



eDMR

(electronic Waste Water Discharge Monitoring Report System)

System User Manual

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1. Introduction

The **Waste Water Discharge Monitoring Report System (eDMR)** provides web-based technology to record and report treated waste water monitoring data, which the operators of Maine's various public and private wastewater treatment facilities are required to submit to the Department of Environmental Protection (DEP) periodically. The eDMR system provides role-based security to ensure that users are allowed to perform only authorized system functions. The system interfaces with **EFIS** (Environment Facility Information System) to utilize the facility information and permit parameter information.

With eDMR, users with the appropriate roles will be able to enter test result data in either a daily or monthly summary format, review monitoring data for approval or rejection at three different levels: test data, DMR data, and DEP inspection, and generate a printable version of any DMR in the system at any point in its lifecycle.

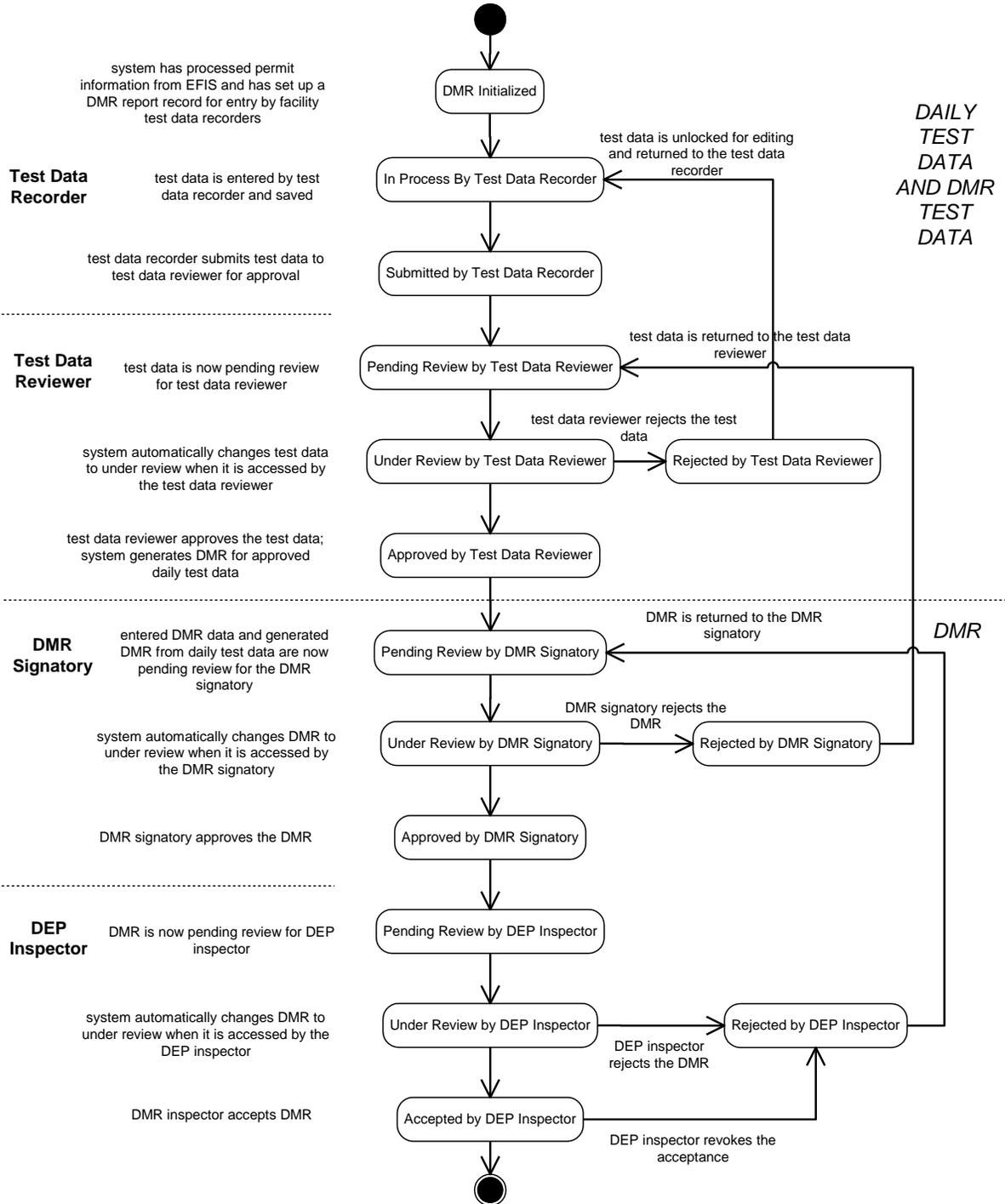
1.1. eDMR System Security

Several layers of security protect the eDMR application. First and foremost, any user attempting to access the system must provide a valid user ID and password. Once logged into the system, the data available for viewing and the functions accessible to the user are dependent upon the roles granted to the user's account at specific facilities. That is, a user can not view or manipulate the data belonging to any facility to which the user does not have the adequate roles granted.

Since the application handles all DMR processing electronically, there is no longer a need for a paper DMR document to be designated the "DMR of record". Without a paper document, however, there is no means to capture the signature of the facility representative that ultimately approved the DMR. In order to satisfy federal EPA requirements, the eDMR system implements an electronic signature process. The electronic signature is simply another password associated with each user account that requires one. When a DMR would normally require a person to physically sign the document, the eDMR system will prompt the user to enter their electronic signature. If the user fails to provide the correct electronic signature after three attempts, the system will cancel the action requested by the user and disconnect them from the application. The only actions that require an electronic signature to be submitted are the approval of the DMR by a DMR Signatory user (or DEP Proxy user, if one is assigned), and the acceptance of the DMR by a DEP Inspector user.

Finally, the entire application is made accessible to users via their web browsers through a secure protocol using a secured socket layer (SSL). Through SSL, all data transmitted over the Internet between the client browser and the application server housed at the Maine Office of Information Technology (OIT) is encrypted. So long as the user accesses the system using the URL specified by OIT, they will be utilizing SSL. The user can verify use of SSL by the "https" prefix of the web address and by the presence of a small yellow lock icon at the bottom right of their web browser.

2. Lifecycle of a DMR



3. Navigating the eDMR System

3.1. Logging On

Users will log into the system with their prescribed permissions through this interface. This page will be displayed upon accessing the eDMR system website.

Users will have three opportunities to provide a valid user ID and password. After three invalid login attempts, the system will navigate the user to the Exit Page with an appropriate message.

The screenshot shows a web browser window with the following elements:

- Browser title: DEP - eDMR - Login Page - Microsoft Internet Explorer
- Page header: Department of Environmental Protection (left), Waste Water Discharge Monitoring Report System v 0.8.1 (center), Feb 16, 2005 (right)
- Main heading: User Log In
- Form fields: User ID: [text box], Password: [text box]
- Buttons: Submit, Reset

1. Enter your user name into the User ID text box.
2. Enter your password into the Password text box.
3. Click the **Submit** button to log into the system.
4. Click the **Reset** button to undo text typed in the User ID and Password text boxes.

3.1.1. Roles

eDMR Administrator

This role is the user administrator role for the entire eDMR application. This role does not perform any data entry or data validation processes. In addition to allowing the user to create additional eDMR Administrator users, this role has the ability to grant users two DEP-specific roles and one facility-specific role:

- DEP Inspector
- DEP Proxy
- WWTP Administrator

DEP Inspector

This role is provided to a DEP user so that a discharge monitoring report can be reviewed and either approved or rejected in the view of the DEP. DMRs so approved are then sent to the EFIS system and eventually submitted to the federal EPA.

DEP Proxy

This role is provided to a DEP user to act as a “stand in” or proxy for a facility that does not have the capability to send electronic reports. The DEP user will enter the data for the facility and “sign off” on the discharge monitoring report. Essentially, the DEP Proxy user acts as a Test Data Recorder, a Test Data Reviewer, and a DMR Signatory for the assigned facility.

WWTP Administrator

This role acts as the user administrator at the assigned facility. This role does not perform any data entry or data review functions. This role has the ability to grant users three facility-specific roles:

- Test Data Recorder
- Test Data Reviewer
- DMR Signatory

Test Data Recorder

This is the role that data enters test result information for the assigned facility. The first step in the creation of a DMR at the facility is for the user with this role to enter the test result data into the system in either a daily or monthly summary format. When the data entry is complete, this user will submit the data to the Test Data Reviewer for review.

Test Data Reviewer

This role is assigned to the user who will be reviewing the data entered by a Test Data Recorder for the assigned facility. After the data is approved, it is then ready for review by the DMR Signatory.

DMR Signatory

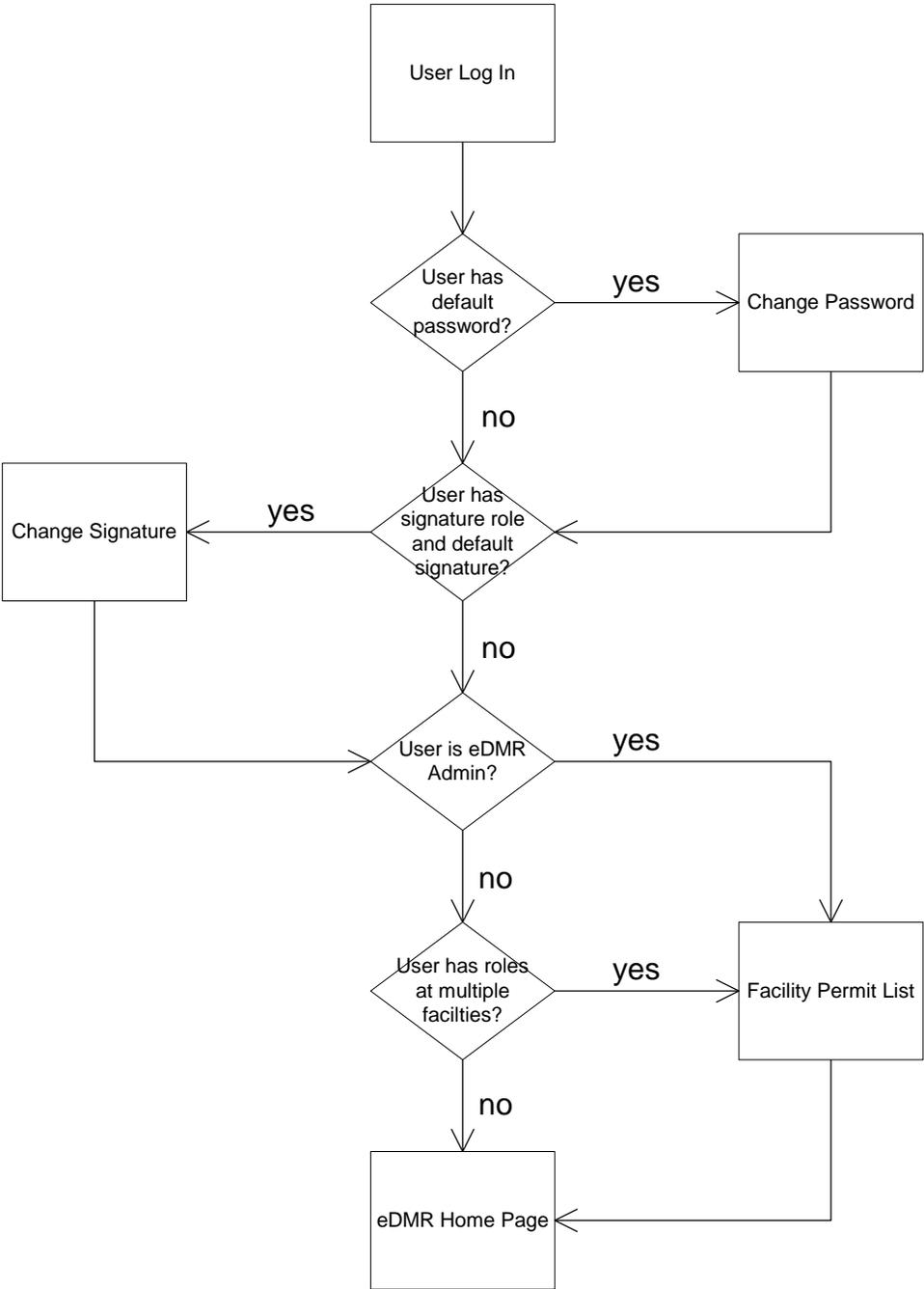
This role is given to the facility representative that has the authority to place their electronic signature on the DMR, stating that the report is complete, accurate, and ready for review by the DEP Inspector.

3.1.2. Role Summary

<u>Role Name</u>	<u>Signature Required</u>	<u>DEP Role</u>	<u>Facility Role</u>
eDMR Administrator	N	Y	N
DEP Inspector	Y	Y	N
DEP Proxy	Y	Y	N
WWTP Administrator	N	N	Y
Test Data Recorder	N	N	Y
Test Data Reviewer	N	N	Y
DMR Signatory	Y	N	Y

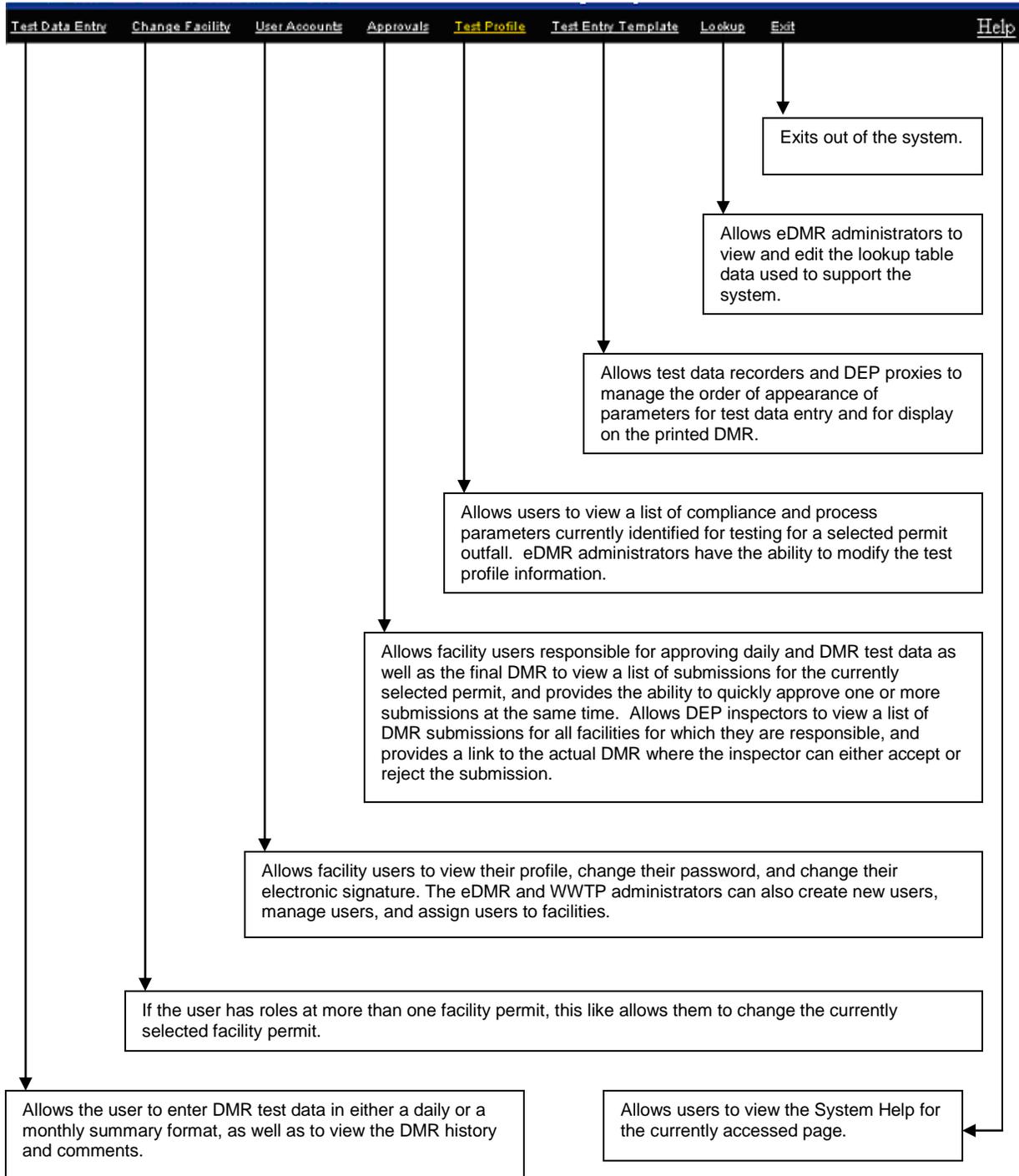
3.1.3. Role-Based Login Process Flow

The following outlines the flow of the application between user login and the home page based on the user role and facility assignments.



3.2. Link Bar

The link bar serves as the “main menu” of the application and is the primary means of navigation for users of the system. It will appear near the top of nearly every page in the application. The links that appear on the bar are dynamically displayed based on the roles of the user at the currently selected facility permit.



3.3. Facility Permit List

Once logged in to the eDMR system, if the non-eDMR administrator user has roles at more than one facility permit, the system will display the Facility Permit List page so that the user can select the specific facility permit to work with. If the user decides to change the currently selected permit, they will use this page as well.

eDMR administrator users access a different version of the Facility Permit List. This version is detailed in section 4.1.

MEPDES #	Facility Name
ME0001911	TEX TECH INDUSTRIES
ME0021521	SAPPI - SD WARREN
ME0022861	PRATT & WHITNEY
ME0100064	BOOTHBAY HARBOR SEWER DISTRICT

1. Click the link associated with the appropriate MEPDES # to select it as the “working” facility permit and navigate to the eDMR Home Page.

3.4. eDMR Home Page

When the user has selected a facility from the Facility Permit List or if the user is assigned to only one facility, this page will be displayed, providing links to pages for which the user has access with respect to the selected facility permit. eDMR will display a default DMR for each facility. If DMRs for more than one outfall are required in a given month, this screen shows the operator a list of DMRs expected.

 Department of Environmental Protection		Waste Water Discharge Monitoring Report System v 1.6.0		Nov 17, 2008						
Change Facility	User Accounts	Approvals	Test Profile	Lookup						
Exit										
Help										
Welcome to the Maine Department of Environmental Protection's Electronic Waste Water Discharge Monitoring Report System (eDMR).										
About eDMR This application exists to provide a means for Maine waste water treatment facilities to electronically report the results of tests as required by their discharge permits to the DEP.		Recent DMRs at this Facility <table border="1"> <thead> <tr> <th>Period</th> <th>Outfall</th> <th>Current DMR Status</th> </tr> </thead> <tbody> <tr> <td>OCT 2008</td> <td>001A</td> <td>This DMR Requires Data Entry</td> </tr> </tbody> </table>			Period	Outfall	Current DMR Status	OCT 2008	001A	This DMR Requires Data Entry
Period	Outfall	Current DMR Status								
OCT 2008	001A	This DMR Requires Data Entry								
Currently Selected Permit MEPDES#: ME0000035 Facility Name: BIDDEFORD SACO WATER COMPANY										
Contact DMR Administrator		eDMR Home Page		DEP Home Page						
Privacy Statement										

3.4.1. Footer

Contact DMR Administrator	eDMR Home Page	DEP Home Page	Privacy Statement
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The Footer is a common object that is displayed at the bottom of nearly every page in the application. It allows users to navigate to pages that are not directly associated with the processing of electronic DMRs.

