

# e-DMR

## *Graphical Walkthrough*

**Electronic Discharge Monitoring Report (e-DMR)  
Reporting System**

March 4, 2014



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Columbus, Ohio 43215  
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## **Disclaimer & Copyright Notice**

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## **About this Document**

This document is intended to provide a graphical run-through of the Electronic Discharge Monitoring Reporting (e-DMR) System. Graphics display the 4500 & 4519 reporting process from the beginning steps all of the way through to the end where you will PIN and submit your DMR. This document provides a general feel for the work flow by guiding the user with actual screen shots of the online system in a relatively sequential manner. Refer to the e-DMR All-in-One Document or the e-DMR User's Guide (Attachment 2) for additional detail of the various individual aspects of the online application.

## **Recent Changes to this Document**

- 3/5/14 - Updated screenshots and language w/current layout
- 3/22/11 - eDMR Administrators phone number change (new number is 614-644-2054)
- 7/1/09 - Include new info & screenshots of the June 2009 Enhancements that were installed
- 1/22/09 - Eliminated all references to the retired SWIMware software.
- 8/19/08 - Corrected Page Numbering in CONTENTS
- 7/23/08 - Updated entire document with new eBusiness Center screens, added additional walkthrough documentation to many screens! Reprint entire document.

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# eBusiness Center Login

State of Ohio | Ohio EPA



## eBusiness Center

Ohio EPA's eBusiness Center is a secure portal for the regulated community and consultants to electronically complete and file Ohio EPA-related reports and permit applications.

### New Account

Don't have an account? Click the link below to create a new account.

[Create New Account...](#)

### System Support

Do you need assistance or have questions about Ohio EPA eBusiness Center?

[Click here for online help...](#)

Phone: (877) 372-2499 (1-877-EPA-BIZZ)  
Hours of live support: 8:00 AM - 5:00 PM weekdays,  
except State holidays.

### eBusiness Center Login

User ID:

Password:

[Forgot your password?](#)

It is recommended that you use **Microsoft Internet Explorer version 9.0** or higher when using the eBusiness Center. If you would like to download the latest version of Internet Explorer please click [here](#).

This will be your starting point each month. If you have not created an account, you must initially do so by clicking the CREATE NEW ACCOUNT link to the left of the screen. Once you create your account User ID and password, you can return to this point and log on to the Ohio EPA eBusiness Center. Ohio EPA's eBusiness Center is an enhanced, secure portal for online business. This portal is the entry point for the regulated community and consultants to electronically complete and file reports and permit applications and to pay fees. Authorized users will be able to update their facility and contact information directly. The eBusiness Center initially offers the capability to submit wastewater discharge monitoring reports and Division of Air Pollution Control reports. Over time, Ohio EPA will add services related to drinking water, hazardous waste, and solid waste. All services will be accessed through Ohio EPA's eBusiness Center at the following web link: <https://ebiz.epa.ohio.gov/login.html>. Online reporting via this system is available to the entire State and is the preferred method of data submittal.

## eBusiness Center – New Account

### New User Account

 Enter new user account information below. If you need assistance please contact us at 614-644-3011. **All fields are required.**

**User Information**

User ID:

First Name:

Last Name:

Company Name:

**Password**

Your new password has the following minimum requirements:

- Length of at least 8 characters
- At least one uppercase or lowercase letter: (A - Z or a - z)
- At least one digit: (0 - 9)
- At least one special character: (! @ # \$ % ^ & \* ( ) - \_ = + | [ ] { } ; : / ? . > <)

**Examples:** (Pittsburgh#1, LoneValley?2, \$Lottery12, Fire@truck9)

Password:

Verify Password:

Password Hint:

**Contact Information**

**Phone Number:**  -  -

**Address Line 1:**

**Address Line 2:**

**City:**

**State:**

**Zip:**

---

**Primary Email Address:**

**Verify Primary Email Address:**

**Secondary Email Address:**  (optional)

**Verify Secondary Email Address:**  (optional)

**Security Information**

The security question is a question to which only you know the answer. For example, you might enter, "Pet's name?", "Mother's maiden name?", "Favorite color?". etc.

**Security Question:**

The security question answer is the correct answer to the security question you entered above.

**Security Question Answer:**

Create a User ID and password of your choice and fill out all the necessary fields within the form. If you forget your password in the future, the system will prompt you with your security question where you will need to respond with a correct response. Once your User account is created...log in! This will be the ONLY account you ever need. You will access ALL of your facilities in the SINGLE account as well as access any other Ohio EPA Divisions in the future. The next step is applying for a PIN and activating your eDMR service....discussed next...

### TIPS on Creating your Ohio EPA e-Business Center account

1. Click on the following link: <http://ebiz.epa.ohio.gov> (Click OK if you get a "Security Alert" message)
2. You should see the Ohio EPA eBusiness Center the login window (Save the page in your favorites).
3. Click on Create New Accounts to open the New User Account window.
4. Enter all the info indicating, following these guidelines...
  - a. For User ID: It needs to be something you will remember (example Jmiller1).
  - b. Company Name = Simply your company/facility name.
  - c. Password: Your password must be 1) at least 8 characters, 2) include at least one upper and low case letter, 3) at least one number, 4) at least one special character (e.g. #@!\*), and 5) no blanks. For Example, select a combination of 2 words that you can remember (e.g. big dog), BUT pick something that is not common or obvious (e.g. not "Go Bucks" or "pass word"). Remove the blank, capitalize the first letter, and add a special character and a number (e.g. Bigdog-1).
  - d. Password Hint: If you forget your password, the system will use this to help you remember. DO NOT enter your password here. Instead enter a vague hint, something meaningful only to you. For example, for password "Bigdog-1", the hint "enormous canine" would be too obvious. But the name of my dog would be a safe hint since most hackers would not know it.
  - e. Primary e-mail address: Enter your work e-mail.
  - f. Secondary e-mail: You can enter another email or leave blank.
  - g. Security Questions & Answers: You can enter any questions you want and its answer. Pick a question that you know the answer to, but few others would. The e-Business Center will eventually use this info when a user makes account information changes (e.g. changing e-mail or address) to verify the person logged on is actually the owner of the account.
5. When all required fields have been entered, click the Submit button at the bottom of the page.
  - a. If you missed anything, you will get an error message. Correct the error and Submit again.
  - b. If all OK, you will get a new page indicating that your account was created. Click Continue to return to the login window.
6. Try logging in with your new user ID and password. You should be able to login immediately.

## eBusiness Center – New Account

### New User Account

 Enter new user account information below. If you need assistance please contact us at (877) 372-2499 (1-877-EPA-BIZZ). \* = required field.

**User Information**

\* User ID:   
(The user ID is case-sensitive)

\* First Name:

Middle Name:

\* Last Name:

Company Name:

\* Title:

**Password**

Your new password has the following minimum requirements:

- Length of at least 8 characters
- At least one uppercase and at least one lowercase letter: (A - Z and a - z)
- At least one digit: (0 - 9)
- At least one special character: (! @ # \$ % ^ & \* ( ) - \_ = + | [ ] { } ; : / ? . > <)

**Examples:** (Pittsburgh#1, LoneValley?2, \$Lottery12, Fire@truck9)

\* Password:

\* Verify Password:

Be sure to create a password that is at least 8 characters in length, contains at least 1 upper and 1 lower case letter, contains at least 1 numeric character, and contains at least 1 special character (the SHIFT number symbols). The system will inform you if your password does not meet these specifications. Also be sure to fill in all highlighted fields, these are mandatory. Create a User ID & password that you will remember. If you forget either of them, you will not be able to log in and will have to click the FORGOT PASSWORD link to get a hint or have the system reset and email you a new password.

## eBusiness Center – New Account

# Congratulations!



The creation of your account was successful! An e-mail notification has been sent to the e-mail address you entered with your new account information.

**Welcome to the eBusiness Center...**

### **Limited Privileges**

This account has been created with limited privileges. If you wish to submit an application or report you will need to request a PIN. The PIN is a number only you know and is proof of your identity.

### **Getting Help**

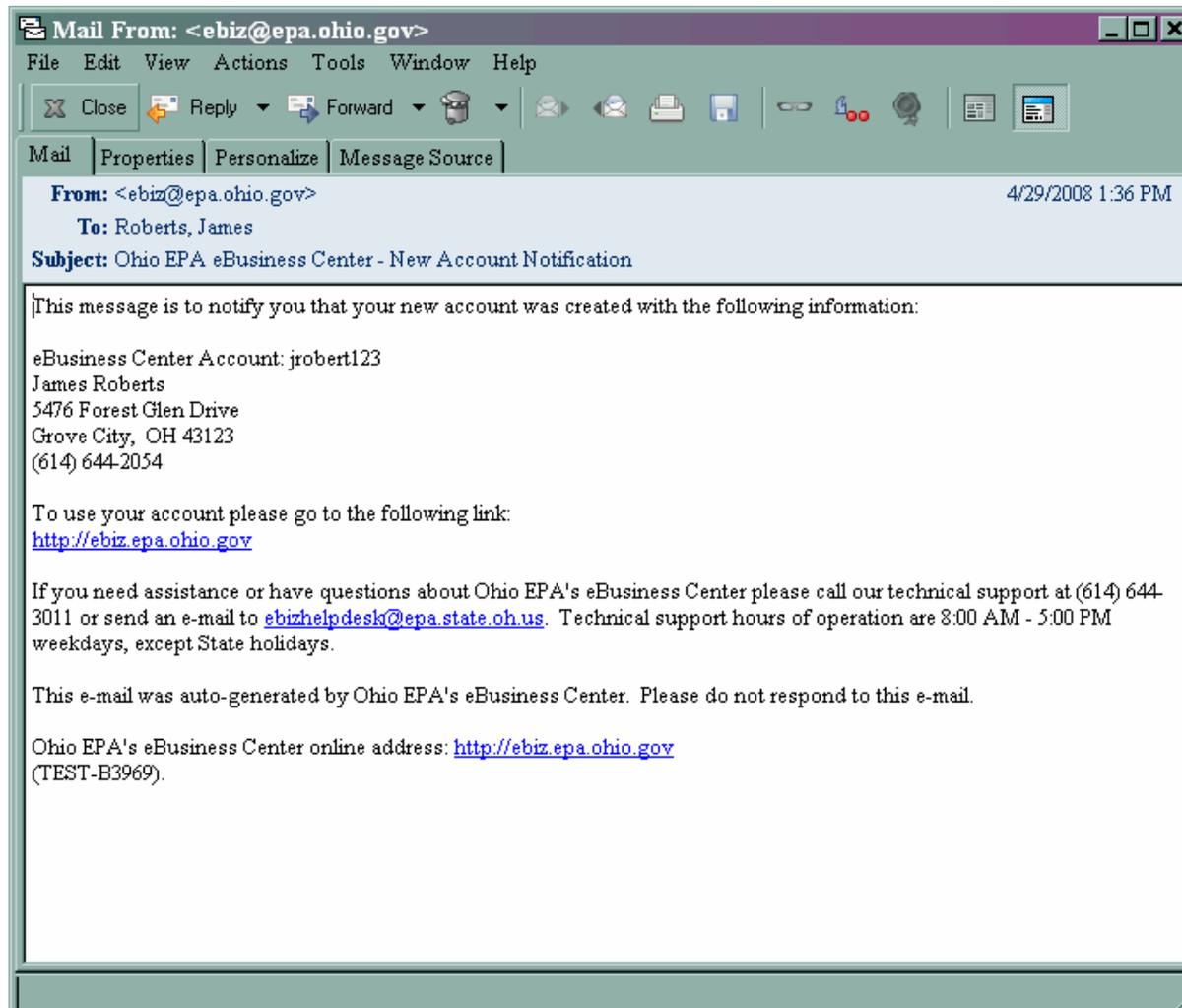
If you need help at any time please feel free to contact us at (877) 372-2499 (1-877-EPA-BIZZ) or get help online at our AnswerPlace by clicking [here](#).

Thanks for using Ohio EPA's eBusiness Center!

[Click here to login to the eBusiness Center...](#)

After successful account and password creation, your new eBusiness Center account is ready to be used. You will now click “CLICK HERE TO LOGIN” and log on using the user name and password that you have just created. This will give you access to begin business with any of the Divisions of the Ohio EPA (referred to as “Services”) that provide electronic services.

## eBusiness Center – New Account



Upon creation of your account, you will also get an email verifying that your account has been created. This is an auto email that the system sends, do not respond to it. You will get email confirmation from this system at various times as you conduct business online.

## **eBusiness Center - Incorrect Login**

If you are attempting to log on and you receive the below message, you have entered an incorrect User ID and/or Password. Verify your User ID and Password and try again, they are both case sensitive so watch the CAP LOCKS key!

### **Error Logging In**

You entered an incorrect username/password.

[Click here to try again](#)

## eBusiness Center – Forgot Password?

### Password Recovery

Follow the step below to recover your account password. If you need assistance please contact us at (877) 372-2499 (1-877-EPA-BIZZ).

#### Password Hint

Enter the your user ID below and click 'Get Hint' to receive your password hint.

User ID:

Hint:

#### Security Question

If the password hint did not help, enter your user ID click on Get Question. Once the question appears, enter your answer. If you answer correctly, an e-mail will be sent to the e-mail address associated with the user ID you entered.

User ID:

Security Question:

Security Question Answer:

#### Additional Help

If you can't remember the answer to your security question, or the password hint was not helpful, please contact our customer support staff at (877) 372-2499 (1-877-EPA-BIZZ).

At the login screen, if you forgot your eBusiness Center password, click “Forgot Password”. This screen can assist in 2 ways. First, type in your User ID in the PASSWORD HINT box and press GET HINT. You provided this when you created your account and now hopefully it will assist with remembering your password. If it doesn’t, jump down to the SECURITY QUESTION box, type in your User ID and press GET QUESTION. The system will provide you with your security question that you provided when you set up your account. Type in your answer in the 3<sup>rd</sup> field and press SUBMIT. If your answer matches, the system will reset your password and email you the new one to the email address that is associated to your user account. The eBusiness Center Helpdesk can be contacted if needed.

## **eBusiness Center - System Unavailable**

If you get the below message at any time, the Ohio EPA eBusiness Center and or e-DMR is unavailable for some reason. At certain times, the system may be requiring maintenance or certain upgrades. If this occurs, the Agency is actively working on restoring the site and try logging on at a later time (ex. a couple hours later).

## **Ohio EPA eBusiness Center**

**We were unable to locate the page you requested. We apologize for any inconvenience. To access Ohio EPA eBusiness Center click [here](#).**

### **System Support**

If you need assistance or have questions about Ohio EPA eBusiness Center please call our technical support at **(877) 372-2499 (1-877-EPA-BIZZ)**. Technical support hours of operation are weekdays 8:00 AM - 5:00 PM, except State holidays.



## eBusiness Center –Assistance & User Guide

### eBusiness Center Online Help

There are four easy ways to get help with Ohio EPA's eBusiness Center.

**Online Help and Frequently Asked Questions**  
Online help is available through Ohio EPA's Answer Place in the form of short questions and answers. To access the Answer Place, click [here](#).

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**Fact Sheets**  
The following fact sheets provide a brief overview of the eBusiness Center and some of the important aspects of creating an account and safe-guarding your information. Please click on the links below to view the fact sheet.

- [eBusiness Center - Ohio EPA's Business Portal Fact Sheet](#)
- [Ohio EPA's eBusiness Center - Personal Identification Number Purpose and Security Requirements](#)

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**User Guide**  
The following fact sheets provide a brief overview of the eBusiness Center and some of the important aspects of creating an account and safe-guarding your information. Please click on the links below to view the fact sheet.

 [User Guide \(PDF\)](#)       [User Guide \(Microsoft Word\)](#)

To download the document listed above you will need the free Adobe Acrobat Reader. If you do not have the reader you can download it by clicking on the image

Although this document is designed to graphically walk eDMR users step by step through the eBusiness Center, into eDMR, and to a successful submission of your permit reports, the Agency has created an eBusiness Center user guide that is available to you as well. On the log in screen, click the link labeled “Click here for Online Help”. The document is available in both Adobe Acrobat PDF & Microsoft Word versions, just click the one you want to open/download to your computer. As you go through eDMR, each screen will have a “Help” button which you can click at anytime to obtain assistance on that specific current page (example below).

