



eDMR Helpful Hints

North Carolina Division of Water Resources

This document is meant to provide quick, helpful hints about eDMR. This document is not intended to serve as a detailed source of information on eDMR nor as an instructional guide on how to use eDMR. Within this document are quick bits of information you may find helpful.

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General Information

Topic 1: Getting Help with eDMR

There is no online help available for the eDMR application. All documentation and useful information is available from the [eDMR website](#). All other questions or help-needs should be directed to the appropriate DWR contacts specified on the website.

Topic 2: Reporting Ownership and Name Changes

NCDWR must be notified of any changes in ownership, owner name or facility name as this will affect the information reflected in eDMR. The Division will need to manually update this information in eDMR.

Topic 3: Conducting Searches in eDMR

When performing a search within eDMR, the search criteria are not case sensitive. When doing a search for users, the user with an Owner Type = "Owner" will not be displayed except for the NCDWR Administrator. Wildcards can be used in search criteria to make searches more specific or broader. The "%" symbol is used as the wildcard (i.e.; %Smith%).

Topic 4: Understanding Permit Versions Associated with eDMRs

Permit information displayed in eDMR reflects the permit conditions that were effective during the monitoring report period. For example: A permit is renewed and becomes effective on May 1, 2008. Once the renewed permit is effective, monitoring reports preceding May 2008 will have a permit status displayed in the eDMR application of "Inactive". The permit limits and monitoring requirements displayed in eDMR for a monitoring report will be associated with the permit version that was in effect for that monitoring report; any new limits and/or monitoring requirements associated with the renewed permit will not apply to reports preceding the renewed permit's effective date.

Topic 5: Accessing eDMR – Firewall Ports

In order to access eDMR, ports 80 and 443 need to be open on your computer firewall.

Topic 6: Double Clicking

It is not necessary to double click menu options or buttons within the eDMR application. Where necessary, the appropriate measures have been used within the application to prevent double clicking.

Reports/Data Entry

Topic 7: Creating a New eDMR

The user will only be able to create a new eDMR if:

- The permit is active and has active outfalls for the reporting period.
- An eDMR does not already exist for the permit and the specified monitoring report period (Month/Year).
- NCDWR has not already received a DMR for the permit and the specified monitoring report period (Month/Year) either manually or electronically.
- It is not for a future time period (after the last day of the current reporting month).

Topic 8: Differentiating between “My Reports” and “Search Reports”

“My Reports”, located under the “eDMR Reports” menu option, is only populated with reports created by the user currently logged in. If you did not create a report and you want to validate, certify, submit or review a report, then you will need to use “Search Reports” under the “eDMR Reports” menu option to access the report. The user may search by specific search criteria such as permit number.

Topic 9: Reviewing Permit Limits/Monitoring Requirements

The NPDES permit limits and monitoring information should be checked and verified in eDMR prior to entering data for submittal. This can be done by creating an eDMR report with all of the appropriate eDMR pages (Influent, Effluent, Upstream and Downstream) followed by printing a copy of the blank report. This copy will provide all of the required permit limit and monitoring information that is specified in the NCDWR data system. This information must be verified as correct with the permittee’s hardcopy permit. This blank copy also provides an excellent guide for setting up the eDMR Import Template if the import method will be used.

Topic 10: Reporting Comments

All comment fields now allow up to 4000 characters. There are 5 possible comment fields for each outfall in various eDMR screens: Main Report Screen, Effluent Page, Influent Page, Upstream Page and Downstream Page. In effect, each outfall in a report could have a maximum of 20,000 characters for comments, which will also be included in the PDF copy of the eDMR report. Each comment section will be provided on a separate page as an attachment after the Signature Page of the PDF.

Topic 11: Reporting Units of Measure

It is important that users report monitoring results in the same units of measure as the limited parameters. In the Totals area of an eDMR Page, the Limit value will be converted to the reported unit of measure if the units are different from the Limit Units. This is necessary so the limit displayed and the data reported are of the same units. If there is no applicable conversion for a unit of measure, then the limit will be displayed in eDMR as zero (0).

Topic 12: Reporting Pass/Fail (P/F) or Yes/No (Y/N) Values

When reporting values for parameters that are reported as Pass/Fail (P/F) or Yes/No (Y/N), the values can be reported as follows:

- **Pass** can be entered as Pass, P or 1
- **Fail** can be entered as Fail, F or 2
- **Yes** can be entered as Yes, Y or 1
- **No** can be entered as No, N or 0

Topic 13: Entering "<" and ">" Symbols

For the online data entry screens and PDF printout, the "<" and ">" symbols are not displayed in the daily maximum and daily minimum fields (in the bottom section of the report). Values with a "<" are displayed as "0" while values with a ">" are displayed as the numeric value reported (i.e., <10 is reported as 0; >200 is reported as 200).

Topic 14: Entering Time

When entering time, use the HH:MM format (i.e.; 1 hour and 15 minutes should be reported as 1:15 not 1.25).

Topic 15: Adding/Deleting Additional Parameters

Additional parameters can be added to a report page using the Add Parameter button found just above the Daily Values section of the eDMR Page. The "Save" button should be clicked prior to adding parameters to the page, as this will ensure no data loss, should user have entered any data prior to clicking "Add Parameter" button. A popup message will appear warning the user to save the data before proceeding. If the "Save" button is not clicked prior to adding the additional parameter(s), all data newly entered on the report page will be lost.

Individual parameters can be deleted from a page if they are parameters that have been manually added. If the wrong parameter is selected and added to a page, a "Delete Parameter" option is available. Parameters required by the permit and auto-populate the page cannot be deleted.

Topic 16: Compliance Status

The Compliance Status on the main report header page is no longer defaulted to a selection. This is a required entry for successful submittal. If the Compliance Status is not selected, a validation warning will have occurred stating this entry is required.

Additionally, the Compliance Status as well as the Contact Phone must also be provided in order to Certify the report. If these items are not provided when the Certify action is completed, the user will be returned to the Main Report screen and messages will be displayed indicating the missing information.

Topic 17: Reporting pH When Multiple pH Concentrations Have Been Taken

If more than one pH concentration has been taken for a particular day, these values cannot be averaged due to the logarithmic nature of pH concentration. eDMR users should use the following convention in deciding what pH concentration to enter on a particular monitoring day.

1. Any value in violation of permit limits should be reported. If multiple samples yielded noncompliant results, the most extreme noncompliant value should be reported.
2. If all values taken during the day were compliant with the permit limits, then the value closest to the bounds of the limit range (high or low) should be reported.

For example, permit limits are ≥ 6.0 and ≤ 9.0 standard units:

Dataset A: 7.8, 8.5 and 9.2 su
Report 9.2 su (it is a noncompliant value)

Dataset B: 6.3, 7.0 and 8.1 su
Report 6.3 su (it is the compliant value closest to the lower bound of the pH limit range)

Note: Permittees with continuous pH monitoring should refer to 40 CFR § 401.17 for reporting guidance.

Topic 18: Reporting No Flow

If there was no flow for a specific day, indicate this in the “Log Parameters Area” by selecting “No Flow” from the drop-down list in the “No Reporting Reason” column. This will cause the value for all parameters for that day to be blank and no values can be reported as long as a “No Flow” reason has been selected.

Week #1 (1-1) Week #2 (2-8) Week #3 (9-15) Week #4 (16-22) Week #5 (23-29) Week #6 (30-31) All Weeks (1-31)
[Hide Log Parameters Area]

Day of week	Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	No Reporting Reason
		2400 clock	Hrs	2400 clock	Hrs	Y/B/N	
Sunday	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No Flow
Monday	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Parameter

Parameter Code:	50050	00010	00400	50060	CO310	CO610	CO530	
Sampling Frequency:	Continuous	5 X week	3 X week					
Composite(C)/Grab(G):	Recorder	Grab	Composi	Grab	Composi	Composi	Composi	
Day of week	Date	FLOW	TEMP-C	PH	CHLORINE	BOD - Co	NH3-N -	TSS - Co
		mgd	deg c	su	ug/l	mg/l	mg/l	mg/l
Sunday	2	<input type="text"/>						
Monday	3	<input type="text"/>						
Tuesday	4	<input type="text"/>						