User Account Menu

To access this page, click the **User Accounts** link on the link bar.

All users of the system can access their user profile from a link on this screen. They can also change their Password and Signature, depending on their role, from this screen.

Administrator users will see several additional links from this page. The administrator view of this User Account Menu page is detailed in section 4.2.



1. Click the [My User Profile](#) link to navigate to the My User Profile page where users can manage their user account information.
2. Click the [Change My Password](#) link to navigate to the Change Password page where users can change their login password.
3. Click the [Change My Signature](#) link to navigate to the Change Signature page where users can change their electronic signature.

3.4.2. My User Profile

To access this page, click the [My User Profile](#) link on the User Account Menu page.

This page allows all users to change the information associated with their user profile. Users can only view or change their own profile information.

Department of Environmental Protection Waste Water Discharge Monitoring Report System v 1.6.3 Mar 16, 2010

Test Data Entry Cha Maine Department of Environmental Protection Test Profile Test Entry Template Exit Help

MEPDES#: ME0000159 Facility Name: FRASER PAPERS LIMITED
MADAWASKA MILL Outfall#: 001A

My User Profile

User ID: WW155301

First Name: MI: Last Name:

Email Address: rdarling@fairpoint.net

1. Enter the First Name, MI (middle Initial), and Last Name in their respective text boxes.
2. Click the button to save the profile data.
3. Click the button to undo the data just entered.

3.4.3. Change Password

Users may change the password of their eDMR account through this interface. This page will be displayed as a result of one of the following:

- upon clicking the “Change Password” link on the User Account Menu page
- on login to the system, if the current user password is the default password

Department of Environmental Protection Waste Water Discharge Monitoring Report System v 0.8.1 Feb 16, 2005

Change Facility User Accounts Approvals Test Profile Exit Help

Change Password

Password must be between 4 and 12 characters long, must use only numbers and letters, and must start with a letter.
Password cannot be "password".

User Id: WW279371

Old Password

New Password

Confirm New Password

Contact DMR Administrator eDMR Home Page DEP Home Page Privacy Statement

1. Enter the Old Password and the New Password in their respective text boxes.
2. Confirm the new password by typing it again in the "Confirm New Password" text box.
3. Click the button to process the password change.
4. Click the button to clear the entered password data.

3.4.4. Change Signature

Users may change the electronic signature of their eDMR account through this interface. This page will be displayed as a result of one of the following:

- upon clicking the "Change Signature" link on the User Account Menu page
- on login to the system, if the current user signature is blank and the user account has one or more roles that require a signature

Department of Environmental Protection

Waste Water Discharge Monitoring Report System v 0.8.1

Feb 16, 2005

Change Facility User Accounts Approvals Test Profile Exit Help

Change Signature

Signature must begin with a letter, and must be between 4 and 12 letters and numbers long.

User Id: WW279371

Old Signature

New Signature

Confirm New Signature

Contact DMR Administrator eDMR Home Page DEP Home Page Privacy Statement

1. Enter the Old Signature and the New Signature in their respective text boxes.
2. Confirm the new signature by typing it again in the “Confirm New Signature” text box.
3. Click the button to process the signature change.
4. Click the button to clear the entered signature data.

3.5. DMR Test Entry

For a specified outfall and reporting period, this page allows the following:

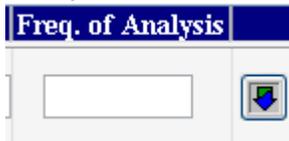
- Test data recorders and DEP proxies can view and enter DMR test data in a summarized monthly format.
- Test data reviewers, DMR signatories, DEP proxies, and DEP inspectors can view and apply approval or rejection to recorded summary test data and completed DMRs.

Test result data is only enterable on this page by test data recorder or DEP proxy users, and only if the test data has not yet been submitted to the test data reviewer.

3.5.1. As Test Data Recorder Role

1. Initially, the default outfall for the facility will be selected. To change the currently selected outfall, click the **Outfall:** 002A dropdown list to select the outfall to change to, and then click the **Change** button.
2. Initially, the current month and year will be selected for the reporting period. To change the selected reporting period, select the desired month **DEC** and year **2004** from their respective dropdown lists, and then click the **Change** button.

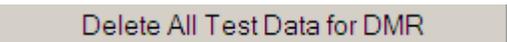
3. If there was no discharge from the selected outfall for the entire reporting period, click the **NODI:** dropdown list to select the appropriate NODI code. Note that if a report-level NODI is selected, there can be no summary test results entered into the test results table.
4. Enter summarized test result values in each of the following text boxes where appropriate: Qty Min, Qty Avg, Qty Max, Con Min, Con Avg, Con Max. Note that the statistical base code displayed in the row below each parameter row identifies the type of summary result expected in each test result text box. Either an actual summarized test result or a no-discharge (NODI) code may be entered here.
5. Enter a value in the Number of Exceedences text box that reflects the number of test results that have violated the limits specified by the permit. This number should reflect permit limit exceedences not only from the summarized data but also from the daily bench sheet result data. If the value entered for this field is less than the number of exceedences reflected in the summarized test results for the specified parameter, the system will reject the entry with an error.
6. A value for the sampling frequency can not be entered directly into the Freq of Analysis text box. To enter a value in the Freq of Analysis text box



, either click the text box itself or click the button to the right of the text box. The following pop-up window will appear:



1. Click the Sample Frequency dropdown list to select the desired sample frequency.

2. Click the  button to accept the selection, transfer the value to the Freq of Analysis text box on the DMR Test Entry page, and dismiss the pop-up window.
3. Click the  button to cancel the selection and dismiss the pop-up window without transferring a value to the Freq of Analysis text box.
7. A value for the sampling type can not be entered directly into the Sample Type text box. To enter a value in the Sample Type text box, follow the same instructions detailed in step 5 above.
8. Enter a value in the Comments text box as necessary to explain any issues with testing the specified parameter during the reporting period.
9. Click the  button to save the data to the database and attempt to submit it to the test data reviewer. The data entered must pass validation checks for completeness before the test data can be set to a submitted state.
10. Click the  button to save the data to the database without attempting to submit the data to the test data reviewer.
11. Click the  button to undo the data just entered.
12. Click the  to clear all data from a DMR.
13. Click the [View DEP DMR Comments](#) link to navigate to the DEP DMR Comments page (see section 3.8), which displays comments entered by the DEP concerning DMRs created for the specified outfall.
14. Click the [View DMR Status History](#) link to navigate to the DMR Status History page (see section 3.6.5), which displays a chronological list of the status transitions applied to the specified DMR throughout its lifecycle in the eDMR system.
15. Click the [DMR Comment](#) link to navigate to the DMR Report Comment page (see section 3.12), which displays and allows entry of comments applying to the specified DMR as a whole.

16. Click the [View Printable DMR](#) link to navigate to the View Printable DMR page (see section 3.6.6), which generates and displays the information associated with the specified DMR in a format that closely resembles that of the traditional paper DMR reports previously required by the federal EPA.

3.5.2. As Test Data Reviewer Role

Test data reviewer and DEP proxy users use this screen to review and either approve or reject the test data results submitted by the test data recorder. Approved summary test data becomes “DMR data” and is available for DMR signatory users to review. Rejected summary test data is returned to the test data recorder and the data entry lock on the data is removed.

If the DMR summary data on this page was generated from daily test results, an informational message and a link to the underlying data on the Daily Test Entry page are displayed.

Department of Environmental Protection Waste Water Discharge Monitoring Report System v 0.8.1 Mar 4, 2005

User Accounts Approvals Test Profile Exit Help

MEPDES#: ME0021521 Facility Name: SAPPI - SD WARREN Outfall#: 003A

DMR Test Entry

[View DEP DMR Comments](#) [View DMR Status History](#) [DMR Comment](#) [View Printable DMR](#)

Outfall: 003A Change Period: DEC 2004 Change

NODI: None entered

Parameter	Qty Min	Qty Avg	Qty Max	Qty Units	Con Min
00552 - OIL AND GREASE, HEXANE EXTR METHOD : EFFLUENT GROSS VALUE (permit requirements)	*****	*****	*****	*****	*****
00310 - BOD, 5-DAY (20 DEG. C) : EFFLUENT GROSS VALUE (permit requirements)	*****	12 MO AVG	14 DAILY MAX	LBS/DY	*****

Approve Test Data Reject to Test Data Recorder

Contact DMR Administrator eDMR Home Page DEP Home Page Privacy Statement

1. Click the  button to approve the test data and officially mark it as DMR data.
2. Click the  button to reject the test data back to the test data recorder and remove the data entry lock on the data.

3.5.3. As DMR Signatory Role

DMR signatory and DEP proxy users use this screen to review and either approve or reject the DMR data previously approved by the test data reviewer. Approval of DMR data allows the DEP inspectors access to that specific data for purposes of reviewing for acceptance or rejection. Rejected DMR data is returned to the test data reviewer for further review.

If the DMR summary data on this page was generated from daily test results, an informational message and a link to the underlying data on the Daily Test Entry page are displayed.

The following screen shot illustrates how warning messages for such issues as permit limit violations follow test results from data entry through the various review processes and are displayed to users.

Department of Environmental Protection Waste Water Discharge Monitoring Report System v 1.5.2 Sep 17

Test Data Entry Change Facility User Accounts Approvals Test Profile Test Entry Template Exit Help

MEPDES#: ME0002381 Facility Name: OSRAM SYLVANIA Outfall#: 006A

WARNING: The test result value 0.013 for parameter 01002 - ARSENIC, TOTAL (AS AS) : 1 - EFFLUENT GROSS VALUE must have 1 decimal of precision if the value is less than 10, and 0 decimals of precision if the value is 10 or greater.

DMR Test Entry

[View DEP DMR Comments](#) [View DMR Status History](#) [DMR Comment](#) [View Printable DMR](#)

Outfall: 006A Change Period: SEP 2008 Change

NODI (for entire outfall): None entered

Parameter	Qty Min	Qty Avg	Qty Max	Qty Units	Con Min
01002 - ARSENIC, TOTAL (AS AS) : 1 - EFFLUENT GROSS VALUE (permit requirements)	*****	0.1	*****	LBS/DY	*****
50050 - FLOW, IN CONDUIT OR THRU TREATMENT PLANT : 1 - EFFLUENT GROSS VALUE (permit requirements)	*****	9357	9827	G/D	*****

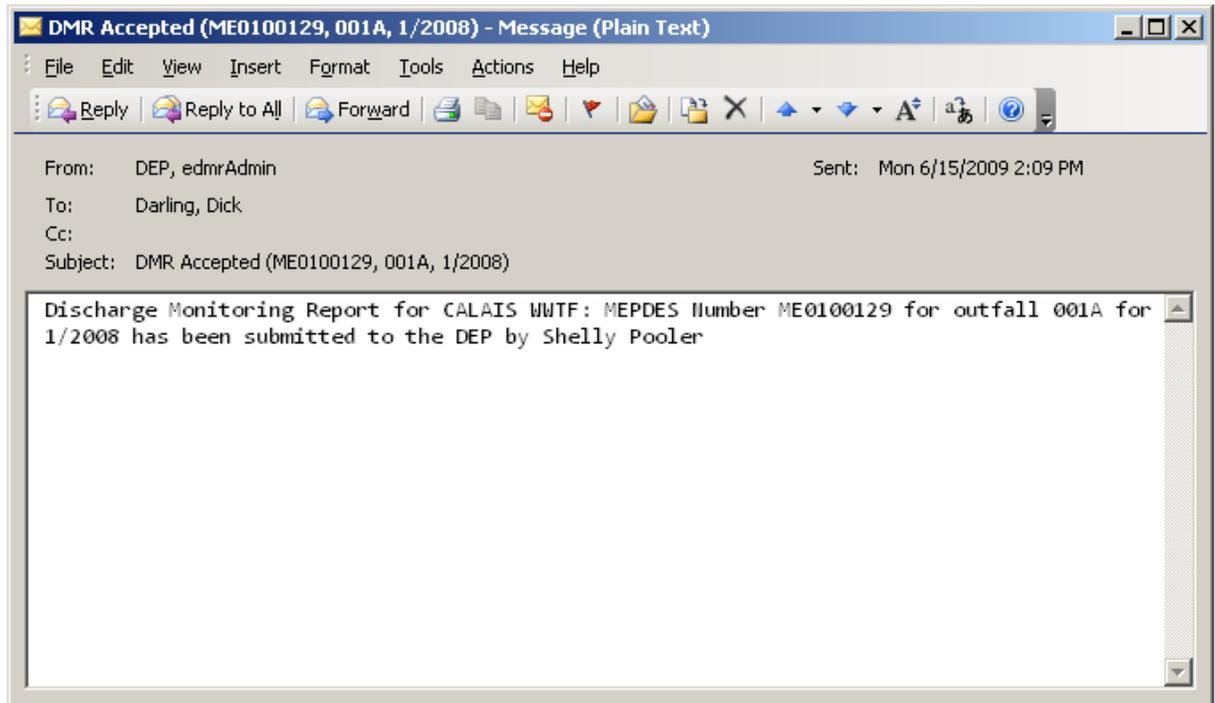
Signature: Approve DMR Reject to Test Data Reviewer

I have read and understand the [DMR Certification Statement](#)

Contact DMR Administrator eDMR Home Page DEP Home Page Privacy Statement

- To approve the DMR data, enter an electronic signature in the Signature: text box, click in the check box next to the 'I have read and understand the [DMR Certification Statement](#)' line and then click the button. This approval action also allows inspectors from DEP to review the test result data that comprises the DMR.
- Click the button to reject the DMR data.

3. Click the [DMR Certification Statement](#) link to navigate to the DMR Certification Text page (see section 3.10), which displays text that outlines the legal ramifications of affixing ones electronic signature to the approved DMR.
4. When the DMR Signatory clicks the button, an email is automatically generated and sent to the DMR Signatory and to the DEP Inspector. An example of a typical email message is shown below.



3.5.4. As DEP Inspector Role

DEP inspector users use this screen to review and either accept or reject the DMR data previously approved by the facility DMR signatory. Acceptance of DMR data completes the lifecycle of the DMR in the eDMR system and makes the data available for importing into the EFIS database during the EFIS data exchange process. Rejected DMR data is returned to the facility DMR signatory for further review.

If the DMR summary data on this page was generated from daily test results, an informational message and a link to the underlying data on the Daily Test Entry page are displayed.

Department of Environmental Protection
Waste Water Discharge Monitoring Report System v 0.9.0
Mar 28, 2005

Change Facility User Accounts Approvals Test Profile Exit Help

MEPDES#: 22222222 Facility Name: Sewage Solutions of Hallowell Outfall#: 0002

WARNING: 00310 - BOD, 5-DAY (20 DEG.C) : EFFLUENT GROSS VALUE has exceeded quantity average maximum permit limit of 25 for Qty Avg column.
WARNING: 00140 - BOD, 5-DAY (20 DEG.C) PER PRODUCTION : PERCENT REMOVAL parameter has a sample frequency other than the permit required sample frequency of Instnt.
WARNING: 00140 - BOD, 5-DAY (20 DEG.C) PER PRODUCTION : PERCENT REMOVAL has a sample type other than the permit required sample type of COMPOS.

DMR Test Entry
View DEP DMR Comments View DMR Status History DMR Comment View Printable DMR

Outfall: 0002 Change Period: DEC 2004 Change

NODI: None entered

Parameter	Qty Min	Qty Avg	Qty Max	Qty Units	Con Min
00310 - BOD, 5-DAY (20 DEG.C) : SLUDGE	*****	1.1	*****	MG/L	*****
(permit requirements)	*****	DAILY AVG	*****		*****
50050 - FLOW, IN CONDUIT OR THRU TREATMENT PLANT : EFFLUENT GROSS VALUE		N2		*****	
(permit requirements)	YRLY AVG	YRLY AVG	YRLY AVG		YRLY AVG

Signature: Accept DMR Reject to DMR Signatory

Contact DMR Administrator eDMR Home Page DEP Home Page Privacy Statement

- To accept the DMR, enter an electronic signature in the Signature: text box, and then click the button. This acceptance action also allows the DMR information to be loaded in to the EFIS database as part of the regular data transfer cycle.
- Click the button to reject the DMR back to the facility.

If the DMR has a current status of “Accepted by DEP Inspector”, then the button is displayed. Clicking this button will reject the accepted DMR back to the facility.

If the DEP Inspector rejects a DMR, an email message is sent to both the DEP Inspector and the DMR Signatory.

3.5.5. DMR Status History

To access this page, click the [View DMR Status History](#) link on the DMR Test Entry page.

This page chronicles the DMR as it changes status throughout its lifecycle in the eDMR system. Each row in the table reflects a status change, the date of the change, and the ID of the user that initiated the change.

Department of Environmental Protection | Waste Water Discharge Monitoring Report System v 0.8.1 | Feb 16, 2005

Change Facility | User Accounts | Approvals | Test Profile | Exit | Help

MEPDES#: ME0001911 | Facility Name: BOOTHBAY HARBOR SEWER DISTRICT | Outfall#: 002A

DMR History Detail

[View DMR](#)

Reporting Period: AUG 2004

Date	Status	User
12/01/2004	DMR Initialized	EDMRDBA
01/31/2005	In Process by Test Data Recorder	WW722554
01/31/2005	Submitted by Test Data Recorder	WW722554
01/31/2005	Approved by Test Reviewer	WW722554
01/31/2005	Approved by DMR Signatory	WW722554
02/10/2005	Under Review by DEP Inspector	WW279371
02/10/2005	Accepted by DEP Inspector	WW279371

Contact DMR Administrator | eDMR Home Page | DEP Home Page | Privacy Statement

1. To return to the DMR Test Entry page, click the [View DMR](#) link.

3.5.6. View Printable DMR

To access this page, click the [View Printable DMR](#) link on the DMR Test Entry page.

This page will open in a separate window and will display the specified DMR in the standard report format. Additionally, any comments, either DMR or test result specific, will appear after the DMR. This report can be generated at any stage in the DMR submission process and will reflect the data entered to that point.