## **eBusiness Center – PIN Application & eDMR Service Activation**

To submit data in the system, you will need a PIN (i.e., your electronic signature) and you will need to add any and all of your facilities to the account. The PIN Application process as well as all the steps concerning Service Activation (i.e., adding all of your facilities into your account) are graphically laid out in Attachment 3 of the eDMR All-In-One Document. The attachment provides a very quick and easy step by step walkthrough using actual screenshots of the entire process from A-Z.

eDMR

## eBusiness Center - Welcome Screen

[State of Ohio](#) | [Ohio EPA](#) | [Logout](#)



# eBusiness Center

[eBusiness Home](#)   [My Account](#)

Current Account: **jrobert123**



Welcome to Ohio EPA eBusiness Center



**Need Help?**  
Click this box  
for assistance.

| Available Services  |                            |          |                           |                           |
|--|----------------------------|----------|---------------------------|---------------------------|
| Service  | Action                     | Status   | Facilities                | Delegations               |
| <a href="#">DSIWM Disposal Fee Service</a>   | <a href="#">Request</a>    | Inactive | <a href="#">view/edit</a> |                           |
| <a href="#">e-DMR</a>  | <a href="#">Deactivate</a> | Active   | <a href="#">view/edit</a> | <a href="#">view/edit</a> |
| <a href="#">Air Services</a>   | <a href="#">Request</a>    | Inactive | <a href="#">view/edit</a> |                           |
| <a href="#">DSW Credible Data</a>  | <a href="#">Request</a>    | Inactive | <a href="#">view/edit</a> |                           |

| My Tasks                      |        |                     |
|-------------------------------|--------|---------------------|
| Name                          | Status | Created             |
| <a href="#">PIN Activated</a> | Active | 04/29/2008 03:51:01 |

For the latest Ohio EPA news check out our [home page](#).

This is the home page that you will come to each month to access eDMR. If you already have a PIN, you will notice in you're MY TASKS that your PIN is Activated, with a status of ACTIVE. To get into eDMR just click on "eDMR" under SERVICE and it will launch. If you want to submit data and do not have a PIN, you must apply for one. Its your electronic signature. Click on MY ACCOUNT, PIN REQUEST to apply.

## eBusiness Center - Welcome Screen

[State of Ohio](#) | [Ohio EPA](#) | [Logout](#)



# eBusiness Center

[eBusiness Home](#)   [My Account](#)

 **Current Account:**  
jrobert123



Welcome to Ohio EPA eBusiness Center



| Available Services  |                            |          |                           |                           |
|--|----------------------------|----------|---------------------------|---------------------------|
| Service  | Action                     | Status   | Facilities                | Delegations               |
| <a href="#">DSIWM Disposal Fee Service</a>   | <a href="#">Request</a>    | Inactive | <a href="#">view/edit</a> |                           |
| <a href="#">e-DMR</a>  | <a href="#">Deactivate</a> | Active   | <a href="#">view/edit</a> | <a href="#">view/edit</a> |
| <a href="#">Air Services</a>   | <a href="#">Request</a>    | Inactive | <a href="#">view/edit</a> |                           |
| <a href="#">DSW Credible Data</a>  | <a href="#">Request</a>    | Inactive | <a href="#">view/edit</a> |                           |

| My Tasks                      |        |                     |
|-------------------------------|--------|---------------------|
| Name                          | Status | Created             |
| <a href="#">PIN Activated</a> | Active | 04/29/2008 03:51:01 |

For the latest Ohio EPA news check out our [home page](#).

Upon going through the PIN & Facility Request process (see Attachment 3 in the eDMR All-In-One Document for a step by step walkthrough), you will notice that your facilities will be listed if you click on “View/Edit” in the FACILITY column for the eDMR Service. You can also assign delegation rights to another user by clicking on “View/Edit” under the DELEGATIONS column. The other user just needs their own user account. You just type in their User ID and they will have read/write access to your facility in their account...but they will not be able to submit. A delegation walkthrough is provided further in this document.

## eBusiness Center – My Account – Update Account

State of Ohio | Ohio EPA | Logout



The header features the Ohio EPA logo on the left and the text "eBusiness Center" in large green letters. Below this is a navigation bar with links for "eBusiness Home", "My Account", "Upload", "Download", and "Training". On the right side of the navigation bar, there is a key icon and the text "Current Account: jrobert1".

### Update User Account

**User Account Information**

Enter any updates to your account information below. If you need assistance please contact us at (614) 644-3011.

User ID:

First Name:

Middle Name:

Last Name:

Company Name:

Phone Number:  -  -  Ext:

Always make sure your account information, especially your email address, is always up to date in your account. Click “My Account” & “Update Account” to update any of your account information. Enter your new information in the available fields and press UPDATE. You cannot change your User ID. You will not be required to answer a security question to make a change to your account (you will be prompted to answer a security question if you attempt to change you PIN holder information).

## eBusiness Center – User Account – Updating

[State of Ohio](#) | [Ohio EPA](#) | [Logout](#)



# eBusiness Center

[eBusiness Home](#)   [My Account](#)

 **Current Account:**  
jrobert1

### Account Update Complete



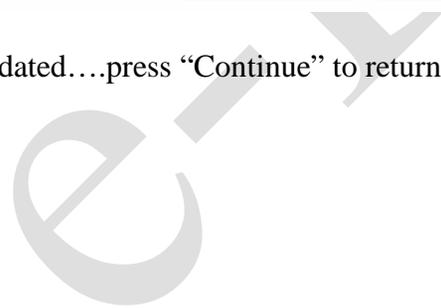
Your account was successfully updated. An email notification has been sent to the email address you entered with your account information.

[Continue...](#)

Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020

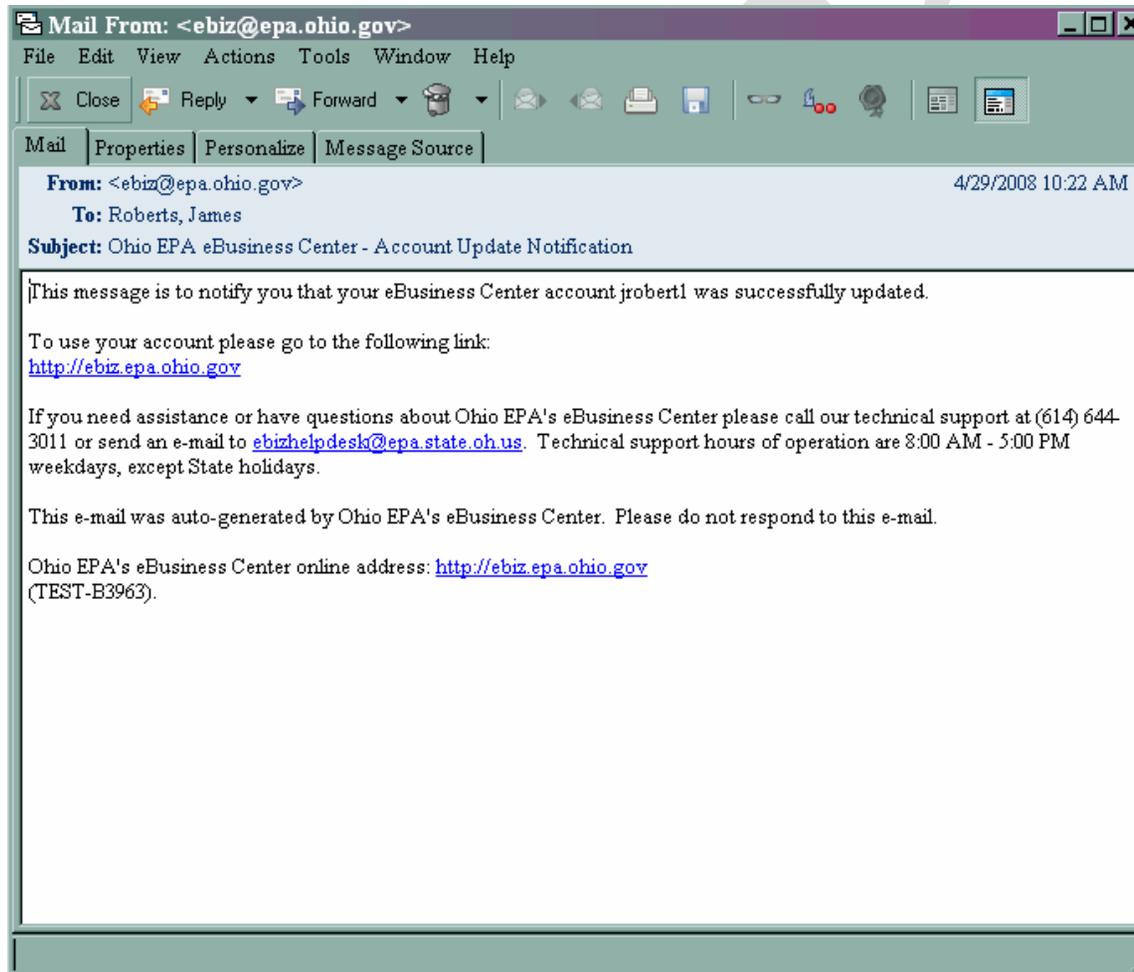
[eBusiness Center Home](#) - [About Us](#) - [Email Us](#) - [Contact Us](#) - [Feedback](#) - [Logout](#)

Your account has now been updated....press “Continue” to return to the eBusiness Center main page.



## eBusiness Center – User Account – Updating

You will receive immediate confirmation of any update that you conducted via the email address that you have in your profile, thus another big reason you will want to keep your personal information and email address current.



## eBusiness Center – My Account – PIN Request

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# eBusiness Center

[eBusiness Home](#)   [My Account](#)    **Current Account:**  
jrobert1

### PIN Exists



This account is already associated with a PIN.

[Continue...](#)

Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020

[eBusiness Center Home](#) - [About Us](#) - [Email Us](#) - [Contact Us](#) - [Feedback](#) - [Logout](#)

If you already have a PIN, the system will not assign you another one. The PIN is your electronic signature and you only have one. If you need a NEW PIN, follow the step by step graphical guidance provided as Attachment 3 to the eDMR All-In-One Document.

# eBusiness Center – My Account – PIN Management – Update PIN Holder Info

State of Ohio | Ohio EPA | Logout



# eBusiness Center

[eBusiness Home](#)   [My Account](#)   [Upload](#)   [Download](#)   [Training](#)

 **Current Account :**  
**jrobert1**

## PIN Update Validation

**PIN Validation for Account: jrobert1**

To complete the updates to your PIN information you will need to enter current PIN below.

**PIN:**

---

**Please answer this security question:**

Female Cats Name

Updating your account or PIN Holder information can be performed anytime you need. Just click on “My Account”, “PIN Management”, “Update PIN Holder Information”. You will be required to enter your PIN and answer your security question. Once you enter this information you will press SUBMIT. If you type in the incorrect information, you will receive an error message and will be prompted to enter the info again. (FYI: You are required to enter your PIN and answer your security question when you update your PIN Holder information due to that information being originally notarized and represents legal information pertaining to the data submittal for your NPDES permit.)

## eBusiness Center – My Account – PIN Management – Update PIN Holder Info

State of Ohio | Ohio EPA | Logout



# eBusiness Center

[eBusiness Home](#)

[My Account](#)

[Upload](#)

[Download](#)

[Training](#)

 **Current Account:**  
jrobert1

## PIN Holder Update

### PIN Holder Information

Below is the current information associated with your PIN. Your PIN will serve as your legally binding electronic signature and must be kept confidential. This contact information is unique to you personally.

**First Name:** James

**Middle Name:** M

**Last Name:** Roberts

**Address Line 1:** 50 West Town Street

**Address Line 2:** Suite 700

**City:** Columbus

**State:** OH

**Zip Code:** 43215

\* **Phone Number:** 614 - 644 2054 Ext:

\* **Email Address:** James.Roberts@epa.state.oh.us

You now have the opportunity to adjust any of your information. Once complete, click UPDATE. You can also update your 5 security questions if you need. You cannot change your name as its your personal eBusiness Center account, if another person wants access, they must create themselves a personal account as well.

## eBusiness Center – My Account – PIN Management – Updating Security Questions

**PIN Holder Information**

Below is the current information associated with your PIN. Your PIN will serve as your legally binding electronic signature and must be kept confidential. This contact information is unique to you personally.

**First Name:** James  
**Middle Name:** M  
**Last Name:** Roberts

---

**Address Line 1:** 50 West Town Street  
**Address Line 2:** Suite 700  
**City:** Columbus  
**State:** OH  
**Zip Code:** 43215

---

\* **Phone Number:** 614 - 644 - 2054 **Ext:**  
\* **Email Address:** James.Roberts@epa.state.oh.us  
\* **Verify Email Address:** James.Roberts@epa.state.oh.us

Updating your 5 security questions can be performed at any time by clicking MY ACCOUNT, PIN MANAGEMENT, UPDATE PIN HOLDER INFO. Click the Update Security Questions button at the bottom of the screen. Make sure you remember the Q&A's (and keep them secure!) as you will be randomly prompted the questions as you attempt to perform account changes, request new services (i.e., Air Services), etc.

## eBusiness Center – My Account – PIN Management – Update PIN Holder Info

[State of Ohio](#) | [Ohio EPA](#) | [Logout](#)



# eBusiness Center

[eBusiness Home](#)   [My Account](#)    **Current Account:**  
jrobert1

### PIN Holder Update Complete



Your PIN holder information was successfully updated. You will also receive an email notification regarding the update.

[Continue...](#)

Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020

[eBusiness Center Home](#) - [About Us](#) - [Email Us](#) - [Contact Us](#) - [Feedback](#) - [Logout](#)

You will an instant confirmation on-screen message, click CONTINUE to return to the eBusiness Center. You will also receive an email confirming your personal eBusiness Center account has been updated.

## e-DMR – Delegating Authority to Others

[State of Ohio](#) | [Ohio EPA](#) | [Logout](#)

Ohio EPA **eBusiness Center**

[eBusiness Home](#)   [My Account](#)   **Current Account: jrobert123**

Welcome to Ohio EPA eBusiness Center

**Need Help?**  
Click this box for assistance.

| Available Services                         |                            |          |                           |                           |
|--|----------------------------|----------|---------------------------|---------------------------|
| Service                                    | Action                     | Status   | Facilities                | Delegations               |
| <a href="#">DSIWM Disposal Fee Service</a> | <a href="#">Request</a>    | Inactive | <a href="#">view/edit</a> |                           |
| <a href="#">e-DMR</a>                      | <a href="#">Deactivate</a> | Active   | <a href="#">view/edit</a> | <a href="#">view/edit</a> |
| <a href="#">Air Services</a>               | <a href="#">Request</a>    | Inactive | <a href="#">view/edit</a> |                           |
| <a href="#">DSW Credible Data</a>          | <a href="#">Request</a>    | Inactive | <a href="#">view/edit</a> |                           |

| My Tasks                      |        |                     |
|-------------------------------|--------|---------------------|
| Name                          | Status | Created             |
| <a href="#">PIN Activated</a> | Active | 04/29/2008 03:51:01 |

For the latest Ohio EPA news check out our [home page](#).

From the eBusiness Center main page, you will notice that you now have a “Facilities” & “Delegations” column for the eDMR service. You can click on the “View/Edit” on each of them to add/delete facilities and to add/delete delegated users that have access to the reports. Click on “View/Edit” under the “Delegations” column to view delegations or to start the delegation process. Once you have a facility associated to your user account and you have the role of Submitter/Certifier, you can delegate data entry privilege to someone else who has an eBusiness Center Account. Delegated users do not have SUBMIT rights. Once they add data to the report, the PIN holder account can log into their personal eBusiness Center account and see ALL of the data and press SUBMIT. If the data entry person wants to submit data as well, they will need to apply for a PIN, request the facility, and have the delegation form signed/notarized.

## e-DMR – Delegating Authority to Others

State of Ohio | Ohio EPA | Logout



# eBusiness Center

[eBusiness Home](#)   [My Account](#)    **Current Account:**  
jrobert123

### Privilege Delegation Management

| Delegations for Service e-DMR   |                           |                            |              |                          |      |              |        |        |  |
|---|---------------------------|----------------------------|--------------|--------------------------|------|--------------|--------|--------|--|
| Facility  | Regulatory Program ID     | Role                       | Delegated By | Accounts                 |      |              |        |        |  |
|   |                           |                            |              | Account                  | Role | Delegated By | Status | Action |  |
| Benjamin Logan High School (25701)<br>6609 St Rte 47 E<br>Bellefontaine, OH 43311 | - OH0108944<br>- 1PZ00023 | EDMR Certifier<br>(ACTIVE) |              | <a href="#">Add User</a> |      |              |        |        |  |

Finished

The above screen shows a summary of your facility(s), your role (i.e., preparer or certifier), and any delegated users that you have previously assigned. You can add a delegate user to prepare the DMR for you for this facility by clicking ADD USER. If you already have a delegated user, you can delete them by clicking the link under the ACTION column. To exit, click FINISHED.

## e-DMR – Delegating Authority to Others

### Service Activation - Selected Account List

**Selected Account List**

Search for the user account(s) you want to delegate e-DMR privileges to the associated facility e-DMR. You can delegate to multiple accounts but need to search for each user one at a time. Once the user account(s) are displayed in the Selected Account List, click Delegate to go to the next step.

| ID | Name/Address | Contact | Created | Action  |
|----|--------------|---------|---------|---|
|    |              |         |         | <input type="button" value="Delegate"/> <input type="button" value="Cancel"/> |

**Account Search Criteria**

Last Name:

First Name:

User ID:

Email Address:

Company Name:

If you wish to add a person to enter data into your reports, that user must have their own personal eBusiness Center account, you just need their User ID. Click the ADD USER link the above screen will show. Use the Search Box at the bottom to find a current user that you want to delegate “preparer” rights to. Our system will find your user. You can search by name or the best way to search is to have them provide you their User ID and the system will find them right away.

# e-DMR – Delegating Authority to Others

State of Ohio | Ohio EPA | Logout



Ohio EPA eBusiness Center

eBusiness Home My Account Upload Download Training

Current Account: jrobert1

## Account Search Results

Your search results returned 5 accounts.

| Results                  |           |   |   |                     |
|--------------------------|-----------|---|---|---------------------|
| Select                   | ID        | Name/Address  | Contact   | Created             |
| <input type="checkbox"/> | dswtest1  | Randy Crowell<br>123 Test St<br>Testville, OH 44444 | randy.crowell@epa.state.oh.us<br>(555) 555-5555 | 02/04/2008 11:08:18 |
| <input type="checkbox"/> | dswtest2  | Randy Crowell<br>123 Test St<br>Testville, OH 44444 | randy.crowell@epa.state.oh.us<br>(555) 555-5555 | 02/04/2008 11:16:11 |
| <input type="checkbox"/> | rcrowell  | Randy Crowell<br>50 W Town St<br>Columbus, OH 43215 | randy.crowell@epa.state.oh.us<br>(614) 644-2887 | 10/15/2007 11:15:58 |
| <input type="checkbox"/> | rcrowell2 | Randy Crowell<br>50 W Town St<br>Columbus, OH 43215 | randy.crowell@epa.state.oh.us<br>(614) 644-2887 | 10/19/2007 09:48:41 |
| <input type="checkbox"/> | rwilson   | Randy Wilson<br>50 W. town St<br>Columbus, OH 43215 | dan.overholt@epa.state.oh.us<br>(614) 644-3020  | 01/25/2008 09:59:14 |

Submit Cancel

The system will return all eBusiness Center User ID's that met your search criteria...just check the one you want and press SUBMIT.

## e-DMR – Delegating Authority to Others

### Service Activation - Selected Account List

**Selected Account List**

Search for the user account(s) you want to delegate e-DMR privileges to the associated facility e-DMR. You can delegate to multiple accounts but need to search for each user one at a time. Once the user account(s) are displayed in the Selected Account List, click Delegate to go to the next step.

| ID       | Name/Address  | Contact   | Created             | Action                 |
|----------|---|---|---------------------|------------------------|
| rcrowell | Randy Crowell<br>50 W Town St<br>Columbus, OH 43215 | randy.crowell@epa.state.oh.us<br>(614) 644-2887 | 10/15/2007 11:15:58 | <a href="#">remove</a> |

**Account Search Criteria**

Last Name:

First Name:

User ID:

Email Address:

Company Name:

Simply press “Delegate” on this summary screen to delegate the user. If you selected the incorrect user, just press the REMOVE link under ACTION and find the correct person. You can delegate as many users that you want, so if there are other staff that you would like to have read/write access, just add them as well. Remember, these delegated users will not have SUBMIT rights.

# e-DMR – Delegating Authority to Others

State of Ohio | [Ohio EPA](#) | [Logout](#)



The banner features the Ohio EPA logo on the left and the text "eBusiness Center" in large green letters. Below the banner is a navigation bar with links: eBusiness Home, My Account, Upload, Download, and Training. On the right side of the navigation bar, it says "Current Account: jrobert1".

## Privilege Delegation

**Privilege Delegation**

I certify under the penalty of law that I have personally examined and am familiar with the information submitted herein and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

| User  | Service to Delegate | Facility   | Privilege to Delegate  |
|---|---------------------|--|--|
| rcrowell<br>Randy Crowell<br>50 W Town St<br>Columbus, OH 43215 | EDMR                | Bd Pres Troyer Valley School (22528)<br>Rural Rte 2 Co Rd 70<br>SUGARCREEK, OH 44681 | Create/Edit<br><input type="checkbox"/> Submit<br><input type="checkbox"/> |

Check the Privilege that you want to assign and press the “SUBMIT” button. By checking the “Create/Edit” role, the user will now see your facility in their personal eBusiness Center account and be able to access the reports and enter data into them and save. Usually users are just delegated to perform data entry, but if the user has a PIN, then you can assign them “Submit” rights for this facility. You will be prompted with a copy of the Authorized Delegation Form that both the responsible official will need to sign, notarize and mail in. At that point, full submittal access will be granted to the user. If they do not have a PIN, they will only be able to “Create/Edit” DMRs for this facility. Click CANCEL if you want to cancel out of the delegation for whatever reason.

## e-DMR – Delegating Authority to Others



The header features the Ohio EPA logo on the left, followed by the text "eBusiness Center" in a large, bold, green font. Below this, a navigation bar contains links for "eBusiness Home", "My Account", "Upload", "Download", and "Training". On the right side of the navigation bar, there is a key icon and the text "Current Account : jrobert1".

### PIN Validation

**PIN Validation for Privilege Delegation**

To complete your privilege delegation please enter your PIN and answer the security question.

As the true and sole authorized user of this Personal Identification Number (PIN), I certify under penalty of law that I have personally examined and am familiar with the information submitted herein, and I am aware that there are significant civil and criminal penalties for submitting false information, including the possibility of fine and imprisonment. I also certify that I have not violated any term in my Subscriber Agreement and that I am otherwise without any reason to believe that the confidentiality of my PIN and/or password have been compromised now or at any time prior to this submission. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a state or federal environmental program and must be true to the best of my knowledge.

**PIN:**

---

**Please answer this security question:**  
Cats Color

To finalize the delegation, enter your PIN, answer your security question, and press SUBMIT. If you enter the incorrect info, you will get an error message and an opportunity to retype it in. This is necessary to maintain secure access to a permitted facilities reports.

# e-DMR – Delegating Authority to Others

[State of Ohio](#) | [Ohio EPA](#) | [Logout](#)



# eBusiness Center

[eBusiness Home](#)   [My Account](#)    **Current Account:**  
**jrobert1**

## Delegation Complete

 Your privilege delegation(s) completed successfully.

[Continue...](#)

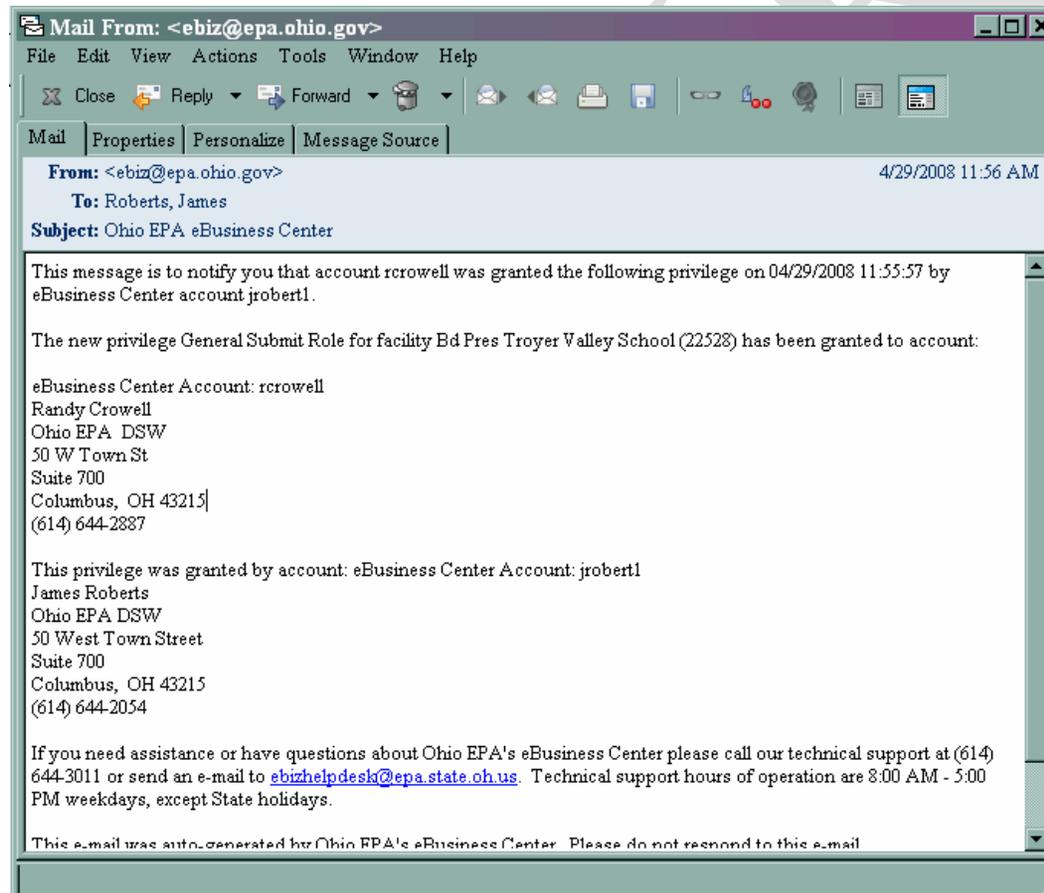
Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020

[eBusiness Center Home](#) - [About Us](#) - [Email Us](#) - [Contact Us](#) - [Feedback](#) - [Logout](#)

If all was entered correctly, the delegation is complete! Click “Continue” to return to the eBusiness Center.

## e-DMR – Delegating Authority to Others

Both user accounts involved will receive a confirmation via email. This new delegated user will now have access only to the facility that you authorized. They will immediately see the facility in their facility list and can now create reports, save, and print. You as a PIN holder can log into your personal eBusiness Center account once they have finished the DMR and view, review, and submit it! If they were a PIN holder and you delegated them as a "Submitter/Certifier", they can submit the DMR as well.



## e-DMR – Delegating Authority to Others

### Privilege Delegation Management

| Delegations for Service e-DMR  |                           |                            |              |          |               |              |        |                        |                          |
|--|---------------------------|----------------------------|--------------|----------|---------------|--------------|--------|------------------------|--------------------------|
| Facility   | Regulatory Program ID     | Role                       | Delegated By | Accounts |               |              |        |                        |                          |
| Perrysburg WWTP (45386)<br>1 W Boundary<br>Perrysburg, OH 43551                      | - OH0021008<br>- 2PD00002 | EDMR Preparer<br>(ACTIVE)  | GHaydel      | Account  | Role          | Delegated By | Status | Action                 |                          |
|  |                           |                            |              | Add User |               |              |        |                        |                          |
| North Lewisburg WWTP (5219)<br>9984 E State Rte 245<br>North Lewisburg, OH 43060     | - OH0023582<br>- 1PB00039 | EDMR Preparer<br>(ACTIVE)  | Zande1       | Account  | Role          | Delegated By | Status | Action                 |                          |
|  |                           |                            |              | Add User |               |              |        |                        |                          |
| Marne Manor LLC (251520)<br>12483 Marne Rd NE<br>Newark, OH 43055                    | - 4PV00119<br>- OH0136123 | EDMR Preparer<br>(ACTIVE)  | mpeoples9    | Account  | Role          | Delegated By | Status | Action                 |                          |
|  |                           |                            |              | Add User |               |              |        |                        |                          |
| Midmark Corp Plt A * (48147)<br>60 Vista Dr<br>Versailles, OH 45380                  | - 1DP00047                | EDMR Preparer<br>(ACTIVE)  | bpel         | Account  | Role          | Delegated By | Status | Action                 |                          |
|  |                           |                            |              | Add User |               |              |        |                        |                          |
| Hyponex Corp * (44475)<br>3875 S Elyria Rd<br>Shreve, OH 44676                       | - 3IN00166<br>- OH0107077 | EDMR Preparer<br>(ACTIVE)  | lmorris1     | Account  | Role          | Delegated By | Status | Action                 |                          |
|  |                           |                            |              | Add User |               |              |        |                        |                          |
| Bd Pres Troyer Valley School (22528)<br>Rural Rte 2 Co Rd 70<br>SUGARCREEK, OH 44681 |                           | EDMR Certifier<br>(ACTIVE) |              | Account  | Role          | Delegated By | Status | Action                 |                          |
|  |                           |                            |              | rcrowell | EDMR Preparer | jrobert1     | Active | <a href="#">delete</a> | <a href="#">Add User</a> |

Notice that the last facility in the list now has the delegated user listed with a status of ACTIVE. You can add more delegated users if you like, or just return to this screen anytime in the future to remove a particular delegated user. The delegated user only has access to the facility you delegate them to... You can also delegate as many users as you like!

# e-DMR – Discharge Monitoring Reporting

State of Ohio | Ohio EPA | Logout

## eBusiness Center

eBusiness Home    My Account    Current Account: jrobert1

Home    Help

### Discharge Monitoring

- Create New Reports
- Edit an Open Report
- Submittals/Revisions

### Credible Data

- Create or Update Sites
- Edit Open Reports or Submit a Project
- View Reports for Submitted Projects

### Laboratory

- Create New Reports
- Upload XML Reports
- Retrieve Saved Reports

- Welcome to the Environmental Electronic (E2) Reporting System!**

The E2 system allows facilities regulated by the Ohio EPA *Division of Surface Water (DSW)* and *Division of Drinking and Ground Water (DDGW)* to submit reports electronically.

The Electronic Environmental Reporting System is comprised of three modules:  
[eDMR](#) - Discharge Monitoring Reports - for Surface Water (NPDES) permits - individual, general, and indirect discharge  
[eDWR](#) - Drinking Water Reports - for Drinking Water Analysis and Monthly Operating reports  
[Credible Data](#) - Volunteer Monitoring Reports - for approved surface water Volunteer Monitoring Projects.
- eDMR**

The eDMR module allows users to create and submit Discharge Monitoring Reports (DMRs) *formerly referred to as Monthly Operating Reports (MORs)*.

**\*\*\* eDMR News \*\*\* 7/01/2009**

[July DMRs are ready](#)  
The blank DMRs for July 2009 DMRs are complete.

**Tip of the Month #1 - Click + to open the Search Panel**  
One of the changes we made in the June 5 eDMR update was to hide the Search Panel that appears at the top of the Create a New Report, Edit an Open Report, and Submittals/Revisions pages. The Search Panel lets you filter the list on that page to a specific facility or date range. But for most users, who only have one facility, it was more confusing than helpful, and usually unnecessary since the lists already default to the current reports. But, the search panel is still there if you need it. Just click the + sign to the left of "Search Panel" and it will open.

To access your discharge monitoring reports each month, click “eDMR” under MY SERVICES in your eBusiness Center account. The welcome screen to e-DMR is above, you will start on this screen each month. From here, you can create reports, edit reports, view submittals, and create and send revisions to any previously submitted report. Just click which one you want to do on the left menu panel.

## e-DMR – Search Panel - Accessing DMR's

State of Ohio | Ohio EPA | Logout



# eBusiness Center

eBusiness Home    My Account
Current Account: jrobert1

Home    Help

---

**Discharge Monitoring**

- Create New Reports
- Edit an Open Report
- Submittals/Revisions

---

**Credible Data**

- Create or Update Sites
- Edit Open Reports or Submit a Project
- View Reports for Submitted Projects

---

**Laboratory**

- Create New Reports
- Upload XML Reports
- Retrieve Saved Reports

• Discharge Monitoring > Create New Reports

Use this screen to start a new DMR. Blank DMRs are generated each monitoring period and listed below with status "NEW". Past DMRs are also listed with status "Open" or "Submitted".

Search Panel

| Permit Number | Facility Name               | Report Type | Report Frequency | Report Date             | Status    | Due Date   | Online Entry | XML | Excel | View Fo |
|---------------|-----------------------------|-------------|------------------|-------------------------|-----------|------------|--------------|-----|-------|---------|
| 1PD00013*MD   | Wilmington WWTP             | 4500        | Monthly          | 07/01/2009 - 07/31/2009 | NEW       | 08/20/2009 |              |     |       |         |
| 2IN00013*GD   | Envirosafe Services of Ohio | 4500        | Monthly          | 07/01/2009 - 07/31/2009 | NEW       | 08/20/2009 |              |     |       |         |
| 3PV00103*BD   | Homestead Manor MHP         | 4500        | Monthly          | 07/01/2009 - 07/31/2009 | NEW       | 08/20/2009 |              |     |       |         |
| 4PA00004*FD   | Williamsport WWTP           | 4500        | Monthly          | 07/01/2009 - 07/31/2009 | NEW       | 08/20/2009 |              |     |       |         |
| 1PD00013*MD   | Wilmington WWTP             | 4500        | Monthly          | 06/01/2009 - 06/30/2009 | NEW       | 07/20/2009 |              |     |       |         |
| 2IN00013*GD   | Envirosafe Services of Ohio | 4500        | Monthly          | 06/01/2009 - 06/30/2009 | Submitted | 07/20/2009 |              |     |       |         |

The above screen will then appear. Your 2 most recent reports will automatically be displayed. Both Form 4500 and Form 4519 can be accessed using e-DMR. Note the PLUS SIGN next to the Search Panel, it will be discussed next.

## e-DMR – Search Panel - Accessing DMR’s –Facility Selection

State of Ohio | Ohio EPA | Logout

OhioEPA eBusiness Center

eBusiness Home My Account Current Account: jrobert

Home Help

**Discharge Monitoring**

- Create New Reports
- Edit an Open Report
- Submittals/Revisions

**Credible Data**

- Create or Update Sites
- Edit Open Reports or Submit a Project
- View Reports for Submitted Projects

**Laboratory**

- Create New Reports
- Upload XML Reports
- Retrieve Saved Reports

Discharge Monitoring > Create New Reports

Use this screen to start a new DMR. Blank DMRs are generated each monitoring period and listed below with status "NEW". Past DMRs are also listed with status "Open" or "Submitted".

Search Panel

Report Type:

Facility:

Permit Number:

Monitoring Period Start Date:  End Date:

Report Due Date From: 07/01/2009 To: 01/31/2010 **GO**

| Permit Number | Facility Name          | Report Type | Report Frequency | Report Date             | Status | Due Date   | Online Entry | XML | Excel | View Fo |
|---------------|------------------------|-------------|------------------|-------------------------|--------|------------|--------------|-----|-------|---------|
| 1PD00013*MD   | Wilmington WWTP        | 4500        | Monthly          | 07/01/2009 - 07/31/2009 | NEW    | 08/20/2009 |              |     |       |         |
| 2TN00013*GD   | Envirosafe Services of | 4500        | Monthly          | 07/01/2009 -            | NEW    | 08/20/2009 |              |     |       |         |

The above screen is a search panel where you can sort/search for a particular facility if you have numerous ones in your account. If you just have a single facility, you do not need to use this feature...Just click the PLUS SIGN to the left of the words “Search Panel” and it will open. Click on the “Facility” dropdown box and all of your facilities will be listed...select the one you want. Once you select a facility, press GO! This will bring up all DMR’s that need filled in for that facility. **NOTE:** You don’t have to fill this completely out, just use it to search for whatever you want to see and click GO.

## e-DMR - Accessing DMR's –DMR Selection

State of Ohio | Ohio EPA | Logout

The screenshot shows the Ohio EPA eBusiness Center interface. At the top, there is a navigation bar with "eBusiness Home", "My Account", and "Current Account: jrobert". Below this is a sidebar with three main sections: "Discharge Monitoring", "Credible Data", and "Laboratory". The "Discharge Monitoring" section is active, showing options like "Create New Reports", "Edit an Open Report", and "Submittals/Revisions".

The main content area is titled "Discharge Monitoring > Create New Reports". It contains a green instruction box: "Use this screen to start a new DMR. Blank DMRs are generated each monitoring period and listed below with status 'NEW'. Past DMRs are also listed with status 'Open' or 'Submitted'." Below this is a "Search Panel" with several search criteria:

- Report Type: [Dropdown]
- Facility: [Dropdown]
- Permit Number: [Dropdown]
- Monitoring Period Start Date: [Text] [Calendar] End Date: [Text] [Calendar]
- Report Due Date From: 07/01/2009 [Calendar] To: 01/31/2010 [Calendar] [GO]

At the bottom, there is a table of reports:

| Permit Number | Facility Name          | Report Type | Report Frequency | Report Date             | Status | Due Date   | Online Entry | XML | Excel | View Fo |
|---------------|------------------------|-------------|------------------|-------------------------|--------|------------|--------------|-----|-------|---------|
| 1PD00013*MD   | Wilmington WWTP        | 4500        | Monthly          | 07/01/2009 - 07/31/2009 | NEW    | 08/20/2009 |              |     |       |         |
| 2TN00013*GD   | Envirosafe Services of | 4500        | Monthly          | 07/01/2009 -            | NEW    | 08/20/2009 |              |     |       |         |

E-DMR will now display the reports that need to be accessed and submitted for the particular facility and reporting period at the bottom of the screen. The available data entry options include “Online Entry” (i.e., hand entry), copy and paste from “Excel” and Import “XML”. If you want the Excel template of your permit, press the Excel icon and save the file to your computer. Whichever you choose, you still must return back here and press ONLINE ENTRY to open the online form of your report.

## e-DMR - Accessing DMR's –DMR Selection

The screenshot displays the Ohio EPA eBusiness Center interface. At the top left is the Ohio EPA logo, and at the top right is the text "eBusiness Center". Below the logo, there is a navigation bar with "Show Menu - My Profile" on the left and "Current Account: bsmith" on the right. The main navigation area includes "Home" and "Help" icons. A sidebar menu on the left is titled "Discharge Monitoring" and contains three items: "Create New Reports", "Edit an Open Report", and "Submittals/Revisions". The main content area shows a breadcrumb trail: "Discharge Monitoring > Create New Reports > Online Entry". Below this is a green instruction bar: "Choose a report option and click Continue or Exit." Underneath is a "Report Options" section with two radio buttons: "Online Entry Form" (which is selected) and "Xml Upload". At the bottom of the options section are two green buttons: "Exit" and "Continue".

Once you click ONLINE ENTRY, you will be prompted to verify your selection, to open up the online report, click the “Continue” button. A small number of users that have existing data storage modules in house are uploading XML files. If you are one of those users, check XML UPLOAD and click the “Continue” button.

# e-DMR - Accessing DMR's – Online Entry

The screenshot shows the Ohio EPA eBusiness Center interface. At the top left is the Ohio EPA logo. The main header reads "eBusiness Center". Navigation links include "eBusiness Home", "My Account", "Home", and "Help". The user's current account is identified as "gsmith".

The left sidebar contains a "Discharge Monitoring" menu with options: "Create New Reports", "Edit an Open Report", and "Submittals/Revisions".

The main content area features a progress bar with four steps: 1. Fill Form, 2. Attachment, 3. Review, and 4. Submit. The "Fill Form" step is currently active.

The "General Information" section contains the following fields:

- MONITORING POINT: 001 (dropdown) Add CSO
- MONITORING PERIOD: 06/01/2009 - 06/30/2009
- FACILITY NAME: Steubenville WWTP
- COUNTY: Jefferson
- REPORTING LAB: [Empty text box]
- NO DISCHARGE
- PERMIT NUMBER: 0PD00014\*1D
- DISTRICT: SEDO
- LOCATION: 100 N Water St, Steubenville, OH 43952
- ANALYST: [Empty text box]

The "Sample Data" section includes a table with the following parameters:

| Param Name:  | Water Temperature              | Total Precipitation | Dissolved Oxygen | Flow Rate  | Chlorine, Total Residu |
|--------------|--------------------------------|---------------------|------------------|------------|------------------------|
| Param Code:  | 00010                          | 00045               | 00300            | 50050      | 50060                  |
| Units:       | C                              | Inches              | mg/l             | MGD        | mg/l                   |
| Frequency:   | 1/Day                          | 1/Day               | 1/Day            | 1/Day      | 1/Day                  |
| Sample Type: | Maximum Indicating Thermometer | Total               | Multiple Grab    | 24hr Total | Multiple Grab          |
| 06/01/2009   | [Empty]                        | [Empty]             | [Empty]          | [Empty]    | [Empty]                |
| 06/02/2009   | [Empty]                        | [Empty]             | [Empty]          | [Empty]    | [Empty]                |

eBusiness Home      My Account      Current Account: gsmith

Home      Help

**Discharge Monitoring**

- Create New Reports
- Edit an Open Report
- Submittals/Revisions

|            |  |  |  |  |  |  |
|------------|--|--|--|--|--|--|
| 06/04/2009 |  |  |  |  |  |  |
| 06/05/2009 |  |  |  |  |  |  |
| 06/06/2009 |  |  |  |  |  |  |
| 06/07/2009 |  |  |  |  |  |  |
| 06/08/2009 |  |  |  |  |  |  |
| 06/09/2009 |  |  |  |  |  |  |
| 06/10/2009 |  |  |  |  |  |  |
| 06/11/2009 |  |  |  |  |  |  |
| 06/12/2009 |  |  |  |  |  |  |

ADD SPECIFIC COMMENTS AND EXPLANATION:

COLUMN      

Once you have selected “Online Entry” e-DMR will provide a report for your selected facility based on your NPDES permit requirements in the Division of Surface Water SWIMs database. All facility and permit details are provided by DSW and no setup is required on your end. Just enter your data and any comments that you may have. **NOTE:** Only 5 codes will populate on your screen at once, if the station has more, you will notice that there are more pages to your report (ex. “2,3,4 NEXT”). Just click on the next page to see 5 more parameters. If you hand enter your data, you will need to click on all pages to get your data into the online form. If you have a larger report, you can use the “COPY and PASTE” link near the center of the screen to copy in your data from the Microsoft Excel template that you can download and fill out. Copying from Excel will populate the entire station so you don’t have to hand enter the data and scroll through the pages. (especially helpful if you have a big permit and slow internet)

## e-DMR - Copy & Paste Data

The screenshot shows a web browser window displaying the e-DMR application. A green notification bar at the top states: "File will be downloaded in 5 seconds. If your download does not start, click [Here](#)." Below this, a "File Download" dialog box is open, asking "Do you want to open or save this file?". The dialog provides the following information:

- Name: ExcelTemplate.xls
- Type: Microsoft Office Excel 97-2003 Worksheet
- From: epatestapps.epa.state.oh.us

Buttons for "Open", "Save", and "Cancel" are visible. A security warning at the bottom of the dialog reads: "While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)"

In the background, a table of permit records is visible. The table has columns for Permit Number, Facility Name, and other details. The records shown are:

| Permit Number | Facility Name     | Capacity | Frequency | Start Date              | End Date  | Status     | Due Date | Actions |
|---------------|-------------------|----------|-----------|-------------------------|-----------|------------|----------|---------|
| 0PD0007*JD    | Ironton WWTP      | 4500     | Monthly   | 06/30/2009              | Submitted | 07/20/2009 |          | [Icons] |
| 0PD00011*GD   | New Boston STP    | 4500     | Monthly   | 06/01/2009 - 06/30/2009 | Submitted | 07/20/2009 |          | [Icons] |
| 0PD00014*TD   | Steubenville WWTP | 4500     | Monthly   | 06/01/2009 - 06/30/2009 | Open      | 07/20/2009 |          | [Icons] |
| 1IK00001*AD   | Ohio Feedlot      | 4500     | Monthly   | 06/01/2009 - 06/30/2009 | NEW       | 07/20/2009 |          | [Icons] |
| 1PB00000*HD   | Arcanum STP       | 4500     | Monthly   | 06/01/2009 - 06/30/2009 | NEW       | 07/20/2009 |          | [Icons] |
| 1PB00008*GD   | Bradford          | 4500     | Monthly   | 06/01/2009 -            | NEW       | 07/20/2009 |          | [Icons] |

Once the report is open, you can choose to enter data manually or press “Copy & Paste” to get your data out of your permits template in Microsoft Excel format. Access this template from the CREATE NEW REPORTS menu to the right of the ONLINE ENTRY link. Its your file to download and use. You can enter your data into this spreadsheet or customize your own spreadsheet to exactly match our downloaded format. Once complete, select all of your data/comments in each station, press “Copy”, and then return to e-DMR online form and click the COPY & PASTE link.

## e-DMR - Copy & Paste Data

| Ohio EPA - Form 14500 - Data Entry Spreadsheet |  |              |   |         |  |         |  | <a href="#">Help</a> |
|--|--|--------------|---|---------|--|---------|--|----------------------|
| Facility:                                      |  | Ironton WWTP |   |         |  |         |  |                      |
| Permit:  |  | OPD00007*JD  |   |         |  |         |  |                      |
| Monitoring Period:                             |  | Jun-09       |   |         |  |         |  |                      |
| Station Code:                                  |  | 001          |   |         |  |         |  |                      |
|  | 00010<br>Water Temperature<br>C<br>1/Day<br>Maximum Indicating Therm |              | 00300<br>Dissolved Oxygen<br>mg/l<br>1/Day<br>Multiple Grab |         | 50050<br>Flow Rate<br>MGD<br>1/Day<br>24hr Total |         | 50060<br>Chlorine, Tot<br>mg/l<br>1/Day<br>Multiple Grab |                      |
| Date   | Measurement  | Comment      | Measurement   | Comment | Measurement                                      | Comment | Measurement  |                      |
| 06/01/2009                                     |  |              |   |         |  |         |  |                      |
| 06/02/2009                                     |  |              |   |         |  |         |  |                      |
| 06/03/2009                                     |  |              |   |         |  |         |  |                      |
| 06/04/2009                                     |  |              |   |         |  |         |  |                      |
| 06/05/2009                                     |  |              |   |         |  |         |  |                      |
| 06/06/2009                                     |  |              |   |         |  |         |  |                      |
| 06/07/2009                                     |  |              |   |         |  |         |  |                      |
| 06/08/2009                                     |  |              |   |         |  |         |  |                      |
| 06/09/2009                                     |  |              |   |         |  |         |  |                      |
| 06/10/2009                                     |  |              |   |         |  |         |  |                      |
| 06/11/2009                                     |  |              |   |         |  |         |  |                      |
| 06/12/2009                                     |  |              |   |         |  |         |  |                      |
| 06/13/2009                                     |  |              |   |         |  |         |  |                      |
| 06/14/2009                                     |  |              |   |         |  |         |  |                      |
| 06/15/2009                                     |  |              |   |         |  |         |  |                      |
| 06/16/2009                                     |  |              |   |         |  |         |  |                      |
| 06/17/2009                                     |  |              |   |         |  |         |  |                      |
| 06/18/2009                                     |  |              |   |         |  |         |  |                      |
| 06/19/2009                                     |  |              |   |         |  |         |  |                      |

You first must fill in the Excel spreadsheet with all of your data & comments. Select all of your data in Station 1 and press COPY. (To select your data, put your cursor on the first cell and press the left mouse button down and hold it. Run down and across the page and highlight all of your data (not the date or header rows). Once all of your data is selected, let up on the left mouse button. Press COPY.)

## e-DMR - Copy & Paste Data

The screenshot displays the Ohio EPA eBusiness Center interface. At the top, the Ohio EPA logo and 'eBusiness Center' title are visible. Navigation links include 'eBusiness Home', 'My Account', 'Home', and 'Help'. The current account is identified as 'gsmith'. A left-hand menu is titled 'Discharge Monitoring' and contains options: 'Create New Reports', 'Edit an Open Report', and 'Submittals/Revisions'. The main content area shows a progress bar with four steps: 1. Fill Form, 2. Attachment, 3. Review, and 4. Submit. The 'Fill Form' step is active, showing a 'General Information' section with fields for Monitoring Point (001), Monitoring Period (06/01/2009 - 06/30/2009), Facility Name (Steubenville WWTP), County (Jefferson), Reporting Lab, and Analyst. There are also checkboxes for 'NO DISCHARGE' and fields for Permit Number (OPD00014\*1D), District (SEDO), and Location (100 N Water St, Steubenville, OH 43952). Below this is the 'Sample Data' section, which includes a table with columns for Param Name, Param Code, Units, Frequency, Sample Type, and data entry fields for dates 06/01/2009 and 06/02/2009. The table headers are: Water Temperature (00010, C, 1/Day, Maximum Indicating Thermometer), Total Precipitation (00045, Inches, 1/Day, Total), Dissolved Oxygen (00300, mg/l, 1/Day, Multiple Grab), Flow Rate (50050, MGD, 1/Day, 24hr Total), and Chlorine, Total Residu (50060, mg/l, 1/Day, Multiple Grab). Navigation links for 'Add Parameter', 'View A Codes', and 'Copy and Paste' are present above the table.

**General Information**

MONITORING POINT: 001 [Add CSO](#)

MONITORING PERIOD: 06/01/2009 - 06/30/2009

FACILITY NAME: Steubenville WWTP

COUNTY: Jefferson

REPORTING LAB:

PERMIT NUMBER: 0PD00014\*1D

DISTRICT: SEDO

LOCATION: 100 N Water St  
Steubenville, OH 43952

ANALYST:

NO DISCHARGE

**Sample Data**

[Add Parameter](#) [View A Codes](#) [Copy and Paste](#)

| Param Name:  | Water Temperature              | Total Precipitation  | Dissolved Oxygen     | Flow Rate            | Chlorine, Total Residu |
|--------------|--------------------------------|----------------------|----------------------|----------------------|------------------------|
| Param Code:  | 00010                          | 00045                | 00300                | 50050                | 50060                  |
| Units:       | C                              | Inches               | mg/l                 | MGD                  | mg/l                   |
| Frequency:   | 1/Day                          | 1/Day                | 1/Day                | 1/Day                | 1/Day                  |
| Sample Type: | Maximum Indicating Thermometer | Total                | Multiple Grab        | 24hr Total           | Multiple Grab          |
| 06/01/2009   | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>   |
| 06/02/2009   | <input type="text"/>           | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>   |

Upon copying your data, come back to your report in e-DMR and click on the COPY & PASTE link in the center of the screen.

## e-DMR - Copy & Paste Data

The screenshot displays the Ohio EPA eBusiness Center interface. At the top left is the Ohio EPA logo, and at the top right is the text "eBusiness Center". Below the logo, there are links for "Show Menu - My Profile" and "Current Account: bsmith". A navigation bar includes "Home" and "Help". A sidebar on the left lists "Discharge Monitoring" with sub-options: "Create New Reports", "Edit an Open Report", and "Submittals/Revisions". The main content area shows a breadcrumb trail: "Discharge Monitoring > Create New Reports > Online Entry > Form 4500". A green banner states: "The online entry for Form 4500 is pre-populated with facility, permit, and parameter information." Below this is a progress indicator with four steps: "1 Fill Form", "2 Attachment", "3 Review", and "4 Submit". A "Copy and Paste" dialog box is open, featuring a title bar with "Copy and Paste" and a close button "X". The dialog contains a header "FILL FORM USING COPY AND PASTE:" and a large white text area for pasting data. An "Update Table" button is located at the bottom right of the dialog. The background shows a table with columns for "Sample", "Permit", and "Parameter".

Right click in the white box that pops up and press PASTE. All of your data is now in the white box. NOTE: Do not change anything inside of this box, even if the data doesn't look organized as it should. Press "Update Table" to continue.

## e-DMR - Copy & Paste Data

[Create New Reports](#)

[Edit an Open Report](#)

[Submittals/Revisions](#)

1 Fill Form   2 Attachment   3 Review   4 Submit

### General Information

|  |  |
|--|--|
| MONITORING POINT: <input type="text" value="001"/> <a href="#">Add CSO</a> | <input type="checkbox"/> NO DISCHARGE              |
| MONITORING PERIOD: 06/01/2009 - 06/30/2009                                 | PERMIT NUMBER: OPD00014*ID                         |
| FACILITY NAME: Steubenville WWTP   | DISTRICT: SEDO                                     |
| COUNTY: Jefferson  | LOCATION: 100 N Water St<br>Steubenville, OH 43952 |
| REPORTING LAB: <input type="text" value="Test Lab"/>                       | ANALYST: <input type="text" value="Test Analyst"/> |

### Sample Data

[Add Parameter](#)   [View A Codes](#)   [Copy and Paste](#)

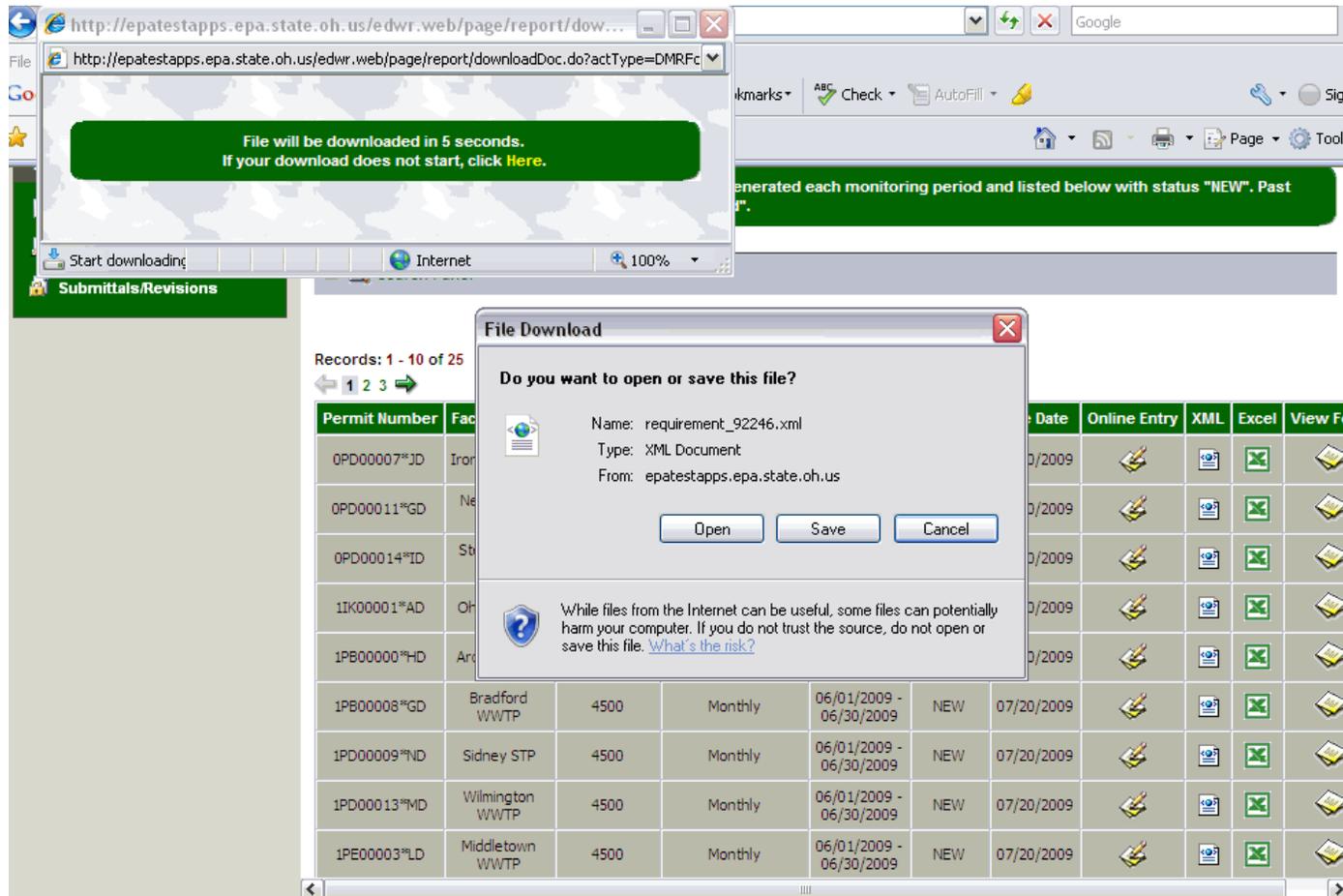
|              | Water Temperature              | Total Precipitation            | Dissolved Oxygen               | Flow Rate                      | Chlorine, Total Resid          |
|--------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Param Name:  | 00010                          | 00045                          | 00300                          | 50050                          | 50060                          |
| Param Code:  | C                              | Inches                         | mg/l                           | MGD                            | mg/l                           |
| Units:       | 1/Day                          | 1/Day                          | 1/Day                          | 1/Day                          | 1/Day                          |
| Frequency:   | Maximum Indicating Thermometer | Total                          | Multiple Grab                  | 24hr Total                     | Multiple Grab                  |
| Sample Type: | Prev 1 2 3 4 N                 |                                |                                |                                |                                |
| 06/01/2009   | <input type="text" value="4"/> | <input type="text" value="3"/> | <input type="text" value="4"/> | <input type="text" value="4"/> | <input type="text" value="4"/> |
| 06/02/2009   | <input type="text" value="5"/> | <input type="text" value="4"/> | <input type="text" value="4"/> | <input type="text" value="5"/> | <input type="text" value="5"/> |
| 06/03/2009   | <input type="text" value="5"/> | <input type="text" value="5"/> | <input type="text" value="5"/> | <input type="text" value="4"/> | <input type="text" value="4"/> |
| 06/04/2009   | <input type="text" value="4"/> | <input type="text" value="5"/> | <input type="text" value="6"/> | <input type="text" value="3"/> | <input type="text" value="3"/> |

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As you can see from the above graphic, e-DMR populates the report automatically with the data and comments from your Excel spreadsheet. **NOTE:** It is critically important not to change the formatted spreadsheet as it is formatted precisely as the online report requires. If changed, data will not paste into the correct columns in eDMR's online form. **NOTE:** You cannot Copy & Paste the lab/analyst fields. Once you have your first station in, go back to Excel to copy your next station (if you have one), and repeat.

## e-DMR - Creating DMR's – Importing an XML File



Alternately, by Pressing “XML”, e-DMR will allow you to download a preformatted XML file which can be utilized by certain facilities. The XML will then be uploaded back to e-DMR and the reports will be automatically populated with the data inside the XML file. Click ONLINE ENTRY and select XML upload to perform this. The nice thing with XML upload is that it populates the entire report, just not 1 station...so you won't have to type anything into the online report. NOTE: Use of the XML upload feature should only be utilized by facilities that are familiar w/XML. Most e-DMR users will utilize online entry and & copy & paste submission methods.

## e-DMR - Creating DMR's – Creating CSO/SSO's

1 Fill Form
2 Attachment
3 Review
4 Submit

📄 Create New Reports
✎ Edit an Open Report
📄 Submittals/Revisions

### General Information

|  |  |
|--|--|
| MONITORING POINT: <input type="text" value="001"/> <a href="#">Add CSO</a> | <input type="checkbox"/> NO DISCHARGE              |
| MONITORING PERIOD: 06/01/2009 - 06/30/2009                                 | PERMIT NUMBER: OPD00014*ID                         |
| FACILITY NAME: Steubenville WWTP   | DISTRICT: SEDO                                     |
| COUNTY: Jefferson  | LOCATION: 100 N Water St<br>Steubenville, OH 43952 |
| REPORTING LAB: <input type="text" value="Test Lab"/>                       | ANALYST: <input type="text" value="Test Analyst"/> |

### Sample Data

[Add Parameter](#) | [View A Codes](#) | [Copy and Paste](#)

|              |                                |                                |                                |                                |                                | Prev | 1 | 2 | 3 | 4 | Next |
|--------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------|---|---|---|---|------|
| Param Name:  | Water Temperature              | Total Precipitation            | Dissolved Oxygen               | Flow Rate                      | Chlorine, Total Resic          |      |   |   |   |   |      |
| Param Code:  | 00010                          | 00045                          | 00300                          | 50050                          | 50060                          |      |   |   |   |   |      |
| Units:       | C                              | Inches                         | mg/l                           | MGD                            | mg/l                           |      |   |   |   |   |      |
| Frequency:   | 1/Day                          | 1/Day                          | 1/Day                          | 1/Day                          | 1/Day                          |      |   |   |   |   |      |
| Sample Type: | Maximum Indicating Thermometer | Total                          | Multiple Grab                  | 24hr Total                     | Multiple Grab                  |      |   |   |   |   |      |
| 06/01/2009   | <input type="text" value="4"/> | <input type="text" value="3"/> | <input type="text" value="4"/> | <input type="text" value="4"/> | <input type="text" value="4"/> |      |   |   |   |   |      |
| 06/02/2009   | <input type="text" value="5"/> | <input type="text" value="4"/> | <input type="text" value="4"/> | <input type="text" value="5"/> | <input type="text" value="5"/> |      |   |   |   |   |      |
| 06/03/2009   | <input type="text" value="5"/> | <input type="text" value="5"/> | <input type="text" value="5"/> | <input type="text" value="4"/> | <input type="text" value="4"/> |      |   |   |   |   |      |
| 06/04/2009   | <input type="text" value="4"/> | <input type="text" value="5"/> | <input type="text" value="6"/> | <input type="text" value="3"/> | <input type="text" value="3"/> |      |   |   |   |   |      |

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If you have a permit that includes CSO's, all of those stations are in your report and can be accessed by clicking the ADD CSO link next to the monitoring point dropdown box. This will allow you to bring those stations into your report. All of the parameters that are required by permit are already in the reports, so no setup on your end is required.

## e-DMR - Creating DMR's – Creating CSO/SSO's

Discharge Monitoring > Create New Reports > Online Entry > Form 4500

Use this screen to enter or review Form 4500 data.

1 Fill Form 2 Attachment 3 Review 4 Submit

**General Information**

MONITORING POINT: 001  
 MONITORING PERIOD: 06/01/2009  
 FACILITY NAME: Steubenville  
 COUNTY: Jefferson  
 REPORTING LAB: Test Lab

**Sample Data**

| Param Name:  | Water Temperature              | Total Precipitation | Dissolved Oxygen | Flow Rate  | Chlorine, Total Residual |
|--------------|--------------------------------|---------------------|------------------|------------|--------------------------|
| Param Code:  | 00010                          | 00045               | 00300            | 50050      | 50060                    |
| Units:       | C                              | Inches              | mg/l             | MGD        | mg/l                     |
| Frequency:   | 1/Day                          | 1/Day               | 1/Day            | 1/Day      | 1/Day                    |
| Sample Type: | Maximum Indicating Thermometer | Total               | Multiple Grab    | 24hr Total | Multiple Grab            |
| 06/01/2009   | 4                              | 3                   | 4                | 4          | 4                        |
| 06/02/2009   | 5                              | 4                   | 4                | 5          | 5                        |

The above screen appears when you click the ADD CSO link. All of your CSO's will be listed to the left, just select the ones you want and move them to the right side and click OK. eDMR will add it them to your monitoring point dropdown and will be included in the report after your regular stations. So your regular stations and CSO locations will be together and will be sent as a single submission.

# e-DMR - Creating DMR's – Adding Parameters

📄 Create New Reports
✎ Edit an Open Report
📁 Submittals/Revisions

1 Fill Form
2 Attachment
3 Review
4 Submit

### General Information

|  |  |
|--|--|
| MONITORING POINT: <input type="text" value="001"/> <a href="#">Add CSO</a> | <input type="checkbox"/> NO DISCHARGE              |
| MONITORING PERIOD: 06/01/2009 - 06/30/2009                                 | PERMIT NUMBER: OPD00014*ID                         |
| FACILITY NAME: Steubenville WWTP   | DISTRICT: SEDO                                     |
| COUNTY: Jefferson  | LOCATION: 100 N Water St<br>Steubenville, OH 43952 |
| REPORTING LAB: <input type="text" value="Test Lab"/>                       | ANALYST: <input type="text" value="Test Analyst"/> |

### Sample Data

[Add Parameter](#)   [View A Codes](#)   [Copy and Paste](#)

|              |                                |                                |  |                                |  | Prev                           | 1 | 2                              | 3 | 4 | Next |
|--------------|--------------------------------|--------------------------------|--|--------------------------------|--|--------------------------------|---|--------------------------------|---|---|------|
| Param Name:  | Water Temperature              | Total Precipitation            |  | Dissolved Oxygen               |  | Flow Rate                      |   | Chlorine, Total Resid          |   |   |      |
| Param Code:  | 00010                          | 00045                          |  | 00300                          |  | 50050                          |   | 50060                          |   |   |      |
| Units:       | C                              | Inches                         |  | mg/l                           |  | MGD                            |   | mg/l                           |   |   |      |
| Frequency:   | 1/Day                          | 1/Day                          |  | 1/Day                          |  | 1/Day                          |   | 1/Day                          |   |   |      |
| Sample Type: | Maximum Indicating Thermometer | Total                          |  | Multiple Grab                  |  | 24hr Total                     |   | Multiple Grab                  |   |   |      |
| 06/01/2009   | <input type="text" value="4"/> | <input type="text" value="3"/> |  | <input type="text" value="4"/> |  | <input type="text" value="4"/> |   | <input type="text" value="4"/> |   |   |      |
| 06/02/2009   | <input type="text" value="5"/> | <input type="text" value="4"/> |  | <input type="text" value="4"/> |  | <input type="text" value="5"/> |   | <input type="text" value="5"/> |   |   |      |
| 06/03/2009   | <input type="text" value="5"/> | <input type="text" value="5"/> |  | <input type="text" value="5"/> |  | <input type="text" value="4"/> |   | <input type="text" value="4"/> |   |   |      |
| 06/04/2009   | <input type="text" value="4"/> | <input type="text" value="5"/> |  | <input type="text" value="6"/> |  | <input type="text" value="3"/> |   | <input type="text" value="3"/> |   |   |      |

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Since eDMR is linked directly to your permit all codes that are required to be submitted will automatically populate the DMR in each month's report. If you have extra data that you want to submit in your report, you just have to ADD the parameter(s) to the DMR by clicking the ADD PARAMETER link near the center of every report.

## e-DMR - Creating DMR's – Adding Parameters

Discharge Monitoring > Create New Reports > Online Entry > Form 4500

Use this screen to enter or review Form 4500 data.

1 Fill Form 2 Attachment 3 Review 4 Submit

General Information

**Add Parameters**

ADD PARAMETER

Parameter: 00011 Water Temperature (F)

Sample Frequency: [Dropdown]

Sample Type: [Dropdown]

Add

| Param Name:  | Water Temperature              | Total Precipitation | Dissolved Oxygen | Flow Rate  | Chlorine, Total Resid |
|--------------|--------------------------------|---------------------|------------------|------------|-----------------------|
| Param Code:  | 00010                          | 00045               | 00300            | 50050      | 50060                 |
| Units:       | C                              | Inches              | mg/l             | MGD        | mg/l                  |
| Frequency:   | 1/Day                          | 1/Day               | 1/Day            | 1/Day      | 1/Day                 |
| Sample Type: | Maximum Indicating Thermometer | Total               | Multiple Grab    | 24hr Total | Multiple Grab         |
| 06/01/2009   | 4                              | 3                   | 4                | 4          | 4                     |
| 06/02/2009   | 5                              | 4                   | 4                | 5          | 5                     |

The above popup is then displayed. Just click the “Parameter” dropdown to display a complete list of parameters to pick from. Select the one you want, select a “Sampling Frequency” and “Type” from the list of options under those dropdowns, then click ADD. This ADDS the code to the end of the monitoring stations DMR. Repeat these steps if you have more than one code to add. **NOTE:** Added parameter codes will not show up in following months DMR's and will not show up in the Excel spreadsheet if you copy & paste data (although you can add the columns to the far right of the spreadsheet to allow coping of the new codes data/comments).

## e-DMR - Creating DMR's – Form 4519

The screenshot displays the Ohio EPA eBusiness Center interface. At the top left is the Ohio EPA logo. The main header reads "eBusiness Center". Below the header, there are navigation links for "Show Menu - My Profile" and "Current Account: bsmith". A sidebar on the left contains a "Discharge Monitoring" menu with options: "Create New Reports", "Edit an Open Report", and "Submittals/Revisions". The main content area is titled "Calendar" and features a "Select Sample Dates" window. This window contains six calendar grids for the months of July, August, September, October, November, and December 2007. Each calendar grid has days of the week (Su, Mo, Tu, We, Th, Fr, Sa) as column headers. In the July 2007 calendar, the dates 1 through 28 are highlighted in yellow. In the August 2007 calendar, the dates 1 through 31 are highlighted in yellow. In the September 2007 calendar, the dates 1 through 29 are highlighted in yellow. In the October 2007 calendar, the dates 1 through 20 are highlighted in yellow. In the November 2007 calendar, the dates 1 through 17 are highlighted in yellow. In the December 2007 calendar, the dates 1 through 15 are highlighted in yellow. Navigation arrows are visible at the top of the calendar window.

Creating Form 4519's are performed in the same manner as 4500's. One of the differences is that you must select the dates that you are reporting data for. Click on the dates that you would like to appear in your 4519 report. Each day you click on will highlight. Once you've completed the date selection click "Update Dates". You will be directed to the form with only those dates that you selected on it. Don't worry, if you forget a date, you will be able to click on a "Calendar" link in your report to get back to this screen and select more.

# e-DMR - Creating DMR's – Form 4519

eBusiness Home    My Account    Current Account: gsr  
 Home    Help

**Discharge Monitoring**  
 Create New Reports  
 Edit an Open Report  
 Submittals/Revisions

Discharge Monitoring > Create New Reports > Online Entry > Form 4519  
 Use this screen to enter or review Form 4519 data.

1 Fill Form    2 Attachment    3 Review    4 Submit

**General Information**

MONITORING POINT: 001  
 MONITORING PERIOD: 01/01/2009 - 06/30/2009  
 FACILITY NAME: Akzo Nobel Paints LLC \*  
 COUNTY: Erie  
 REPORTING LAB: Test lab

NO DISCHARGE  
 PERMIT NUMBER: 2DP00027\*CP  
 DISTRICT: NWDO  
 LOCATION: 300 Sprowl Rd  
 Huron, OH 44839  
 ANALYST: Test Analyst

**Sample Data**

Add Parameter    View A Codes    Copy and Paste    Calendar

Prev 1 Next

| Parameter(s)   | 01/07/2009 | 02/11/2009 | 03/11/2009 |
|--|------------|------------|------------|
| Chemical Oxygen Demand (Low Level)<br>Code: 00335<br>Units: mg/l<br>Frequency: 1/Month |            | 500        | AN         |

The Form 4519 report will populate with each day that you selected on the 6 month calendar from the previous screen. The reporting dates are not changeable, so each 4519 report will be for January to June data (report due July 20<sup>th</sup>) and July to December data (report due January 20<sup>th</sup>). One thing to notice is that the parameters run vertically down the left side of the report and the individual dates run across the top of the report. This is opposite from the Form 4500 report where the parameters run horizontally.

## e-DMR - Creating DMR's – No Discharge

Discharge Monitoring > Create New Reports > Online Entry > Form 4500

Use this screen to enter or review Form 4500 data.

1 Fill Form 2 Attachment 3 Review 4 Submit

**General Information**

MONITORING POINT: 001

MONITORING PERIOD: 06/01/2009 - 06/30/2009

FACILITY NAME: Steubenville WWTP

COUNTY: Jefferson

REPORTING LAB: Test Lab

ANALYST: Test Analyst

NO DISCHARGE

PERMIT NUMBER: OPD00014\*ID

DISTRICT: SEDO

LOCATION: 100 N Water St  
Steubenville, OH 43952

**Sample Data**

| Param Name:  | Water Temperature              | Total Precipitation | Dissolved Oxygen | Flow Rate  | Chlorine, Total Resid |
|--------------|--------------------------------|---------------------|------------------|------------|-----------------------|
| Param Code:  | 00010                          | 00045               | 00300            | 50050      | 50060                 |
| Units:       | C                              | Inches              | mg/l             | MGD        | mg/l                  |
| Frequency:   | 1/Day                          | 1/Day               | 1/Day            | 1/Day      | 1/Day                 |
| Sample Type: | Maximum Indicating Thermometer | Total               | Multiple Grab    | 24hr Total | Multiple Grab         |
| 06/01/2009   | 4                              | 3                   | 4                | 4          | 4                     |

Windows Internet Explorer

Selecting "No Discharge" will delete any data you have entered below. Continue?

OK Cancel

If you have no data to report for the entire month or no sludge was hauled/discharged, you will report it as “No Discharge for the Month”. Simply put a checkmark in the “No Discharge” checkbox near the top of the report. Do not put any comments in this station, just press CONTINUE at the bottom and it will either go to your next station, or if the DMR is complete, it will take you through the submittal process. **NOTE:** This replaces the old way of entering AL in the first cell of the month.

## e-DMR - Data Substitution Codes (aka “A Codes”)

The screenshot shows the Ohio EPA eBusiness Center interface. At the top left is the Ohio EPA logo. The main header reads "eBusiness Center". Below the header, there are navigation links for "Home" and "Help", and a "Current Account: bsmith" indicator. A breadcrumb trail indicates the current path: "Discharge Monitoring > Create New Reports > Online Entry > Form 4500". A green notification box states: "The online entry for Form 4500 is pre-populated with facility, permit, and parameter information." Below this is a progress bar with four steps: "1 Fill Form", "2 Attachment", "3 Review", and "4 Submit". The main content area is titled "General Information". A pop-up window titled "VIEW A CODES" is overlaid on the page, displaying a table of substitution codes.

| Value | Description  |
|-------|--|
| AA    | Below Detectable Limit: Use this code when the quantitative analysis for a substance is done according to an approved analytical method and either does not detect the substance or detects it at a level below the minimum detection level (MDL). Enter the MDL value after the AA code separated by a single space (ex. AA 5.0). No comment is required.   |
| AB    | Analytical Data Lost: Use this code when the analytical data for a sample has been lost. This applies only to recorded data (e.g. paper records, data disks, etc.). This code is not to be used when a sample is lost. In such a case, the sample would be considered not to have been taken. The circumstances causing the use of this code should be explained in a Specific Comment on the first date of occurrence for each parameter. |

To view a list of A Codes, click the “View A Codes” link near the top of the report. A box will pop up with all of the available data substitution codes that you can use in your DMR. **NOTE:** Minor changes have been made to the A code list over time and future additions to this list may be added. Be aware that a few A Codes require a comment, so if you leave a comment out you will get data validation errors that will prohibit you from submitting the report.

## e-DMR - Creating DMR's – Cell Comments

The screenshot displays the e-DMR interface. On the left is a sidebar with a 'Discharge Monitoring' header and three menu items: 'Create New Reports', 'Edit an Open Report', and 'Submittals/Revisions'. The main area features a table with dates from 10/02/2007 to 10/12/2007 in the first column and five empty data columns. The rows for 10/08/2007, 10/09/2007, 10/10/2007, 10/11/2007, and 10/12/2007 are highlighted in yellow. Below the table is a 'COMMENT ENTRY' section with the title 'ADD SPECIFIC COMMENTS AND EXPLANATION:'. It includes a 'COLUMN' dropdown menu set to 'pH' and a 'ROW' dropdown menu set to '10/01/2007'. A text input field contains the text 'pH was not taken this day.'. To the right of the input field are two buttons: 'Add/Save Comment' and 'Remove Comment'. At the bottom of the interface are three green buttons: 'Exit', 'Save Result', and 'Continue'.

|            |  |  |  |  |  |
|------------|--|--|--|--|--|
| 10/02/2007 |  |  |  |  |  |
| 10/03/2007 |  |  |  |  |  |
| 10/04/2007 |  |  |  |  |  |
| 10/05/2007 |  |  |  |  |  |
| 10/06/2007 |  |  |  |  |  |
| 10/07/2007 |  |  |  |  |  |
| 10/08/2007 |  |  |  |  |  |
| 10/09/2007 |  |  |  |  |  |
| 10/10/2007 |  |  |  |  |  |
| 10/11/2007 |  |  |  |  |  |
| 10/12/2007 |  |  |  |  |  |

ADD SPECIFIC COMMENTS AND EXPLANATION:

COLUMN  ROW

Comments can be entered in any cell by using the comment box at the bottom of the report. Select the parameter and date that you want to enter a comment in, type in your comment, and press the “Add/Save Comment” button. If you use the copy and paste from an Excel spreadsheet data entry method, you can copy in the entire reports comments without having to individually enter them in via the above screen. The Excel method is beneficial for those with slow internet speeds as it will limit the buttons pushed on the site, thus the amount of time you will have to wait between each click. **NOTE:** Do not put a comment in a cell that doesn't have data, you will get an error that will prohibit you from submitting.

## e-DMR - Submittal Process – DMR Notes

The screenshot shows the Ohio EPA eBusiness Center interface. At the top left is the Ohio EPA logo. To its right is the text "eBusiness Center" in a large, green, stylized font. Below the logo is a navigation bar with "Show Menu - My Profile" and "Current Account: bsmith". Below this are "Home" and "Help" icons. A left sidebar menu is titled "Discharge Monitoring" and contains three items: "Create New Reports", "Edit an Open Report", and "Submittals/Revisions". The main content area shows a breadcrumb trail: "Discharge Monitoring > Create New Reports > Online Entry > Form 4500 > Comments". Below the breadcrumb is a green instruction box: "Enter general report comments and explanations in the space provided." A progress indicator shows four steps: "1 Fill Form", "2 Attachment", "3 Review", and "4 Submit", with "1 Fill Form" being the active step. The "General Information" section contains a table with the following data:

|   |  |
|---|--|
| <b>MONITORING PERIOD:</b> 10/01/2007 - 10/31/2007 |  |
| <b>PERMIT NAME:</b>                               | American Municipal Power Ohio RH Gorsuch Station |
| <b>COUNTY:</b>                                    | Washington                                       |
| <b>MAILING ADDRESS:</b>                           |  |
| <b>PERMIT NUMBER:</b>                             | 01B00026*CD                                      |
| <b>DISTRICT:</b>                                  | SEDO   |
| <b>LOCATION:</b>                                  | State Rte 7 S<br>OH, 45750                       |

Below the "General Information" section is the "General Comments" section, which contains a text area labeled "GENERAL REPORT COMMENTS AND EXPLANATION:".

Upon completion of data entry on your 4500 or 4519, whether it was online entry by hand, copy & pasting from Excel, or importing an XML file, press "Continue". You will be prompted to enter any general notes that you may have for the DMR. All notes that you enter will accompany the DMR with your submission. If you have no notes to add or are finished entering in your notes, just press "Continue".

## e-DMR - Submittal Process – Report Summary & Data Validation

The screenshot displays the 'Report Review' step of the e-DMR submittal process. The breadcrumb trail is 'Discharge Monitoring > Create New Report > Online Entry > Report Review'. A green banner at the top of the main content area reads: 'Review the DMR report prior to submission. Check for errors or omissions.' Below this is a progress indicator with four steps: 1 Fill Form, 2 Attachment, 3 Review (highlighted), and 4 Submit.

The 'Report Summary' section contains the following information:

|                                  |                         |
|----------------------------------|-------------------------|
| <b>Monthly Discharge Report:</b> | View Report             |
| <b>Facility Name:</b>            | Steubenville WWTP       |
| <b>Permit Number:</b>            | OPD00014*ID             |
| <b>Report Frequency:</b>         | Monthly                 |
| <b>Report Period:</b>            | 06/01/2009 - 06/30/2009 |

The 'Data Validation Summary' section displays a message: 'Data Validation: Error was found, please [CLICK HERE](#) to correct it. Warning: Omissions and/or possible data errors were found. [CLICK HERE](#) for a printable list.'

The 'Attachment Summary' section shows 'None'.

You now have the opportunity to verify what you are submitting, print a formatted copy, and make sure there are no data validation errors in your DMR (i.e., invalid A codes, typos, etc.). Press “View Report” to see a printable version of your DMR. The system performs numerous data validation on the submission and summarizes any errors in the “Data Validation Summary” section (as can be seen above). If errors are found, click the error link and it will take you back into your report where you will need to look through your pages and stations and fix all data cells highlighted in red (red monitoring dates are not errors). If no errors are found by the system, press CONTINUE to PIN (i.e., sign) the report and submit.

# e-DMR - Submittal Process – Data Validation

eBusiness Home My Account Current Account: gsmith

Home Help

**Discharge Monitoring**

- Create New Reports
- Edit an Open Report
- Submittals/Revisions

1 Fill Form 2 Attachment 3 Review 4 Submit

### General Information

MONITORING POINT: 002 Add CSO

MONITORING PERIOD: 06/01/2009 - 06/30/2009  NO DISCHARGE

FACILITY NAME: Steubenville WWTP PERMIT NUMBER: OPD00014\*ID

COUNTY: Jefferson DISTRICT: SEDO

LOCATION: 100 N Water St  
Steubenville, OH 43952

REPORTING LAB:  ANALYST:

### Sample Data

[Add Parameter](#) [View A Codes](#) [Copy and Paste](#)

| Param Name:  | Bypass Total Hours Per Day          | Total Suspended Solids              | Nitrogen, Ammonia (NH3)         | Fecal Coliform       | Chlorine, Total Residue |
|--------------|-------------------------------------|-------------------------------------|---------------------------------|----------------------|-------------------------|
| Param Code:  | 00052                               | 00530                               | 00610                           | 31616                | 50060                   |
| Units:       | Hrs/Day                             | mg/l                                | mg/l                            | #/100 ml             | mg/l                    |
| Frequency:   | When Disch.                         | When Disch.                         | When Disch.                     | When Disch.          | When Disch.             |
| Sample Type: | Total Estimate                      | Composite                           | Composite                       | Grab                 | Grab                    |
| 06/01/2009   | <input type="text" value="4"/>      | <input type="text" value="AA"/>     | <input type="text"/>            | <input type="text"/> | <input type="text"/>    |
| 06/02/2009   | <input type="text" value="0.1234"/> | <input type="text" value="AA 0.5"/> | <input type="text" value="AH"/> | <input type="text"/> | <input type="text"/>    |
| 06/03/2009   | <input type="text"/>                | <input type="text" value="AC"/>     | <input type="text"/>            | <input type="text"/> | <input type="text"/>    |
| 06/04/2009   | <input type="text"/>                | <input type="text"/>                | <input type="text"/>            | <input type="text"/> | <input type="text"/>    |

If data validation errors exist, they must be fixed in order to submit. Press “Click Here to see errors” to be directed back to the report. Scroll through your report and look for any cell highlighted in red (example above). A single red cell will prohibit you from sending. This is to ensure the Agency receives the cleanest data possible. You can put your mouse over the red cell and eDMR will provide a popup explaining the reason for the error. Frequent errors include AH codes entered without comments, AA codes without the MDL following it, less than signs used instead of the AA code, and exceeding the maximum decimal places (max is 12345678.12345).

## e-DMR - Submittal Process – Data Warnings

eBusiness Home My Account Current Account: gsmith

Home Help

Discharge Monitoring

- Create New Reports
- Edit an Open Report
- Submittals/Revisions

Discharge Monitoring > Create New Report > Online Entry > Report Review

Review the DMR report prior to submission. Check for errors or omissions.

1 Fill Form 2 Attachment 3 Review 4 Submit

**Report Summary**

**Monthly Discharge Report:** [View Report](#)

**Facility Name:** Steubenville WWTP

**Permit Number:** OPD00014\*ID

**Report Frequency:** Monthly

**Report Period:** 06/01/2009 - 06/30/2009

**Data Validation Summary**

**Data Validation:** Error was found, please [CLICK HERE](#) to correct it.  
Warning: Omissions and/or possible data errors were found. [CLICK HERE](#) for a printable list.

**Attachment Summary**

None

With the June 2009 enhancements that were installed, we brought on a new warning system that is aimed to catch frequency issues and reporting data in the incorrect units before you submit by comparing your data to normal upper and lower ranges. If these situations potentially exist you will see a warning on the data validation screen (see picture above). Press **CLICK HERE** to see a popup of a log of potential instances.

## e-DMR - Submittal Process – Data Warnings

### e-DMR Validation Report

**Facility:** Steubenville WWTP  
**Permit:** OPD00014\*ID  
**Monitoring Period:** 06/01/2009 - 06/30/2009

#### Data Omissions:

| Monitor Point | Param Code | Parameter Name      | Required Frequency | Period Start | Number Required | Number Reported | Description                              |
|---------------|------------|---------------------|--------------------|--------------|-----------------|-----------------|--|
| 001           | 00010      | Water Temperature   | 1/Day              | 06/05/2009   | 1               | 0               |  |
| 001           | 00010      | Water Temperature   | 1/Day              | 06/06/2009   | 1               | 0               |  |
| 001           | 00010      | Water Temperature   | 1/Day              | 06/07/2009   | 1               | 0               |  |
| 001           | 00010      | Water Temperature   | 1/Day              | 06/08/2009   | 1               | 0               | ... 22 more omissions for this parameter |
| 001           | 00045      | Total Precipitation | 1/Day              | 06/05/2009   | 1               | 0               |  |
| 001           | 00045      | Total Precipitation | 1/Day              | 06/06/2009   | 1               | 0               |  |
| 001           | 00045      | Total Precipitation | 1/Day              | 06/07/2009   | 1               | 0               |  |
| 001           | 00045      | Total Precipitation | 1/Day              | 06/08/2009   | 1               | 0               | ... 22 more omissions for this parameter |
| 001           | 00300      | Dissolved Oxygen    | 1/Day              | 06/05/2009   | 1               | 0               |  |
| 001           | 00300      | Dissolved Oxygen    | 1/Day              | 06/06/2009   | 1               | 0               |  |
| 001           | 00300      | Dissolved Oxygen    | 1/Day              | 06/07/2009   | 1               | 0               |  |
| 001           | 00300      | Dissolved Oxygen    | 1/Day              | 06/08/2009   | 1               | 0               | ... 22 more omissions for this parameter |
| 001           | 50050      | Flow Rate           | 1/Day              | 06/05/2009   | 1               | 0               |  |

The log will show the station, code, and description of each instance of the potential issue. If legitimate issues exist you know have the opportunity to go back into the report and fix your data or enter data where you may of initially forgot to enter.

## e-DMR - Submittal Process – Data Warnings

**Discharge Monitoring**

[Create New Reports](#)

[Edit an Open Report](#)

[Submittals/Revisions](#)

---

**Credible Data**

[View Reports for Submitted Projects](#)

1 Fill Form  
 2 Attachment  
 3 Review  
 4 Submit

**General Information**

MONITORING POINT:

MONITORING PERIOD:   NO DISCHARGE

FACILITY NAME:  PERMIT NUMBER:

COUNTY:  DISTRICT:

LOCATION:

REPORTING LAB:  ANALYST:

**Sample Data**

[Add Parameter](#)  
 [View A Codes](#)  
 [Copy and Paste](#)

| Param Name:  | Water Temperature              | Dissolved Oxygen | Total Suspended Solids | Nitrogen, Ammonia (NH3) | E. coli  |
|--------------|--------------------------------|------------------|------------------------|-------------------------|----------|
| Param Code:  | 00010                          | 00300            | 00530                  | 00610                   | 31648    |
| Units:       | C                              | mg/l             | mg/l                   | mg/l                    | #/100 ml |
| Frequency:   | Continuous                     | 1/Day            | 1/Day                  | 1/Day                   | 1/Day    |
| Sample Type: | Maximum Indicating Thermometer | Continuous       | Composite              | Composite               | Grab     |
| 05/01/2009   | 7                              | 7                | 0.00001                | 100000                  | 7        |
| 05/02/2009   | 78                             | 7                | 7                      | 7                       | 7        |
| 05/03/2009   | 7                              | 7                | 7                      | 7                       | 7        |

Once you get back into the report, all fields that fall into warnings will be highlighted in green (see picture above). It is important to note that eDMR will ALLOW you to submit with these green highlighted fields present. You will want to make sure you didn't forget to enter any data or that you entered your data in the proper units. If all is OK, you are free to submit.

## e-DMR - Submittal Process – Electronic Signature (PINs)

The screenshot shows a web application interface for e-DMR submission. At the top, there are navigation links for 'eBusiness Home', 'My Account', and 'Current Account'. Below this is a sidebar menu with 'Discharge Monitoring' selected, containing options for 'Create New Reports', 'Edit an Open Report', and 'Submittals/Revisions'. The main content area shows a breadcrumb trail: 'Discharge Monitoring > Create New Report > Online Entry > Report Submission'. A green banner indicates the current step: 'Certify, PIN, and submit your DMR.' Below this is a progress indicator with four steps: '1 Fill Form', '2 Attachment', '3 Review', and '4 Submit'. The main form area contains a text box with a certification statement: 'I certify under the penalty of law that I have personally examined and am familiar with the information submitted herein and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. (EDMR)'. Below the text box is a checkbox labeled 'I have read and agree with the above statement'. Underneath the checkbox are three input fields: 'Enter PIN:', 'Security Question: What color is red?', and 'Answer:'. At the bottom of the form are three buttons: 'Exit', 'Back', and 'Submit'.

After fixing any errors that you may have, if you want to submit your report you can click CONTINUE. Just read the certification statement and check the box, enter your PIN, answer your security question and click SUBMIT. As of June 2009, the system will randomly ask you to answer one of your 5 security questions you created when you applied for your PIN. Remember to enter your entire PIN number which includes all of the case sensitive letters.

## e-DMR - Submittal Process – Electronic Signature (PINs)

The screenshot displays the 'Report Submission' step of the e-DMR process. The breadcrumb trail is 'Discharge Monitoring > Create New Report > Online Entry > Report Submission'. A green banner instructs the user to 'Certify, PIN, and submit your DMR.' Below this, a progress indicator shows four steps: 1. Fill Form, 2. Attachment, 3. Review, and 4. Submit (highlighted). A text box contains the certification statement: 'I certify under the penalty of law that I have personally examined and am familiar with the information submitted herein... responsible for obtaining the i... accurate and complete. I am a... information, including the pos...'. A 'Windows Internet Explorer' error dialog box is overlaid on the text box, with a yellow warning icon and the message: 'Please read the certification text and check the "I CERTIFY" checkbox.' Below the text box is a checkbox labeled 'I have read and agree with the above statement'. Further down are fields for 'Enter PIN:' (with five dots) and a 'Security Question:' 'What color is red?' with an 'Answer:' field (with three dots). At the bottom are three buttons: 'Exit', 'Back', and 'Submit'.

Don't forget to read the certification statement and check the acknowledgement box or you will receive this error message. If this happens, simply check the certification statement, fill in your PIN again, and press "Submit". Upon pressing SUBMIT, your data will begin to be transferred to the Ohio EPA SWIMS (Surface Water Information Management System) database.

## e-DMR - Submittal Process – Electronic Signature (PINs)

The screenshot displays the 'Report Submission' step of the e-DMR process. The breadcrumb trail is 'Discharge Monitoring > Create New Report > Online Entry > Report Submission'. The main heading is 'Certify, PIN, and submit your DMR.' The progress bar shows four steps: 1. Fill Form, 2. Attachment, 3. Review, and 4. Submit (highlighted). A 'Windows Internet Explorer' dialog box is open, displaying a message: 'The file will be submitted to the server. Click OK to continue, or click Cancel to cancel the request.' Below the dialog, the user has checked the box 'I have read and agree with the above statement'. The 'Enter PIN:' field contains five dots. The 'Security Question' is 'What color is red?' and the 'Answer' field contains three dots. At the bottom, there are 'Exit', 'Back', and 'Submit' buttons.

If you've checked the certification statement, entered your correct PIN, and provided the correct response to your security question, the system will validate your PIN and submit your data.

## e-DMR - Submittal Process – Electronic Signature (PINs)

The screenshot displays the Ohio EPA eBusiness Center interface. At the top, the logo for Ohio EPA and the text "eBusiness Center" are visible. Below the logo, there are navigation links for "eBusiness Home", "My Account", and "Current Account". A sidebar on the left contains a "Discharge Monitoring" menu with options: "Create New Reports", "Edit an Open Report", and "Submittals/Revisions". The main content area shows a progress bar with four steps: "1 Fill Form", "2 Attachment", "3 Review", and "4 Submit". Below the progress bar, a red error message reads: "Incorrect PIN Number! Please try again." Below the error message is a text box containing a certification statement: "I certify under the penalty of law that I have personally examined and am familiar with the information submitted herein and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. (EDMR)". Below the text box is a checkbox labeled "I have read and agree with the above statement". Below the checkbox are two input fields: "Enter PIN:" and "Security Question: What color is red?". Below the "Security Question" field is an "Answer:" input field. At the bottom of the form are three buttons: "Exit", "Back", and "Submit".

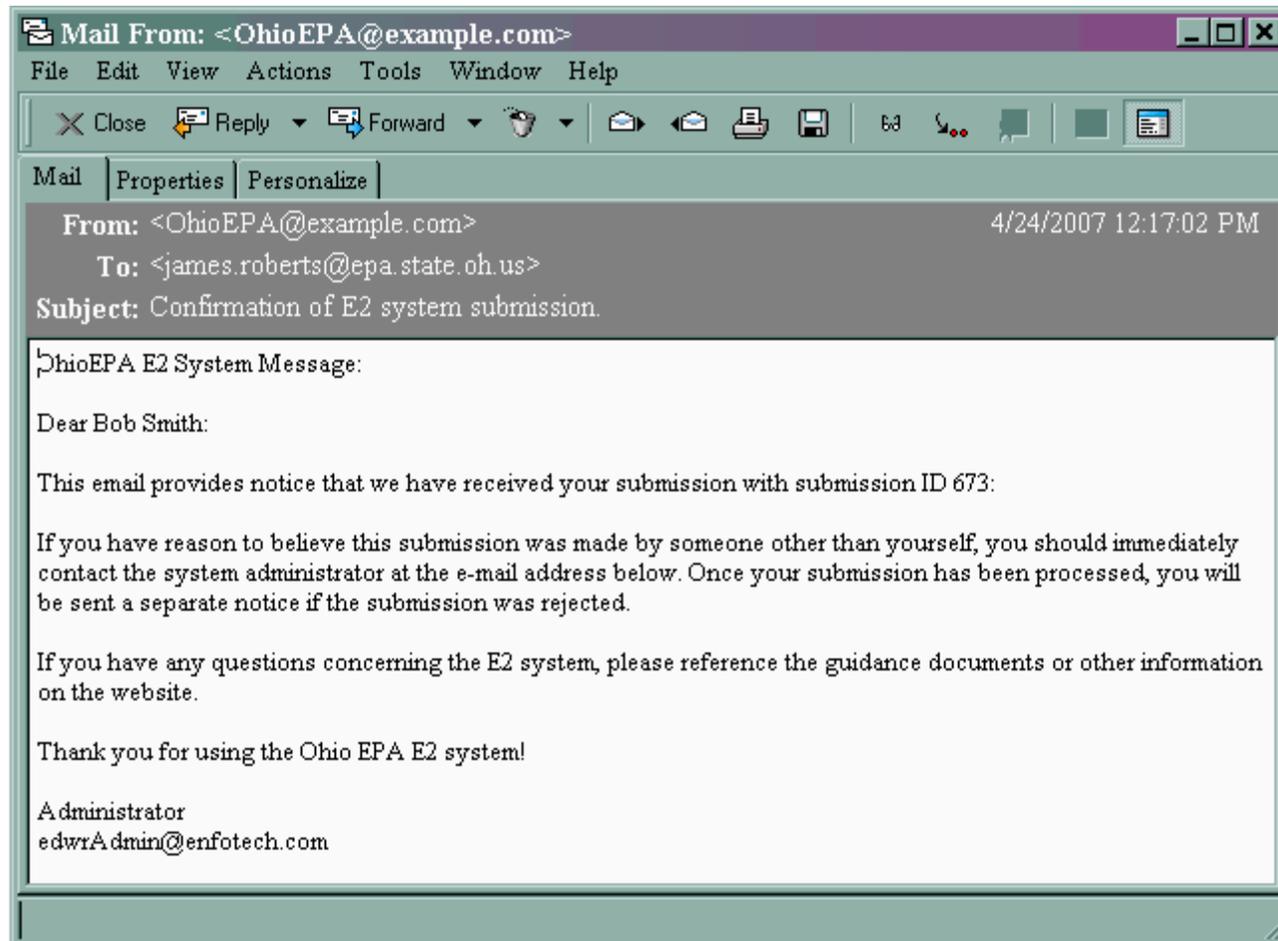
Don't worry, if you enter the incorrect PIN number you will be immediately notified via the above error message. If this happens, verify that you have your correct PIN, retype it into the space provided, and press "Submit". Watch out for upper and lower case letters and those numbers or letters that resemble each other (ex. zeros & "o"s). Also, only your personal PIN will work in your account. This eliminates PIN sharing and account sharing and ensures account security and valid data submittals.