Topic 19: Reporting for Holidays

When monitoring is not required due to an official holiday, the following will apply depending on the situation indicated:

- If monitoring is not required for any parameter on a recognized holiday, a selection of “No Visitation - Holiday” can be made from the drop-down box in the “No Reporting Reason” column, which will apply to all parameters for that day; no values can be reported for any parameter as long as the “No Reporting Reason” is selected. An alternative method is to report an “H” as the value for each parameter for that day.
- If monitoring is required for some parameters such as flow (continuous recording) and a flow value is reported for a recognized holiday, then an “H” must be entered as the value for the other parameters that were not monitored on that day.

Topic 20: Changing Report Page Header Information

Any changes to the report page header (see below area inside red box) must be saved prior to creating a new page or any changes will be lost.

The screenshot displays the eDMR software interface. At the top, there is a 'Permit' section with fields for Permit # (NC0037834 Ver. 3.0), Status (Expired), SOC#, Class (WW-4), and Facility Name (Archie Elledge WWTP). Below this is the 'ORC' section with fields for Name (Jon Southern), Certification Number (986488), Status (Active), Grade (WW-4), and Has ORC changed? (checkbox). The 'eDMR' section is highlighted with a red box and contains fields for Period (09-2017 (September 2017)), Version (1.0), Status (In Progress), and Compliance Status (radio buttons for Compliant and Non-Compliant). Below the compliance status are several text input fields: Certified Lab #, Lab Name, Person(s) Collecting Samples, Contact Phone #: *, and a large text area for Comments. At the bottom of the red box are 'Save' and 'Cancel' buttons. Below the red box is the 'eDMR Pages' section with a dropdown menu (Outfall: 001 - Location: Effluent) and buttons for Edit Page, Update Page From File, Create New Page, and Create New Page From File. The footer of the page reads 'Copyright © 2007 CSC | All Rights Reserved'.

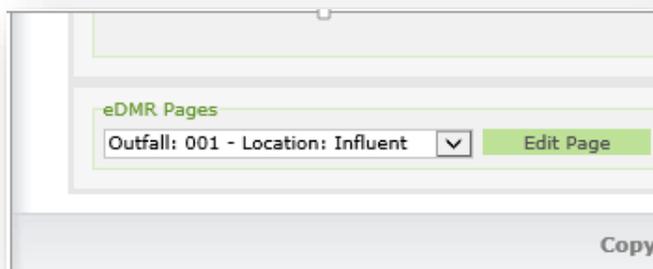
Topic 21: eDMR Pages

The pages in eDMR correspond to the Outfall sampling locations (i.e. Effluent, Influent, Upstream and Downstream) specified for the parameters to be monitored in accordance with the permit. The “eDMR Pages” field (see above area inside blue box) will not be populated until the report pages (i.e. Effluent, Influent, Upstream and Downstream) have been added to the eDMR report. The report pages can be created manually or by import from a CSV file generated using Excel Import Template.

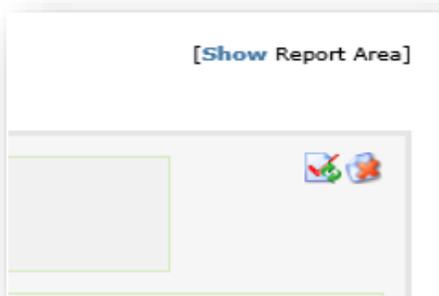
The pages that can be added to the report will depend on those Outfall sampling locations for which monitoring is specified in the permit. Depending on the monitoring frequency associated with parameters a given monitoring location, some pages may not be required to be included in each monthly report. A review of the requirements specified in the permit should be completed to make the determination of which pages should be included.

Topic 22: Deleting eDMR Pages

If an eDMR page has been created in error, you can delete the individual page by clicking “Edit Page” next to the selected eDMR page in the drop-down box. See screen shot below:



Once the data entry screen for the eDMR page opens, there is a red X icon in the upper right above the Comment box. When you click the red X icon, it will delete the eDMR page. See screen shot below:



Topic 23: Updating, Amending or Changing eDMRs

Changes can be made to a report at any time until the report is submitted. If information is updated and saved before the report is submitted, then the status of the eDMR will revert back to a status of “In Progress”. When changes are made prior to submittal, the report must be re-certified before final submittal can occur.

