



eDMR

(electronic Discharge Monitoring Report)

Facility Reporting Guide

(For use by the facility users creating and submitting reports)



*"To preserve, protect,
and enhance
North Carolina's water..."*

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Section 1. Summary of the eDMR Application

The eDMR application has two major areas, Facility User Management and Facility Reporting, with a user guide for each.

Area & Guide	Activities
eDMR Facility User Management Guide	Register Users Manage the User Profile Information Authenticate and Authorize Users
eDMR Facility Reporting Guide	Create, Certify and Submit eDMR Reports Print eDMR Reports View eDMR Reports

1.1 Facility User Management in eDMR

1.1.1 Overview of Facility Users

Facility users are able to work only with the facilities for which they have permits. Their usage of the application is governed by the user group to which they are assigned and the accompanying privileges and permissions granted to each user group. (See *Section 1.2 User Groups and Privileges* for a chart of the Groups and related Privileges.)

1.1.2 Basic Rules in Creating and Maintaining Users.

- The Facility Owner or Facility Administrator shall create and manage all Facility Users for their facility.
- **Division of Water Resources (DWR) must grant or revoke Submitter privileges for all users.**

1.1.3 User IDs

Each User ID must be unique and will be the Facility User's email address of their choice.

When creating User IDs, it is recommended that the User ID be all lower case.

(For example: *janedoe.edmr@yahoo.com*).

Write down the User ID you requested on your *User Create Request Form* here:

User ID _____

1.2 User Groups and Privileges

The User will be assigned to one or more of the six user groups available. The user will have rights and permissions in the system based on the privileges to which they are associated.

1.2.1 User Groups and Privileges Table

The table below shows each User Group and its associated User Privileges.

User Privileges	Facility Owners	Facility Administrators	Facility Users			
			Submitters	Certifiers	Data Entry	View Only
Manage Facility Administrators	X					
Manage Facility Users	X	X				
Create / Update eDMR Reports	X	X		X	X	
Certify eDMR Reports	X	X		X		
Submit eDMR Reports to BIMS			X			
Revise eDMR Reports	X	X		X	X	
View eDMR Reports	X	X		X	X	X
Delete eDMR Reports and Report Pages	X	X		X	X	
Import Report Data	X	X		X	X	

A facility Owner and/or Facility Administrator will assign the Facility Users to the appropriate user groups. A user can be assigned to multiple groups. Users will only be able to see the menu options for which that user has privileges.

User Groups:

- **Facility Owner** – the designated contact for the permit and/or has delegated signatory authority for the permit. (This is the person who signs the certification statement on the back of the form.)
- **Facility Administrator** – the person(s) responsible for managing user information for the facility/permit.
- **Submitter** – the person who submits the report. May be the owner or other delegated person that has signatory authority for the permit.
- **Certifier** – the person certifying the data entered and corresponds to the ORC or backup ORC for this permit.
- **Data Entry** – the person that inputs and maintains report data into the eDMR system. This can be by manual data entry or importing report information from a spreadsheet file.
- **View Only** – this user can only view the eDMR reports entered into the system.

The group privileges are cumulative. If multiple groups are assigned to a user, the system will use the highest privilege. If the user was assigned to both VIEW_ONLY and DATA_ENTRY groups, the user would be able to not only view eDMR reports, but have the Data Entry group privileges, which includes creation and maintenance of eDMR reports.

1.3 Activities of the Facility User

The Facility User normally performs the activities explained in this section, however the Owner and Administrator also have the authority to perform these tasks if necessary. *

- Create reports and pages for a permit and entering data into the system
 - Manually enter
 - Import from a spreadsheet
- Maintain the report data
- Create revisions when appropriate
- Certify the report and information contained therein
- Submit the report to the Division of Water Resources (DWR)

(Note - each user's activities are based on the groups to which they are assigned and the privileges associated with each group.)*

Section 2. Login and Main Menu Summary

Before you begin, make sure you have the DWR User Request form with your user profile and login information. This information will be required to use the application.

2.1 Logging in to the eDMR Application

Use your internet browser and enter

<https://ncnode.enr.state.nc.us/nc-edmr/login.do?m=view> to access the user login screen.

2.1.1 Login Screen

Enter your **(1) User ID** and **(2) Password** that was provided by DWR to log in to the eDMR application.

Your User ID is the email address you provided to the Facility Administrator when your account was setup. (See Section 1.1.3 for more information.)

The screenshot shows the login interface for the North Carolina (NC) eDMR Reports application. The page header includes the NC logo and the text 'North Carolina (NC) eDMR Reports'. The main content area is titled 'Login'. A login form is displayed with two input fields: 'User:' containing 'jane.doe@yahoo.com' and 'Password:' containing six dots. A green 'Login' button is below the fields. Two blue arrows point to the User and Password fields, labeled (1) and (2) respectively. Below the form are links for 'Request Password Reset' and 'Forgot Password?'.

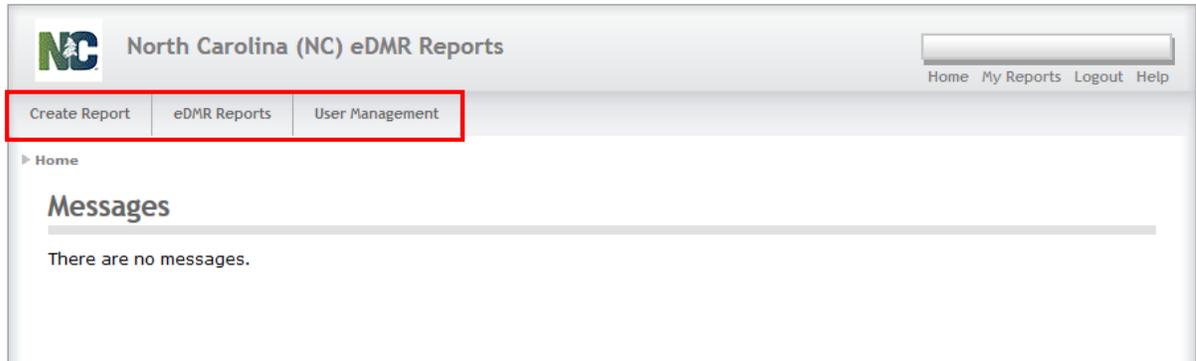
(Note: Passwords consist of a minimum of six characters, including at least one alpha and one numeric character. The user will receive a warning after three failed attempts to log in and the account will be locked after ten.)

2.2 Main Menu Summary

The eDMR application provides the user with the following menu and sub-menu options depending on the user's privileges:

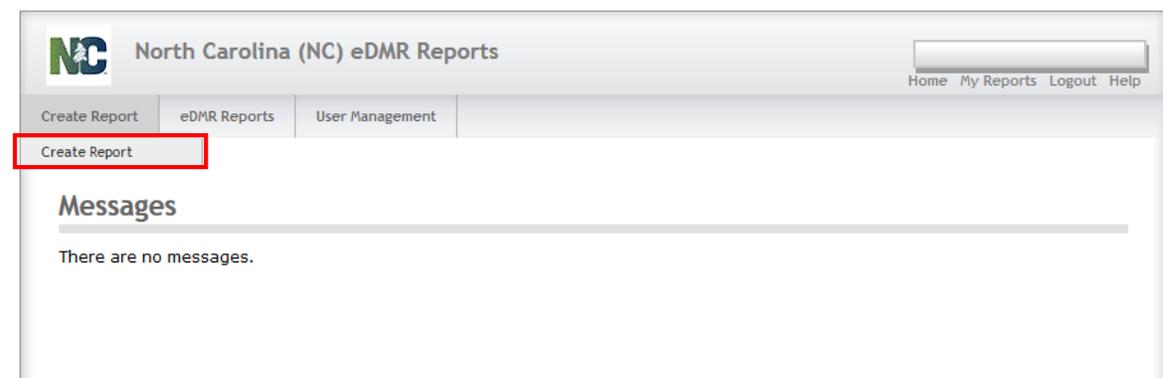
- Create Reports
- eDMR Reports
- User Management

These activities are described in detail later in this user guide.



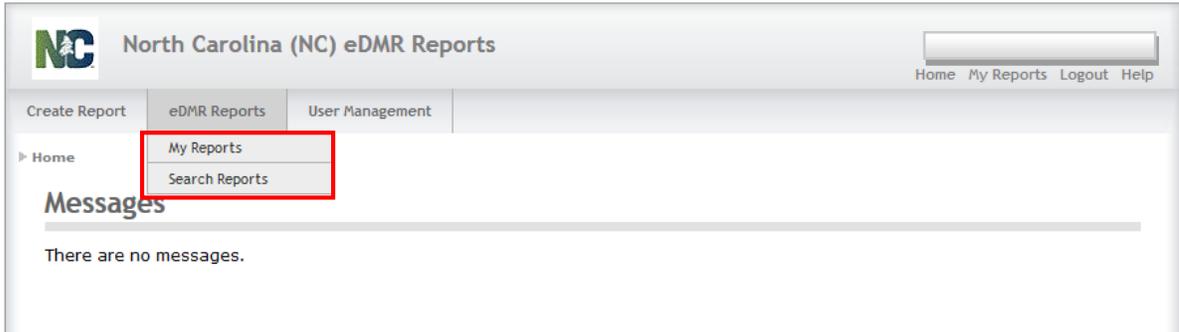
If, after reviewing this guide and accessing the system yourself, you find that the menu options you need to perform your activities is not available to you, please consult your facility administrator.

2.2.1 Create Report



The user selects Create Report to start the reporting process by creating the header and detailed pages of the reports to be submitted to the DWR. See Section 3.1 in this guide for more information.

2.2.2 eDMR Reports



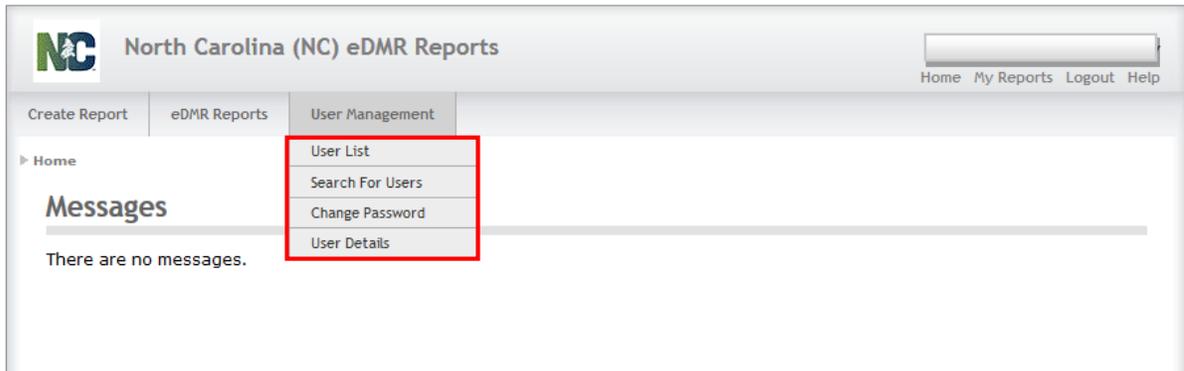
The user is able to access the reports that have already been entered into eDMR at their facility. See Section 5 in this guide for more information.

There are two selection options available:

My Reports - which brings up a list of only those reports created by that user

Search Reports - search for reports based on various criteria entered

2.2.3 User Management



The user has the ability to change their password and maintain their user profile information. User List and Search For Users are actions available only to Owners and Facility Administrators. Change Password and User Details are available to all users.

Section 3 Creating & Processing eDMR Reports

Report Management

Upon successful login, based on permissions, the user will be able to:

- Create, Update, Delete, and Revise reports
- Certify reports
- Submit reports
- View & Print reports

(Note: Users will only be able to work with reports for their assigned permits.)

Creating and processing the eDMR report is a 5 step process.



Create the report – eDMR can generate a report form for a specific permit, pull data from DWR pertaining to that permit and populate many of the fields with that information.

Enter data – input your data into the report. This can be done through manual data entry or electronically via file import.

Validate the data – the eDMR validation processor will check data against the permit, then generate a list of warnings of potential reporting issues.

Certify the data – the Operator in Responsible Charge (ORC) must certify that the data in the eDMR report is accurate.

Submit the report – the person with signatory responsibility and assigned to the Submitters Group for that permit, often the owner, will electronically submit this eDMR report to DWR.