The purpose of this page is to provide the user with a printer-ready report of their DMR data. When this report is generated, the user will be prompted to change the page layout in their browser to "landscape" if they wish to print the document. The DMR will not print properly in "portrait" layout.

http://24.55.200.8:8988 - Print Discharge Monitoring Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Permittee Name/Address: Sewage Solutions of Hallowell, 2 Sewer Road, Augusta, ME 04330
 Facility: Sewage Solutions of Hallowell, Location: Hallowell, Attn: Peggy Hill
 National Pollutant Discharge Elimination System (NPDES) Discharge Monitoring Report
 Permit Number: 22222222, Discharge Number: 0002, Monitoring Period: 12/01/2004 TO 12/31/2004
 DMR Status: Under Review by DEP Inspector NODI, MINOR MAINE, FINAL, Inspector Initials:

Parameter		Quantity or Loading				Quality or Concentration				No. Ex	Freq. of Analysis	Sample Type
		Min	Avg	Max	Units	Min	Avg	Max	Units			
00310 - BOD, 5-DAY (20 DEG C) : <i>SLUDGE</i>	Sample Meas.	*****	1.1	*****	MG/L	*****	*****	*****	DEG. F.	1	OIBM	EB
	Permit Request.	*****	DAILY AVG	*****		*****	*****	*****			Once in a Ehas Moon	EyeBalled
50050 - FLOW, IN CONDUIT OR THRU TREATMENT PLANT : <i>EFFLUENT GROSS VALUE</i>	Sample Meas.		H2		*****				SU		Daily	COMP-1
	Permit Request.	1	REPORT YRLY AVG	1	YRLY AVG	1	YRLY AVG	YRLY AVG				
00310 - BOD, 5-DAY (20 DEG C) : <i>EFFLUENT GROSS VALUE</i>	Sample Meas.	*****	27	*****	MG/L	*****	*****	*****	DEG. F.	2	OIBM	EB
	Permit Request.	*****	DAILY AVG	*****		*****	*****	*****			Once in a Ehas Moon	EyeBalled
00140 - BOD, 5-DAY (20 DEG C) PER PRODUCTION : <i>new test</i>	Sample Meas.	*****	*****	*****	*****	12	*****	*****	PPM	0	0199	CP
	Permit Request.	*****	*****	*****	*****	MO MIN	*****	*****			Instrut	COMP OS
00140 - BOD, 5-DAY (20 DEG C) PER PRODUCTION : <i>PERCENT REMOVAL</i>	Sample Meas.	*****	*****	*****	*****	7.2	*****	*****	PPM	0	0101	02
	Permit Request.	*****	*****	*****	*****	MO MIN	*****	*****			Instrut	COMP OS
50050 - FLOW, IN CONDUIT OR THRU TREATMENT PLANT : <i>Sarah's test</i>	Sample Meas.	<1	*****	9	*****	8	8	8	SU	0	0103	01
	Permit Request.	1	YRLY AVG	*****	YRLY AVG	YRLY AVG	YRLY AVG	YRLY AVG			Once / 5 Days	COMP-1
00400 - PH : <i>RAW SEWINDFLUENT</i>	Sample Meas.	*****	*****	*****	*****	*****	*****	6	MB/H	0	0150	IN
	Permit Request.	*****	*****	*****	*****	*****	*****	MO MAX			Once / Month	INSTAN
00400 - PH : <i>EFFLUENT GROSS VALUE</i>	Sample Meas.	*****	*****	*****	*****	*****	*****	7	MB/H	0	0150	IN
	Permit Request.	*****	*****	*****	*****	*****	*****	MO MAX			Once / Month	INSTAN

DMR Signatory: Test DEPROXY Date DMR Signatory Approved: 03/28/2005
 Maine Department of Environmental Protection - Electronic Discharge Monitoring Report
 Facility Operator Comments

Permit Number: 22222222
 Facility Name: Sewage Solutions of Hallowell
 Facility Address: 2 Sewer Road, Augusta, ME 04330
 Discharge Number: 0002
 Monitoring Period: 12/01/2004 TO 12/31/2004

DMR Report-Level Comments

I gotta tell ya, this has been a remarkably frustrating but rewarding experience.
 I can't wait to do it all again next month!

DMR Result-Level Comments

Parameter	Comment
00140 - BOD, 5-DAY (20 DEG C) PER PRODUCTION : <i>PERCENT REMOVAL</i>	Hey, don't you worry about those pesky permit deviations. It's all good my friend.
00310 - BOD, 5-DAY (20 DEG C) : <i>SLUDGE</i>	Here is my stinkin' comment.
00310 - BOD, 5-DAY (20 DEG C) : <i>EFFLUENT GROSS VALUE</i>	And here's another one for ya!

Done Internet

3.6. Daily Test Entry

For a specified outfall and reporting period, this page allows the following:

- Test data recorders and DEP proxies can view and enter test result data in a daily format.
- Test data reviewers and DEP proxies can view and apply approval or rejection to recorded daily test data.

The page layout provides for a spreadsheet-like view of the daily test results for a given outfall and reporting period. The row headers represent each of the parameters requiring reporting of test results as determined by the outfall testing profile. Each column header represents a calendar day in the specified reporting period. Each cell in the table identifies the test result for the parameter associated with the cell's row on the day associated with the cell's column.

With the exception of the report-level NODI, test results can only be inserted on this page. Clicking on any of the links embedded within the test result data table will navigate to pages where the test result data can be changed.

Test result data is only enterable on this page by test data recorder or DEP proxy users, and only if the test data has not yet been submitted to the test data reviewer.

3.6.1. As Test Data Recorder Role

Entry of test results on this page will save the result without a comment and with the sample type specified by the facility's permit. To change the value of an already saved test result, comment, or sample type, access one of the following pages:

- Daily Test Entry – By Parameter (see section 3.7.3)
- Daily Test Entry – By Date (see section 3.7.4)
- Daily Test Entry – By Cell (see section 3.7.5)

If test result data is saved on this screen and there are an insufficient number of test results to satisfy each parameter's permit required sampling frequency, then a warning message and a link to a page that displays those parameters missing tests are displayed. (See the screen print below for an example.)

If test result data is submitted on this screen and there are an insufficient number of test results to satisfy each parameter's permit required sampling frequency, then an error message and a list of those parameters missing tests are displayed, and the submit will fail.

Department of Environmental Protection
Waste Water Discharge Monitoring Report System v 0.9.0
Apr 1, 2005

MEPDES#: ME000888 Facility Name: BIS Water and Sewage Outfall#: 001A
WARNING: One or more parameters have fewer test results than required by your permit. Click the 'View Missing Tests' link for details.

Daily Test Entry
View DEP DMR Comments View Missing Tests DMR Comment

Outfall: 001A Change Period: FEB 2005 Change

NODI:

Parameter	Units	1	2	3	4
00310 - BOD, 5-DAY (20 DEG. C) : RAW SEW/INFLUENT	MG/L	14			
00310 - BOD, 5-DAY (20 DEG. C) : RAW SEW/INFLUENT	LBS/DY				
00310 - BOD, 5-DAY (20 DEG. C) : EFFLUENT GROSS VALUE	MG/L	14			
00310 - BOD, 5-DAY (20 DEG. C) : EFFLUENT GROSS VALUE	LBS/DY				

Submit to Test Data Reviewer Save Reset

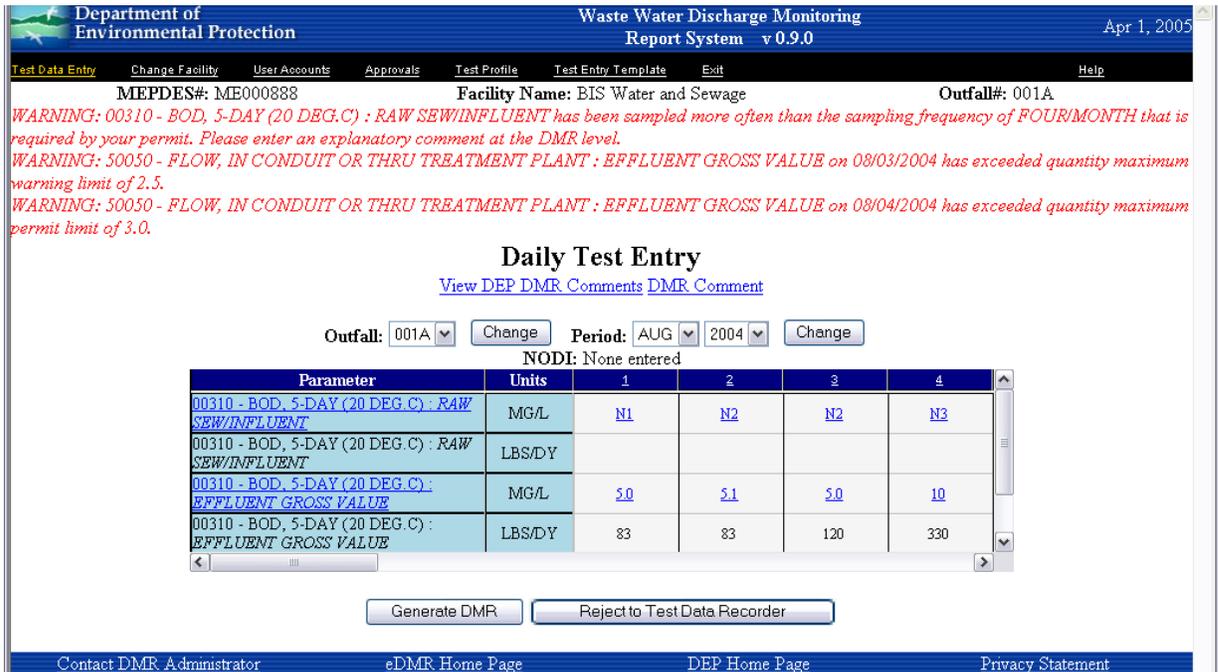
Contact DMR Administrator eDMR Home Page DEP Home Page Privacy Statement

- Initially, the default outfall for the facility will be selected. To change the currently selected outfall, click the Outfall: 002A dropdown list to select the outfall to change to, and then click the Change button.
- Initially, the current month and year will be selected for the reporting period. To change the selected reporting period, select the desired month DEC and year 2004 from their respective dropdown lists, and then click the Change button.
- If there was no discharge from the selected outfall for the entire reporting period, click the NODI: dropdown list to select the appropriate NODI code. Note that if a report-level NODI is selected, there can be no daily test results entered into the test results table.
- Enter daily test result values in the cells of the test result table as appropriate. Either an actual daily test result or a no-discharge (NODI) code may be entered here.
- Click the Submit to Test Data Reviewer button to save the data to the database and attempt to submit it to the test data reviewer. The data entered must pass validation checks for completeness before the test data can be set to a submitted state.
- Click the Save button to save the data to the database without attempting to submit the data to the test data reviewer.

7. Click the  button to undo the data just entered.
8. Click the [View DEP DMR Comments](#) link to navigate to the DEP DMR Comments page (see section 3.8), which displays comments entered by the DEP concerning DMRs created for the specified outfall.
9. Click the [View Missing Tests](#) link to navigate to the Parameters Missing Test Results page (see section 3.7.6), which displays those parameters that have an insufficient number of tests reported for the reporting period based on the permit mandated sample frequency.
10. Click the [DMR Comment](#) link to navigate to the DMR Report Comment page (see section 3.12), which displays and allows entry of comments applying to the specified DMR as a whole.
11. Click any of the links located under the Parameter column to navigate to the Daily Test Entry – By Parameter page (see section 3.7.3), which allows users to view and enter daily test results for each day in the reporting period for only the chosen parameter.
12. Click any of the numbered links across the top of the test results table to navigate to the Daily Test Entry – By Date page (see section 3.7.4), which allows user to view and enter daily test results for each parameter for only the chosen date.
13. Click any of the links located in the cells of the daily test results table to navigate to the Daily Test Entry – By Cell page (see section 3.7.5), which allows users to view and enter a daily test result for only the chosen parameter on the chosen date.

3.6.2. As Test Data Reviewer Role

Test data reviewer and DEP proxy users use this screen to review and either approve or reject the test data results submitted by the test data recorder. Approved daily test data becomes “DMR data” and is available for DMR signatory users to review. Rejected daily test data is returned to the test data recorder and the data entry lock on the data is removed.



1. To change the currently selected outfall, click the **Outfall:** 002A dropdown list to select the outfall to change to, and then click the **Change** button.
2. To change the selected reporting period, select the desired month **DEC** and year **2004** from their respective dropdown lists, and then click the **Change** button.
3. Approving daily test data is a two-step process. Omitting step b. below will keep the daily test data in an “Under Review by Test Data Reviewer” status.
 - a. Click the **Generate DMR** button to navigate to the DMR Test Entry page (see section 3.6.2) and view the daily test data in a summarized, monthly format.

- b. On the DMR Test Entry page, click the  button to approve the summarized daily test data and officially mark it as DMR data.

4. The daily test data can be rejected from two different pages.

- a. Click the  button on the Daily Test Entry page to reject the test data back to the test data recorder and remove the data entry lock on the data.

OR

- b. Click the  button to navigate to the DMR Test Entry page (see section 3.6.2) and view the daily test data in a summarized, monthly format, and then click the  button to reject the test data back to the test data recorder and remove the data entry lock on the data.

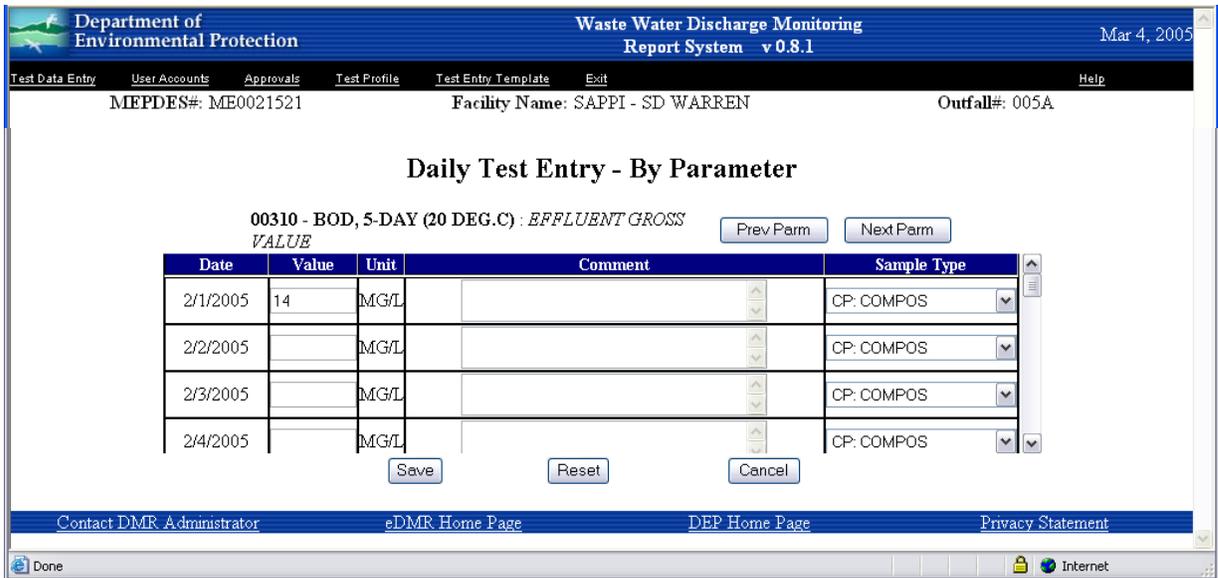
5. Click the [View DEP DMR Comments](#) link to navigate to the DEP DMR Comments page (see section 3.8), which displays comments entered by the DEP concerning DMRs created for the specified outfall.
6. Click the [DMR Comment](#) link to navigate to the DMR Report Comment page (see section 3.12), which displays and allows entry of comments applying to the specified DMR as a whole.
7. Click any of the links located under the Parameter column to navigate to the Daily Test Entry – By Parameter page (see section 3.7.3), which allows users to view daily test results for each day in the reporting period for only the chosen parameter.
8. Click any of the numbered links across the top of the test results table to navigate to the Daily Test Entry – By Date page (see section 3.7.4), which allows user to view daily test results for each parameter for only the chosen date.
9. Click any of the links located in the cells of the daily test results table to navigate to the Daily Test Entry – By Cell page (see section 3.7.5), which allows users to view a daily test result for only the chosen parameter on the chosen date.

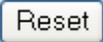
3.6.3. Daily Test Entry – By Parameter

Click any link under the “Parameter” column on the Daily Test Entry page to get to the Daily Test Entry - By Parameter page.



This page allows the user to view daily test results for each day in the selected reporting period for only the parameter associated with the link chosen on the Daily Test Entry page. Test result data is only enterable on this page by test data recorder or DEP proxy users, and only if the test data has not yet been submitted to the test data reviewer.



1. Enter a test result value in the Value column for one or more dates, enter comments if appropriate, and select the sample type from the dropdown list. By default, the sample type dictated by the permit for the selected parameter is chosen.
2. Click the  button to save the data and return to the Daily Test Entry page.
3. Click the  button to undo the data just entered.
4. Click the  button to cancel the data entry and return to the Daily Test Entry page.

From this page, the user can navigate through all of the parameters included in the outfall testing profile of the selected outfall in the order in which they are displayed on the Daily Test Entry page.

5. Click the  button to save any data entry performed and display the daily test result data for the previous parameter in the outfall testing profile.
6. Click the  button to save any data entry performed and display the daily test result data for the next parameter in the outfall testing profile.

3.6.4. Daily Test Entry – By Date

Click any of the numbered column header links on the Daily Test Entry page to navigate to the Daily Test Entry - By Date page. Each number represents a calendar day in the specified reporting period.



This page allows the user to view daily test results for each parameter in the selected outfall's testing profile for only the date associated with the link chosen on the Daily Test Entry page. Test result data is only enterable on this page by test data recorder or DEP proxy users, and only if the test data has not yet been submitted to the test data reviewer.

1. Enter a test result value in the Value column for one or more parameters, enter comments if appropriate, and select the sample type from the dropdown list. By default, the sample type dictated by the permit for the selected parameter is chosen.

2. Click the  button to save the data and return to the Daily Test Entry page.
3. Click the  button to undo the data just entered.
4. Click the  button to cancel the data entry and return to the Daily Test Entry page.

From this page, the user can navigate through all of the dates in the specified reporting period.

5. Click the  button to save any data entry performed and display the daily test result data for the previous date in the reporting period.
6. Click the  button to save any data entry performed and display the daily test result data for the next date in the reporting period.

3.6.5. Daily Test Entry – By Cell

Click any of the hyperlinked test result values present in the cells of the table on the Daily Test Entry page to navigate to the Daily Test Entry - By Cell page.

1
4

This page allows the user to view an existing daily test result for the date and parameter associated with the link chosen on the Daily Test Entry page. Test result data is only enterable on this page by test data recorder or DEP proxy users, and only if the test data has not yet been submitted to the test data reviewer.

Department of Environmental Protection		Waste Water Discharge Monitoring Report System v 0.8.1		Mar 4, 2005		
Test Data Entry	User Accounts	Approvals	Test Profile	Test Entry Template	Exit	Help
MEPDES#: ME0021521		Facility Name: SAPPI - SD WARREN		Outfall#: 005A		
Daily Test Entry - By Cell						
12/01/2004, 00310 - BOD, 5-DAY (20 DEG. C) : <i>EFFLUENT GROSS VALUE</i>						
Value	Unit	Comment	Sample Type			
4	LBS/DY	test	GR: GRAB			
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>						
Contact DMR Administrator		eDMR Home Page		DEP Home Page		Privacy Statement

1. Enter a test result value in the Value column, enter comments if appropriate, and select the sample type from the dropdown list. By default, the sample type dictated by the permit for the selected parameter is chosen.
2. Click the button to save the data and return to the Daily Test Entry page.
3. Click the button to undo the data just entered.
4. Click the button to cancel the data entry and return to the Daily Test Entry page.

3.6.6. Parameters Missing Test Results

To access this page, click the [View Missing Tests](#) link on the Daily Test Entry page.

This page allows the user to view a list of parameters that have a number of reported daily test result values that is less than what is required by permit for the specified outfall and reporting period.

Department of Environmental Protection Waste Water Discharge Monitoring Report System v 0.8.1 Mar 4, 2005

Test Data Entry User Accounts Approvals Test Profile Test Entry Template Exit Help

MEPDES#: ME0021521 Facility Name: SAPPI - SD WARREN Outfall#: 005A

Parameters Missing Test Results [Return to Test Data](#)
Reporting Period: FEB 2005

Sample Frequency Warning
00310 - BOD, 5-DAY (20 DEG.C) : RAW SEW/INFLUENT has not satisfied the sampling frequency of FOUR/MONTH that is required by your permit.
00310 - BOD, 5-DAY (20 DEG.C) : EFFLUENT GROSS VALUE has not satisfied the sampling frequency of FOUR/MONTH that is required by your permit.
50050 - FLOW, IN CONDUIT OR THRU TREATMENT PLANT : EFFLUENT GROSS VALUE has not satisfied the sampling frequency of FOUR/MONTH that is required by your

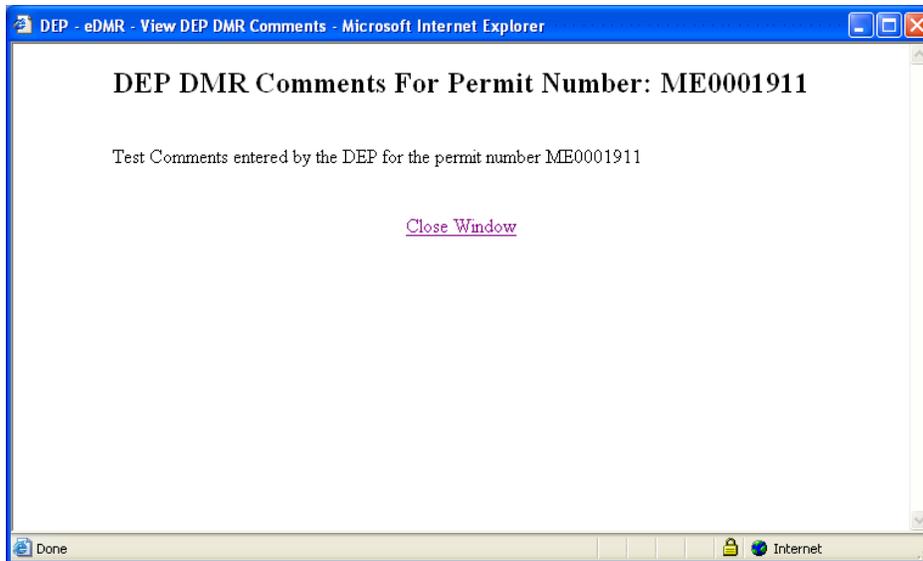
Contact DMR Administrator eDMR Home Page DEP Home Page Privacy Statement

1. Click the [Return to Test Data](#) link to return to the Daily Test Entry page.

3.7. DEP DMR Comments

To access this page, click the [View DEP DMR Comments](#) link on either the DMR Test Entry page or the Daily Test Entry page. This page will appear in a separate pop-up window.

This page allows the user to view comments provided by the DEP that concern DMR processing at the selected facility.



1. To dismiss the DEP DMR Comments window, click the [Close Window](#) link.

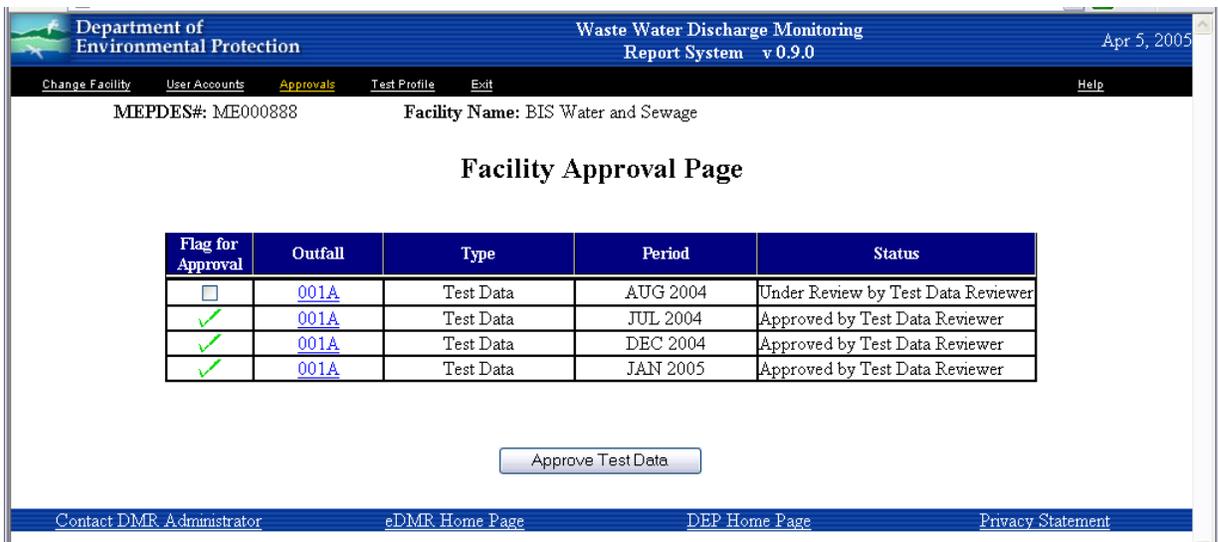
3.8. Facility Approval Page

Clicking the **Approvals** link on the link bar will navigate users with the test data reviewer, DMR signatory, or DEP proxy roles to this page.

3.8.1. As Test Data Reviewer Role

This page allows users to view a list of test data for all outfalls at the selected facility having the following characteristics:

- The test data is pending action by a test data reviewer. That is, the test data is currently either submitted by a test data recorder, rejected by a DMR signatory, or under review by a test data reviewer.
- The test data has already been acted upon by a test data reviewer, but the DMR has not yet been accepted by a DEP inspector. Test data that has already been approved by a test data reviewer will have a green checkmark in the “Flag for Approval” column. Test data that has already been rejected by a test data reviewer will have a red “X” in the “Flag for Approval” column.



1. Check off the “Flag for Approval” checkbox for one or more rows and click the  button to approve the test data for each checked row.

OR

2. Click and outfall hyperlink to view the test data for the associated outfall and reporting period and either approve or reject the submission. Depending on how the test data was entered, this link will either navigate to the Daily Test Entry or the DMR Test Entry pages.

3.8.2. As DMR Signatory Role

This page allows users to view a list of test data for all outfalls at the selected facility having the following characteristics:

- The DMR data is pending action by a DMR signatory. That is, the DMR data is currently either approved by a test data reviewer, rejected by a DEP inspector, or under review by a DMR signatory.
- The DMR data has already been acted upon by a DMR signatory, but the DMR has not yet been accepted by a DEP inspector. DMR data that has already been approved by a DMR signatory will have a green checkmark in the “Flag for Approval” column. DMR data that has already been rejected by a DMR signatory will have a red “X” in the “Flag for Approval” column.

Facility Approval Page

Flag for Approval	Outfall	Type	Period	Status
✓	006A	Test Data	MAY 2008	Approved by Test Reviewer
✓	006A	Test Data	JUN 2008	Approved by Test Reviewer
✓	006A	Test Data	JUL 2008	Approved by Test Reviewer
✓	006A	Test Data	SEP 2008	Approved by Test Reviewer
<input type="checkbox"/>	006A	DMR	SEP 2008	Approved by Test Reviewer
✓	006A	DMR	MAY 2008	Approved by DMR Signatory

Signature

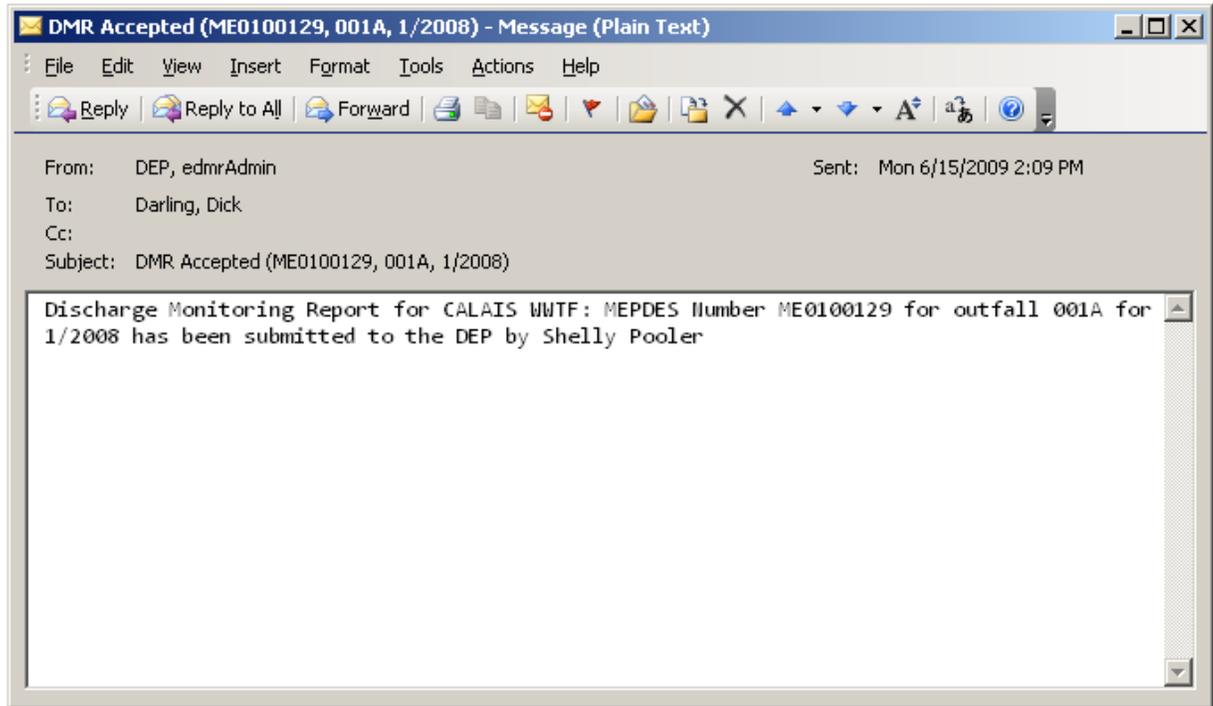
I have read and understand the [DMR Certification Statement](#)

1. Check off the “Flag for Approval” checkbox for one or more rows, enter your electronic signature in the text box, click in the check box next to the ‘I have read and understand the [DMR Certification Statement](#)’ line and click the button to approve the DMR data for each checked row.

OR

2. Click an outfall hyperlink to navigate to the DMR Test Entry page to view the DMR data for the associated outfall and reporting period and either approve or reject the submission.

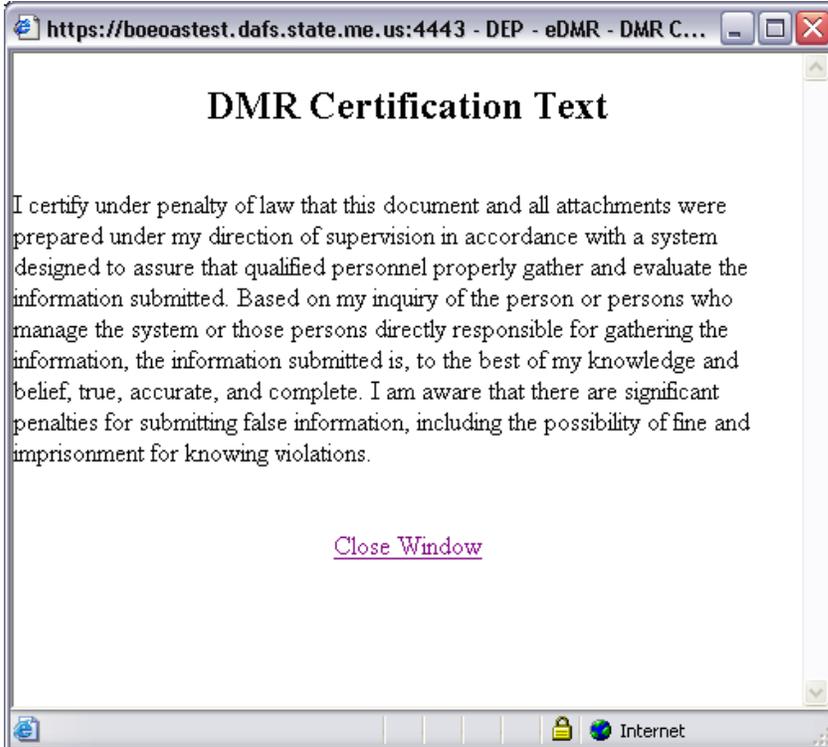
3. Click the [DMR Certification Statement](#) link to navigate to the DMR Certification Text page (see section 3.10), which displays text that outlines the legal ramifications of affixing ones electronic signature to the approved DMR.
4. When the DMR Signatory clicks the  button, an email is automatically generated and sent to the DMR Signatory and to the DEP Inspector. An example of a typical email message is shown below.



3.9. DMR Certification Text

To access this page, click the [DMR Certification Statement](#) link on either the DMR Test Entry page or the Facility Approval page. This page will appear in a separate pop-up window.

This page allows the user to view text that outlines the legal ramifications of affixing ones electronic signature to the approved DMR.



1. To dismiss the DMR Certification Text window, click the [Close Window](#) link.

3.10. DEP Inspector Approval Page

Clicking the **Approvals** link on the link bar will navigate users with the DEP inspector role to this page.

This page allows DEP inspectors to view a list of DMRs requiring submission by the treatment facilities for which they are responsible. This page gives inspectors a concise look at the status of relevant DMRs by listing the following:

- DMRs for each facility permit for which the selected inspector is responsible for the current reporting period (identified by the month and year prior to the current month and year).
- DMRs for each facility permit for which the selected inspector is responsible for any past reporting period for which the DMR has not yet been accepted by a DEP inspector.

The following table explains the significance of each status value that could be associated with a given DMR:

Status	Meaning
Pending Review	The DMR has been submitted to the DEP by the facility by a facility and has not yet been reviewed by an inspector.
Under Review	The DMR has been submitted to the DEP by the facility and an inspector has reviewed the data but has not yet accepted or rejected the DMR.
Accepted	The DMR has been reviewed and accepted by an inspector.
Rejected	The DMR has been reviewed and rejected by an inspector. The DMR is currently back under the control of the facility and has not yet been resubmitted to the DEP.
No Value	The DMR has not yet been released to the DEP by the facility. At this point, the DEP has no authority to view any of the data associated with the DMR.

Department of Environmental Protection Waste Water Discharge Monitoring Report System v 1.5.2 Sep 17, 2008

Change Facility User Accounts Approvals Test Profile Lookup Exit Help

DEP Inspector Approval Page

Select DEP Inspector: Select Report Period:

(leave period blank for the standard working view)

MEPDES	Facility Name	Outfall	Period	Status	
ME0002054	RUMFORD PAPER COMPANY	001A	AUG 2008		Comment
ME0002054	RUMFORD PAPER COMPANY	001B	AUG 2008		Comment
ME0002054	RUMFORD PAPER COMPANY	002A	AUG 2008		Comment
ME0002054	RUMFORD PAPER COMPANY	003A	AUG 2008		Comment
ME0002054	RUMFORD PAPER COMPANY	004A	AUG 2008		Comment
ME0002054	RUMFORD PAPER COMPANY	005A	AUG 2008		Comment
ME0002054	RUMFORD PAPER COMPANY	00TA	AUG 2008		Comment

Contact DMR Administrator eDMR Home Page DEP Home Page Privacy Statement

1. Initially, the system will display the DMRs for which the current user is responsible. To view the DMRs for which another inspector is responsible, click the Select DEP Inspector: REVIEWER, TEST A.  dropdown list to select the DEP inspector and then click the  button.
2. Click an outfall hyperlink to navigate to the DMR Test Entry page (see section 3.6) to view the DMR data for the associated outfall and reporting period and either accept or reject the submission.
3. Click the [COMMENT](#) link to navigate to the DMR Report Comment page (see section 3.12) which allows the user to view and enter comments specific to the DMR report as a whole.
4. Click the  button to view all of the DMRs in an accepted status for which the selected inspector is responsible. This is a required step if an inspector needs to reject a DMR that has been previously accepted by an inspector.
 - a. To revert the list back to its normal view, either click the  link on the link bar or change the selected DEP inspector.
5. Click the  button to view all of the DMRs for which the selected inspector is responsible that have not yet been approved. Helps an inspector find all the DMRs that he/she has not yet approved.

On this page when you select the DEP inspector and click “GO”

  , it will take you back to the Grid where the approval details are available.

Note: If the user clicks on the Outfall/Designator link for any DMR for which there is no status, the User will see a blank DMR for the Outfall/Designator and month specified. The User can see the parameters required but, until the DMR has been submitted by the DMR Signatory, there will be no data on the DMR.

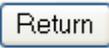
3.11. DMR Report Comment

To access this page, click the [DMR Comment](#) link on either the DMR Test Entry page or the Daily Test Entry page or the [COMMENT](#) link on the DEP Inspector Approval page.

This page allows users to view and enter comments specific to the selected DMR report as a whole.