Once a report is successfully submitted and its status indicates “Processed,” then no additional changes can be made to the report. The processed version is no longer editable. If the processed report needs to be amended, then a new version of the report will need to be created. Updates can then be made to the revised report, and the revised report will be submitted as a new version of the previous report. Revisions will be reflected in the report list with a version number indicated; all versions of a report will be displayed to provide the submittal history of the eDMR.

Topic 24: Report Status Descriptions

Report Status	Description	Action Needed
In Progress	The initial status of a report. Data entry is in progress; status prior to being validated, certified or submitted.	Enter data.
Validated	The report has gone through the validation process, but has not been certified; no warnings have been generated.	
Validated w/Warnings	The report has gone through the validation process, but has not been certified; warnings have been generated.	Review warnings and check data for accuracy.
Certified	The report has been certified, but not submitted.	
Submitted	The report has been sent electronically from eDMR to NCDWR; the report is <u>waiting</u> to be received and processed by NCDWR.	Check the report status the next day to see if it has been processed by NCDWR.
Failed	The report was electronically submitted but was <u>not</u> successfully received and processed by NCDWR. This status will occur during the nightly batch process following submittal and will not be indicated until the following morning.	Contact NCDWR Help.
Failed to Submit	The report was <u>not</u> electronically submitted to NCDWR for processing, and the report will not be processed during the nightly batch process. This status will occur within 10-15 seconds after report submittal and will typically result from data issues in the report.	Review the report for errors and contact NCDWR Help.
Denied	Required data is missing or not valid.	Verify report data is complete and accurate.
Processed	The submitted report was successfully received and processed by NCDWR.	Mail a signed, hard copy to NCDWR.
Processed & Revised	The report was successfully processed by NCDWR; a new version of the report has been created.	

Topic 25: Using the eDMR Import Template

Do NOT modify the format or layout of the import template. Doing so, may cause the import process to fail. Please refer to the Appendix in the *“eDMR Facility Reporting Guide”* (located on the [eDMR website](#)) for detailed explanations and instructions on importing data into the eDMR system.

Report Validation

Topic 26: Split-Week Validation Warnings

During the Validation process, validation warnings will almost always be generated for the first and last week of the monitoring month depending on the frequency of monitoring. A validation warning message such as **“Sampling Frequency Less Than Permit Required! (Weekly) – Week #1”** will be generated for all parameters with monitoring during a weekly period. This occurs because the system cannot evaluate the partial week for weekly monitoring frequency. These warnings should be reviewed and investigated by looking at the previous report to ensure that monitoring was conducted accordingly. The validation warnings do not prevent submittal from occurring and are only intended to indicate data needs close review prior to submittal. For further details of report validation, please consult the *“eDMR Facility Reporting Guide”* located on the [eDMR website](#).

Topic 27: Total Residual Chlorine Validation Warnings

The total residual chlorine (TRC) limits in NPDES discharge permits typically range from 13 to 28 µg/L. These are established limits that have been approved by the EPA and they cannot be changed. However, the EPA has allowed the Division to use the <50 µg/L, as a determination of compliance with the applicable permit limit due to the known interferences with the low-level chlorine test methods and wastewater matrices. TRC concentrations above the respective permit limit will be identified as violations during eDMR validation until they can be acted upon by Division staff.

Report Submittal

Topic 28: Submitting eDMRs

Only authorized Submitters can submit reports that have a status of “Certified”. Once a report has been submitted, the submitter should wait approximately 20-30 seconds and then refresh the report list. This will allow the user to verify the report status as a successful submittal of a report should reflect a status of “Submitted”.

Topic 29: Processing of Submitted eDMRs – Overnight

Reports submitted on a given day will be processed during the night after the submittal is completed. The facility will need to check the status of the submitted report on the day after the submittal in order to verify whether or not the submitted eDMR was accepted and processed by NC DWR. The submitter should receive an email the next day with a message stating the status of the eDMR submittal (Processed, Denied, or Failed).