3.1 Creating an eDMR Report Page

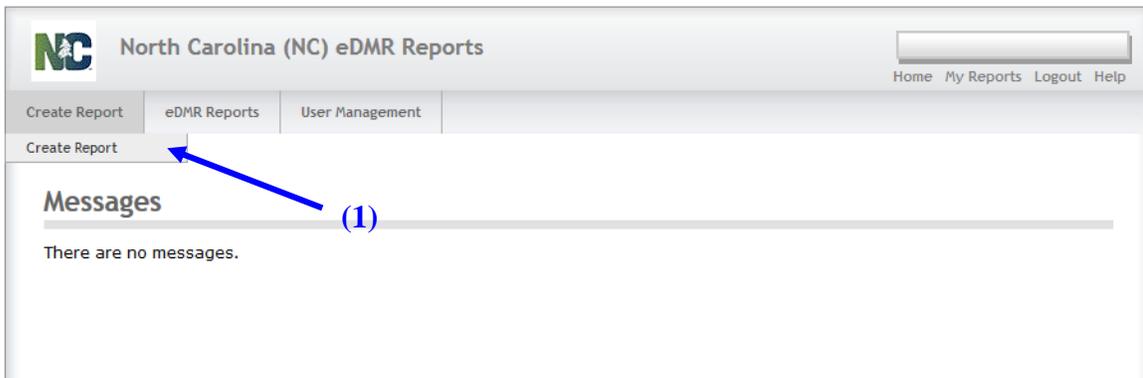


The user will only be able to create a new eDMR if:

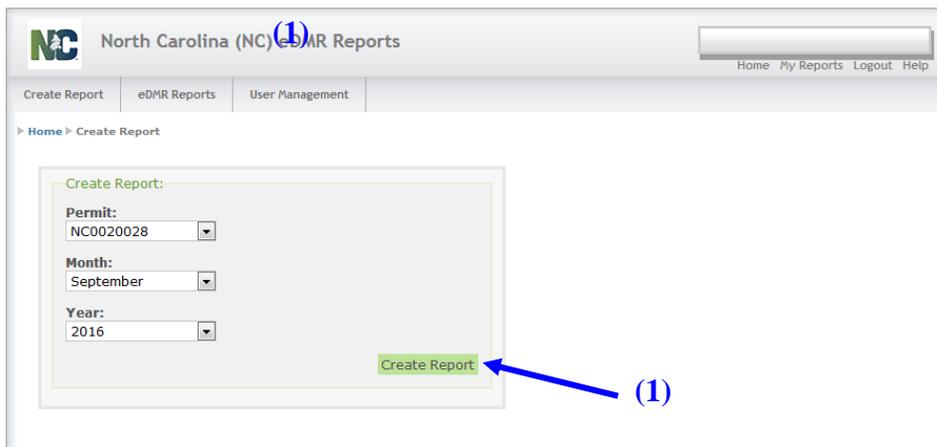
- The permit has active outfalls for this reporting period.
- The permit is active.
- An eDMR does not already exist for this permit / reporting period.
- DWR has not already received a DMR for this permit / reporting period.

3.1.1 Create Report - Menu Screen

To create a new eDMR select (1) **Create Report**.



3.1.2 Create Report Screen



The user selects one of their assigned permits and then the month and year of the reporting period. The reporting period cannot be in the future.

Click on the **(1) Create Report** button.

If a report has already been received by DWR or created in eDMR, a message will be displayed.

3.1.3 Report Header Information Screen

The following screen will be displayed after initial report creation. The eDMR has a status of “In Progress”, as indicated in the bread crumbs.

Some information has been pre-populated for the permitted facility. The values in these fields should be reviewed and adjusted prior to continuing.

(1) ORC Name – (Required) The Operator in Responsible Charge (ORC) defaults to Primary ORC in the list. Verify that this is the correct name to be selected for the reporting period. The operators must also be set up with user accounts in the eDMR system as they will be required to Certify the reports using that user account. If the operator name(s) have

not been setup with a corresponding user account in the eDMR system, it should be created by the Facility Owner or Facility Administrator.

(2) Has ORC Changed - (Optional) If the ORC certifying this report is different from the one specified, this box should be checked alerting DWR. The changed ORC name should be specified in the comment box. The ORC or backup ORC should also be the Certifiers, as this corresponds to the ORC signature on the hard copy of the report submitted.

(3) Compliance Status - If the compliance value is chosen as non-compliant, a comment must be entered. This is discussed later in this guide. A compliance status is required and must be provided in order for submittal to be successful.

(4) Certified Lab # - (Not required) but should be provided.

(5) Lab Name - (Not required) but should be provided.

(6) Persons(s) Collecting Samples – (Not required) but should be provided.

(7) Contact Phone # - (Required) This is the ORC's phone number.

(8) Comments – (Required / Optional) Required only when the Non-Compliant indicator is marked. NOTE: This comment field cannot exceed 4000 characters.

Enter the above information and click the **(9) Save** button before Creating Pages.

You will receive a warning during the "Validation" step if:

- The Non-Compliant indicator is selected and there is no comment entered.
- There is no Contact Phone # entered.

The user can perform the following actions on this screen:

- Save report – save report header information just entered
- Cancel – cancel any data just entered
- Create New Report Page – create a report page and manually enter the data.
- Create New Report Page from File – create a report page where the data will be imported from a comma delimited spreadsheet file.

3.1.5 Create New Page Screen

Selection of Outfall and Sampling Location

The eDMR application will allow the user to select one of the available Outfall and Sampling Location combinations in which to create the report. Only the Outfall and Sampling Location combinations allowed for that specific permit will be displayed.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NC0031879 V1.0 08-2016 In Progress Create Page

Create Page

Report Period:
August 2016

Permit Number:
NC0031879

Outfall and Sampling Location:

Outfall: 001 - Location: EFFLUENT (1)

Outfall: 001 - Location: INFLUENT

Outfall: 001 - Location: DOWNSTRM

Outfall: 001 - Location: UPSTREAM

Create Page (2)

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After selecting the **(1) Outfall**, the user can then create a page by clicking on the **(2) Create Page** button. A Page is the combination of Outfall and Sampling Location.

3.1.6 Report Page Area Screen

The report page area is displayed.

The user will be able to do the following:

- Add **(1) Comments** – report page comments do not print out on the PDF file. NOTE: This comment field cannot exceed 4000 characters
- Select **(2) No Flow/Discharge from Site** – indicates if the outfall is not discharging for this reporting period
- Click **(3) Save** – save the report page
- Click **(4) Cancel** – cancel this action.

3.2 Entering & Viewing Report Page Data



3.2.1 Manually Entering Data

3.2.1.1 Report Page Header – Select Reporting Period Screen

Select periods for data entry.

From the Report Page Area screen that we reviewed in Section 3.1.6, select the period(s) in which you will be entering data.

The user will generally enter data for the entire month at a time, do this by clicking on **(1) All Weeks**.

3.2.1.2 Report Page Detail Screen

3.2.1.2.1 Entering Log Parameter Data

Week #1 (1-2) Week #2 (3-9) Week #3 (10-16) Week #4 (17-23) Week #5 (24-30) Week #6 (31-31) All Weeks (1-31)
 [Hide Log Parameters Area]

Day of week	Date	(1) Composite Sample Time	(2) Total Composite Time	(3) Operator Arrival Time	(4) Operator Time On Site	(5) ORC On Site?	(6) No Reporting Reason
		2400 clock	Hrs	2400 clock	Hrs	Y/B/N	
Friday	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sunday	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Monday	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sunday	10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Monday	11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The user can enter Log Parameter data according to the following rules for EFFLUENT data:

- (1) Composite Sample Time – 24 hour clock (Format HH:MM or HHMM)
- (2) Total Composite Time – 1 to 24 hours
- (3) Operator Arrival Time – 24-hour clock (Format HH:MM or HHMM)
- (4) Operator Time On Site – 1 to 24 hours, (time spent on site on a given day).
- (5) ORC On Site – Y (Yes), B (Backup) or N (No)

- **(6) No Reporting Reason** should be selected from the drop down selection list in the event a site is not discharging for a given day.

When finished entering data, click the Save button. You then have the option of clicking the “Hide” Log Parameters Area, which will minimize the amount of information displayed on the screen.

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

Day of week	Date	(1) Composite Sample Time 2400 clock	(2) Total Composite Time Hrs	No Reporting Reason
Saturday	1	<input type="text"/>	<input type="text"/>	<input type="text"/> (3) <input type="button" value="v"/>
Sunday	2	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
Monday	3	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
Tuesday	4	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
Wednesday	5	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
Thursday	6	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
Friday	7	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
Saturday	8	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
Sunday	9	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
Monday	10	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
Tuesday	11	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
Wednesday	12	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
Thursday	13	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
Friday	14	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
Saturday	15	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
Sunday	16	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>
Monday	17	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="v"/>

The user can enter Log Parameter data according to the following rules for INFLUENT data:

- **(1) Composite Sample Time** – 24 hour clock (Format HH:MM or HHMM)
- **(2) Total Composite Time** – 1 to 24 hours
- **(3) No Reporting Reason** should be selected from the drop down selection list in the event a site is not discharging for a given day.

When finished entering data, click the Save button. You then have the option of clicking the “Hide” Log Parameters Area, which will minimize the amount of information displayed on the screen.

Week #1 (1-5) Week #2 (6-12) Week #3 (13-19) Week #4 (20-26) Week #5 (27-30) All Weeks (1-30) [Hide Log Parameters Area]

(1)

Day of week	Date	Sample Time	No Reporting Reason
		2400 clock	(2)
Tuesday	1	<input type="text"/>	<input type="text"/>
Wednesday	2	<input type="text"/>	<input type="text"/>
Thursday	3	<input type="text"/>	<input type="text"/>
Friday	4	<input type="text"/>	<input type="text"/>
Saturday	5	<input type="text"/>	<input type="text"/>
Sunday	6	<input type="text"/>	<input type="text"/>
Monday	7	<input type="text"/>	<input type="text"/>
Tuesday	8	<input type="text"/>	<input type="text"/>
Wednesday	9	<input type="text"/>	<input type="text"/>
Thursday	10	<input type="text"/>	<input type="text"/>
Friday	11	<input type="text"/>	<input type="text"/>
Saturday	12	<input type="text"/>	<input type="text"/>
Sunday	13	<input type="text"/>	<input type="text"/>
Monday	14	<input type="text"/>	<input type="text"/>

The user can enter Log Parameter data according to the following rules for UPSTREAM data:

- **(1) Sample Time** – 24 hour clock (Format HH:MM or HHMM)
- **(2) No Reporting Reason** should be selected from the drop down selection list in the event a site is not discharging for a given day.

When finished entering data, click the Save button. You then have the option of clicking the “Hide” Log Parameters Area, which will minimize the amount of information displayed on the screen.

Week #1 (1-5) Week #2 (6-12) Week #3 (13-19) Week #4 (20-26) Week #5 (27-30) All Weeks (1-30) [Hide Log Parameters Area]

(1)

Day of week	Date	Sample Time	No Reporting Reason
		2400 clock	(2)
Tuesday	1	<input type="text"/>	<input type="text"/>
Wednesday	2	<input type="text"/>	<input type="text"/>
Thursday	3	<input type="text"/>	<input type="text"/>
Friday	4	<input type="text"/>	<input type="text"/>
Saturday	5	<input type="text"/>	<input type="text"/>
Sunday	6	<input type="text"/>	<input type="text"/>
Monday	7	<input type="text"/>	<input type="text"/>
Tuesday	8	<input type="text"/>	<input type="text"/>
Wednesday	9	<input type="text"/>	<input type="text"/>
Thursday	10	<input type="text"/>	<input type="text"/>
Friday	11	<input type="text"/>	<input type="text"/>
Saturday	12	<input type="text"/>	<input type="text"/>
Sunday	13	<input type="text"/>	<input type="text"/>

The user can enter Log Parameter data according to the following rules for DOWNSTREAM data:

- **(1) Sample Time** – 24 hour clock (Format HH:MM or HHMM)
- **(2) No Reporting Reason** should be selected from the drop down selection list in the event a site is not discharging for a given day.

When finished entering data, click the Save button. You then have the option of clicking the “Hide” Log Parameters Area, which will minimize the amount of information displayed on the screen.

3.2.1.2.2 Bread Crumb navigation and Show & Hide

The eDMR application provides **(1) Bread Crumb Navigation** that displays specific information about the permit / report and where you currently are in the process. The user can click on the segment of the bread crumb trail to jump to that area.

The bread crumbs on this page indicate it is for Permit # NC0020028 V1.0, the month of –July 2016, for Page 001-Effluent, for the 1st through the 2nd days of the month.

The screenshot shows the North Carolina (NC) eDMR Reports application interface. At the top, there is a navigation bar with links for Home, My Reports, Logout, and Help. Below this is a menu with options like Create Report, eDMR Reports, and User Management. A breadcrumb trail is highlighted with a red box and labeled (1): Home > Report: NC0020028 V1.0 07-2016 In Progress > Report Page:001-Effluent > Week #1 (1-2). A blue arrow labeled (2) points to a [Show Report Area] button. Another blue arrow labeled (3) points to a [Show Report Page Area] button. The main content area displays a table for Week #1 (1-2) with columns for Day of week, Date, Composite Sample Time, Total Composite Time, Operator Arrival Time, Operator Time On Site, ORC On Site?, and No Reporting Reason. Below this is an 'Add Parameter' section with a table of parameter codes and sampling frequencies. At the bottom, there is a [Show Totals Area] button and Save/Cancel buttons.

When a user selects **(2) Show**, the view will expand to show report details, when the user selects **(3) Hide**, that section of the report is hidden from view.

3.2.1.2.3 Sampling Method and Units of Measure Screen

Entering monitored parameter data.

