

Instructions for Completing Long Electronic Discharge Monitoring Reports (eDMRs)

Helpful Hints

- The electronic DMR system only works with Microsoft Internet Explorer. If you are using any other browser, such as Safari, Firefox or Google Chrome, it may not work properly.
- The Action buttons are blue when active and grey when not active.
- The Print button only prints the compressed view of the eDMR. Only the rows displaying sample results will print, not the rows for LOD, LOQ, and lab certification number per result.
- If more than one LOD, LOQ, or lab certification number is entered into a single column, a note will be displayed in the Validation Comments box. If more than one LOD, LOQ, or laboratory certification number were attained during the month, they can be entered individually for each sample result by clicking on the Click to Show Detail button.
- Each form includes a unique six-character identification number, called the DOC (document) number. It is very important to use the correct form for each reporting period.
- If there are changes needed to the facility information (address, contact name, title), listings in the “For DNR Use Only” box, limits, or monitoring requirements listed, contact your DNR representative or note your concerns in the general remarks box. You are required to test and report in accordance with the conditions of your permit. If changes are necessary, a revised file can be provided. Your DNR representative can do so.
- Sample results must be reported in the units (mg/L, lbs/day) shown for the parameter in the column description. Data is considered to be in error if reported in any other unit. Contact your DNR representative if you believe a change to the eDMR is necessary.
- The Save and Validation buttons can be used as many times as necessary. If you make changes after validation, you must revalidate before you can submit.
- The notification that is displayed after using the Validate button is a pop-up window. If your PC has pop-up windows blocked, you can temporarily override by clicking and holding down the Control button, then clicking the Validate button. You can release the Control button after the pop-up is displayed.
- The Submit button is only displayed when the eDMR status is Validated.
- The eDMR will be locked once submitted. If there is a need to change data after submittal, but prior to the data being loaded into the DNR database, contact David Argall (david.argall@wisconsin.gov) and request the status of the file be changed back to In Progress. An updated Certification sheet will need to be sent to DNR after a second submittal. The locked AND certified form cannot be changed. Your DNR representative can change data in the DNR database but they cannot change the submitted form. If it is necessary to change the submitted form, the only option is for DNR to delete the submitted and certified form and recreate the form. It will then be necessary for the facility to reenter all data and resubmit.

Navigating the Web Page

- You can get to the web page for the Switchboard at <http://dnr.wi.gov/topic/switchboard>. When you reach the Switchboard page click on ‘Log In To The Switchboard’ in the upper left margin of the page.
- After logging in, your Switchboard home page is displayed. Scroll to your facility name(s) and click on ‘Wastewater Reporting Forms’
- The eForms page will appear with a dropdown box that displays the facility(s) you are authorized to access.
- A link is displayed for each type of Form available on the web.
- Click on the eDMR link and select ‘eDMR Long’ then choose the eDMR that you wish to work on under the ‘Active’ link.
- Action buttons displayed on the screen include Download XML File, Upload XML File, Edit Form, Submit, Print Report and Print Certification.
- Depending on the method of data entry you use, select **one** of the following:
 - Click the Edit Form button if you will be entering results on the eDMR form.
 - Click the Download XML File button if you move data stored electronically to the eDMR XML file. Usually software has been purchased or extensive programming has been done by your facility if your facility completes the eDMR using this method.
- Action buttons displayed once you open an individual eDMR include Save, Validate, Print, Return, Help, Logout, and page to page navigation.
- There are two scroll bars. The one located on the far right scrolls up and down the entire eDMR. The scroll bar located just to the right of the last column scrolls through the fields for reporting daily results. The lower portion of the eDMR contains four boxes: 1) footnotes (comments DNR may use to provide guidance regarding sampling and/or reporting results, 2) general remarks (for operator comments concerning any matter other than quality control), 3) laboratory quality control comments (comments regarding procedures or concerns), 4) validation comments (a comment will be displayed if more than one LOD, LOQ, or lab certification number is entered into a single column).

- Minimal facility information is displayed in the default view; facility name, time period covered by eDMR, and the name of the person logged on. The More button can be used to display additional facility information. The Less button can be used to return to the default view.
- To view the LOD, LOQ, and laboratory certification number linked to each of the sample results, click the Click to Show Detail button. Clicking the Click to Hide Detail button will return to the default view.

Contact Us

- Click the Contact Us link on the bottom of the web page to generate an e-mail to your DNR representative.

Validation Process

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

Reporting Daily Sample Results

- When no monitoring has been performed for a parameter, the entire column should be left blank. Zero is an appropriate entry for flow, results in pounds per day when the concentration result was less than the limit of detection, and the number of times a pH limit was exceeded for continuous pH monitoring. Don't enter zero when no test was performed, as if a test was performed and zero is the result.
- Sample results should be entered in the cell that corresponds to the date on which the sample was taken.
- Dates are listed to the left of the first column.
- If more than one sample is analyzed on a day, enter the highest value obtained for that day, unless there is a minimum limit. In those instances, enter the lowest value obtained for the day.
- For BOD, multiple dilutions of the same sample represent only a single test. See Standard Methods for the Examination of Water and Wastewater to determine what test result should be reported for that sample.
- When the test result is less than the limit of detection (LOD) or no detect, enter the value of the limit of detection preceded by a less than sign (<).
- If all BOD dilutions have the final oxygen levels below 1.0 mg/l, the facility shall calculate the BOD based on the measurable oxygen used and enter that value on the DMR with a greater than sign (>).
- A Fecal Coliform "too numerous to count" result, should be entered as an asterisk (*).
- Do not enter commas, dashes, or other extraneous markings intended to call attention to comments written elsewhere on the monitoring form.

Populate Button

- The Populate button is used to enter LOD, LOQ, and laboratory certification number per column.
- Click the Populate button in the appropriate column. A pop-up window will be displayed.
- Enter LOD, LOQ, and/or the nine-digit DNR laboratory certification number depending on the requirements for that parameter.
 - When a field is displayed as yellow, the data is required and the eDMR cannot be submitted without entering the information. Every effort should be made to enter all required information. Contact your DNR representative or David Argall to discuss a procedure for submitting data when the DMR is incomplete.
 - When the lab certification number is displayed as white, not only is it not required, it cannot be entered.
- Click the Fill button. The data entered will be linked to each sample result entered in that column. THE CLEANEST METHOD IS TO ENTER THIS DATA AFTER ALL SAMPLE RESULTS HAVE BEEN ENTERED FOR THE MONTH.
- Click the Validate button. The validation process displays the LOD, LOQ, lab certification number at the bottom of the column.
- When additional results are added after populating the LOD, LOQ, lab certification number, click the Populate button again and use the Clear button, then Fill button.
- To view the LOD, LOQ, and laboratory certification number linked to each of the sample results, click the Click to Show Detail button. Clicking the Click to Hide Detail button will return to the default view.

- When more than one laboratory was used during the month or different LOD and/or LOQ values were attained use the Click to Show Detail button and enter the appropriate data for each sample result. You can populate the entire column of data and then change any that are different or you can enter all separately.

Summary Data

- After all sample results have been entered, the Validate button should be clicked. Summary values will then be calculated and displayed using the same method used in the DNR database. The usual method of averaging (dividing the total of reported values by the number of reported values) will be used. The only exception to this method is when there is a “monthly average – land treatment” limit in effect for flow for a land treatment sample point. Monthly average flow for a land treatment sample point is calculated by dividing the total discharge volume for the month by the number of days in the month.
- Any “less than” result reported is treated as a zero when calculating monthly or weekly averages. See standard requirements in the permit for more explanation of this procedure.
- Discharge limits are displayed in the area titled “Limit(s) In Effect”. Enter the number of times the limit was exceeded in the box to the right of the limit. If a value reported for the monthly average exceeds the monthly limit, enter a “1”. When the monthly limit is not exceeded, enter a “0”. Use the same process for determining the number of times a weekly limit is exceeded or the number of days a daily limit is exceeded or enter a “0” if there were no exceedences.
- When reporting a calculated annual total, enter the value for 12/31/YYYY. If monitoring forms are not generated for your facility for December, report a calculated annual total on the last day of the last month for which forms will be available that calendar year.
- Weeks are defined as days 1-7, days 8-14, days 15-21, days 22-28. A weekly average will not be calculated for the week (29-31). Any monitoring performed on days 29, 30, or 31 will not be included in any weekly average calculation, but will be included in calculating the monthly average.

Reporting Quality Assurance / Quality Control Information / Noncompliance

- The cells for LOD, LOQ, and laboratory certification number are yellow when it is required that data be reported in that field for that parameter. The yellow cells are only required when one or more sample result is entered in the column.
- LOD, LOQ, and laboratory certification number are displayed in this section after being entered using the Populate button displayed for each column, then clicking the Validate button.
- If you outsource lab work, the lab should provide this information. If testing is performed on-site and you have questions regarding determining LOD and LOQ, contact your Lab Certification Officer or DNR representative.
- Click in the “QC Exceedance” box in any column for which there is a concern over procedure or results.
- If a check is placed in the “QC Exceedance” box in any column, a comment is required in the “Laboratory Quality Control Comments” box at the bottom of the eDMR.

Submittal of the DMR Form and Certification of the Data

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

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

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