit that corresponds to the DMR Value.
- **Units** – The unit of measurement associated with the DMR Value and Permit Limit.
- **Statistical Base Code** – The type of statistic reported. Parameters may have DMR Values for multiple Statistical Base Codes. For example, a permit may require a calculation for Average Monthly and a report of the Daily Maximum.

**Report Controls**

The following controls are available that allow the user to manage the report:

- **Page Bar:**  to navigate through the pages of a report, to specific page numbers, to the last page, or back to the first page.
- **Zoom:**  to change the display size of the report within the browser.
- **Find Text in Report:**  to search for specific terms within the report.

- **Export:**  to export (open and save) the report as a file document to the location of choice.

Click on the Export button for a list of file formats.

If the user intends to sort or filter the data, DEP recommends exporting as a CSV document.



Clicking on any file format generates a popup that asks whether the user wants to save or open the file.

**Note:** CSV documents open in Excel, however, to save the CSV file, the “Save as type” must be changed from the default “Unicode Text” to “Excel Workbook” so that the file will be saved as an Excel document.

File name:

Save as type:

- **Refresh:**  to refresh the report back to the original search after using other report controls.

	
Word	
Excel	
PowerPoint	
PDF	
TIFF file	
MHTML (web archive)	
CSV (comma delimited)	
XML file with report data	
Data Feed	

**Assistance**

For questions about eDMR, contact DEP’s Bureau of Clean Water at 717-787-6744. To report problems with this report, contact DEP’s Applications Support Help Desk at 717-787-4357. For questions about facilities listed on the eDMR Data report, please contact the Clean Water Program at the applicable regional office.

**Regional Offices**

**Southeast Regional Office**  
 2 East Main St.  
 Norristown, PA 19401-4915  
 Telephone: 484-250-5900  
 24-Hour Emergency: 484-250-5900  
**Counties:** Bucks, Chester, Delaware, Montgomery and Philadelphia

**Northeast Regional Office**  
 2 Public Square  
 Wilkes-Barre, PA 18701-1915  
 Telephone: 570-826-2511  
 24-Hour Emergency: 570-826-2511  
**Counties:** Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming

**South-central Regional Office**  
 909 Elmerton Ave.  
 Harrisburg, PA 17110-8200  
 Telephone: 717-705-4700  
 24-Hour Emergency: 866-825-0208  
**Counties:** Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York

**North-central Regional Office**  
 208 W. Third St., Suite 101  
 Williamsport, PA 17701-6448  
 Telephone: 570-327-3636  
 24-Hour Emergency: 570-327-3636  
**Counties:** Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union

**Southwest Regional Office**  
 400 Waterfront Drive  
 Pittsburgh, PA 15222-4745  
 Telephone: 412-442-4000  
 24-Hour Emergency: 412-442-4000  
**Counties:** Allegheny, Beaver, Cambria, Fayette, Greene, Somerset, Washington and Westmoreland

**Northwest Regional Office**  
 230 Chestnut St.  
 Meadville, PA 16335-3481  
 Telephone: 814-332-6945  
 24-Hour Emergency: 800-373-3398  
**Counties:** Armstrong, Butler, Clarion, Crawford, Elk, Erie, Indiana, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren