

Instructions for Completing Short Electronic Discharge Monitoring Reports (eDMRs)

Helpful Hints

- The electronic DMR system only works with Microsoft Internet Explorer. If you are using any other browser, such as Safari, Firefox or Google Chrome, it may not work properly.
- Any permit monitoring requirement with a sample frequency of less frequent than monthly (quarterly, bi-annual, semi-annual, or annual) will be listed on a short eDMR.
- Monitoring requirements are grouped by sample frequency. There may be a quarterly short eDMR and a semi-annual short eDMR for your facility.
- Each form includes a unique six-character identification number called the DOC (document) number. It is very important to use the correct form for each reporting period.
- Minimal facility information is displayed in the default view; facility name, time period covered by eDMR, and the name of the person logged on. The More button can be used to display additional facility information. The Less button can be used to return to the default view.
- If there are changes needed to the facility information (address, contact name, title) displayed, limits, or monitoring requirements listed, contact your DNR representative or note your concerns in the general remarks box. You are required to test and report in accordance with the conditions of your permit. If changes are necessary, a revised file can be provided. Your DNR representative can arrange for this to be done.
- Sample results must be reported in the units (mg/L, lbs/day) shown for the parameter in the row description. Data is considered to be in error if reported in any other unit. Contact your DNR representative if you believe a change to the eDMR form is necessary.
- The Action buttons are blue when active and grey when not active.
- The Save and Validation buttons can be used as many times as necessary. If you make changes after validation, you must revalidate before you can submit.
- The Submit button is only active when the eDMR status is “Validated” and the person logged on has submit authority.
- The notification that is displayed after clicking the Validate button is a pop-up window. If your PC has pop-up windows blocked, you can temporarily override by clicking and holding down the Control button, then clicking the Validate button. You can release the Control (Ctrl) button after the pop-up is displayed.
- The eDMR will be locked once submitted. If there is a need to change data after submittal, but prior to the data being certified by DNR, contact David Argall ([david.argall@wisconsin.gov](mailto: david.argall@wisconsin.gov)) and request the status of the file be changed back to “In Progress”. A new Certification sheet will need to be printed and sent to DNR after a second submittal. Once the DNR receives the certification sheet and certifies the DMR, the submitted file can no longer be changed. Upon certification by DNR, this data is transferred to the DNR database. Your DNR representative can change data in the DNR database but they cannot change the submitted form. If it is necessary to change the submitted form, the only option is for DNR to delete the submitted and certified form and recreate the form. It will then be necessary for the facility to reenter all data and resubmit.

Roles

- Wastewater Reporting Forms - Entry – Can enter data on the eDMR and perform validation of the eDMR. Cannot submit.
- Wastewater Reporting Forms - Submit – Can view and submit the eDMR. Cannot enter data nor perform validation of the eDMR.
- Wastewater Reporting Forms - Recipient of Confirmation Email – The official recipient of an e-mail with a PDF copy of each submitted eDMR confirming successful submission. Cannot access or view the eDMR online.

Navigating the Web Page

- You can get to the web page for the Switchboard at <http://dnr.wi.gov/topic/switchboard>. When you reach the Switchboard page click on ‘Log In To The Switchboard’ in the upper left margin of the page.
- After logging in, your Switchboard home page is displayed. Scroll to your facility name(s) and click on ‘Wastewater Reporting Forms’
- The eForms page will appear with a dropdown box that displays the facility(s) you are authorized to access.
- A link is displayed for each type of Form available on the web.
- Click on the eDMR link and select ‘eDMR Long’ then choose the eDMR that you wish to work on under the ‘Active’ link.
- Action buttons displayed on the screen include Download XML File, Upload XML File, Edit Form, Submit, Print Report and Print Certification.
- Depending on the method of data entry you use, select **one** of the following:

- Click the Edit Form button if you will be entering results on the eDMR form.
- Click the Download XML File button if you move data stored electronically to the eDMR XML file. Usually software has been purchased or extensive programming has been done by your facility if your facility completes the eDMR using this method.
- Action buttons displayed once you open an individual eDMR include Save, Validate, Print, Return, Help, Logout, and page to page navigation.
- There are two scroll bars. The one located on the far right scrolls up and down the entire eDMR. The scroll bar located just to the right of the last column scrolls through the fields for reporting daily results. The lower portion of the eDMR contains four boxes: 1) footnotes (comments DNR may use to provide guidance regarding sampling and/or reporting results, 2) general remarks (for operator comments concerning any matter other than quality control), 3) laboratory quality control comments (comments regarding procedures or concerns), 4) validation comments (a comment will be displayed if more than one LOD, LOQ, or lab certification number is entered into a single column).
- Minimal facility information is displayed in the default view; facility name, time period covered by eDMR, and the name of the person logged on. The More button can be used to display additional facility information. The Less button can be used to return to the default view.
- To view the LOD, LOQ, and laboratory certification number linked to each of the sample results, click the Click to Show Detail button. Clicking the Click to Hide Detail button will return to the default view.

Contact Us

- If you need assistance, click the Contact Us link on the bottom of the web page to generate an e-mail to your DNR representative.