North Carolina (NC) eDMR Reports

Welcome npdes_tester@ncdenr.gov

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NC0031879 V1.0 08-2016 In Progress Report Page:001-Effluent Week #1 (1-6)

[Show Report Area]

[Show Report Page Area]

Week #1 (1-6) Week #2 (7-13) Week #3 (14-20) Week #4 (21-27) Week #5 (28-31) All Weeks (1-31)

[Show Log Parameters Area]

Add Parameter

Parameter Code:	50050	00010	00400	50060	CO310	CO610	CO530	3
Sampling Frequency:	Continuous	3 X week	3					
Composite(C)/Grab(G):	(1) Recorder	Grab	Grab	Grab	Composit	Composit	Composit	
Day of week	Date	FLOW	TEMP-C	pH	CHLORINE	BOD - Co	NH3-N -	TSS - Co
	(2)	mgd	deg c	su	ug/l	mg/l	mg/l	mg/l
Monday	1							
Tuesday	2							
Wednesday	3							
Thursday	4							
Friday	5							
Saturday	6							

[Show Totals Area]

(3)

(4) Save Cancel

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The create report process populates the eDMR report page with parameters identified on the DWR permit.

There are drop down lists that display available values for **(1) Composite or Grab** and **(2) Units of Measure**. Enter your data in the appropriate fields. The **(3) Scroll bar** is used to display additional columns across the page.

A user can enter the following non-numeric values for a parameter:

Code Entered	Description
H	Holiday
> and a number	Greater than that number
< and a number	Less than that number
PASS or P	Result of Pass
FAIL or F	Result of Fail
YES or Y	Result of Yes
NO or N	Result of No

When finished click **(4) Save**.

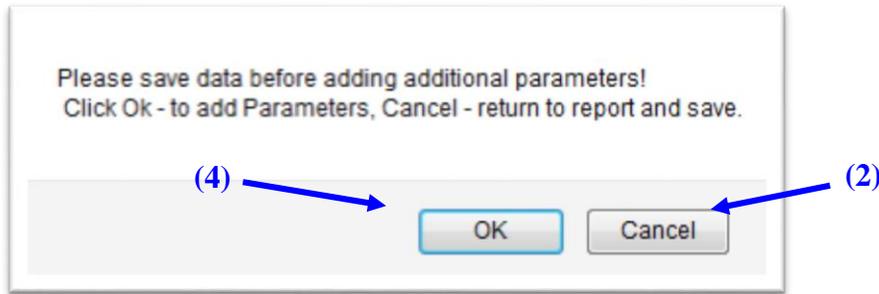
3.2.1.2.4 Adding Parameters to a Report Page Screen

Adding parameters to the report that are not required by the permit.

The screenshot shows the 'North Carolina (NC) eDMR Reports' interface. At the top, there are navigation links: Home, My Reports, Logout, and Help. Below that, there are tabs for 'Create Report', 'eDMR Reports', and 'User Management'. The main content area shows a breadcrumb trail: Home > Report: NC0031879 V1.0 08-2016 In Progress > Report Page:001-Effluent > Week #1 (1-6). There are two buttons: '[Show Report Area]' and '[Show Report Page Area]'. Below these, there are week selection options: 'Week #1 (1-6)', 'Week #2 (7-13)', 'Week #3 (14-20)', 'Week #4 (21-27)', 'Week #5 (28-31)', and 'All Weeks (1-31)'. A button '[Show Log Parameters Area]' is also present. A blue arrow labeled '(1)' points to the 'Add Parameter' button. Below this is a table with columns for Parameter Code, Sampling Frequency, Composite(C)/Grab(G), Day of week, Date, and various parameters: FLOW, TEMP-C, pH, CHLORINE, BOD - Co, NH3-N -, and TSS - Co. Each parameter has a unit dropdown menu. At the bottom right, there are 'Save' and 'Cancel' buttons. A blue arrow labeled '(3)' points to the 'Save' button. At the very bottom, there is a copyright notice: 'Copyright © 2007 CSC | All Rights Reserved'.

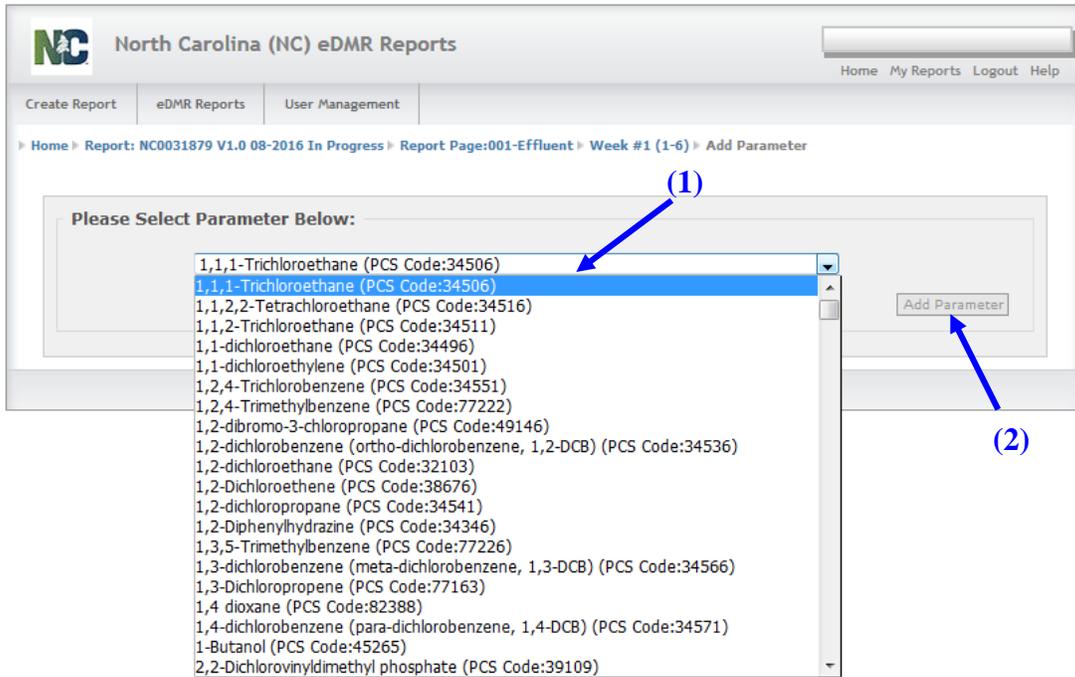
Before adding parameters, the user should always perform a save to make sure no recently entered data is lost.

If you have additional parameters to report, click **(1) Add Parameter**. You will get the following message.



This is a warning that you will lose any unsaved data if you continue to add a parameter. If you have unsaved data, click **(2) Cancel** to return to the report, click **(3) Save**, then click **(1) Add Parameter** again and this time click **(4) OK** to continue adding the parameter.

3.2.1.2.5 Add Parameter Selection List Screen



Select the parameter you wish to add from the **(1) Drop Down List** then click on the **(2) Add Parameter** button.

3.2.1.2.5 Report Totals Area Screen

The default view of the Report Page does not display the Totals Area.

Week #1 (1-6) Week #2 (7-13) Week #3 (14-20) Week #4 (21-27) Week #5 (28-31) All Weeks (1-31) [Show Log Parameters Area]

Add Parameter

Parameter Code:	50050	00010	00400	50060	CO310	CO610	CO530	
Sampling Frequency:	Continuous	3 X week						
Composite(C)/Grab(G):	Recorder	Grab	Grab	Grab	Composit	Composit	Composit	
Day of week	Date	FLOW	TEMP-C	pH	CHLORINE	BOD - Co	NH3-N -	TSS - Co
		mgd	deg c	su	ug/l	mg/l	mg/l	mg/l
Monday	1	0.06	11.8					
Tuesday	2							
Wednesday	3	0.09	11.8		< 20	< 2	< 1	< 1
Thursday	4							
Friday	5	0.07			< 20			
Saturday	6							

[Show Totals Area]

Save Cancel

(1)

Click on the link (1) **Show Totals Area** to display the calculated totals.

[Hide Totals Area]

Weekly Average Limit:				45	4.4	45	
Week #1 (1-6)							
Weekly Average (calculated):	0.073333	11.8		0	0	0	0
Monthly Average Limit:	2.5			30	1.5	30	
Monthly Average (calculated):	0.073333	11.8		0	0	0	0
Daily Maximum Limit:			9	27			
Daily Maximum (calculated):	0.09	11.8		0	0	0	0
Daily Minimum Limit:			6				
Daily Minimum (calculated):	0.06	11.8		0	0	0	0

Save Cancel

The **Bold Named** values are generated by the system when the data is entered and saved. Values are calculated for each week, month and also daily maximums and minimums. The Limit values come from those specified in the DWR permit.

3.2.2 Importing Data into the eDMR Application

The user will have the capability to import data into eDMR from a Comma Separated Variable file (CSV). This import ability may provide quicker data entry rather than keying values directly into eDMR. This CSV file must conform to predefined specifications in order to import data correctly into eDMR. There are two options for creating the CSV file:

- **Option 1 allows creation of CSV file using an Excel spreadsheet template.** This requires entering of data directly into a spreadsheet and then creating the CSV by saving the spreadsheet as a CSV file type.
- **Option 2 allows user to create CSV directly from a facility data collection system.** This option requires programming by the user IT staff in order to get data output into the predefined CSV format.

(Please refer to the Appendix for detailed explanations and instructions on Importing data into the eDMR system.)

The following instructions will address Option 1 only for creating the CSV file using the Excel Import Template.

3.2.2.1 Creating CSV file using Excel Spreadsheet Template

The Excel spreadsheet template consists of four (4) worksheets.

The first worksheet, "DMR permit # yyyy-mm", contains both Report and Report Page information. It is the only worksheet the user has to populate if the user has only one Outfall/Sampling location (one page) to import.

The second worksheet, "Outfall nnn Influent", contains Report Page information for additional effluent and/or influent pages. It is used if there is a second Page to import (i.e. Additional Effluents or Influent). The second worksheet can be copied to additional worksheets and renamed in order to enter data for additional pages.

The third worksheet, "Outfall nnn Upstream", contains Report Page information for the Upstream sample point.

The fourth worksheet, "Outfall nnn Downstream", contains Report Page information for the Downstream sample point.

The fifth worksheet contains lookup information which controls what can be entered in some of the cells of worksheets 1 and 2. **This worksheet should not be modified and has been hidden.**

3.2.2.1.1 Excel Spreadsheet Template

Do NOT modify the format or layout of this template. (Doing this will change the CSV input file and make it unusable. Please refer to the Appendix for detailed explanations and instructions on Importing data into the eDMR system.)

An Excel spreadsheet template is provided to the users. It should be filled in with the appropriate data and then the spreadsheet should be saved as a CSV file type. This CSV file can then be imported into the eDMR system to create the permit reports.

Date		Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	50050	00010	00400	50060	00310	00610	00530	31616	00300	00600	00665
2400 clock	Hrs	2400 clock	Hrs	Y/N/B	m gd	deg c	u	ugl	m gl	m gl	m gl	#/100 ml	m gl	m gl	m gl	m gl	
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
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52																	

3.2.2.1.2 Excel Spreadsheet with Data Entered

NC Division of Water Resources has developed a spreadsheet template that can be customized by each facility and then used to produce a CSV file for import into eDMR. This template contains facility information and has some useful built in calculations. The number of parameter columns can be increased as needed. The spreadsheet below was created from this template. (Note that Permit # NC0024147 is being used in this example.)

The items denoted by YELLOW highlight is the required information in the header section in order for import to work properly. The other information in the header section is optional and does not currently import into eDMR.

Microsoft Excel - eDMR ImportTemplate (7-15-2009).xls																		
File Edit View Insert Format Tools Data Window Help Nuance PDF																		
C14																		
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1		Permit #:	nc024147	Month:	Julv	Year:	2009											
4		Facility:	Mayberry W/WTP	Class:	III	County:	Wake											
6		ORC:	Opie Taylor	Grade:	3	ORC Certification:	123											
8		Has ORC Changed:		Phone:	555-1234													
10		Certified Lab Name:	Chem Lab	Lab #:	9876													
12		Person(s) Collecting sample:	Opie Taylor															
14		Comment:																
17		Sampling Location:	Effluent	Discharge #:	001													
21						50050	00010	00400	50060	00310	00610	00530	31616	00300	00600	00665		
22	Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	Flow	Temperature	pH	Residual Chlorine	BOD 20'	Ammonia Nitrogen	Total Suspended Residue	Fecal Coliform	Dissolved Oxygen	Total Nitrogen	Total Phosphorus	
23		2400 clock	hrz	2400 clock	hrz	Y/B/M	mgd	deg	tu	ugl	mg/l	mg/l	mg/l	#/100ml	mg/l	mg/l	mg/l	
24	1	0800	24	0820	6.5	Y	0.06											
25	2	0800	24	0800	7	Y	0.09	11.8	7.5	<20					10.1			
26	3	0800	24	0730	5.75	Y	0.07	11.8		<20	<2	<1	<1	19	10.9	5.0	8.6	
27	4	0800	24	0750	4	Y	0.091	9							11			
28	5	0800	24	0930	1	Y	0.0102											
29	6	0800	24	0815	1.5	Y	0.0099											
30	7	0800	24	0745	7	Y	0.01	12.3	8	<20		<1		34	9.8		0.7	
31	8	0800	24	0745	5	Y	0.086	13.4							9.7			
32	9	0800	24	0800	4.5	N	0.028	15.3		<20	2.4		2		9.4			
33	10	0800	24	0745	4	N	0.086	15.6							9.2			
34	11	0800	24	0740	7	Y	0.023	17.3							8.9	6		
35	12	0800	24	0755	1.25	Y	0.038											
36	13	0800	24	0800	1	Y	0.006											
37	14	0800	24	0730	2	Y	0.004	14.1		<20		<1		12	9.6			
38	15	0800	24	0759	5.25	Y	0.092	12.1	7.6						10.1			
39	16	0800	24	0740	2	Y	0.096	10.6		<20	<2		<1		10.4		0.8	
40	17	0800	24	0740	6	Y	0.088	11.2							10.2			
41	18	0800	24	0740	3	Y	0.021	11.5							10.4	2		
42	19	0800	24	0700	1.25	Y	0.005											
43	20	0800	24	0600	1	Y	0.056		7.9									
44	21	0800	24	0615	1	Y	0.038											
45	22	0800	24	0800	6.5	Y	0.05	12.5		<20		<1		<1	10.6		0.6	
46	23	0800	24	0800	6	N	0.034	12.2							10.1			
47	24	0800	24	0800	5.5	N	0.08	10.5		<20	2		3		10.1			
48	25	0800	24	0730	6	Y	0.012	10.3							11	1		
49	26	0800	24	0820	2	N	0.017											
50	27	0800	24	0810	2	N	0.09	9.7										
51	28	0800	24	0800	7	Y	0.01	10.6	7.6	<20		<1		3	10.9		0.4	
52	29	0800	24	0745	8	Y	0.002	12.9							10.7			
53	30	0800	24	0730	6	Y	0.039	10.9		<20	4		3		9.8			
54	31	0800	24	0730	6	Y												
55		Composite(C)/Grab(G):				RC	GR	GR	GR	CP	CP	CP	GR	GR	CP	CP		
57		Monthly Average Limit:																
58		Monthly Average:					0.045	12.171	7.775	#DIV/0!	2.8	#DIV/0!	2.667	12.349	10.145	#DIV/0!	2.22	
59		Daily Maximum:					0.096	17.3	8	0	4	0	3	34	11	0	8.6	
60		Daily Minimum:					0.002	9	7.6	0	2	0	2	3	8.9	0	0.4	
61		Monthly Avg % Removal (85%):									#DIV/0!		#DIV/0!					

In the daily values area of the spread sheet, there are several pieces of information that must be correctly provided in order for the import to work properly.

- **Parameter Code** – the correct parameter code **must** be provided for the parameter monitoring required by the permit.
- **Unit of Measure** – a unit of measure **must** be provided for each parameter, preferably the unit of measure specified in the permit.
- **Sample Type** – the correct sample type as specified in the permit **must** be provided for each parameter.

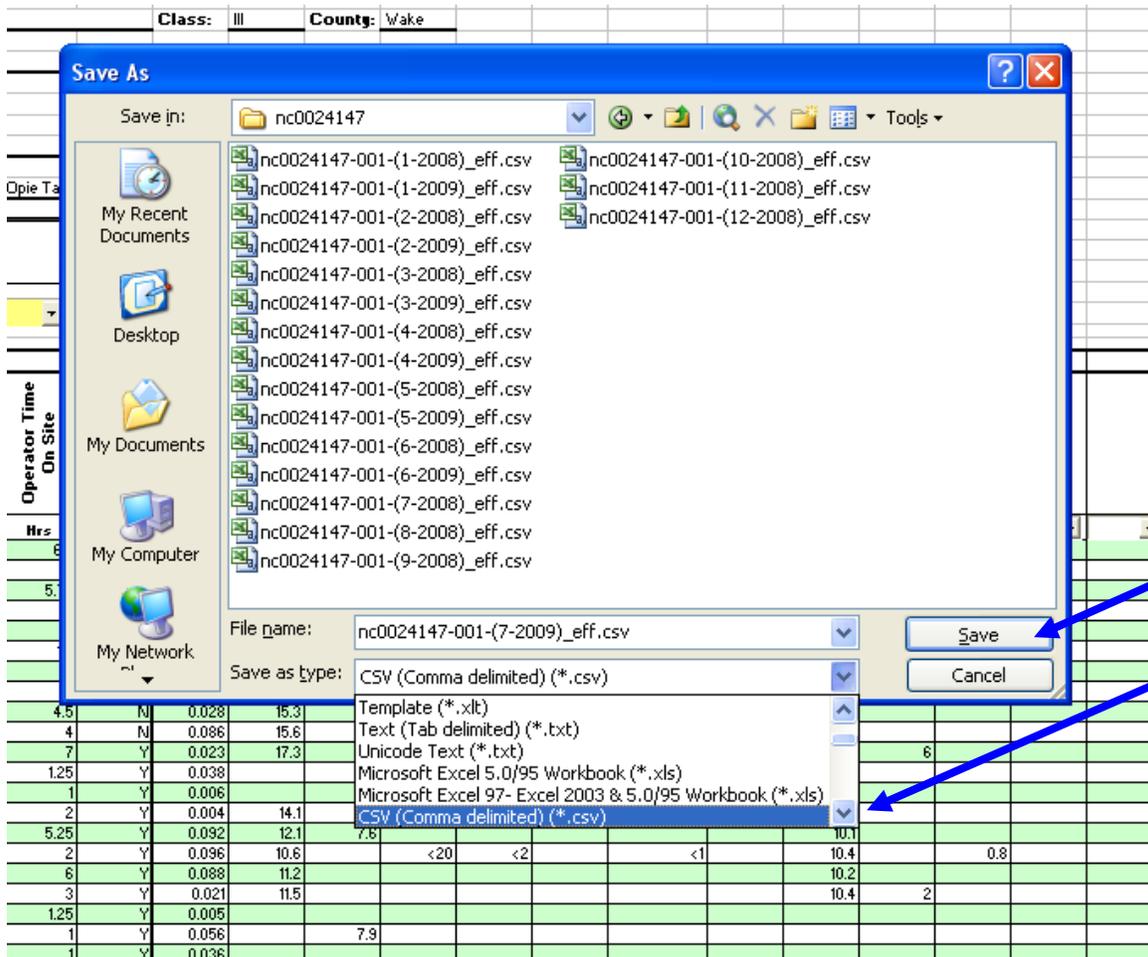
IMPORTANT:

The DWR Permit data system provides all required parameter monitoring information to eDMR during report creation to ensure that the appropriate information is reflected in the report. Prior to setting up the template, it is strongly recommended to create a blank report in eDMR including all appropriate pages, which will include the monitoring information as specified by the DWR Permit Data System, The blank report can then be printed from eDMR and will be pre-populated with the expected monitoring information. This printed report can be used as a guide for setting up the Import Template with the correct information for those items specified above.

3.2.2.1.3 Creating the Excel CSV File

After daily values have been entered into the spreadsheet, it can be saved as a CSV file for importing into eDMR. To save as a CSV file, the user should click **File->Save As->**. The Save As pop up box will appear. User should select the folder where the file will be saved. The user should enter a name for file in “File name” box. The name should be meaningful such as “NC000001-001Eff 7-2008” which corresponds to “Permit#-Outfall# (Eff-effluent, Inf-Influent, Up-Upstream, Dwn-Downstream) Month-Year”. User should then click the drop down in the “Save as Type” box.

Select **(1) CSV (comma delimited) (*.csv)** and then click **(2) Save** button.



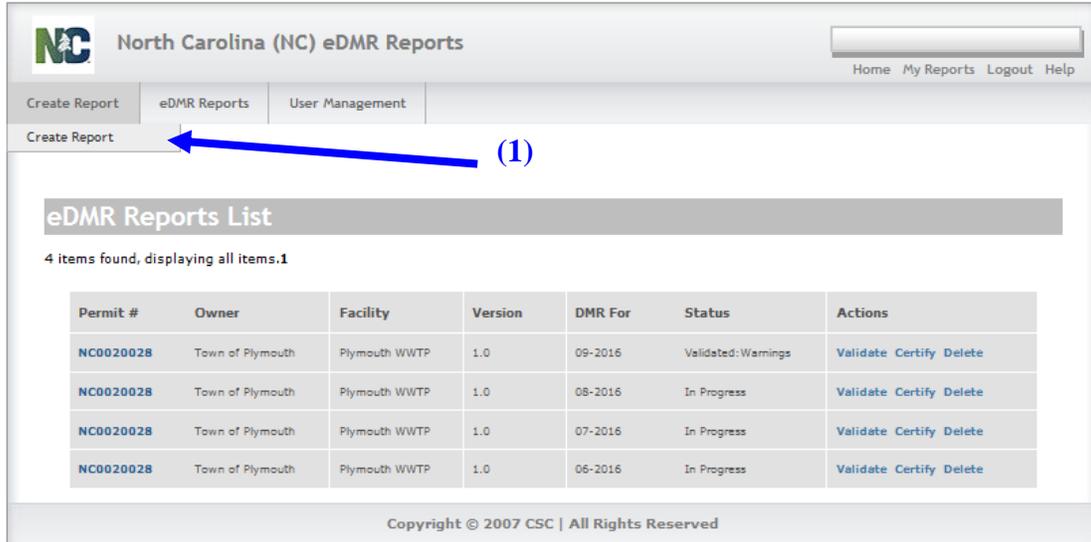
The resulting CSV file contains additional fields for the Facility information and the calculated fields. This additional information is ignored by the eDMR application. As long as the required lines and fields are in the resulting file in the correct order, eDMR will import the report.

NOTE: The CSV should not be opened once it has been created from the Excel Template as this could result in Excel re-formatting the file contents and changing the integrity of the CSV format.

3.2.2.2 Report and Page Create Process Screens for Importing

The steps to create the new report header and page are similar to the steps used for manually entering the report data, and are summarized below. *(Note: Please refer back to Section 3.1 Create the Report Page for detailed instructions covering these steps.)*

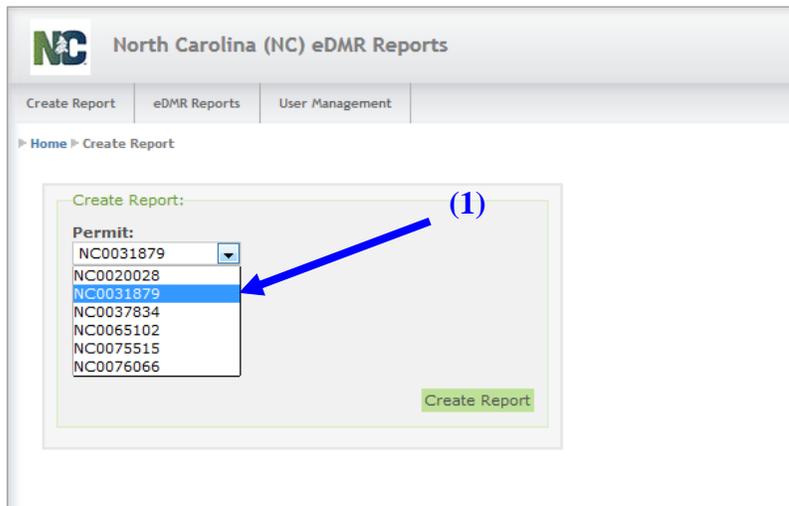
3.2.2.2.1 Create Report Screen



Click on the (1) Report Create menu item

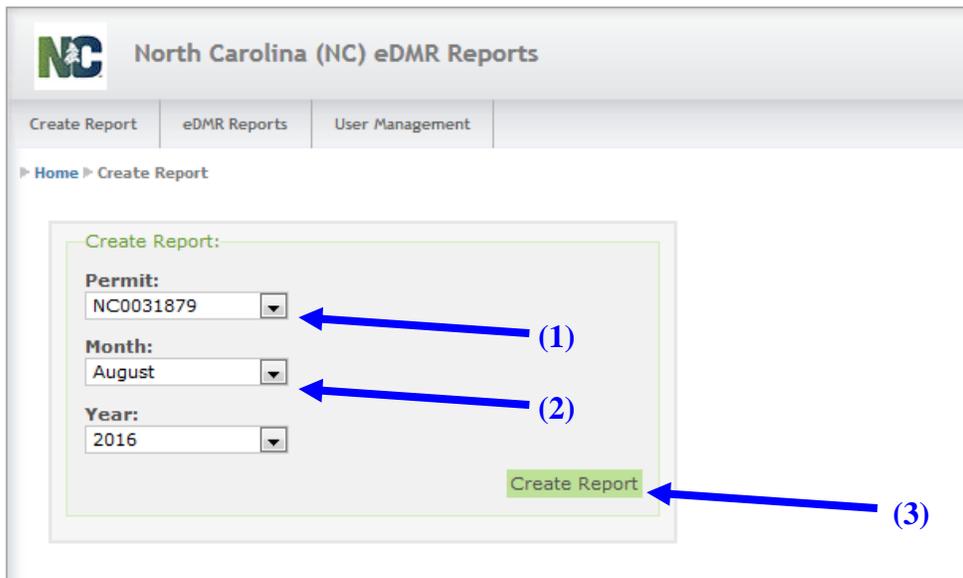
3.2.2.2.2. Create Report – Select Permit Screen

If there are multiple reports associated to the owner of this permit, select the appropriate permit from the drop down list (1).



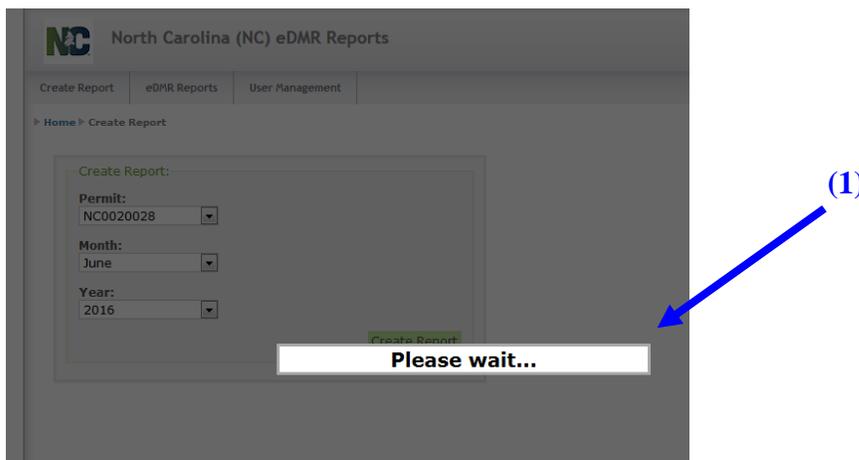
3.2.2.2.3 Create Report – Select Date Screen

Select the **(1) Month** and **(2) Year** of the report being created, then click on the **(3) Create report** button.



3.2.2.2.4 Report Requested Message Screen

A message will be displayed **(1)** indicating the report is being generated.



3.2.2.2.5 Create New Page From File Screen

Click on the (1) Create New Page From File button.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NC0020028 V1.0 08-2016 In Progress

Permit

Permit #: NC0020028 Ver. 4.0	Status: Active	SOC#:	Class: WW-2	Facility Name: Plymouth WWTP
	County: WASHINGT	Owner: Town of Plymouth		

ORC

Name: Robert Harrell	Certification Number: 8156	Status: Active	Grade: WW-4.	Has ORC changed?: <input type="checkbox"/>
-------------------------	-------------------------------	-------------------	-----------------	---

eDMR

Period: 08-2016 (August 2016)	Version: 1.0	Status: In Progress	Compliance Status: * <input type="radio"/> Compliant <input type="radio"/> Non-Compliant
-------------------------------------	-----------------	------------------------	---

Certified Lab #:

Lab Name:

Person(s) Collecting Samples:

Contact Phone #: *

Comments

Save Cancel

eDMR Pages

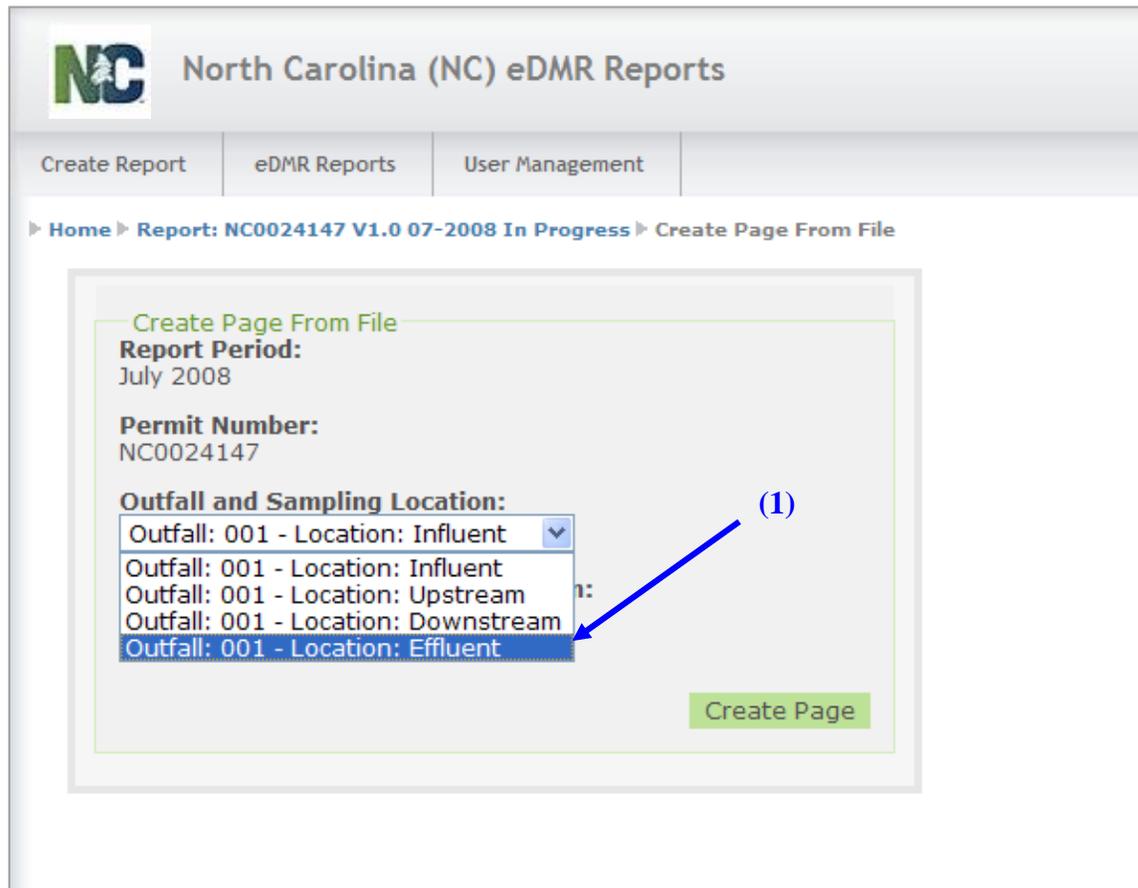
Create New Page Create New Page From File

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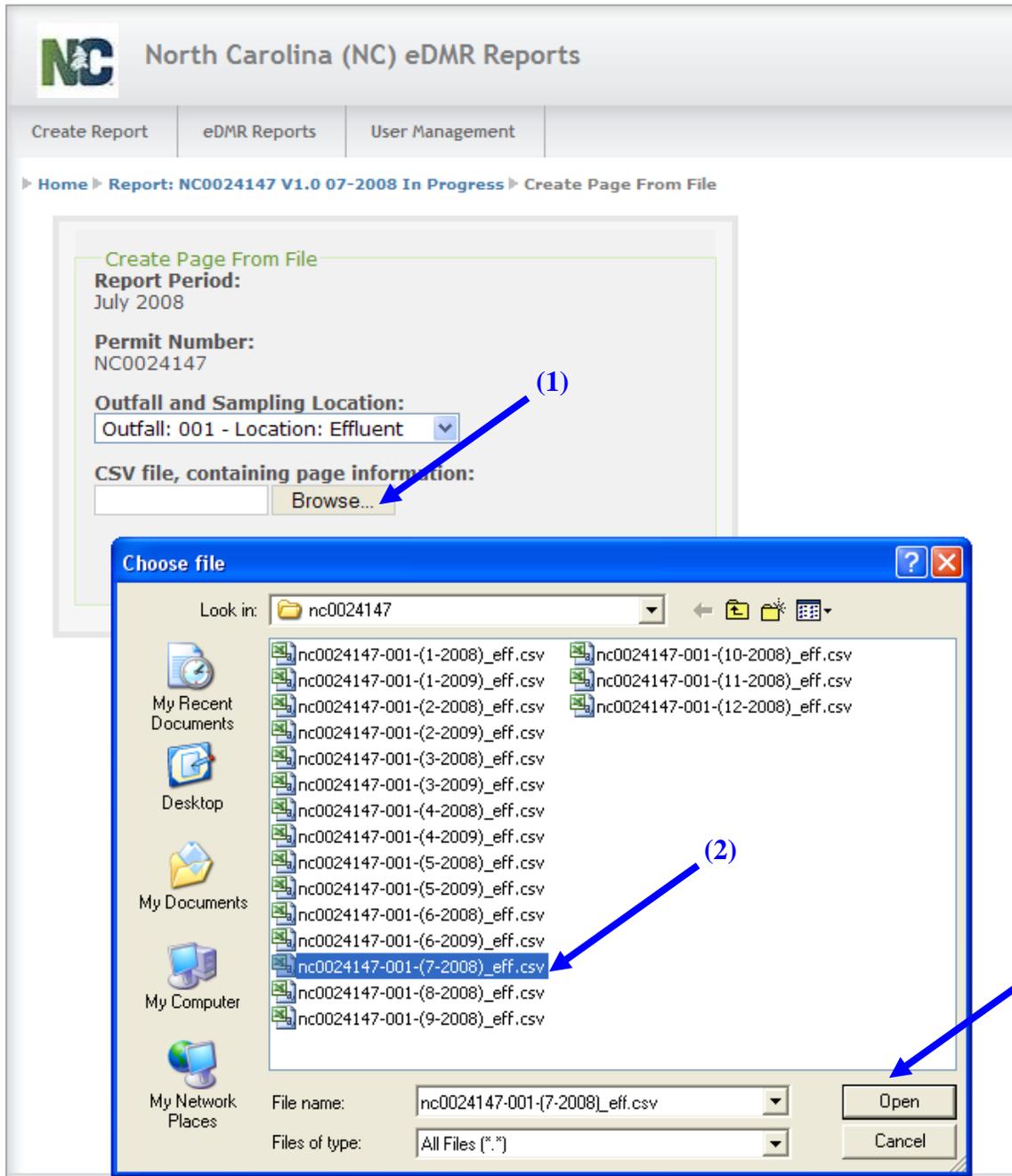
(Warning – any additions or changes to the fields on this screen require a Save to be performed or they will be lost.)

3.2.2.2.6 Create Page From File Screen - Selection Criteria



Select the Outfall and Sampling Location **(1)** to report against. Only the outfall and sampling locations associated with that permit will appear in the drop down list.

Browse (1) to find the specific CSV file previously prepared to import.



Select the appropriate report (2) and click the (3) **Open** button.

The screenshot shows the North Carolina (NC) eDMR Reports web application. At the top left is the NC logo. The main header reads "North Carolina (NC) eDMR Reports". Below the header is a navigation bar with three tabs: "Create Report", "eDMR Reports", and "User Management". The "eDMR Reports" tab is active. Below the navigation bar is a breadcrumb trail: "Home > Report: NC0024147 V1.0 07-2008 In Progress > Create Page From File". The main content area is titled "Create Page From File" and contains the following fields and controls:

- Report Period:** July 2008
- Permit Number:** NC0024147
- Outfall and Sampling Location:** A dropdown menu showing "Outfall: 001 - Location: Effluent".
- CSV file, containing page information:** A text input field containing "Z:\Data\WQ_DEV" and a "Browse..." button.
- Create Page:** A green button at the bottom right of the form, which is highlighted by a blue arrow and the number (1).

Click on the (1) **Create Page** button to import the CSV file into eDMR.

3.2.2.2.7 Completed Report Page Screen

The resulting screen displays the data imported into the monitoring report.

The screenshot shows the 'North Carolina (NC) eDMR Reports' interface. The breadcrumb trail is: Home > Report: NC0024147 V1.0 07-2008 In Progress > Report Page:001-Effluent > All Weeks (1-31). The page includes navigation links like 'Home', 'My Reports', 'Logout', and 'Help'. Below the breadcrumb, there are tabs for 'Create Report', 'eDMR Reports', and 'User Management'. A '[Show Report Area]' and '[Show Report Page Area]' link are present. The main content area shows a table for 'Week #1 (1-5)' through 'Week #5 (27-31)' and 'All Weeks (1-31)'. A '[Hide Log Parameters Area]' link is also visible. The table has columns: Day of week, Date, Composite Sample Time, Total Composite Time, Operator Arrival Time, Operator Time On Site, ORC On Site?, and No Flow Reason. The data rows show days from Tuesday to Thursday with sample times, composite times, arrival times, operator times, and ORC status. Below this table is another table with columns: Day of week, Date, FLOW, TEMP-C, PH, CHLORINE, BOD, NH3-N, and RES/TSS. The data rows show days from Wednesday to Thursday with numerical values for each parameter. At the bottom right, there is a '[Show Totals Area]' link and two buttons: 'Save' and 'Cancel'. A blue arrow points to the 'Save' button, with a circled '1' next to it.

Day of week	Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	No Flow Reason
		2400 clock	Hrs	2400 clock	Hrs	Y/B/N	
Tuesday	1	0800	24	0820	6.5	Y	
Wednesday	2	0800	24	0800	7	Y	
Thursday	3	0800	24	0730	5.75	Y	
Friday	4	0800	24	0750	4	Y	
Saturday	5	0800	24	0930	1	Y	
Sunday	6	0800	24	0815	1.5	Y	
Monday	7	0800	24	0745	7	Y	
Tuesday	8	0800	24	0745	5	Y	
Wednesday	9	0800	24	0800	4.5	N	
Thursday	10	0800	24	0745	4	N	

Wednesday	23	0.034	12.2					
Thursday	24	0.08	10.5		< 20.0	2.0		3.0
Friday	25	0.012	10.3					
Saturday	26	0.017						
		FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N	RES/TSS
Sunday	27	0.09	9.7					
Monday	28	0.01	10.6	7.6	< 20.0		< 1.0	
Tuesday	29	0.0020	12.9					
Wednesday	30	0.039	10.9		< 20.0	4.0		3.0
Thursday	31							
		FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N	RES/TSS

Verify the data imported is correct, then click **(1) Save** to save the report and data.

The message **(1) Saved Successfully** indicates the report and all data has been saved to the eDMR system. It still needs to go through the process of submitting the report to DWR.

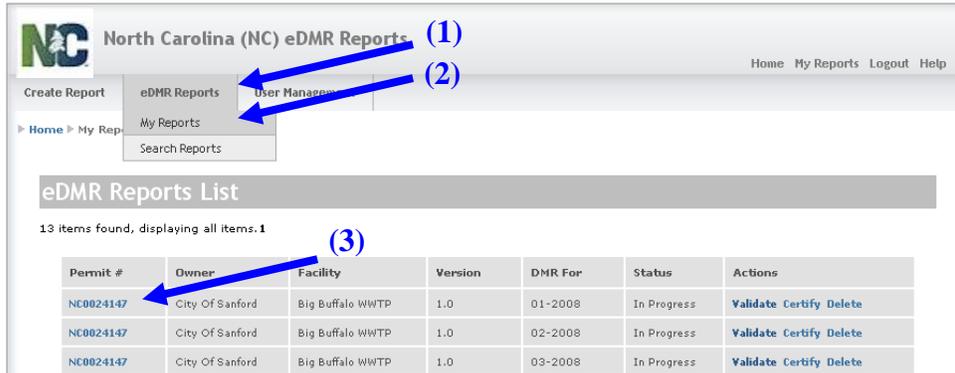
The screenshot shows the North Carolina (NC) eDMR Reports web application. At the top, there is a navigation bar with the NC logo and the text 'North Carolina (NC) eDMR Reports'. Below this are links for 'Home', 'My Reports', 'Logout', and 'Help'. A secondary navigation bar contains 'Create Report', 'eDMR Reports', and 'User Management'. The main content area shows a breadcrumb trail: 'Home > Report: NC0024147 V1.0 07-2008 In Progress > Report Page:001-Effluent > All Weeks (1-31)'. A red message 'Saved Successfully!' is displayed, with a blue arrow pointing to it from a circled number '1'. To the right of the message are two links: '[Show Report Area]' and '[Show Report Page Area]'. Below the message is a section for selecting weeks: 'Week #1 (1-5) Week #2 (6-12) Week #3 (13-19) Week #4 (20-26) Week #5 (27-31) All Weeks (1-31)'. A '[Hide Log Parameters Area]' link is also present. The main data is presented in a table with the following structure:

Day of week	Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	No Flow Reason
		2400 clock	Hrs	2400 clock	Hrs	Y/B/N	
Tuesday	1	0800	24	0820	6.5	Y	<input type="text"/>
Wednesday	2	0800	24	0800	7	Y	<input type="text"/>
Thursday	3	0800	24	0730	5.75	Y	<input type="text"/>

3.2.3 Revise Report from File Screen

3.2.3.1 Find and select the report to be revised.

From the (1) eDMR Reports menu, click on (2) My Reports to bring up a list of reports stored in eDMR. Then select the report to be revised (3).



3.2.3.2 Report in Progress – Update Page From File Screen

Select the correct (1) Outfall and Location, then click on (2) Update page From File button

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NC0020028 V1.0 09-2016 Validated:Warnings

Permit

Permit #: NC0020028 Ver. 4.0	Status: Active	SOC#:	Class: WW-2	Facility Name: Plymouth WWTP
	County: WASHINGT	Owner: Town of Plymouth		

ORC

Name: Robert Harrell	Certification Number: 8156	Status: Active	Grade: WW-4.	Has ORC changed?: <input type="checkbox"/>
----------------------	----------------------------	----------------	--------------	--

eDMR

Period: 09-2016 (September 2016)	Version: 1.0	Status: Validated:Warnings	Compliance Status: * <input type="radio"/> Compliant <input type="radio"/> Non-Compliant
----------------------------------	--------------	----------------------------	---

Certified Lab #:

Lab Name:

Person(s) Collecting Samples:

Contact Phone #: *

Comments

Save Cancel

eDMR Pages

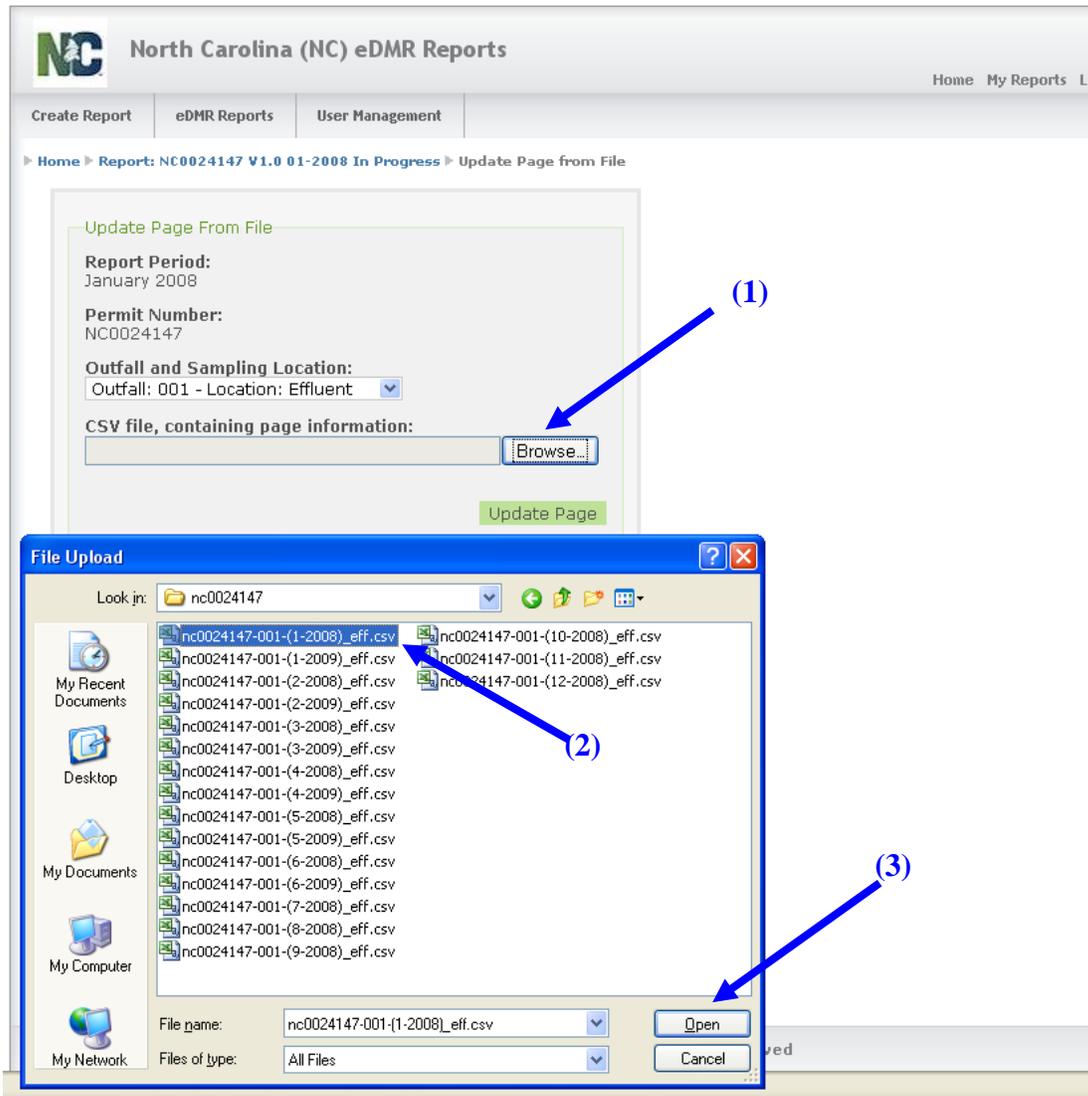
Outfall: 001 - Location: Effluen

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3.2.3.3 Update Page From File Screen

(Note: Use the same process that was used to import the original file described in section 3.2.2.2.6.)

Browse (1) to find the specific CSV file previously prepared to import.



Select the appropriate report (2) and click the (3) Open button.

Click the **(1) Update Page** button.

North Carolina (NC) eDMR Reports

Create Report | eDMR Reports | User Management

Home > Report: NC0024147 V1.0 01-2008 In Progress > Update Page from File

Update Page From File

Report Period:
January 2008

Permit Number:
NC0024147

Outfall and Sampling Location:
Outfall: 001 - Location: Effluent

CSV file, containing page information:
Z:\Data\WQ_DEV\Work\EDMR\MR Data Loads\200 [Browse]

Update Page

Verify the updated data is correct then click **(1) Save**.

North Carolina (NC) eDMR Reports

Home | My Reports | Logout | Help

Create Report | eDMR Reports | User Management

Home > Report: NC0024147 V1.0 01-2008 In Progress > Report Page:001-Effluent > All Weeks (1-31)

[Show Report Area]

[Show Report Page Area]

Week #1 (1-5) Week #2 (6-12) Week #3 (13-19) Week #4 (20-26) Week #5 (27-31) All Weeks (1-31) [Show Log Parameters Area]

Add Parameter

Parameter Code:	50050	00010	00400	50060	00310	00610	00530	
Sampling Frequency:	Continuous	5 X week	5 X week	5 X week				
Composite(C)/Grab(G):	Recorder	Grab	Grab	Grab	Composit	Composit	Composit	
Day of week	Date	FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N	RES/TSS
		mgd	deg c	su	ug/l	mg/l	mg/l	mg/l
Tuesday	1	0.06						
Wednesday	2	0.09	11.8	7.5	< 20.0			
Wednesday	30	0.039	10.9		< 20.0	4.0		3.0
Thursday	31							

[Show Totals Area]

Save Cancel

3.3 Validating eDMR Reports



3.3.1 Search for the Report to Validate

The eDMR application will validate the data entered and compare them to the parameter limits specified in the permit, alerting the user of potential violations and/or errors.

3.3.1.1 Method 1 – Select Report Validate Screen

(Note: Both methods use the same process, the difference is how and where the process is triggered.)

From an eDMR Reports List find the report you want to validate **(1)**.

Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0021181	City of Belmont	Belmont WWTP	1.0	01-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	02-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	03-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	04-2008	In Progress	Validate Certify Delete

Click on the word **(2) Validate** in the Actions column to start the validation process.

3.3.1.2 Method 2 - Select Report 'Click Validate Icon' Screen

Click on the (1) Permit #.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > My Reports

eDMR Reports List

14 items found, displaying all items.1

Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0021181	City of Belmont	Belmont WWTP	1.0	01-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	02-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	03-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	04-2008	In Progress	Validate Certify Delete

3.3.1.3 Navigation links and action icons.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NC0021181 V1.0 01-2008 In Progress

Permit

Permit #: NC0021181 Ver. 3.0 Status: Active SOC#: Class: WW-4. Facility Name: Belmont WWTP

County: GASTON Owner: City of Belmont

ORC

Name: Ralph Douglas Certification Number: 986508 Status: Active Grade: WW-3. Has ORC changed?:

eDMR

Period: Version: Status: Compliance

In the upper right corner of every screen the user will find links: **(1) Home, My Reports, Logout and Help**. Clicking **Home** returns you to the eDMR initial page. **My Reports** takes you to the screen where you can view or search your reports (see Section 5.1 for detailed instructions) from anywhere within the eDMR application. Selecting **Logout** logs the user out of the eDMR application. Clicking on **Help** takes the user to a web page containing links for the eDMR User Guides. It also has a link to send an email to eDMR Help Desk. Additionally, throughout the eDMR application, the user will be able to click on **(2) Activity Icons** based on their privileges. The user must to be assigned to each of the privileges below before the icons are visible. These activities are explained in detail in the following sections in this guide.

Validate Report 

Certify Report



Submit



Get report as PDF



Get report history



3.3.1.4 Report In Progress – Validation Icon - Screen

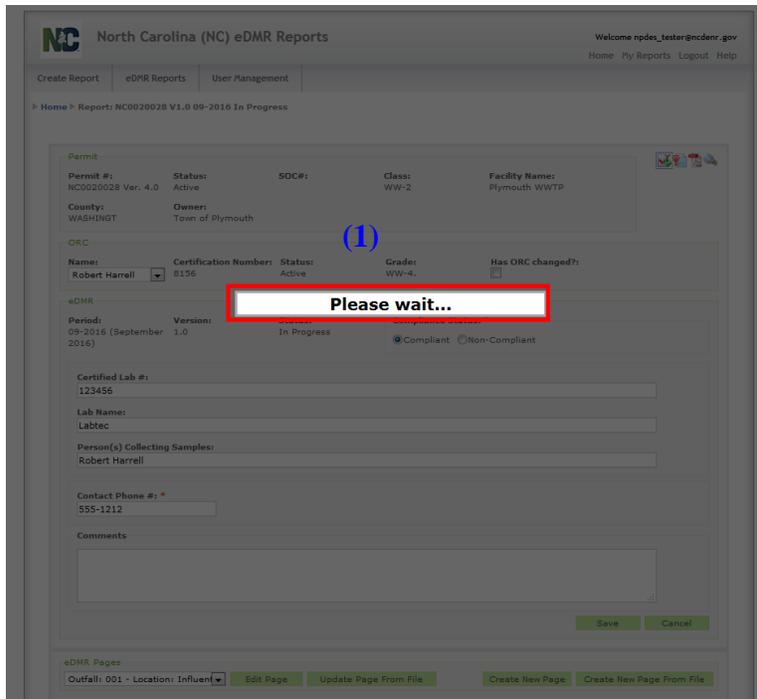
Now would be a good time to double check that the report header information is completely filled in. Especially **(1) Compliance Status** and **(2) Contact Phone**.

The screenshot shows the 'North Carolina (NC) eDMR Reports' interface. At the top right, it says 'Welcome npdes_tester@ncdenr.gov' with links for 'Home', 'My Reports', 'Logout', and 'Help'. Below this is a navigation bar with 'Create Report', 'eDMR Reports', and 'User Management'. The main content area shows a report for 'Report: NC0020028 V1.0 09-2016 Validated:Warnings'. The report details are organized into sections: 'Permit' (Permit #: NC0020028 Ver. 4.0, Status: Active, SOC#: WASHINGTON, Class: WW-2, Facility Name: Plymouth WWTP), 'ORC' (Name: Robert Harrell, Certification Number: 8156, Status: Active, Grade: WW-4, Has ORC changed?:), and 'eDMR' (Period: 09-2016 (September 2016), Version: 1.0, Status: Validated:Warnings, Compliance Status: * Compliant Non-Compliant). Below these are input fields for 'Certified Lab #:', 'Lab Name:', 'Person(s) Collecting Samples:', and 'Contact Phone #: *'. A 'Comments' section is at the bottom with a text area. At the bottom right are 'Save' and 'Cancel' buttons. Three blue arrows with circled numbers point to specific elements: (1) points to the 'Compliance Status' radio buttons, (2) points to the 'Contact Phone #' input field, and (3) points to a 'Validate Report' icon (a document with a red ribbon) in the top right corner of the report details area.

Click on the **(3) Validate Report Icon** to start the validation process.

3.3.1.5 Creating Validation Request Screen

The screen dims out and displays the message (1) Please wait...



3.3.1.6 Validation Report Notification Screen

The screen dims out and displays the message (1) Please wait ...

NC North Carolina (NC) eDMR Reports Welcome npdes_tester@ncdenr.gov
Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NC0031879 V1.0 08-2016 In Progress

Permit

Permit #: NC0031879 Ver. 4.0	Status: Active	SOC#: C14001	Class: WW-4.	Facility Name: Corpening Creek WWTP
County: MCDOWELL	Owner: City of Marion			

ORC

Name: Larry Carver	Certification Number: 26810	Status: Active	Grade: WW-4.	Has ORC changed?: <input type="checkbox"/>
-----------------------	--------------------------------	-------------------	-----------------	---

eDMR

Period: 08-2016 (August 2016) Version: 1.0

Please wait...

Certified Lab #:

Lab Name:

Person(s) Collecting Samples:

Contact Phone #: *

Comments

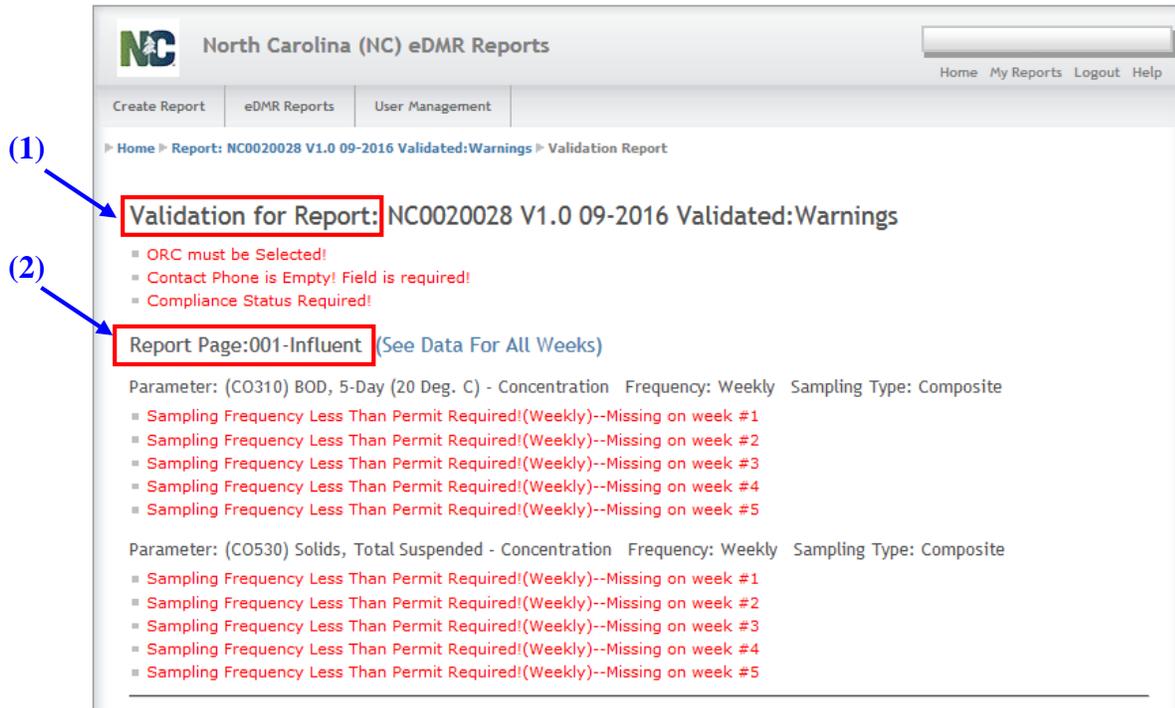
eDMR Pages

Outfall: 001 - Location: Effluent

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3.3.1.7 Validation Results Screen

The validation process checks for data entry errors and gives you the opportunity to fix them prior to submitting the report. The system will validate the report information for the **(1) Report** and all **(2) Report Pages**, then the validation results are displayed.



3.3.1.8 eDMR Report List Showing Validated Status Screen

After validation is run, the status for the report is updated to **(1) Validated**.



The Status will also show if there were **(1) Warning** messages generated during the validation process.

Warnings are potential violations and should be reviewed prior to continuing with the certification and submittal process. These are warnings only and the report may still be 'Certified' and 'Submitted' with warnings.

To view the warnings at a later time, just repeat steps 3.3.1.1 - 3.3.1.7 and run Validation again.

3.3.1.9 Validation Report Screen - Investigate a Warning Message

Review the report data to investigate the **(1) Frequency Warnings** by clicking on the **(2) See Data For All Weeks** link. Focus is on the **(1) TEMP-C** parameter

North Carolina (NC) eDMR Reports

Home MyReports Logout Help

Create Report eDMR Reports User Management (2)

Home Report: NC0021181 V1.0 01-2008 Validated:Warnings Validation Report

Validation for Report: NC0021181 V1.0 01-2008 Validated:Warnings

- Report Page For Outfall# 001 Sampling Location: Downstream is Missing!
- Report Page For Outfall# 001 Sampling Location: Upstream is Missing!

Report Page:001-Effluent (See Data For All Weeks)

Parameter: (50050) Flow, in conduit or thru treatment plant Frequency: Continuous Sampling Type: Recorder

- Sampling Frequency Less Than Permit Required!(Continuous)

(1) Parameter: (00010) Temperature, Water Deg. Centigrade Frequency: 5 X week Sampling Type: Grab

- Sampling Frequency Less Than Permit Required!(5 X Week)

Parameter: (00400) pH Frequency: 5 X week Sampling Type: Grab

- Sampling Frequency Less Than Permit Required!(5 X Week)

Parameter: (31616) Coliform, Fecal MF, M-FC Broth,44.5C Frequency: 5 X week Sampling Type: Grab

- Sampling Frequency Less Than Permit Required!(5 X Week)

Parameter: (00300) DO, Oxygen, Dissolved Frequency: 5 X week Sampling Type: Grab

- Sampling Frequency Less Than Permit Required!(5 X Week)

3.3.1.10 Data For All Weeks Screen for Warning Investigation

The areas with warnings will be highlighted in (1) RED.

Parameter Code:		50050 !	00010 !	00400 !	50060	00310	00610
Sampling Frequency:		Continuous	5 X week	5 X week	5 X week		
Composite(C)/Grab(G):		Recorder ▾	Grab ▾	Grab ▾	Grab ▾	Composite ▾	Composite ▾
Day of week	Date	FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N
		mgd ▾	deg c ▾	su ▾	ug/l ▾	mg/l ▾	mg/l ▾
Tuesday	1	0.06					
Wednesday	2	0.09	11.8	7.5	< 20.0		
Thursday	3	0.07	11.8		< 20.0	< 2.0	< 1.0
Friday	4	0.091	9.0				
Saturday	5	0.0102					
Sunday	6	0.0099					
Monday	7	0.01	12.3	8.0	< 20.0		< 1.0
Tuesday	8	0.086	13.4				
Wednesday	9	0.028	15.3		< 20.0	2.4	
Thursday	10	0.086	15.6				
Friday	11	0.023	17.3				
Saturday	12	0.038					
Sunday	13	0.0060					
Monday	14	0.0040	14.1		< 20.0		< 1.0
Tuesday	15	0.092	12.1	7.6			
Wednesday	16	0.096	10.6		< 20.0	< 2.0	
Thursday	17	0.088	11.2				
Friday	18	0.021	11.5				
Saturday	19	0.0050					
Sunday	20	0.056		7.9			
Monday	21	0.036					
Tuesday	22	0.05	12.5		< 20.0		< 1.0
Wednesday	23	0.034	12.2				
Thursday	24	0.08	10.5		< 20.0	2.0	
Friday	25	0.012	10.3				
Saturday	26	0.017					

There are only 4 days of data reported for (2) TEMP-C the week of 1/18, the requirement is 5 times per week.

3.3.1.10.1 Weekly Frequency Limit Warning Analysis

Sometimes a warning is generated as a result of the way the validation process calculates. In the example below using a different permit, the monthly data being reported spans the first day of the month to the last day of that month. If the first day of the month falls mid-week, a warning may be generated for some frequency limits.

Consider the example below where the first week in the report contains only

(1) Thursday, Friday and Saturday (1st, 2nd & 3rd), with the balance of the days of that week in the preceding month's report.

(1)

Parameter Code:		50050	00010 !	00400 !	00060	00310	00610	00530
Sampling Frequency:		Continuous	5 X week	Weekly	5 X week	Weekly	Weekly	Weekly
Composite(C)/Grab(G):		Recorder ▾	Grab ▾	Grab ▾	Composite ▾	Composite ▾	Composite ▾	Grab ▾
Day of week	Date	FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N	RES/TSS
		mgd ▾	deg c ▾	Su ▾	ug/l ▾	mg/l ▾	mg/l ▾	mg/l ▾
Thursday	1	0.06						
Friday	2	0.09	11.8		< 20.0			
Saturday	3	0.07	11.8		< 20.0	< 2.0	< 1.0	< 1.0
		FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N	RES/TSS

There is a requirement for a weekly measurement of PH. If the measurement was done on Sunday through Wednesday of the preceding week, it would have already been entered on the previous month's report.

The validation process in eDMR will look for an entry of PH in the first week (first 3 days of this month), since it actually occurred on the previous month's report, it will not find an entry and will generate a warning "Sampling Frequency Less Than Permit Required! (Weekly)".

A manual audit of the preceding month's report may confirm that data was reported in the last week of the previous month. When DWR evaluates the data for violations, it will correctly consider the entire week's data, regardless of which month's report it came from, and not generate a violation.

3.4 Certifying eDMR Reports

After Validation, the report needs to be Certified. The certifier should be the ORC.



3.4.1 Search for the Report to Certify

Certifying the data – the Operator in Responsible Charge (ORC) must certify that the data in the eDMR report is accurate.

Select the report to Certify

From an eDMR Reports List find the report you want to Certify.

North Carolina (NC) eDMR Reports

Home MyReports Logout Help

Create Report eDMR Reports User Management

Home > My Reports

eDMR Reports List (1)

14 items found, displaying all items.1

Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0021181	City of Belmont	Belmont WWTP	1.0	01-2008	Validated: Warnings	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	02-2008	In Progress	Validate Certify Delete

Click on the word **(1) Certify** in the Action column to start the process.

Pre-Certification Review

The certifier is required to check the box (1) acknowledging the certification.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NC0021181 V1.0 01-2008 Validated:Warnings Report Certification

Report Certification

Permit Number: NC0021181 Report Period: 01-2008 Facility Name: Belmont WWTP Facility Address: 298 Parkdale Rd null, Belmont NC 28012

eDMR Certify Date: 07/29/2009

ORC Data

ORC: * Ralph E. Douglas ORC Certification Number: * 986508

Certifier Data

First Name: * Owner FirstName Middle Name: * Last Name: * Owner LastName Contact Phone Number: * 555-1212

(1) * By this signature, I certify that this report is accurate and complete to the best of my knowledge.

Check the box (1) next to the certification statement, this will cause the 'Certify' button to appear.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NC0021181 V1.0 01-2008 Validated:Warnings Report Certification

Report Certification

Permit Number: NC0021181 Report Period: 01-2008 Facility Name: Belmont WWTP Facility Address: 298 Parkdale Rd null, Belmont NC 28012

eDMR Certify Date: 07/29/2009

ORC Data

ORC: * Ralph E. Douglas ORC Certification Number: * 986508

Certifier Data

First Name: * Owner FirstName Middle Name: * Last Name: * Owner LastName Contact Phone Number: * 555-1212

(1) * By this signature, I certify that this report is accurate and complete to the best of my knowledge.

(2) **Certify**

(3) PDF icon

Click on the (2) **Certify** button.

The user can print the report in PDF format by selecting the (3)  **Icon**.