Topic 30: Completing eDMR Submittals – Signed Hard Copies

NCDWR should receive a signed, hard copy of the eDMR within five days of the facility's electronic submission.

Topic 31: Receiving eDMR Submittal Confirmation Emails

Only the submitter of the eDMR will receive a confirmation email from the eDMR system after the eDMR has been processed during the overnight batch process.

User Management

Topic 32: Creating Owners and Submitters

The NCDWR Administrator is the only one that can:

- Create an Owner
- Assign the Owner group permissions to a facility user
- Assign the Submitters group permissions to a facility user

Topic 33: User IDs

All users created in eDMR must have a valid email address. User IDs are created using an email address and will be used for logging into the eDMR application. It is recommended to use all lowercase for User IDs to reduce confusion because of case sensitivity.

Topic 34: Submitter Privileges

Submitter privileges can only be granted by the NCDWR User Administrator. Should a user need to be given submitter privileges, a request must be sent to the NCDWR User Administrator.

Topic 35: Adding eDMR User Permissions for Submitters

Facility users that were setup by NCDWR with eDMR submitter permissions will not be able to create reports in eDMR until additional eDMR user privileges are added to their user account by the individual that signed the eDMR Registration form or a facility administrator designated.

These facility user privilege updates must be done by the individual identified in Part B of the eDMR Registration Form as the owner or the person with delegated signatory authority for the owner.

NCDWR only creates users that have Owner and Submitter privileges. All other user permissions will need to be created or updated by the registered official or by the facility administrator that has been set up by the registered official.

Topic 36: Avoid Adding the Same Permit to a User More Than Once

After a permit is associated to a user and permission groups are added, adding the same permit again to the same user will result in the permission groups for that permit being removed and treated as a new entry. The groups will have to be re-added for the permit association.

Topic 37: Deactivated Users

When a user is “Deactivated” the user is no longer associated with any permits. Therefore, the facility owner or administrator will no longer be able to access that user until the NCDWR Administrator adds a facility permit back to that user.

Topic 38: Deleted Owner

If the owner is deleted in eDMR, the permit associated to that owner cannot be specified again when creating a new owner. When creating an owner in eDMR a permit number must be specified. During the owner creation process, the application looks at the “Registered for eDMR” indicator on the permit in DWR’s data system. If the indicator is not checked, the permit is available for eDMR registration and use. The indicator on the permit in DWR’s data system is then checked, preventing any further eDMR owner/permit registrations. Once the “Registered for eDMR” indicator is checked in DWR’s data system, it cannot be specified again when creating additional new users. To reset this indicator, submit an email request to: eDMRAdmin@ncdenr.gov.

Topic 39: User Profile Information Changes

When any changes are made to the information contained in a user’s profile (i.e. name, phone, email, password, etc.), the user will receive an email notification stating a change has been made but does not detail what specific change was made. These changes can be made by the user, facility administrator, facility owner or NCDWR Administrator.

Topic 40: Initial Creation of a Facility User

When creating a facility user for the first time, the process involves 2 steps, entering user account details and associating permit(s) to user account. Step 1 creates the user account that includes entry of user details (i.e. name, phone, email, password, etc.). Once the user details have been entered in Step 1, a second screen will appear for User/Permit Association for completing Step 2. Step 2 involves adding permits to the user account as well as the permission groups specific to that permit.

NOTE: If the permits do not get associated to the user immediately after the user account details are entered, the user account will become orphaned and cannot be accessed by anyone other than the NCDWR Administrator. Should this occur, please contact the NCDWR Administrator for assistance.

Once the account creation is completed, the user will receive an email notification stating an account has been created. Facility user accounts can only be created by a facility owner, facility administrator or NCDWR Administrator.

List of Additional eDMR User Guides

The eDMR documents listed below offer detailed information on using eDMR and managing eDMR users. These guides are available on the [eDMR website](#).

1. Facility User Management Guide
2. Facility Reporting Guide
3. Quick Start Guide for Importing from Excel Template
4. Quick Start Guide for CSV File Format
5. eDMR FAQ Guide