Reporting Sample Results

- When no monitoring has been performed for a parameter, the entire row should be left blank. Zero is an appropriate entry for flow, results in pounds per day when the concentration result was less than the limit of detection, or the number of times a pH limit was exceeded for continuous pH monitoring. In all other cases, don't enter zero when no test was performed, as if a test was performed and zero is the result.
- The date in the Date Sample Taken field must be in the MM/DD/YYYY format. Either type in the correct sample date or click on the picture of a calendar displayed just after the Date Sample Taken to choose the correct sample date.
- If more than one sample is analyzed on a day, enter the highest value obtained for that day, unless there is a minimum limit. In those instances, enter the lowest value obtained for the day.
- If more than one sample for a given sample point, parameter, unit for the reporting period, click the Copy button at the end of the row displaying the required sampling event. A duplicate record will be created.
- When the test result is less than the limit of detection (LOD) or no detect, enter the value of the limit of detection preceded by a less than sign (<).
- For BOD, multiple dilutions of the same sample represent only a single test. See Standard Methods for the Examination of Water and Wastewater to determine what test result should be reported for that sample.
- If all BOD dilutions have the final oxygen levels below 1.0 mg/l, the facility shall calculate the BOD based on the measurable oxygen used and enter that value on the DMR with a greater than sign (>).
- A Fecal Coliform "too numerous to count" result, should be entered as an asterisk (*).
- Do not enter commas, dashes, or other extraneous markings intended to call attention to comments written elsewhere on the monitoring form.
- Discharge limit information is displayed in the Limit and Limit Type columns. Enter the number of times the limit was exceeded in the box to the right of the limit. If a sample result exceeds a limit, enter a "1". When the limit is not exceeded, enter a "0".
- When reporting a calculated annual total, enter the value on the line dated 12/31/YYYY. If monitoring forms are not generated for your facility for December, report a calculated annual total on the last day of the last month for which forms will be available that calendar year.

Reporting Quality Assurance / Quality Control Information / Noncompliance

- The cells for LOD, LOQ, and laboratory certification number are yellow when it is required that data be reported in that field for that parameter. The yellow cells are only required when a sample result is entered in the row.
- If you outsource lab work, the lab should provide this information. If testing is performed on-site and you have questions regarding determining LOD and LOQ, contact your Lab Certification Officer or DNR representative.
- Click in the "QC Exceedance" box in any row for which there is a concern over procedure or results. A check mark will be displayed.

- If a check is placed in the “QC Exceedance” box in any row, a comment is required in the “Laboratory Quality Control Comments” box at the bottom of the eDMR.

Validation Process

- As sample results are entered, some items not passing validation will cause the field to be outlined in red. For example, a cell will be outlined in red if a comma or NA is entered.
- Reporting a zero for any parameter in units of mg/L, ug/L, or ng/L will be listed as a validation error.
- Clicking the Validate button will display a pop-up listing all issues that must be resolved before submittal can occur. Issues may include missing LOD, LOQ, or laboratory certification number, or a missing comment when a QC Exceedance box has been checked. The listing can be printed. Every effort should be made to enter all required information. Contact your DNR representative or David Argall to discuss a procedure for submitting data when the DMR is incomplete.
- When errors are listed in the validation pop-up, close the window, fix the problems, and click the Validate button again. Every effort should be made to enter all required information. Contact your DNR representative or David Argall to discuss a procedure for submitting data when the DMR is incomplete.
- A Warning in the pop-up window is meant to alert you to a possible problem, but will not prevent submittal. An Error in the pop-up window will prevent submittal and must be resolved.

Submittal of the DMR Form and Certification of the Data

- The Submit button will only be active when the status of the DMR form is “Validated” and the person logged on has submit authority. (Note: If you are in the Edit Form section, you must click the ‘Return’ button to return to the eForm page to see the ‘Submit’ button.)
- When the Submit button is clicked, the “eReport Submit” page appears.
 - Note that the “eReport Submit” page states “Once this file has been submitted, it will no longer be editable. Click the ‘Finalize Submit’ button to continue.” (Proceed by clicking the “Finalize Submit” button which will take you to the ‘eReport Certify’ page.)
 - Note that the “eReport Certify” page displays the ‘Facility Name’, ‘Form Type’, ‘DOC ID’, and ‘Reporting Period’, along with a box to enter your Certification Code and a line labeled “E-Mail was sent to”. There is also language regarding the legal requirements of form submittal and a message that states “Without leaving THIS page, check E-Mail address for message containing Certification code. Enter code and click ‘Certify’ button to complete submittal.”
 - To proceed, do not close the “eReport Certify” page when opening your email box to see the email message with the Certification Code. Find the certification code in the email message and then go to the ‘eReport Certify’ page and enter the code in the box labeled ‘Enter Certification Code’, then click the ‘Certify’ button.
 - NOTE: If you close the “eReport Certify” page before entering your certification code, you will need to click the ‘Certify’ button again which will activate another email message with a new certification code.
 - After the ‘Certify’ button is clicked the page displays ‘Certification complete’.

An e-mail confirming successful submission will be sent by DNR to each person with any Wastewater Reporting role (Wastewater Reporting Forms - entry, Wastewater Reporting Forms - submit, Wastewater Reporting Forms e-confirmation).

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