The screenshot shows a web browser window with the following elements:

- Header:** Department of Environmental Protection, Waste Water Discharge Monitoring Report System, Feb 10, 2005
- Navigation:** Change Facility, User Accounts, Approvals, Test Profile, Exit, Help
- User Info:** MEPDES#: ME0001911, Facility Name: TEX TECH INDUSTRIES, Outfall#: 002A
- Main Content:**
 - DMR Report Comment
 - Reporting Period: AUG 2004
 - Comments (text area)
 - Save, Return, Reset (buttons)
- Footer:** Contact DMR Administrator, eDMR Home Page, DEP Home Page, Privacy Statement

1. Enter comments in the text area as applicable and click the  button to save the information.
2. Click the  button to navigate to the previously accessed page.
3. Click the  button to undo the comments just entered.

3.12. Outfall Testing Profile

To access this page, click the **Test Profile** link on the link bar.

This page allows users to view a list of compliance and process testing parameters currently associated with a selected permit outfall. See the glossary (section 6) for the difference between compliance tests and process tests.

Department of Environmental Protection Waste Water Discharge Monitoring Report System v 0.8.1 Feb 16, 2005

Change Facility User Accounts Approvals **Test Profile** Exit Help

MEPDES#: ME0001911 Facility Name: TEX TECH INDUSTRIES Outfall#: 001A

Outfall Testing Profile

Outfall: 001A Change Outfall

Sample Point	Parameter	Type	Sample Type
EFFLUENT GROSS VALUE	00011 - TEMPERATURE, WATER DEG FAHRENHEIT	COMPLIANCE	GRAB
EFFLUENT GROSS VALUE	50050 - FLOW, IN CONDUIT OR THRU TREATMENT PLANT	COMPLIANCE	ESTIMA

Contact DMR Administrator eDMR Home Page DEP Home Page Privacy Statement

1. To change the currently selected outfall, click the Outfall: 001A dropdown list to select the outfall and then click the Change Outfall button.
2. Click any of the hyperlinks under the "Parameter" column to view the profile details for that parameter.

3.12.1. Outfall Testing Profile Details

This page provides the user with a read-only view of the specified parameter profile at the current outfall.

Department of Environmental Protection		Waste Water Discharge Monitoring Report System v 0.8.1		Feb 16, 2005
Change Facility	User Accounts	Approvals	Test Profile	Exit
MEPDES#: ME0001911		Facility Name: TEX TECH INDUSTRIES		Outfall#: 001A
Outfall Testing Profile Details				Return to Outfall Testing Profile
Sample Point:	EFFLUENT GROSS VALUE	Sample Type:	GRAB	
Parameter:	00011 - TEMPERATURE, WATER DEG. FAHRENHEIT	Sample Frequency:	Once / Dschdy	
Type:	COMPLIANCE	Reporting Frequency:	NNNNNNYYNNNN	
Concentration Limits		Quantity Limits		
Units:	DEG. F.	Units:		
Error Min:	Warning Min:	Error Min:	Warning Min:	
Error Max:	Warning Max:	Error Max:	Warning Max:	
Min SBC:		Min SBC:		
Permit Min:		Permit Min:		
Avg SBC:		Avg SBC:		
Permit Avg:		Permit Avg:		
Max SBC:	DAILY MAX	Max SBC:		
Permit Max:	90	Permit Max:		
Contact DMR Administrator		eDMR Home Page		DEP Home Page
				Privacy Statement

1. Click the [Return to Outfall Testing Profile](#) link to return to the Outfall Testing Profile page.

3.13. Test Entry Template

To access this page, click the **Test Entry Template** link on the link bar.

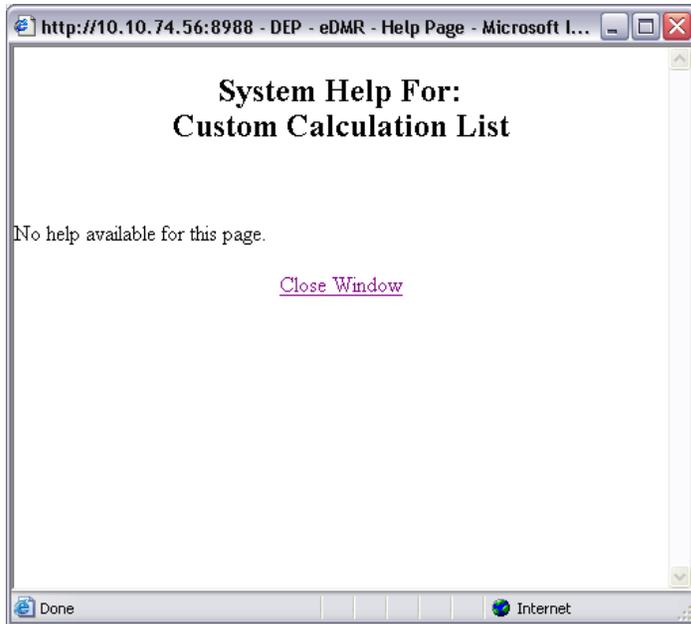
This page allows test data recorders and DEP proxies the ability to manage the order of appearance of parameters for test data entry and the printable DMR report.

1. To change the currently selected outfall, click the Outfall: dropdown list to select the outfall to change to and then click the button.
2. Select the parameter whose position you wish to alter in the parameter list then click the button to move the parameter up in the list or click the button to move the parameter down the list.
3. Click the button to save the changes to the parameter order.
4. Click the button to undo the changes to the parameter order.

3.14. System Help

To access this page, click the **Help** link on the link bar. This page will appear in a separate pop-up window.

This page allows the user to view help text provided by the DEP that details proper use of the currently accessed page. Help text is made available at the discretion of the DEP, and therefore not all pages may have help text available.

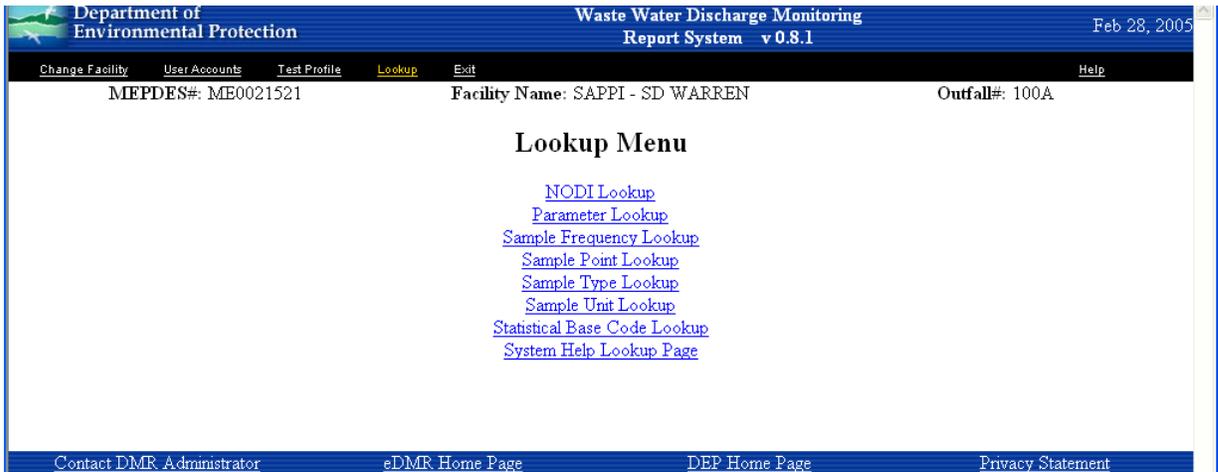


1. To dismiss the System Help window, click the [Close Window](#) link.

3.15. Exit Page

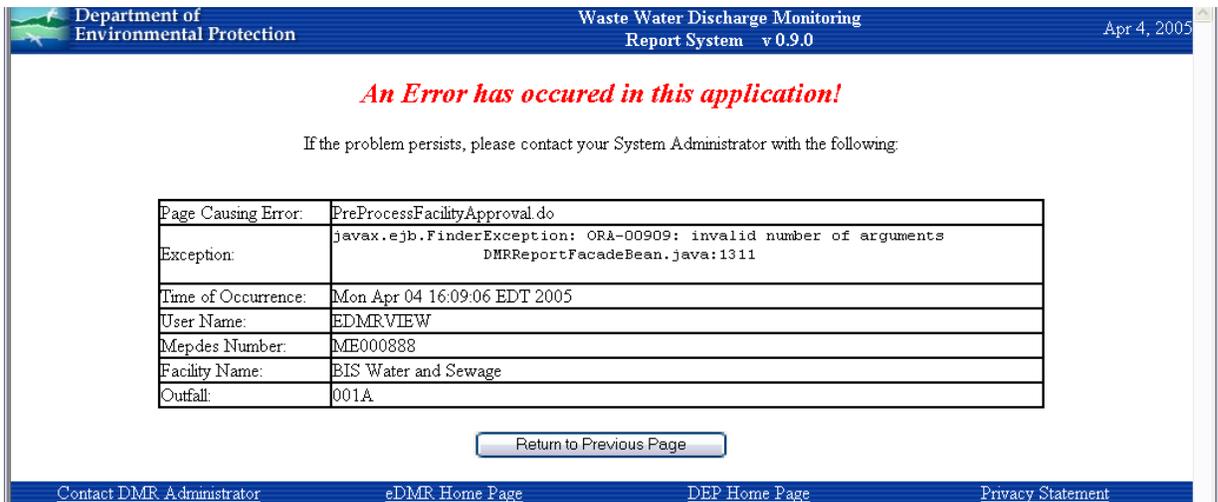
To access this page, click the **Exit** link on the link bar.

This page logs the user out of the application.



3.16. Error Page

This page is accessed in the event of an error that the application is unable to properly handle. This page displays information that may help in identifying and resolving the system error. Errors that result in the display of this page are most likely application-specific. Errors caused by an internet disconnect, server problem, or similar issue will likely result in a different error page that is determined by the browser. If either of these types of errors persists after repeated attempts, they should be reported to the eDMR system administrator. Reference section 5 for instructions on how to properly report errors.



1. Click the  button to return to the last page accessed prior to the error.

4. Administrating and Using eDMR

Administrators will log into the system through this interface. This page will be displayed upon accessing the eDMR system website.

Users will have three opportunities to provide a valid user ID and password. After three invalid login attempts, the system will navigate the user to the Exit Page with an appropriate message.

The screenshot shows a web browser window with the following elements:

- Browser title: DEP - eDMR - Login Page - Microsoft Internet Explorer
- Menu bar: File, Edit, View, Favorites, Tools, Help
- Page header: Department of Environmental Protection (left), Waste Water Discharge Monitoring Report System v 0.8.1 (center), Mar 2, 2005 (right)
- Main content: User Log In
- Form fields: User ID: [text box], Password: [text box]
- Buttons: Submit, Reset

1. Enter your user name into the User ID text box.
2. Enter your password into the Password text box.
3. Click the  button to log into the system.
4. Click the  button to undo text typed in the User ID and Password text boxes.

4.1. eDMR Administrator Facility Permit List

Once logged in, the system will display the Facility Permit List page which lists every facility permit in the system. The eDMR administrator can select the specific facility permit to work with. If the eDMR administrator decides to change the currently selected permit, they will use this page as well.

This page is also used to set the test entry type and the default outfall for facilities. The test entry type is used to indicate the method by which a facility will report test results, and therefore determine which test entry page the test data recorders will use. A facility may enter test result data in a daily format or a monthly summary format.

The default outfall is typically set to be the primary outfall at the facility. This is the outfall selected by default when a user first logs into the system and selects a facility to work with.

MEPDES #	Facility Name	Entry Type	Default Outfall
ME0001911	TEX TECH INDUSTRIES	Summary	001A
ME0002160	INTERNATIONAL PAPER	Summary	001A
ME00021521	SAPPI - SD WARREN	Summary	100A
ME00022861	PRATT & WHITNEY	Summary	003A
ME0100064	BOOTHBAY HARBOR SEWER DISTRICT	Daily	001A

- To change the test entry type of the permit, select it from the Entry Type dropdown list.
- To change the default outfall of the permit, select it from the Default Outfall dropdown list.
- Click the button to save the changes.
- Click the button to undo the changes.
- Click the link associated with the appropriate MEPDES # to select it as the “working” facility permit and navigate to the eDMR Home Page.

4.2. User Account Management

Click the **User Accounts** link on the link bar to navigate to the User Account Menu.

When eDMR and WWTP administrator users access this page, links are displayed to allow the user to create, manage, and assign user accounts for accessing the eDMR application.

1. Click the [Create User Account](#) link to navigate to the Create User Account page where users can create new user accounts to access the eDMR application.
2. Click the [Facility Permit User Assignments](#) link to navigate to the Facility Permit User Assignments page where users can view and manage the user accounts that have roles at the selected facility permit.
3. Click the User Name: dropdown list to select a user name and then click the button to navigate to the Manage User page where the selected user account can be managed beyond role assignments. The dropdown list will include only those user accounts with roles at the selected facility as well as, if the current user is an eDMR administrator, each eDMR administrator account.
4. Enter an existing user ID into the User ID: text box and then click the button to navigate to the Assign User page where the selected user account can be granted roles as the selected facility permit.

4.2.1. Create User Account

To access this page, click the [Create User Account](#) link on the User Account Menu page.

This page allows administrative users to create new user accounts for accessing the eDMR system. It additionally allows the assignment of one or more permissions (roles) to the user at the selected facility permit.

4.2.1.1. As eDMR Administrator Role

Department of Environmental Protection Waste Water Discharge Monitoring Report System v 0.8.1 Mar 2, 2005

Change Facility User Accounts Test Profile Lookup Exit Help

MEPDES#: ME0021521 Facility Name: SAPPI - SD WARREN Outfall#: 100A

Create User Account

User ID: *(Generated on Submit)*

First Name: MI: Last Name:

EDMR Administrator

Roles	DEP Proxy	WWTP Administrator	DEP Inspector
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Contact DMR Administrator](#) [eDMR Home Page](#) [DEP Home Page](#) [Privacy Statement](#)

1. Enter the First Name, Middle Initial and Last Name of the new user.
2. Check the EDMR Administrator checkbox to make the user an eDMR administrator.
3. Select the appropriate role by checking the associated checkbox. NOTE: A facility can only have one user with the DEP inspector role. A user can be assigned only one DEP-specific role (DEP proxy, WWTP administrator, DEP inspector) at a given facility.
4. Click the button to create the new user account.
5. Click the button to cancel the creation of the new user account.

4.2.1.2. As WWTP Administrator Role

Department of Environmental Protection Waste Water Discharge Monitoring Report System v 0.9.0 Apr 4, 2005

Change Facility User Accounts Test Profile Exit Help

MEPDES#: 22222222 Facility Name: Sewage Solutions of Hallowell Outfall#: 0002

Create User Account

User ID: *(Generated on Submit)*

First Name: MI: Last Name:

Roles	Test Data Reviewer	DMR Signatory	Test Data Recorder
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Contact DMR Administrator eDMR Home Page DEP Home Page Privacy Statement

1. Enter the First Name, Middle Initial and Last Name of the new user.
2. Select the appropriate roles by checking one or more of the associated checkboxes.
3. Click the button to create the new user account.
4. Click the button to cancel the creation of the new user account.

4.2.2. Facility Permit User Assignments

To access this page, click the [Facility Permit User Assignments](#) link on the User Account Menu page.

This page allows administrative users to view and change the permissions of users currently assigned roles at the selected facility permit.

4.2.2.1. As eDMR Administrator Role

Department of Environmental Protection | Waste Water Discharge Monitoring Report System v 0.8.1 | Mar 2, 2005

Change Facility | User Accounts | Test Profile | Lookup | Exit | Help

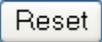
MEPDES#: ME0021521 | Facility Name: SAPPI - SD WARREN | Outfall#: 100A

Facility Permit User Assignments

Remove	User ID	Status	User Name	DEP Proxy	WWTP Administrator	DEP Inspector
<input type="checkbox"/>	WW279371	A	REVIEWER, TEST A.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	WW117423	A	User, Test D.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Submit | Reset

Contact DMR Administrator | eDMR Home Page | DEP Home Page | Privacy Statement

1. Assign and revoke roles by checking or unchecking the appropriate role's checkbox for each user account as required. NOTE: A facility can only have one user with the DEP inspector role. A user can be assigned only one DEP-specific role (DEP proxy, WWTP administrator, DEP inspector) at a given facility.
2. To revoke all roles for a user at the selected facility permit, check the associated Remove checkbox.
3. Click the  button to save the user assignment changes.
4. Click the  button to undo the user assignment changes.
5. Click any of the hyperlinks under the User ID column to navigate to the Manage User page for the associated user account.

4.2.2.2. As WWTP Administrator Role

Department of Environmental Protection | Waste Water Discharge Monitoring Report System v 0.9.0 | Apr 4, 2005

Change Facility | User Accounts | Test Profile | Exit | Help

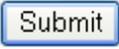
MEPDES#: 22222222 | Facility Name: Sewage Solutions of Hallowell | Outfall#: 0002

Facility Permit User Assignments

Remove	User ID	Status	User Name	Test Data Reviewer	DMR Signatory	Test Data Recorder
<input type="checkbox"/>	EDMRVIEW	A	DATAREVIEWER, test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EDMRSIGN	A	DMRSIGNATORY, Test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	EDMRCORD	A	TESTRECORDER, test E.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	WW614360	A	Williams, Robert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Submit | Reset

Contact DMR Administrator | eDMR Home Page | DEP Home Page | Privacy Statement

1. Assign and revoke roles by checking or unchecking the appropriate role's checkbox for each user account as required.
2. To revoke all roles for a user at the selected facility permit, check the associated Remove checkbox.
3. Click the  button to save the user assignment changes.
4. Click the  button to undo the user assignment changes.
5. Click any of the hyperlinks under the User ID column to navigate to the Manage User page for the associated user account.

4.2.3. Manage User Account

To access this page, either click the  button on the User Account Menu page or any of the hyperlinks under the User ID column on the Facility Permit User Assignments page.

This page allows administrator users to manage user accounts for accessing the eDMR system beyond assigning roles (outside of the eDMR administrator role). The actions available to the user on this page depend on whether the user is an eDMR administrator or a WWTP administrator.

4.2.3.1. As eDMR Administrator Role

Accessing this page as an eDMR administrator allows the user to grant or revoke the eDMR Admin role, reset the password and signature of other users, activate or inactivate users, and delete users.

Department of Environmental Protection Waste Water Discharge Monitoring Report System v 0.8.1 Mar 2, 2005

Change Facility User Accounts Test Profile Lookup Exit Help

MEPDES#: ME0021521 Facility Name: SAPPI - SD WARREN Outfall#: 100A

Manage User Account

User ID: WW279371
 First Name: TEST MI: A Last Name: REVIEWER

eDMR Administrator

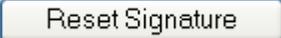
Grant eDMR Admin

Reset Password Reset Signature

Inactivate User Delete User

Contact DMR Administrator eDMR Home Page DEP Home Page Privacy Statement

If the selected user account has the eDMR administrator role, then this page will display a checked eDMR Administrator checkbox and a button labeled “Grant eDMR Admin”. Otherwise, the page will display an unchecked eDMR Administrator checkbox and a button labeled “Revoke eDMR Admin”.

- To grant eDMR administrator access to the selected user account, click the  button.
- To revoke eDMR administrator access from the selected user account, click the Revoke eDMR Admin button.
- If a user forgets the password for their account, an administrator user can reset the password to the system default value by clicking the  button.
- If a user forgets the electronic signature to their account, an eDMR administrator user reset the signature to the system default value by clicking the  button.

If the selected user account is currently activated (an account is activated when it is created), then a button labeled “Inactivate User” is displayed. Otherwise, a message stating that the user is inactive and a button labeled “Activate User” is displayed.

Inactivate users that need to be temporarily restricted from accessing the system. Inactivated users retain their user account and facility permit role assignments, but

their password is set to a random value. Activating a user account resets the password to the default value, thus allowing access to the system.

5. Click the button to inactivate the selected user account.
6. Click the button to activate the selected user account.

Users are not actually deleted from the system. Their user account is marked as “deleted” and all roles at permit facilities are removed. Though the user ID is not removed, the user account will not be able to log into the system, nor will the user appear in any dropdown lists. User IDs of deleted user accounts are never reused for new accounts in the system.

7. Click the button to initiate the user deletion process and navigate to the Confirm User Account Deletion page.

Department of Environmental Protection Waste Water Discharge Monitoring Report System v 0.8.1 Mar 4, 2005

Change Facility User Accounts Test Profile Lookup Exit Help

MEPDES#: ME0021521 Facility Name: SAPPI - SD WAREN Outfall#: 100A

Confirm User Account Deletion

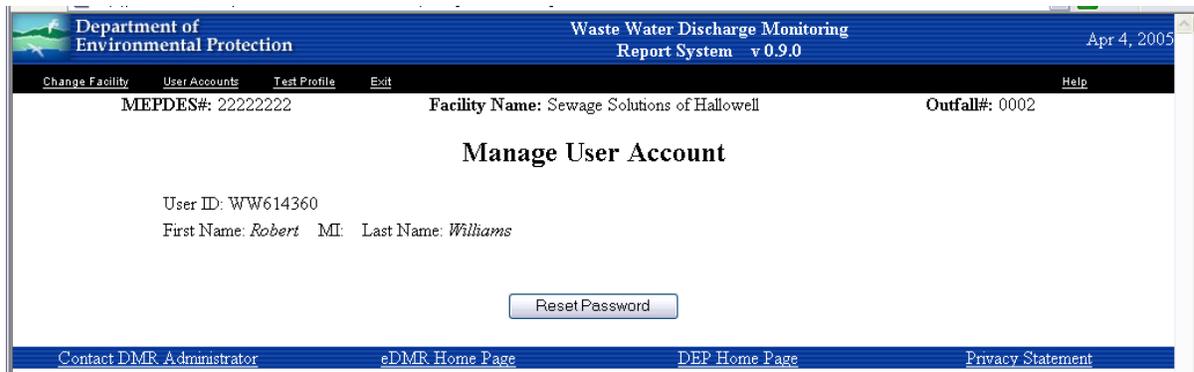
Continuing this action will remove user account *WW279371* from the system.
Do you wish to continue with the delete request?

Contact DMR Administrator eDMR Home Page DEP Home Page Privacy Statement

- a. Click the button to mark the user account as deleted and return to the User Account Menu page.
- b. Click the button to cancel the user account deletion and return to the User Account Menu page.

4.2.3.2. As WWTP Administrator Role

Accessing this page as a WWTP administrator allows the user to reset the password of other users.



1. If a user forgets the password for their account, an administrator user can reset the password to the system default value by clicking the  button.

4.2.4. Assign User Account

To access this page, click the  button on the User Account Menu page.

This page allows administrator users to assign one or more roles to an existing user at the selected facility permit. This will be necessary if the person requiring access to the facility already has a user account in eDMR, as it is not desirable to have multiple user accounts for a single person.

4.2.4.1. As eDMR Administrator Role

Department of Environmental Protection | Waste Water Discharge Monitoring Report System v 0.8.1 | Mar 2, 2005

MEPDES#: ME0021521 | Facility Name: SAPPI - SD WARREN | Outfall#: 100A

Assign User Account

User ID: *WW279371*
 First Name: TEST MI: A Last Name: REVIEWER

eDMR Administrator

Roles	DEP Proxy <input type="checkbox"/>	WWTP Administrator <input checked="" type="checkbox"/>	DEP Inspector <input type="checkbox"/>
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Contact DMR Administrator | eDMR Home Page | DEP Home Page | Privacy Statement

1. Assign and revoke roles by checking or unchecking the appropriate role's checkbox for the selected user. NOTE: A facility can only have one user with the DEP inspector role. A user can be assigned only one DEP-specific role (DEP proxy, WWTP administrator, DEP inspector) at a given facility.
2. Click the button to save the user account assignment.
3. Click the button to cancel the user account assignment.

4.2.4.2. As WWTP Administrator Role

Department of Environmental Protection | Waste Water Discharge Monitoring Report System v 0.9.0 | Apr 4, 2005

MEPDES#: 22222222 | Facility Name: Sewage Solutions of Hallowell | Outfall#: 0002

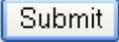
Assign User Account

User ID: *WW000121*
 First Name: Holden MI: Last Name: Laplante

Roles	Test Data Reviewer <input type="checkbox"/>	DMR Signatory <input type="checkbox"/>	Test Data Recorder <input type="checkbox"/>
-------	--	---	--

Contact DMR Administrator | eDMR Home Page | DEP Home Page | Privacy Statement

1. Assign and revoke roles by checking or unchecking the appropriate role's checkbox for the selected user.

2. Click the  button to save the user account assignment.
3. Click the  button to cancel the user account assignment.

4.3. Outfall Testing Profile

To access this page, click the [Test Profile](#) link on the link bar.

This page allows eDMR administrator users to view a list of compliance and process testing parameters currently associated with a selected permit outfall. Links are available to add and edit compliance and process parameters. See the glossary (section 6) for the difference between compliance tests and process tests.

Department of Environmental Protection Waste Water Discharge Monitoring Report System v 0.8.1 Mar 4, 2005

Change Facility User Accounts **Test Profile** Lookup Exit Help

MEPDES#: ME0021521 Facility Name: SAPPI - SD WARREN Outfall#: 100A

Outfall Testing Profile

Outfall: 100A Change Outfall [Add New Test](#)

Sample Point	Parameter	Type	Sample Type
EFFLUENT GROSS VALUE	32106 - CHLOROFORM	COMPLIANCE	GRAB
EFFLUENT GROSS VALUE	34621 - 2,4,6 TRICHLORO - PHENOL	COMPLIANCE	COMP24
EFFLUENT GROSS VALUE	34675 - 2,3,7,8-TETRACHLORO-DIBENZO-P-DIOXIN	COMPLIANCE	COMP24
EFFLUENT GROSS	38691 - 2,3,7,8 TETRACHLORO-DIBENZO FURAN	COMPLIANCE	COMP24

Contact DMR Administrator eDMR Home Page DEP Home Page Privacy Statement

- To change the currently selected outfall, click the Outfall: dropdown list to select the outfall and then click the button.
- Click any of the hyperlinks under the "Parameter" column to modify the profile details for that parameter.
- Click the [Add New Test](#) link to navigate to the Add Process Test page where new process tests can be added to the selected outfall's testing profile.

4.3.1. Add Process Test

To access this page, click the [Add New Test](#) link on the Outfall Testing Profile page.

This page allows eDMR administrators to add a process parameter to the testing profile of the selected permit outfall.

Note that a testing profile for a specific outfall can have at most one process test having the same parameter and sample point in effect at any point in time. That is, the effective date ranges for all process tests of a particular parameter and sample point associated with a particular outfall can not overlap.

1. Click the parameter dropdown list to select the process parameter to create a testing profile for. Selecting a parameter will cause the following page to appear, reflecting the parameter selected.

Concentration Limits			Quantity Limits		
Units	Error Min Max	Warning Min Max	Units	Error Min Max	Warning Min Max
<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

2. Select the Parameter, Sample Point, Sample Frequency, and Sample Type from their respective dropdown lists. Note that if the parameter is changed

from the value selected on the previous page, the current page will be refreshed to reflect the appropriate error limit values, and any other entered values will be lost. Reference the Glossary (section 6) for a description of error limits.

3. Enter the date on which the process test becomes valid for the selected permit outfall in the Start Date text box. Normally, this date would be the first day of a month. Enter the date in “MM/DD/YYYY” format.
4. Enter the date on which the process test becomes invalid for the selected permit outfall in the End Date text box. Normally, this date would be the last day of a month. Enter the date in “MM/DD/YYYY” format. Entry of this field is optional.
5. Select a value from either or both of the units dropdown lists. If a units value is selected for both concentration and quantity limits, then it is implied that a custom calculation is required to generate the quantity value for the daily test result (see section ??).
6. Enter concentration and quantity warning limits as appropriate. Reference the Glossary (section 6) for a description of warning limits. Entry of these fields is optional.
7. Click the button to save the new process test to the selected outfall's testing profile.
8. Click the button to clear the data just entered and start the add process test process anew.

4.3.2. Modify Process Test

To access this page, click any of the hyperlinks below the Parameter column with a Type value of "PROCESS" on the Outfall Testing Profile page.

This page allows eDMR administrators to modify an existing process parameter for the testing profile of the selected permit outfall.

Note that a testing profile for a specific outfall can have at most one process test having the same parameter and sample point in effect at any point in time. That is, the effective date ranges for all process tests of a particular parameter and sample point associated with a particular outfall can not overlap.

Department of Environmental Protection Waste Water Discharge Monitoring Report System v 0.9.0 Apr 4, 2005

Change Facility User Accounts Test Profile Lookup Exit Help

MEPDES#: ME000888 Facility Name: BIS Water and Sewage Outfall#: 001A

Modify Process Test

Parameter: SALINE LEVEL Sample Point: EFFLUENT GROSS VALUE

Sample Frequency: Twice / Week Sample Type: COMP-1

date format (MM/DD/YYYY) Start Date: 12/01/2004 End Date: 12/31/2005

Concentration Limits				Quantity Limits					
Units	Error Min	Error Max	Warning Min	Warning Max	Units	Error Min	Error Max	Warning Min	Warning Max
SU	1	12		10		3	12		

Submit Reset Delete

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1. Select the Sample Point, Sample Frequency, and Sample Type from their respective dropdown lists.
2. Enter the date on which the process test becomes valid for the selected permit outfall in the Start Date text box. Normally, this date would be the first day of a month. Enter the date in "MM/DD/YYYY" format.
3. Enter the date on which the process test becomes invalid for the selected permit outfall in the End Date text box. Normally, this date would be the last day of a month. Enter the date in "MM/DD/YYYY" format. Entry of this field is optional.
4. Select a value from either or both of the units dropdown lists. If a units value is selected for both concentration and quantity limits, then it is implied that a custom calculation is required to generate the quantity value for the daily test result (see section ??).

5. Enter concentration and quantity warning limits as appropriate. Reference the Glossary (section 6) for a description of warning limits. Entry of these fields is optional.
6. Click the button to save the changes to the process test.
7. Click the button to undo the changes just made to the process test.
8. Click the button to remove the process test from the outfall testing profile.

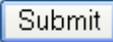
4.3.3. Modify Compliance Test

To access this page, click any of the hyperlinks below the Parameter column with a Type value of "COMPLIANCE" on the Outfall Testing Profile page.

This page allows eDMR administrators to modify an existing compliance parameter for the testing profile of the selected permit outfall. Most of the details of compliance parameters are determined by the permit information entered into EFIS and are not changeable in eDMR.

Concentration Limits		Quantity Limits	
Units:	DEG. F.	Units:	
Error Min:	Warning Min: <input type="text"/>	Error Min:	Warning Min: <input type="text"/>
Error Max:	Warning Max: <input type="text"/>	Error Max:	Warning Max: <input type="text"/>
Min SBC:		Min SBC:	
Permit Min:		Permit Min:	
Avg SBC:		Avg SBC:	
Permit Avg:		Permit Avg:	
Max SBC:	DAILY MAX	Max SBC:	
Permit Max:	90	Permit Max:	

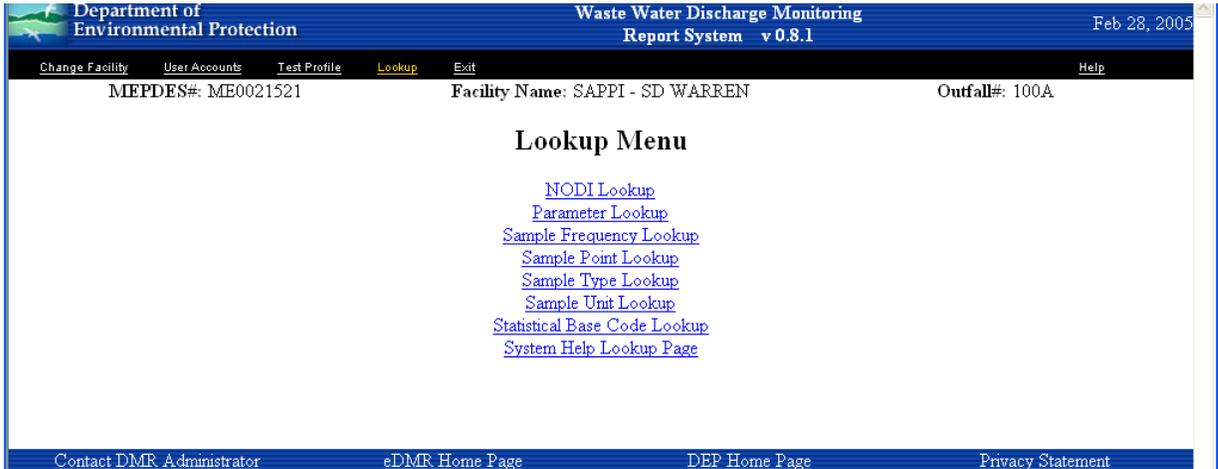
1. Enter concentration and quantity warning limits as appropriate. Reference the Glossary (section 6) for a description of warning limits. Entry of these fields is optional.

2. Click the  button to save the changes to the compliance test.
3. Click the  button to undo the changes just made to the compliance test.
4. Click the [Return to Outfall Testing Profile](#) link to return to the Outfall Testing Profile page.

4.4. Lookup Menu

To access this page, click the **Lookup** link on the link bar.

This page allows eDMR administrator users to view and edit the lookup table data used to support the system.

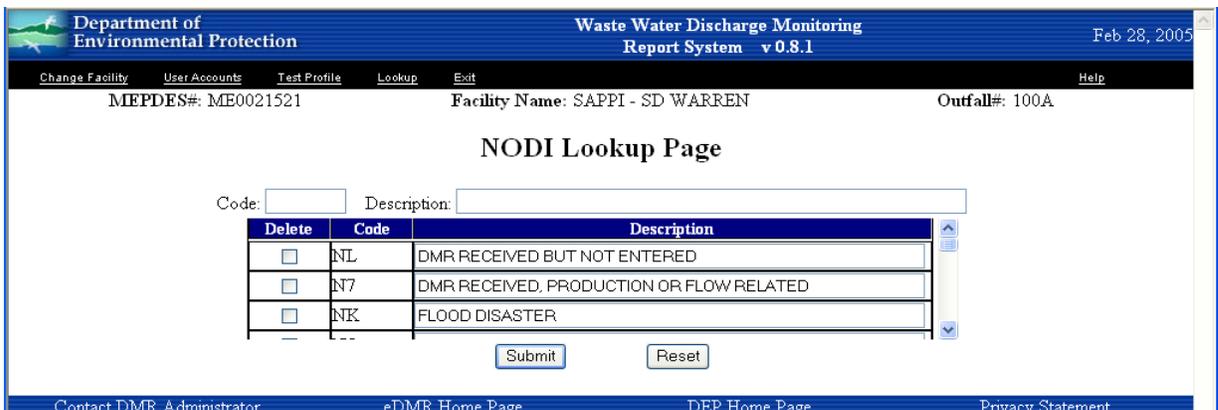


1. Click one of the links displayed on this page to navigate to its respective lookup page.

4.4.1. NODI Lookup

To access this page, click the [NODI Lookup](#) link on the Lookup Menu page.

This page allows eDMR administrator users to view, add to, edit, and delete existing members of a list of “no discharge” (NODI) lookup values. Refer to the Glossary (section 6) for a description of the term “NODI.”



1. To add a new NODI code to the list, enter values into the Code: and Description: text boxes above the table of existing records. The value for "Code" should begin with a capital "N". There can be no two codes with the same value in the NODI Lookup table.
2. To delete an existing NODI code, check the check box under the Delete column associated with the NODI code. Users are not allowed to delete NODI codes that have been used in existing DMR data.
3. To edit an existing NODI code, change the text in the text box under the Description column associated with the NODI code. Note that users are not permitted to update the value for Code. To change a code value, the NODI record having the "old" value should be deleted and a new record with the "new" value should be added.
4. Click the button to save all record additions, deletions, and updates entered.
5. Click the button to undo the data just entered.

4.4.2. Parameter Lookup

To access this page, click the [Parameter Lookup](#) link on the Lookup Menu page.

This page allows eDMR administrator users to view, add to, and delete existing members of a list of parameter lookup values.

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Change Facility User Accounts Test Profile Lookup Exit Help

MEPDES#: ME0021521 Facility Name: SAPPI - SD WARREN Outfall#: 100A

Parameter Lookup Page

Code: Name: Type: Reported Daily?

Error Limits: Con. Min.: Con. Max.: Qty. Min.: Qty. Max.:

Delete	Code	Name	Calculation
<input type="checkbox"/>	34506	1,1,1-TRICHLORO-ETHANE	Add Calc
<input type="checkbox"/>	34496	1,1-DICHLOROETHANE	Add Calc
<input type="checkbox"/>	34501	1,1-DICHLOROETHYLENE	Add Calc

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1. To add a new parameter to the list, do the following:

- a. Enter values into the Code: and Name: text boxes.
 - b. Click the Type: dropdown list to select the parameter type. Valid choices are “Compliance” and “process”. Reference the Glossary (section 6) for the difference between compliance and process parameters.
 - c. Check the Reported Daily? checkbox if the parameter can be reported on daily and should appear on the Daily Test Entry page. Uncheck the checkbox if the parameter can not be reported in a daily format (e.g.: percent removal). By default, the checkbox is checked.
 - d. Enter concentration and quantity error limits as appropriate. Reference the Glossary (section 6) for a description of error limits. Entry of these fields is optional.
2. To delete an existing parameter, check the check box under the Delete column associated with the parameter. Users are not allowed to delete parameters that have been used in existing outfall testing profile data.
 3. Click the button to save all record additions and deletions entered.
 4. Click the button to undo the data just entered.
 5. Click any of the hyperlinks under the “Code” column to navigate to the Modify Parameter Lookup page and modify the parameter information for that code.
 6. Click any of the hyperlinks under the “Calculation” column to view any custom calculations associated with the parameter or add a new custom calculation to the parameter. If the link text reads “Add Calc”, then there are no custom calculations associated with this parameter, and clicking the link will navigate to the Add Custom Calculation page. If the link text reads “View Calc”, then there are one or more custom calculations associated with this parameter, and clicking the link will navigate to the Custom Calculation List page.