## e-DMR - Submittal Process – Online Confirmation Receipt

The screenshot displays the Ohio EPA eBusiness Center interface. At the top left is the Ohio EPA logo. The main header features the text "eBusiness Home" and "My Account" on the left, and "Current Account" on the right. Below the header are navigation links for "Home" and "Help". A left sidebar menu is titled "Discharge Monitoring" and includes options: "Create New Reports", "Edit an Open Report", and "Submittals/Revisions". The main content area shows a breadcrumb trail: "Discharge Monitoring > Submittals/Revisions > View Submissions > View Detail > View Receipt". Below this is a green banner with the text "Confirmation of submission receipt". The main content area contains a confirmation message with a checkmark icon: "Submission Successful! Please go to 'Submittals/Revision' or 'View Submission' page to check the submission status later." Below the message, the following details are listed in red text: "Submission ID: 48341", "Certifier's Name: Gary Smith", "Certifier's TCP/IP address: 172.16.8.102", "Date and time file was sent: 07/01/2009 15:58:46 (Based on local server time)", "Date and time file was received: 07/01/2009 15:58:46 (Based on local server time)", and "Date and time acknowledgement was sent: 07/01/2009 15:58:46 (Based on local server time)".

Within a few seconds of pushing the SUBMIT button, the system will provide you with an online receipt. This receipt is kept on record in the system and is viewable at any time from the SUBMITTALS/REVISIONS section. This receipt means that your data IS in Columbus and nothing else is required. You can exit your Internet session or move onto the next facility report if you have multiple permit responsibilities....remember, if you are the delegated submitter for multiple permitted facilities, you will access them ALL from this same account and submit them ALL with your same personal PIN!

## e-DMR - Submittal Process – Confirmation via Email



In addition to the online “receipt”, you will also receive the above confirmation letter via email. The confirmation will be automatically delivered to the email on record within the e-DMR system...remember to keep your account information updated! At this point, you are finished with the monthly DMRs for the given facility.

## e-DMR – Printing DMR’s

The screenshot displays the Ohio EPA eBusiness Center interface. At the top left is the Ohio EPA logo, and at the top right is the text "eBusiness Center". Below the logo is a navigation bar with "Show Menu - My Profile" and "Current Account: bsmith". A secondary navigation bar contains "Home" and "Help" links. A left-hand menu is titled "Discharge Monitoring" and includes options: "Create New Reports", "Edit an Open Report", and "Submittals/Revisions". The main content area shows a breadcrumb trail: "Discharge Monitoring > Create New Report > Online Entry > Report Review". A green banner below the breadcrumb reads "Review the DMR report prior to certifying the results and submission." Below this is a progress indicator with four steps: "1 Fill Form", "2 Attachment", "3 Review" (highlighted), and "4 Submit". The "Report Summary" section contains the following information:

|                                  |  |
|----------------------------------|--|
| <b>Monthly Discharge Report:</b> | <a href="#">View Report</a>                      |
| <b>Facility Name:</b>            | American Municipal Power Ohio RH Gorsuch Station |
| <b>Permit Number:</b>            | OIB00026*CD                                      |
| <b>Report Frequency:</b>         | Monthly  |
| <b>Report Period:</b>            | 10/01/2007 - 10/31/2007                          |

Below the report summary is a "Data Validation Summary" section with the text: "Data Validation: No error was found."

Printing your DMR is important as you are required by your permit to have a signed printout filed at the facility. You can print from 2 locations within eDMR, before you submit and anytime thereafter. You can print ANY report at ANY time...if you submitted it in eDMR, you can view it, print it, revise it, and even see the original receipt no matter how old the DMR is! The first place to print is on the "Report Summary" screen after you get all of your data in and before it asks for your PIN. If you click on the VIEW REPORT link near the top, it will open up a new window with a printable version of the DMR (Just remember to have your pop up blocker off).

**e-DMR – Printing DMR’s**

Ohio EPA eBusiness Center

eBusiness Home My Account Current Account: gsm

Home Help

Discharge Monitoring

- Create New Reports
- Edit an Open Report
- Submittals/Revisions

Discharge Monitoring > Submittals/Revisions > Viewing Past Submissions

This screen shows the status of each DMR after submission and allows you to view or revise the report.

View Submissions

Search Panel

Records: 1 - 10 of 20

| Detail | Submission ID | Submission Status    | Submission Date | Permit Number | Facility ID | Facility Name    | Report Type | Report Due Date | Report Date             | Compliance Status  | Submitter |
|--------|---------------|----------------------|-----------------|---------------|-------------|------------------|-------------|-----------------|-------------------------|--------------------|-----------|
|        | 48293         | Transferred to SWIMS | 06/05/2009      | 3PD00015*FD   | 42173       | Newton Falls STP | 4500        | 04/20/2009      | 03/01/2009 - 03/31/2009 | On Time Submission | gsmith    |
|        | 48292         | Transferred to SWIMS | 06/05/2009      | OPD00007*JD   | 25018       | Ironton WWTP     | 4500        | 12/20/2008      | 11/01/2008 - 11/30/2008 | Late Submission    | gsmith    |
|        | 48291         | Transferred to SWIMS | 06/05/2009      | OPD00011*GD   | 37267       | New Boston STP   | 4500        | 07/20/2009      | 06/01/2009 - 06/30/2009 | On Time Submission | gsmith    |
|        | 48290         | Transferred to SWIMS | 06/05/2009      | 2PE00000*LD   | 2129        | Lima WWTP        | 4500        | 01/20/2009      | 12/01/2008 - 12/31/2008 | On Time Submission | gsmith    |

You can also print all of your reports at any point after you submit them. The second place to print is by clicking SUBMITTALS/REVISIONS, this will bring up a list of all your submittals over time. Just find your desired report and click the details link off to the left of the listing.

## e-DMR – Printing DMR's

The screenshot displays the Ohio EPA eBusiness Center interface. At the top left is the Ohio EPA logo, and at the top right is the text 'eBusiness Center'. Below the logo is a navigation bar with 'Show Menu - My Profile' and 'Current Account: jrobert1'. A secondary navigation bar contains 'Home' and 'Help' links. A left sidebar menu includes 'Discharge Monitoring' (with sub-links for 'Create New Reports', 'Edit an Open Report', and 'Submittals/Revisions'), 'Laboratory', 'Water System', 'Admin Tools', and 'My Account'. The main content area shows a breadcrumb trail: 'Reports Management > View Submissions > View DMR Summary'. A green informational box states: 'Administrators can view more information on submitted reports--the submission date and time, who submitted the report, from what IP address, status, and any attachments submitted with the report.' Below this are three tabs: 'Lab Report', 'DMR Report' (selected), and 'EDI File'. The 'Submitted Report Information' section lists the following details:

|                                      |   |
|--------------------------------------|---|
| <b>Submission ID:</b>                | <b>8492</b>   |
| <b>Submitted Report:</b>             | <a href="#">View Report</a> <a href="#">Download XML</a> <a href="#">View Receipt</a>       |
| <b>Certifier's name:</b>             | John Sonner   |
| <b>Certifier's IP:</b>               | 172.16.8.102  |
| <b>Submission CRC Number:</b>        | 3600940458 (System calculated the hash value at 05/05/2008 11:15:44, and indicated the file |
| <b>Submission Date/Time:</b>         | 05/05/2008 11:10:35   |
| <b>Uploaded File Sent to Server:</b> | 05/05/2008 11:10:35   |
| <b>Uploaded File Received:</b>       | 05/05/2008 11:10:35   |
| <b>Uploaded File Accepted:</b>       | 05/05/2008 11:10:36   |
| <b>Submission Status:</b>            | <b>Transferred to SWIMS</b>   |
| <b>On-Time Submission Status:</b>    | On Time Submission  |

A details page will appear providing you with details on that particular submittal. From here you can view the original receipt by clicking VIEW RECEIPT or you can access a printable version of the DMR by clicking VIEW REPORT. At both of the print locations, before and after you submit, the following printable version of your report will pop up in a new window. All of your stations, data, comments, notes, and parameter column statistics will be in this printout....remember to sign the signature boxes and keep a copy on file.

## e-DMR – Printing DMR’s

**Ohio EPA - Daily Discharge Monitoring Report - Form 4500**

**FACILITY:** Troy Bulk Facility  
**LOCATION:** 1494 Lytle Rd  
 Troy, OH 45373  
**COUNTY:** Miami  
**DISTRICT:** SWDO

**PERMIT NUMBER:** *1GU00287\*DG*  
**STATION CODE:** 001  
**MONITORING PERIOD :** 2007-12-01 To: 2007-12-31  
**REPORTING LAB:**  
**ANALYST:**  
**NO DISCHARGE INDICATOR:**

| PARAMETER             | Flow Rate | pH      | Oil and Grease,<br>Total | Lead, Total<br>Recoverable | Toluene | Benzene | Ethylbenzene |
|-----------------------|-----------|---------|--------------------------|----------------------------|---------|---------|--------------|
| <b>PARAMETER CODE</b> | 00056     | 00400   | 00550                    | 01114                      | 34010   | 34030   | 34371        |
| <b>UNITS</b>          | GPD       | S.U.    | mg/l                     | ug/l                       | ug/l    | ug/l    | ug/l         |
| <b>FREQUENCY</b>      | 1/Month   | 1/Month | 1/Month                  | 1/Month                    | 1/Month | 1/Month | 1/Month      |
| <b>SAMPLING TYPE</b>  | Total     | Grab    | Grab                     | Grab                       | Grab    | Grab    | Grab         |
| 2007-12-01            |           |         |                          |                            |         |         |              |
| 2007-12-02            |           |         |                          |                            |         |         |              |
| 2007-12-03            |           |         |                          |                            |         |         |              |
| 2007-12-04            |           |         |                          |                            |         |         |              |
| 2007-12-05            |           |         |                          |                            |         |         |              |
| 2007-12-06            |           |         |                          |                            |         |         |              |
| 2007-12-07            |           |         |                          |                            |         |         |              |
| 2007-12-08            |           |         |                          |                            |         |         |              |
| 2007-12-09            |           |         |                          |                            |         |         |              |
| 2007-12-10            |           |         |                          |                            |         |         |              |

## e-DMR – DMR Revision Process

Ohio EPA eBusiness Center

eBusiness Home My Account Current Account: gsm

Home Help

Discharge Monitoring

- Create New Reports
- Edit an Open Report
- Submittals/Revisions

Discharge Monitoring > Submittals/Revisions > Viewing Past Submissions

This screen shows the status of each DMR after submission and allows you to view or revise the report.

View Submissions

Search Panel

Records: 1 - 10 of 20

| Detail | Submission ID | Submission Status    | Submission Date | Permit Number | Facility ID | Facility Name    | Report Type | Report Due Date | Report Date                   | Compliance Status  | Submitter |
|--------|---------------|----------------------|-----------------|---------------|-------------|------------------|-------------|-----------------|-------------------------------|--------------------|-----------|
|        | 48293         | Transferred to SWIMS | 06/05/2009      | 3PD00015*FD   | 42173       | Newton Falls STP | 4500        | 04/20/2009      | 03/01/2009<br>-<br>03/31/2009 | On Time Submission | gsmith    |
|        | 48292         | Transferred to SWIMS | 06/05/2009      | OPD00007*JD   | 25018       | Ironton WWTP     | 4500        | 12/20/2008      | 11/01/2008<br>-<br>11/30/2008 | Late Submission    | gsmith    |
|        | 48291         | Transferred to SWIMS | 06/05/2009      | OPD00011*GD   | 37267       | New Boston STP   | 4500        | 07/20/2009      | 06/01/2009<br>-<br>06/30/2009 | On Time Submission | gsmith    |
|        | 48290         | Transferred to SWIMS | 06/05/2009      | 2PE00000*LD   | 2129        | Lima WWTP        | 4500        | 01/20/2009      | 12/01/2008<br>-<br>12/31/2008 | On Time Submission | gsmith    |

Once a DMR has been submitted, it is assigned a submission ID and is filed and can be viewed anytime by clicking on “Submittals/Revisions”. Once you find your submitted report, you can get a printout, view the original receipt, or to submit a revision by clicking the “Details” link to the left of your submittal record. The actual report, including comments, notes, as well as the receipt that was sent is accessible from this point.

## e-DMR - DMR Revision Process

The screenshot displays the Ohio EPA eBusiness Center interface. At the top left is the Ohio EPA logo. The main header reads "eBusiness Center". Below the header, there are links for "Home" and "Help", and the current account is identified as "bsmith".

The left sidebar contains a "Discharge Monitoring" menu with options: "Create New Reports", "Edit an Open Report", and "Submittals/Revisions".

The main content area shows a breadcrumb trail: "Discharge Monitoring > Submittals/Revisions > Submitted Report Information". Below this is a green banner stating: "This screen displays a summary for the selected submitted report." There are two tabs: "Summary" and "Revision", with "Revision" being the active tab.

The "Submitted Report Information" section contains the following details:

|                                      |   |
|--------------------------------------|---|
| <b>Submission ID:</b>                | 158   |
| <b>Submitted Report:</b>             | <a href="#">View Report</a> <a href="#">Download XML</a> <a href="#">View Receipt</a>       |
| <b>Certifier's name:</b>             | James Roberts   |
| <b>Certifier's IP:</b>               | 172.16.8.102  |
| <b>Submission CRC Number:</b>        | 3652555723 (System calculated the hash value at 10/24/2007 14:14:12, and indicated the file |
| <b>Submission Date/Time:</b>         | 10/24/2007 14:09:52   |
| <b>Uploaded File Sent to Server:</b> | 10/24/2007 14:09:52   |
| <b>Uploaded File Received:</b>       | 10/24/2007 14:09:52   |
| <b>Uploaded File Accepted:</b>       | 10/24/2007 14:09:52   |
| <b>Submission Status:</b>            | Accepted, awaiting transfer   |
| <b>Compliance Status:</b>            | On Time Submission  |

Once the DETAILS page is visible, Click the "REVISION" link towards the right to begin the revision process. Do not click the REVISION link for any other reason because as soon as you click it you activate the revision process.

## e-DMR - DMR Revision Process

ohio.gov | Ohio EPA | Logout

The screenshot displays the Ohio EPA eBusiness Center interface. At the top left is the Ohio EPA logo. The main header reads "eBusiness Center". Below the header, there is a navigation bar with "Show Menu - My Profile" and "Current Account: bsmith". The left sidebar contains a "Discharge Monitoring" menu with options: "Create New Reports", "Edit an Open Report", and "Submittals/Revisions". The main content area shows a "null" status bar, a "Summary" tab, and a "Revision" tab. The "Revise a Report" form includes the following fields:

- Submission ID:** 158
- Revision Instruction:** Please enter your revision comments here. If your DMR form spans multiple stations, please indicate the station numbers that are being revised.
- Reason for Revision:**

At the bottom right of the form are two buttons: "Exit" and "Revise".

The system requires the user to enter in a reason for revision, just type a short reason and press “Revise”. This will simply bring up your previously submitted DMR exactly how you submitted it, make any changes you wish and go through the exact submittal process as usual. The system will LOCK your original submission for record keeping. If you exit the revision before you submit it, you will find the open editable copy under EDIT AN OPEN REPORT. You will receive a new submission number, new receipt and an email confirmation. The original submission will now be locked from editing, thus if you need to revise the DMR a second time, you must open the revised submittal (not the original submission) and proceed from there. All submissions will be accessible at all times inside of your account via the SUBMITTALS/REVISIONS link.