4.4.2.1. Modify Parameter Lookup

To access this page, click on any of the hyperlinks under the “Code” column on the Parameter Lookup page.

Note that users are not permitted to update the value for Code. To change a code value, the parameter record having the “old” value should be deleted and a new record with the “new” value should be added.

1. Modify the parameter name in the **Name:** text box.
2. Click the **Type:** dropdown list to select the parameter type. Valid choices are “Compliance” and “process”. Reference the Glossary (section 6) for the difference between compliance and process parameters.
3. Check the **Reported Daily?** checkbox if the parameter can be reported on daily and should appear on the Daily Test Entry page. Uncheck the checkbox if the parameter can not be reported in a daily format (e.g.: percent removal).
4. Enter concentration and quantity error limits as appropriate. Reference the Glossary (section 6) for a description of error limits. Entry of these fields is optional.
5. Click the button to save the updated parameter data.
6. Click the button to remove the parameter from the system. Users are not allowed to delete parameters that have been used in existing outfall testing profile data.
7. Click the button to undo the updated parameter data.

- Click the [Parameter Lookup Page](#) link to return to the Parameter Lookup page.

4.4.2.2. Add Custom Calculation

To access this page, click any of the [Add Calc](#) links under the Calculation column on the Parameter Lookup page, or click the [Add Calculation](#) link on the Custom Calculation List page.

This page is used by eDMR administrator users to create a calculation to associate with a specified parameter. The purpose of assigning a calculation to a parameter is to allow the application to automatically generate the quantity value (derived value) for a parameter test based on the concentration value (measured value) entered by the user. Therefore, it is expected that one of the operands of the custom calculation refers to the parameter for which the calculation is being assigned.

Note that a specific parameter can have at most one custom calculation in effect at any point in time. That is, the effective date ranges for all custom calculations associated with a particular parameter can not overlap.

- Click the **Select Parameter:** dropdown list to select the appropriate parameter whose measured value will be used or enter a numeric value into the **Enter a Number:** text box for the first operand of the calculation. Repeat for the second and third operands as necessary. Entry of the third operand is optional.
- Click the **Select Operator:** dropdown list to select the first operator. Valid values are: "+", "-", "*", "/". Entry of the second operator is optional.

3. Enter the date on which the calculation becomes valid for the selected parameter in the **Effective Start Date:** text box. Normally, this date would be the first day of a month. Enter the date in “MM/DD/YYYY” format.
4. Enter the date on which the calculation becomes invalid for the selected parameter in the **Effective End Date:** text box. Normally, this date would be the last day of a month. Enter the date in “MM/DD/YYYY” format. Entry of this field is optional.
5. Click the button to save the new calculation.
6. Click the button to undo the data just entered and start the calculation creation process anew.
7. Click the [Return to Custom Calculation List](#) link to navigate to the Custom Calculation List page.
8. Click the [Return to Parameter Lookup](#) link to navigate to the Parameter Lookup page.

4.4.2.3. Custom Calculation List

To access this page, click any of the [View Calc](#) links under the Calculation column on the Parameter Lookup page, or click the [Return to Custom Calculation List](#) link on the Add Custom Calculation page.

This page allows eDMR administrator users to view, delete, and edit the effective date ranges for a list of custom calculations that have been associated with a specified parameter.

Note that a specific parameter can have at most one custom calculation in effect at any point in time. That is, the effective date ranges for all custom calculations associated with a particular parameter can not overlap.

Delete		Value/Parm	Op	Value/Parm	Op	Value/Parm	Start Date	End Date
<input type="checkbox"/>	50050: FLOW, IN CONDUIT OR THRU TREATMENT PLANT	*	00310: BOD, 5-DAY (20 DEG.C)	*	8.3		01/02/2003	
		50050: FLOW, IN CONDUIT OR						

[Add Calculation](#)
[Return to Parameter Lookup](#)

1. To delete an existing calculation, check the check box under the Delete column associated with the calculation.

Though the calculation itself can not be updated, the effective date range can be changed for existing calculations. If a calculation was entered in error, the original calculation should be deleted and a new calculation with the correct equation should be added.

2. Enter the date on which the calculation becomes valid for the selected parameter in the appropriate text box under the Start Date column. Normally, this date would be the first day of a month. Enter the date in "MM/DD/YYYY" format.
3. Enter the date on which the calculation becomes invalid for the selected parameter in the appropriate text box under the End Date column. Normally, this date would be the last day of a month. Enter the date in "MM/DD/YYYY" format. Entry of this field is optional.
4. Click the button to save the deletes and changes to the calculation data.
5. Click the button to undo the changes to the calculation data just entered.
6. Click the [Add Calculation](#) link to create and assign a new calculation to the selected parameter.
7. Click the [Return to Parameter Lookup](#) link to navigate to the Parameter Lookup page.

4.4.3. Sample Frequency Lookup

To access this page, click the [Sample Frequency Lookup](#) link on the Lookup Menu page.

This page allows eDMR administrator users to view, add to, edit, and delete existing members of a list of sample frequency lookup values.

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MEPDES#: ME0021521 Facility Name: SAPPI - SD WARREN Outfall#: 100A

Sample Frequency Lookup Page

Code: Description:

Delete	Code	Description
<input type="checkbox"/>	05/WK	5 TIMES/WEEK
<input type="checkbox"/>	01/YR	Annual
<input type="checkbox"/>	CL/OC	CHLRNTN/OCCURS

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- To add a new sample frequency to the list, enter values into the Code: and Description: text boxes above the table of existing records. There can be no two codes with the same value in the Sample Frequency Lookup table.
- To delete an existing sample frequency, check the check box under the Delete column associated with the sample frequency. Users are not allowed to delete sample frequencies that have been used in existing DMR data.
- To edit an existing sample frequency, change the text in the text box under the Description column associated with the sample frequency. Note that users are not permitted to update the value for Code. To change a code value, the sample frequency record having the “old” value should be deleted and a new record with the “new” value should be added.
- Click the button to save all record additions, deletions, and updates entered.
- Click the button to undo the data just entered.

4.4.4. Sample Point Lookup

To access this page, click the [Sample Point Lookup](#) link on the Lookup Menu page.

This page allows eDMR administrator users to view, add to, edit, and delete existing members of a list of sample point lookup values.

1. To add a new sample point to the list, enter values into the Code: and Description: text boxes above the table of existing records. There can be no two codes with the same value in the Sample Point Lookup table.
2. To delete an existing sample point, check the check box under the Delete column associated with the sample frequency. Users are not allowed to delete sample points that have been used in existing DMR data.
3. To edit an existing sample point, change the text in the text box under the Description column associated with the sample point. Note that users are not permitted to update the value for Code. To change a code value, the sample point record having the "old" value should be deleted and a new record with the "new" value should be added.
4. Click the button to save all record additions, deletions, and updates entered.
5. Click the button to undo the data just entered.

4.4.5. Sample Type Lookup

To access this page, click the [Sample Type Lookup](#) link on the Lookup Menu page.

This page allows eDMR administrator users to view, add to, edit, and delete existing members of a list of sample type lookup values.

Department of Environmental Protection Waste Water Discharge Monitoring Report System v 0.8.1 Mar 2, 2005

Change Facility User Accounts Test Profile Lookup Exit Help

MEPDES#: ME0021521 Facility Name: SAPP1 - SD WARREN Outfall#: 100A

Sample Type Lookup Page

Code: Description:

Delete	Code	Description
<input type="checkbox"/>	5G	5GR45M
<input type="checkbox"/>	CA	CALCTD
<input type="checkbox"/>	01	COMP-1

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- To add a new sample type to the list, enter values into the Code: and Description: text boxes above the table of existing records. There can be no two codes with the same value in the Sample Type Lookup table.
- To delete an existing sample type, check the check box under the Delete column associated with the sample type. Users are not allowed to delete sample types that have been used in existing DMR data.
- To edit an existing sample type, change the text in the text box under the Description column associated with the sample type. Note that users are not permitted to update the value for Code. To change a code value, the sample type record having the “old” value should be deleted and a new record with the “new” value should be added.
- Click the button to save all record additions, deletions, and updates entered.
- Click the button to undo the data just entered.

4.4.6. Sample Unit Lookup

To access this page, click the [Sample Unit Lookup](#) link on the Lookup Menu page.

This page allows eDMR administrator users to view, add to, edit, and delete existing members of a list of sample unit lookup values.

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MEPDES#: ME0021521 Facility Name: SAPPI - SD WARREN Outfall#: 100A

Sample Unit Lookup Page

Code: Description: ShortDesc:

Delete	Code	Description	Short Desc.
<input type="checkbox"/>	3D	/4 GRAM	/4 G
<input type="checkbox"/>	2F	ACUTE TOXICITY	ATOX
<input type="checkbox"/>	33	BTU/HOUR	BTU/HR

Submit Reset

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- To add a new sample unit to the list, enter values into the Code: , Description: , and ShortDesc: text boxes above the table of existing records. The ShortDesc field should be populated with an abbreviated description for the sample unit which will be used to display on the test entry pages and the printable DMR report. There can be no two codes with the same value in the Sample Unit Lookup table.
- To delete an existing sample unit, check the check box under the Delete column associated with the sample unit. Users are not allowed to delete sample units that have been used in existing DMR data.
- To edit an existing sample unit, change the text in the text boxes under the Description and Short Desc columns associated with the sample type as necessary. Note that users are not permitted to update the value for Code. To change a code value, the sample unit record having the “old” value should be deleted and a new record with the “new” value should be added.
- Click the button to save all record additions, deletions, and updates entered.
- Click the button to undo the data just entered.

4.4.7. Statistical Base Code Lookup

To access this page, click the [Statistical Base Code Lookup](#) link on the Lookup Menu page.

This page allows eDMR administrator users to view, add to, edit, and delete existing members of a list of statistical base code (SBC) lookup values.

Department of Environmental Protection Waste Water Discharge Monitoring Report System v 0.8.1 Mar 2, 2005

Change Facility User Accounts Test Profile Lookup Exit Help

MEPDES#: ME0021521 Facility Name: SAPPI - SD WARREN Outfall#: 100A

Statistical Base Code Lookup Page

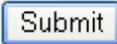
Code: Description: ShortDesc: Min/Max:

Delete	Code	Description	Short Desc.	Min/Max
<input type="checkbox"/>	1A	1 DAY GEOMETRIC	1 DAY GEO	MAX
<input type="checkbox"/>	1D	12 MONTH AVERAGE	12 MO AVG	MAX
<input type="checkbox"/>	3B	30 DAY ARITHMETIC	30 D ARITH	MAX

Submit Reset

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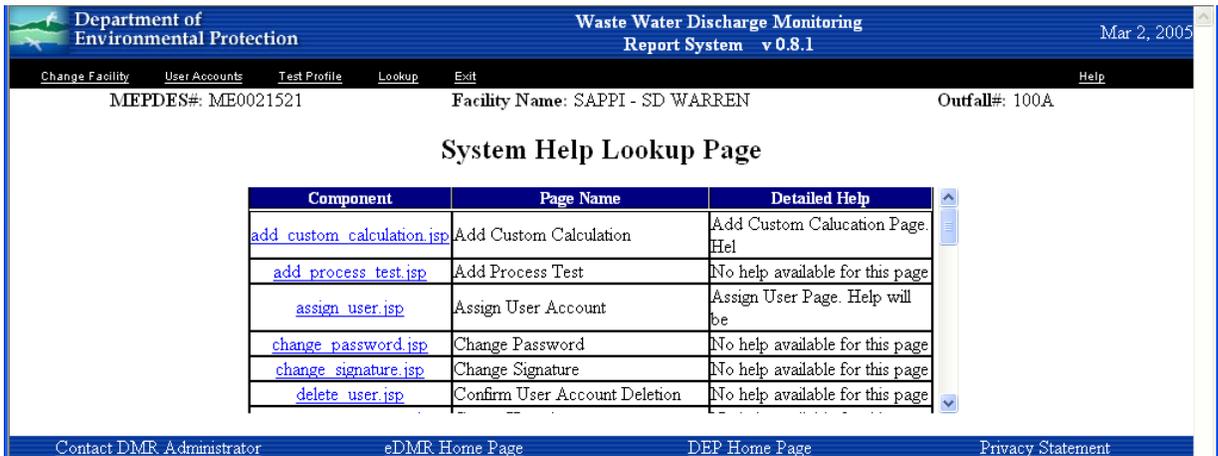
- To add a new sample unit to the list, perform the following:
 - Enter values into the Code: , Description: , and ShortDesc: text boxes above the table of existing records. The ShortDesc field should be populated with an abbreviated description for the sample unit which will be used to display on the test entry pages and the printable DMR report. There can be no two codes with the same value in the Sample Unit Lookup table.
 - Click the Min/Max: dropdown list to select a value that identifies whether a limit ascribed to this SBC should be treated as a maximum or a minimum value during test result validation. Valid values are "MIN" and "MAX".
- To delete an existing statistical base code, check the check box under the Delete column associated with the SBC. Users are not allowed to delete statistical base codes that have been used in existing DMR data.
- To edit an existing statistical base code, change the text in the text boxes under the Description and Short Desc columns as well as the Min/Max dropdown list associated with the sample type as necessary. Note that users are not permitted to update the value for Code. To change a code value, the statistical base code record having the "old" value should be deleted and a new record with the "new" value should be added.

4. Click the  button to save all record additions, deletions, and updates entered.
5. Click the  button to undo the data just entered.

4.4.8. System Help Lookup

To access this page, click the [System Help Lookup Page](#) link on the Lookup Menu page.

This page allows eDMR administrator users to view existing members of a list of system components and their associated help text. The entry of components and page names into the database is a function of OIT, and is outside of the domain of the DEP.



Component	Page Name	Detailed Help
add_custom_calculation.jsp	Add Custom Calculation	Add Custom Calculation Page. Hel
add_process_test.jsp	Add Process Test	No help available for this page
assign_user.jsp	Assign User Account	Assign User Page. Help will be
change_password.jsp	Change Password	No help available for this page
change_signature.jsp	Change Signature	No help available for this page
delete_user.jsp	Confirm User Account Deletion	No help available for this page

1. Click any of the hyperlinks below the Component column to modify the help text for the associated component.

4.4.8.1. Modify System Help

To access this page, click any of the hyperlinks under the Component column on the System Help Lookup page.

This page allows eDMR administrator users to edit the help text of a selected component. The entry of components and page names into the database is a function of OIT, and is outside of the domain of the DEP.

1. Modify the text in the Detailed Help text area as appropriate. Note that HTML tags can be embedded within the help text to format the information upon display to the end user.
2. Click the button to save the changes to the help text.
3. Click the button to undo the changes to the help text.
4. Click the [Return to the System Help Lookup Page](#) link to navigate to the System Help Lookup page.

5. Common Tasks

The following is a set of step-by-step instructions to help users through some of the more common tasks that they will undertake in the eDMR application.

5.1. All Users

“How do I...”

5.1.1. Log In to eDMR

Step	Action
Prerequisites	User has obtained a User ID from a system administrator.
1	Access the system User Log In page from your web browser using the URL provided by the DEP.
2	Enter your user ID and password.
3	Click the “Submit” button.
4	Change your password and/or signature if prompted to. See sections 5.1.2 and 5.1.3.
5	If you have roles at more than one facility, select the facility to work with by clicking the hyperlink associated with the MEPDES number of the facility’s permit.
End State	You have logged into the system and are at the eDMR Home Page with a “working” facility selected.

5.1.2. Log Out of eDMR

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the Exit Page by clicking the “Exit” link on the link bar.
End State	You have successfully logged out of the system. You will need to log back into the system before you can perform any other functions in eDMR.

5.1.3. Change My Password

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the User Account Menu page by clicking the “User Accounts” link on the link bar.
2	Access the Change Password page by clicking the “Change My Password” link on the User Account Menu page.
3	Enter your current password, your new password, and repeat your new password in the text boxes provided.

4	Click the “Submit” button.
End State	You have successfully changed your user account password.

5.1.4. Change My Signature

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the User Account Menu page by clicking the “User Accounts” link on the link bar.
2	Access the Change Signature page by clicking the “Change My Signature” link on the User Account Menu page.
3	Enter your current signature, your new signature, and repeat your new signature in the text boxes provided.
4	Click the “Submit” button.
End State	You have successfully changed your electronic signature.

5.1.5. Change the Currently Selected Facility Permit

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the Facility Permit List page by clicking the “Change Facility” link on the link bar.
2	Click the hyperlink associated with the MEPDES number of the facility’s permit that you wish to begin working with.
End State	You have successfully changed the “working” facility permit and are on the eDMR Home Page.

5.1.6. Access Page-Specific Help

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the System Help page by clicking the “Help” link on the link bar.
End State	A pop-up window providing help text specific to the currently accessed page is displayed.

5.1.7. Report an Error

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1. The Error Page is currently displayed.
1	Capture the screen to the Windows Clipboard by pressing the “Print Scrn” button on your keyboard.
2	Click the “Contact DMR Administrator” link in the page footer to create an e-mail to the administrator.
3	In the body of the e-mail, paste the screen capture by either selecting Edit

	-> Paste from the menu bar of the e-mail program, or simply pressing CTRL-V on your keyboard.
4	Once the screen capture and any other information regarding the problem encountered have been placed inside the body of the e-mail, you are ready to send it to the DMR administrator.
End State	You have successfully sent an e-mail notification of the error to the DMR administrator at the DEP.

5.2. Test Data Recorders

“How do I...”

5.2.1. Enter and Submit Daily Test Data

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1. User is working with a facility that reports test results in a daily format.
1	Access the Daily Test Entry page by clicking the “Test Entry” link on the link bar.
2	If the desired outfall and reporting period is not already selected, choose the appropriate outfall and reporting period from the associated dropdown lists and click the “Change” button.
3	Enter test result values into the table cells where appropriate.
4	Click the parameter links, date links, and/or cell links as necessary to edit or elaborate upon test result data previously entered.
5	Click the “Save” button to save the data entered to the database without attempting to submit the data to the Test Data Reviewer for review. Test results with warnings will still be saved. Test results with errors will not be saved.
6	If you feel that the test data entered is complete for the outfall and reporting period, click the “Submit to Test Data Reviewer” button to save the data to the database and attempt to mark it as submitted for review. Test results with warnings will still be saved. Test results with errors will not be saved. Errors in validity or completeness will prevent the test data from being submitted.
End State	You have successfully entered and submitted daily test result data for review by the Test Data Reviewer. You can no longer enter or edit test results for this outfall and reporting period.

5.2.2. Enter and Submit Summary Test Data

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1. User is working with a facility that reports test results in a summary (DMR) format.

1	Access the DMR Test Entry page by clicking the “Test Entry” link on the link bar.
2	If the desired outfall and reporting period is not already selected, choose the appropriate outfall and reporting period from the associated dropdown lists and click the “Change” button.
3	Enter test result values into the table cells where appropriate.
4	Click the “Save” button to save the data entered to the database without attempting to submit the data to the Test Data Reviewer for review. Test results with warnings will still be saved. Test results with errors will not be saved.
5	If you feel that the test data entered is complete for the outfall and reporting period, click the “Submit to Test Data Reviewer” button to save the data to the database and attempt to mark it as submitted for review. Test results with warnings will still be saved. Test results with errors will not be saved. Errors in validity or completeness will prevent the test data from being submitted.
End State	You have successfully entered and submitted summary test result data for review by the Test Data Reviewer. You can no longer enter or edit test results for this outfall and reporting period.

5.2.3. Change the Order of the Parameters for Test Entry

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the Test Entry Template page by clicking the “Test Template” link on the link bar.
2	If the desired outfall is not already selected, choose the appropriate outfall from the associated dropdown list and click the “Change Outfall” button.
3	A list of parameters associated with this outfall is displayed, in order of their appearance on the test entry pages. Click a parameter in the list that you wish to change the position of.
4	Click the “Move Up in List” or “Move Down in List” buttons as appropriate to move the parameter to the position that you desire.
5	Click the “Submit” button to save the new parameter order.
End State	You have successfully changed the order of the parameters in this outfall’s testing profile as they appear on the test entry page as well as on the printable DMR report.

5.3. Test Data Reviewers

“How do I...”

5.3.1. Approve Daily Test Data

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the Facility Approval page by clicking the “Approvals” link on the link bar.
	EITHER
A1	Check the checkbox under the “Flag for Approval” column for each test data record that you wish to approve
A2	Click the “Approve Test Data” button.
	OR
B1	Click the outfall hyperlink for the test data record that you wish to review. You will navigate to the Daily Test Entry page and the associated test result data will be displayed.
B2	Click the parameter links, date links, and/or cell links as necessary to review in further detail the test result data.
B3	Click the “Generate DMR” button. You will navigate to the DMR Test Entry page and the summarized daily test data will be displayed.
B4	Click the “Approve Test Data” button.
End State	You have successfully approved the selected set of daily test data.

5.3.2. Reject Daily Test Data

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the Facility Approval page by clicking the “Approvals” link on the link bar.
2	Click the outfall hyperlink for the test data record that you wish to review. You will navigate to the Daily Test Entry page and the associated test result data will be displayed.
3	Click the parameter links, date links, and/or cell links as necessary to review in further detail the test result data.
	EITHER
A1	Click the “Reject to Test Data Recorder” button.
	OR
B1	Click the “Generate DMR” button. You will navigate to the DMR Test Entry page and the summarized daily test data will be displayed.
B2	Click the “Reject to Test Data Recorder” button.
End State	You have successfully rejected the selected set of daily test data.

5.3.3. Approve DMR Test Data

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the Facility Approval page by clicking the “Approvals” link on the link bar.

	EITHER
A1	Check the checkbox under the “Flag for Approval” column for each test data record that you wish to approve
A2	Click the “Approve Test Data” button.
	OR
B1	Click the outfall hyperlink for the test data record that you wish to review. You will navigate to the DMR Test Entry page and the associated test result data will be displayed.
B2	Click the “Approve Test Data” button.
End State	You have successfully approved the selected set of DMR test data.

5.3.4. Reject DMR Test Data

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the Facility Approval page by clicking the “Approvals” link on the link bar.
2	Click the outfall hyperlink for the test data record that you wish to review. You will navigate to the DMR Test Entry page and the associated test result data will be displayed.
3	Click the “Reject to Test Data Recorder” button.
End State	You have successfully rejected the selected set of DMR test data.

5.4. DMR Signatories

“How do I...”

5.4.1. Approve a DMR

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the Facility Approval page by clicking the “Approvals” link on the link bar.
	EITHER
A1	Check the checkbox under the “Flag for Approval” column for each DMR that you wish to approve
A2	Enter your electronic signature in the “Signature” text box.
A3	Click the “Approve Test Data/DMR” button.
	OR
B1	Click the outfall hyperlink for the DMR that you wish to review. You will navigate to the DMR Test Entry page and the associated DMR data will be displayed.
B2	Enter your electronic signature in the “Signature” text box.
B3	Click the “Approve DMR” button.

End State	You have successfully approved the selected set of DMRs.
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5.4.2. Reject DMR Test Data

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the Facility Approval page by clicking the “Approvals” link on the link bar.
2	Click the outfall hyperlink for the DMR that you wish to review. You will navigate to the DMR Test Entry page and the associated DMR data will be displayed.
3	Click the “Reject to Test Data Reviewer” button.
End State	You have successfully rejected the selected set of DMRs.

5.5. DEP Inspectors

“How do I...”

5.5.1. Accept a DMR

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the DEP Inspector Approval page by clicking the “Approvals” link on the link bar.
2	Click the outfall hyperlink for the DMR that you wish to review. You will navigate to the DMR Test Entry page and the associated test result data will be displayed.
3	Enter your electronic signature in the “Signature” text box.
4	Click the “Accept DMR” button.
End State	You have successfully accepted the selected DMR.

5.5.2. Reject a DMR

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the DMR Inspector Approval page by clicking the “Approvals” link on the link bar.
2	Click the outfall hyperlink for the DMR that you wish to review. You will navigate to the DMR Test Entry page and the associated test result data will be displayed.
3	Click the “Reject to DMR Signatory” button.
End State	You have successfully rejected the selected DMR.

5.5.3. Reject a Previously Accepted DMR

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the DMR Inspector Approval page by clicking the “Approvals” link on the link bar.
2	If the DMR to reject is not in the list of DMRs, click the “View All Accepted DMRs” button.
2	Click the outfall hyperlink for the DMR that you wish to review. You will navigate to the DMR Test Entry page and the associated test result data will be displayed.
3	Click the “Reject Previously Accepted DMR to DMR Signatory” button.
End State	You have successfully rejected the previously accepted DMR.

5.5.4. Review the DMRs of Another Inspector

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the DMR Inspector Approval page by clicking the “Approvals” link on the link bar.
2	Change the list of DMRs to display those for which another Inspector is responsible by selecting the name of the Inspector from the Select DEP Inspector dropdown list.
3	Click the “Go” button.
End State	You have access to the DMRs for which another Inspector is responsible. From here you can review any of the DMRs for acceptance or rejection as detailed in sections 5.5.1 through 5.5.3 above.

5.6. WWTP Administrators

“How do I...”

5.6.1. Grant a User New to eDMR Roles at My Facility

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the User Accounts Menu page by clicking the “User Accounts” link on the link bar.
2	Access the Create User Account page by clicking the “Create User Account” link on the User Account Menu page.
3	Enter the name information for the new user and check one or more of the role-specific checkboxes.
4	Click the “Submit” button.
End State	You have successfully created a new user account and granted the user

	the specified roles at your facility. You have been navigated to the Facility Permit User Assignments page, and the ID generated for the new user is displayed at the top of the page.
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5.6.2. Grant a User Already in eDMR Roles at My Facility

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the User Accounts Menu page by clicking the “User Accounts” link on the link bar.
2	Enter the User ID of the user in the “User ID” text box.
3	Access the Assign User Account page by clicking the “Assign User” button on the User Account Menu page.
4	Validate the user’s name and check one or more of the role-specific checkboxes.
5	Click the “Submit” button.
End State	You have successfully assigned the user account the specified roles at your facility. You have been navigated to the Facility Permit User Assignments page.

5.6.3. Change the Roles Granted to a User at My Facility

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the User Accounts Menu page by clicking the “User Accounts” link on the link bar.
2	Access the Facility Permit User Assignments page by clicking the “Facility Permit User Assignments” button on the User Account Menu page.
3	For the specified user, check and/or uncheck one or more of the role-specific checkboxes as necessary.
4	Click the “Submit” button.
End State	You have successfully changed the roles granted to the specified user account at your facility.

5.6.4. Grant Roles to Myself at My Facility

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the User Accounts Menu page by clicking the “User Accounts” link on the link bar.
2	As users with the WWTP Administrator role and no other at a facility will not appear on the Facility Permit User Assignments page, you must perform an Assign User function on yourself. Enter your User ID in the “User ID” text box.

3	Access the Assign User Account page by clicking the “Assign User” button on the User Account Menu page.
4	Check one or more of the role-specific checkboxes.
5	Click the “Submit” button.
End State	You have successfully assigned the specified roles at your facility to your own user account. You have been navigated to the Facility Permit User Assignments page.

5.6.5. Reset the Password for a User at My Facility

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the User Accounts Menu page by clicking the “User Accounts” link on the link bar.
	EITHER
A1	Access the Facility Permit User Assignments page by clicking the “Facility Permit User Assignments” button on the User Account Menu page.
A2	Access the Manage User Account page by clicking the hyperlink associated with the User ID of the account that you wish to reset the password of.
	OR
B1	Select the name of the user whose account you wish to reset the password for from the “User Name” dropdown list.
B2	Access the Manage User Account page by clicking “Manage User” button
	THEN
3	Click the “Reset Password” button.
End State	You have successfully reset the password of the user account to the system default value.

5.7. eDMR Administrators

“How do I...”

5.7.1. Grant a User New to eDMR Roles at a Facility

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the User Accounts Menu page by clicking the “User Accounts” link on the link bar.
2	Access the Create User Account page by clicking the “Create User Account” link on the User Account Menu page.
3	Enter the name information for the new user and check one of the role-

	specific checkboxes. If the user is to be an eDMR Administrator, check the “eDMR Administrator” checkbox as well.
4	Click the “Submit” button.
End State	You have successfully created a new user account and granted the user the specified roles at the current “working” facility. You have been navigated to the Facility Permit User Assignments page, and the ID generated for the new user is displayed at the top of the page.

5.7.2. Grant a User Already in eDMR Roles at a Facility

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the User Accounts Menu page by clicking the “User Accounts” link on the link bar.
2	Enter the User ID of the user in the “User ID” text box.
3	Access the Assign User Account page by clicking the “Assign User” button on the User Account Menu page.
4	Validate the user’s name and check one of the role-specific checkboxes.
5	Click the “Submit” button.
End State	You have successfully assigned the user account the specified roles at the current “working” facility. You have been navigated to the Facility Permit User Assignments page.

5.7.3. Change the Roles Granted to a User at a Facility

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the User Accounts Menu page by clicking the “User Accounts” link on the link bar.
2	Access the Facility Permit User Assignments page by clicking the “Facility Permit User Assignments” button on the User Account Menu page.
3	For the specified user, check and/or uncheck one or more of the role-specific checkboxes as necessary.
4	Click the “Submit” button.
End State	You have successfully changed the roles granted to the specified user account at the current “working” facility.

5.7.4. Grant Roles to Myself at a Facility

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the User Accounts Menu page by clicking the “User Accounts” link on the link bar.
2	As users with the eDMR Administrator role and no other at a facility will

	not appear on the Facility Permit User Assignments page, you must perform an Assign User function on yourself. Enter your User ID in the “User ID” text box.
3	Access the Assign User Account page by clicking the “Assign User” button on the User Account Menu page.
4	Check one of the role-specific checkboxes.
5	Click the “Submit” button.
End State	You have successfully assigned the specified role at the current “working” facility to your own user account. You have been navigated to the Facility Permit User Assignments page.

5.7.5. Grant the eDMR Administrator Role to a User

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	If the user does not already have an account in eDMR, then follow the steps in section 5.7.1. Otherwise, access the User Accounts Menu page by clicking the “User Accounts” link on the link bar.
	EITHER
A1	Access the Facility Permit User Assignments page by clicking the “Facility Permit User Assignments” button on the User Account Menu page.
A2	Access the Manage User Account page by clicking the hyperlink associated with the User ID of the account that you wish to reset the password of.
	OR
B1	Select the name of the user whose account you wish to reset the password for from the “User Name” dropdown list.
B2	Access the Manage User Account page by clicking “Manage User” button
	THEN
3	Click the “Grant eDMR Admin” button.
End State	You have successfully granted the eDMR Administrator role to the specified user account.

5.7.6. Revoke the eDMR Administrator Role from a User

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the User Accounts Menu page by clicking the “User Accounts” link on the link bar.
	EITHER
A1	Access the Facility Permit User Assignments page by clicking the “Facility Permit User Assignments” button on the User Account Menu page.

A2	Access the Manage User Account page by clicking the hyperlink associated with the User ID of the account that you wish to reset the password of.
	OR
B1	Select the name of the user whose account you wish to reset the password for from the “User Name” dropdown list.
B2	Access the Manage User Account page by clicking “Manage User” button
	THEN
3	Click the “Revoke eDMR Admin” button.
End State	You have successfully removed eDMR Administrator privileges from the specified user account.

5.7.7. Reset the Password for a User at a Facility

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the User Accounts Menu page by clicking the “User Accounts” link on the link bar.
	EITHER
A1	Access the Facility Permit User Assignments page by clicking the “Facility Permit User Assignments” button on the User Account Menu page.
A2	Access the Manage User Account page by clicking the hyperlink associated with the User ID of the account that you wish to reset the password of.
	OR
B1	Select the name of the user whose account you wish to reset the password for from the “User Name” dropdown list.
B2	Access the Manage User Account page by clicking “Manage User” button
	THEN
3	Click the “Reset Password” button.
End State	You have successfully reset the password of the user account to the system default value.

5.7.8. Reset the Signature for a User at a Facility

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the User Accounts Menu page by clicking the “User Accounts” link on the link bar.
	EITHER
A1	Access the Facility Permit User Assignments page by clicking the “Facility Permit User Assignments” button on the User Account Menu

	page.
A2	Access the Manage User Account page by clicking the hyperlink associated with the User ID of the account that you wish to reset the password of.
	OR
B1	Select the name of the user whose account you wish to reset the password for from the “User Name” dropdown list.
B2	Access the Manage User Account page by clicking “Manage User” button.
	THEN
3	Click the “Reset Signature” button.
End State	You have successfully reset the electronic signature of the user account to the system default value.

5.7.9. Set the Test Entry Type and Default Outfall for a Facility

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the Facility Permit List page by clicking the “Change Facility” link on the link bar.
2	For the specific facility permit, select the appropriate values from the “Entry Type” and “Default Outfall” dropdown lists.
5	Click the “Submit” button.
End State	You have successfully changed the values for the test entry type and default outfall for the specified facility permit.

5.7.10. Add a Process Test to a Facility’s Outfall Testing Profile

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the Outfall Testing Profile page by clicking the “Test Profile” link on the link bar.
2	Access the Add Process Test page by clicking the “Add New Test” link.
3	Select a parameter from the “Parameter” dropdown list.
4	Enter appropriate information into the dropdown lists and text boxes provided.
5	Click the “Submit” button.
End State	You have successfully created a new process test and associated it with the current “working” facility permit’s outfall testing profile. You have been navigated to the Outfall Testing Profile page.

5.7.11. Add a Custom Calculation to a Parameter

Step	Action
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Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the Lookup Menu page by clicking the “Lookup” link on the link bar.
2	Access the Parameter Lookup page by clicking the “Parameter Lookup” link.
	EITHER
A1	Access the Add Custom Calculation page by clicking the “Add Calc” link under the “Calculation” column associated with the specific parameter that requires a calculation.
	OR
B1	Access the Custom Calculation List page by clicking the “View Calc” link under the “Calculation” column associated with the specific parameter that requires a new calculation.
B2	Access the Add Custom Calculation page by clicking the “Add Calculation” link.
	THEN
4	Enter operand and operator information into the associated dropdown lists and text boxes as necessary to construct the calculation. Enter a start date and an end date as appropriate.
5	Click the “Submit” button.
End State	You have successfully created a new custom calculation and associated it with the specified parameter.

5.7.12. Add System Help Text to a Page

Step	Action
Prerequisites	User is logged into the system. See section 5.1.1.
1	Access the Lookup Menu page by clicking the “Lookup” link on the link bar.
2	Access the System Help Lookup page by clicking the “System Help Lookup Page” link.
3	Access the Modify System Help page by clicking the hyperlink under the “Component” column associated with the page requiring system help text.
4	Modify the text in the “Detailed Help” text area as appropriate.
5	Click the “Submit” button.
End State	You have successfully added detailed help text to specified system page. This text will be displayed whenever a user clicks the “Help” link on the link bar while on the specified page.

6. Glossary of Common Terms

Term	Definition
compliance test	A test that a WWTP is required to perform based on the discharge parameters defined in their permit. Only compliance test results are reported on a DMR.
DEP	The Maine Department of Environmental Protection.
DMR	Discharge Monitoring Report. The summarized results of all permit-required tests performed on a specific outfall for a specific timeframe.
eDMR	Electronic Waste Water Discharge Monitoring Report. This is the acronym for the application.
effluent	Flow going out of the process; treated waste water.
EPA	The federal Environmental Protection Agency.
error limits	Represent the boundaries of scientifically possible values for a test result. Test result values that meet or exceed these limits are treated as errors and will not be accepted by the system.
influent	Flow coming into the process; untreated waste water.
MEPDES	Maine Pollutant Discharge Elimination System.
NODI	Acronym for “no discharge”. A term used to signify that an outfall had no measurable discharge for the timeframe specified.
OIT	The Maine Office of Information Technology.
outfall	What a facility is licensed to discharge. An outfall references a physical pipe at the WWTP at its point of discharge.
parameter	A defined sampling entity.
permit	Issued by the DEP, this allows a facility to discharge waste water in Maine. A “permit” is synonymous with a “license”.
permit limits	Represent thresholds for test result values that determine compliance in the facility outfall’s permit. Test result values that exceed these limits are accepted by the system but are marked as “exceedences” and an appropriate warning will be attached to the result.
process test	A test that a WWTP chooses to record in the eDMR system and is based on operational parameters performed forward of the outfall point.
reporting period	The timeframe for which a DMR’s reported test results are valid.
sample point	The point along a discharge pipe where a waste water sample is taken.
test	The recorded result of a sampling.
warning limits	Represent thresholds determined by a facility that are meant to warn users that a test result value has exceeded these limits and deserves attention. Test result values that exceed these limits are accepted by the system but an appropriate warning will be attached to the result.
WWTP	Waste Water Treatment Plant. A general term used to identify a facility that is permitted by the DEP to treat waste water.