Upon certification the resulting screen shows the status of **(1) Certified**.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NC0021181 Ver. 3.0 01-2008 Certified

Permit

Permit #:	Status:	SOC#:	Class:	Facility Name:
NC0021181 Ver. 3.0	Active		WW-4.	Belmont WWTP
County:	Owner:			
GASTON	City of Belmont			

ORC

Name:	Certification Number:	Status:	Grade:	Has ORC changed?:
Ralph Douglas	986508	Active	WW-3.	<input type="checkbox"/>

eDMR

Period:	Version:	Status:	Compliance Status: *
01-2008 (January 2008)	1.0	Certified	<input checked="" type="radio"/> Compliant <input type="radio"/> Non-Compliant

Certified Lab #:
123456

Lab Name:
Labtec

Person(s) Collecting Samples:
Ralph Douglas

Contact Phone #: *
555-1212

Comments

Save Cancel

eDMR Pages

Outfall: 001 - Location: Effluent Edit Page Update Page From File Create New Page Create New Page From File

Note: If the report is missing the Compliance Status or Contact Phone, the report cannot be certified and it will return the user to the main report screen, in which messages will be displayed at the top of the page indicating what is missing. The missing information must be entered and the SAVE button clicked before the report can be certified.

Notice the **(2) Submit** icon is now displayed. Once the report is certified by the ORC, the report is ready to be submitted. If changes are needed before submittal, this can be done by going back to the previous steps for entering data. Submitting is the last step in the process and is covered in the next section.

North Carolina (NC) eDMR Reports

Create Report eDMR Reports User Management Home

Home > My Reports

eDMR Reports List

14 items found, displaying all items.1

Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0021181	City of Belmont	Belmont WWTP	1.0	01-2008	Certified	Submit

The status is now **(1) Certified**

3.5 Submitting eDMR Reports



3.5.1 eDMR Report Initial Submittal

3.5.1.1 eDMR Report List Screen - Submit

Only authorized Submitters can Submit reports that have a status of Certified.

From an **(1) eDMR Reports List** find the report you want to submit. Remember, My Reports will return a list of all reports the user has created. Search Reports can be used for any reports that the user is associated with.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > My Reports

(1) eDMR Reports List

14 items found, displaying all items.1

Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0021181	City of Belmont	Belmont WWTP	1.0	01-2008	Certified	Submit
NC0021181	City of Belmont	Belmont WWTP	1.0	02-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	03-2008	In Progress	Validate Certify Delete

(2)

Click on **(2) Submit** in the Action column. It is important to be aware that the word Submit will not appear in the Actions column for the report until the report has been Certified.

3.5.1.2 Pre-Submittal Review Screen

The submitter is required to (1) check the box acknowledging the submittal certification of this report.

The check box corresponds to the certification and signatures on the back page of the DMR that is manually submitted. This certification is done by the Owner or person with signatory authority for this permit. They must be assigned to the Submitters Group to have the privilege to perform this activity.

The screenshot shows the 'Report Submit' screen for a permit. The page header includes the NC logo and 'North Carolina (NC) eDMR Reports'. Navigation links include 'Home', 'MyReports', 'Logout', and 'Help'. A breadcrumb trail reads 'Home > Report: NC0021181 V1.0 01-2008 Certified > Report Submit'. The main content area is divided into three sections:

- Submit Report:** A table with the following data:

Permit Number: NC0021181	Report Period: 01-2008	Facility Name: Belmont WWTP	Facility Address: 298 Parkdale Rd null, Belmont NC 28012
eDMR Submit Date: 07/29/2009			
- Submitter Data:** A table with the following data:

First Name: * Owner FirstName	Middle Name: *	Last Name: * Owner LastName	Contact Phone Number: * 555-1212
---	-----------------------	---------------------------------------	--
- Certification:** A text block containing a checkbox and the following text:

* I certify, under penalty of law, that this document and all attachments were prepared under my direction of supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

A blue arrow labeled with a circled '1' points to the checkbox in the certification section.

3.5.1.3 Submitting the Report Screen

Checking this box (1) will cause the (2) Submit button to appear.

NC North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NC0021181 V1.0 01-2008 Certified Report Submit

Submit Report

Permit Number: NC0021181	Report Period: 01-2008	Facility Name: Belmont WWTP	Facility Address: 298 Parkdale Rd null, Belmont NC 28012
------------------------------------	----------------------------------	---------------------------------------	--

eDMR Submit Date:
07/29/2009

Submitter Data

First Name: * Owner FirstName	Middle Name: *	Last Name: * Owner LastName	Contact Phone Number: * 555-1212
---	-----------------------	---------------------------------------	--

(1) I certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

(2) Submit

Click on the (2) Submit button, the system will submit the report to DWR for processing.

3.5.1.4 Submittal Results

The Reports List screen displays the new status of **(1) Submitted** for the report. (Note: The user must refresh the screen for the updated status to be displayed. User should wait for 20-30 seconds before refreshing the report list to verify the submittal status. After submittal, the status will reflect “Submitted” or “Failed to Submit”.)

The screenshot shows the 'North Carolina (NC) eDMR Reports' web application. The main content area is titled 'eDMR Reports List' and shows '14 items found, displaying all items.1'. A table lists two reports, both for 'City of Belmont' at 'Belmont WWTP'. The first report (Permit # NC0021181, DMR For 01-2008) has a 'Submitted' status, which is highlighted with a red box and a circled '1'. The second report (Permit # NC0021181, DMR For 02-2008) has an 'In Progress' status. The 'Submitted' row has a 'Submit' action link, while the 'In Progress' row has 'Validate', 'Certify', and 'Delete' action links.

Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0021181	City of Belmont	Belmont WWTP	1.0	01-2008	Submitted	Submit
NC0021181	City of Belmont	Belmont WWTP	1.0	02-2008	In Progress	Validate Certify Delete

The report will automatically progress through the following status conditions as it is being processed by eDMR:

- **Certified** – the report is ready for submission (the report can only be submitted once the report has a Certified status)
- **Ready for Submission** – temporary status while report is being validated and waiting to be submitted
- **Failed to Submit** – the report could not be validated for submittal (occurs within 20-30 seconds after clicking submit)
- **Submitted** - the report was successfully validated/submitted to DWR and is waiting to be processed by DWR’s data system (processing of the report occurs during the night following the submittal)
- **Failed** - the report could not be processed and uploaded to the DWR data system due to a processing error. **User should notify DWR immediately.**
- **Processed** - indicates DWR processed the report submittal successfully.

3.5.1.5 Submittal Successfully Processed

The time from ‘Certified’ to ‘Ready for Submission’ to ‘Submitted’ should be a matter of seconds but status transition will typically occur within 20-30 seconds after clicking the Submit button. User should always refresh the report list after waiting 20-30 seconds and verify that status change indicates ‘Submitted’. The final status change from ‘Submitted’ to **(1) ‘Processed’** will occur after the report processing is completed, which will occur the night following the submittal.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > My Reports

eDMR Reports List

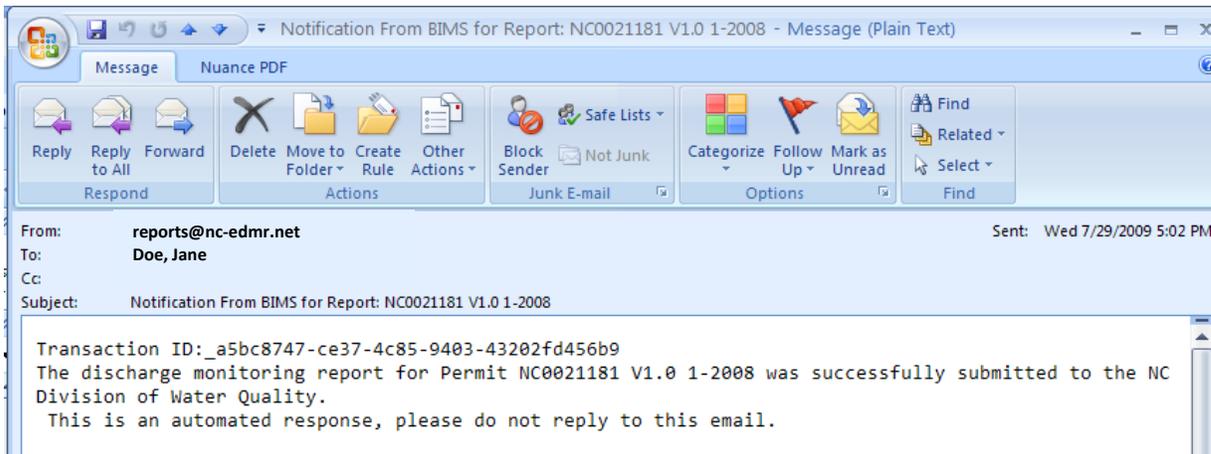
14 items found, displaying all items.1

(1)

Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0021181	City of Belmont	Belmont WWTP	1.0	01-2008	Processed	Revise
NC0021181	City of Belmont	Belmont WWTP	1.0	02-2008	In Progress	Validate Certify Delete

3.5.1.6 Submittal Processed Notification Email

The system will send a notification email to the user that completed the Submit action for the report. The email will indicate whether the report submission to DWR was successful or not. The processed date on the report will be the date when DWR successfully received and processed the report.



3.5.1.7 Submittal Failed

Should the user receive any messages from the eDMR system that the submittal was not successfully processed, contact DWR support as specified below:

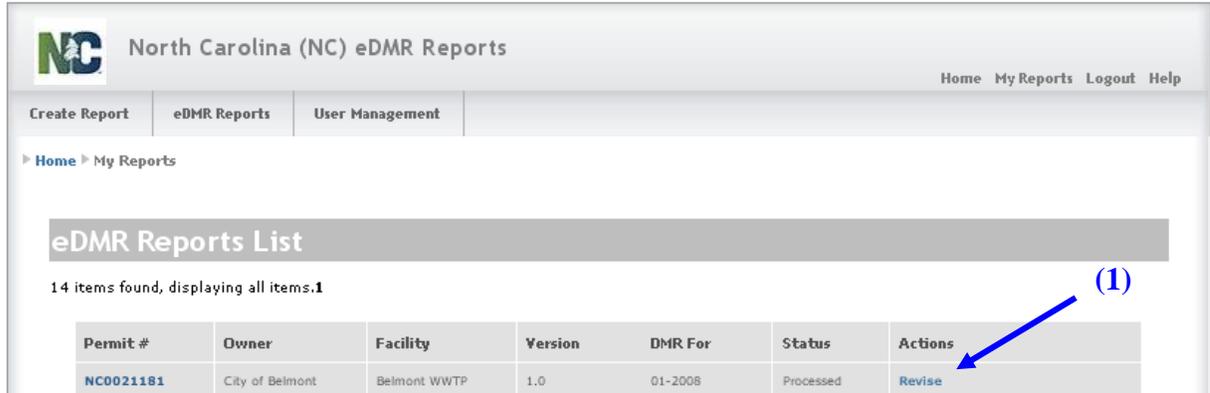
- Send an e-mail to **Technical Support** at denr.dwq.edmr.help@lists.ncmail.net
- - or -
- Call **(919) 807-6300** and ask for **Information Processing Unit Staff**.

3.5.2 Submitting Revisions

3.5.2.1 eDMR Reports List – Revise Screen

An authorized user can revise processed reports. However, no changes can be made to a submitted report. If a facility needs to modify a monitoring report that has already been processed, then a revision must be created and submitted.

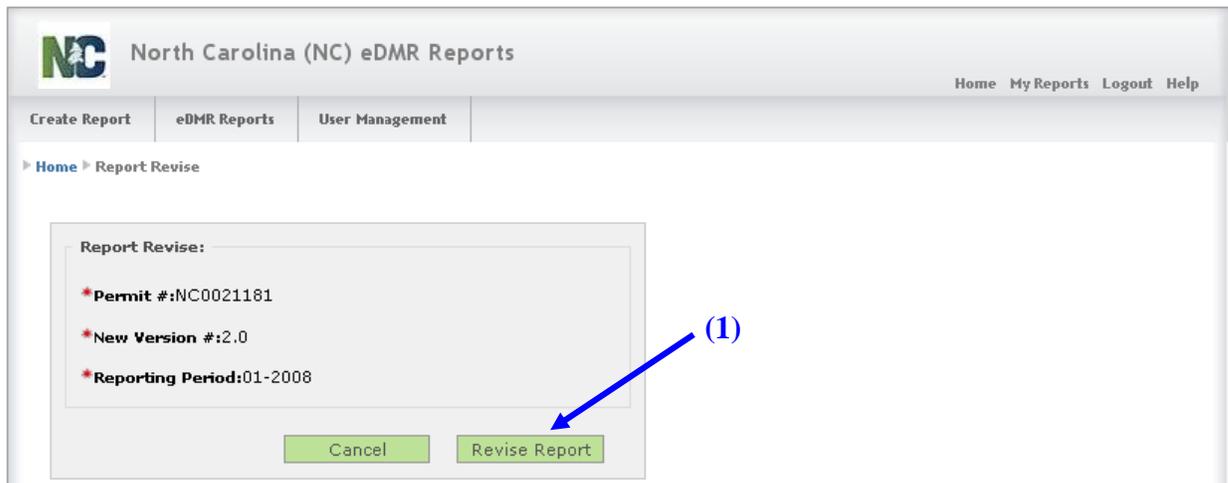
The following screen will be displayed for a processed report.



Click on **(1) Revise** in the Action column.

3.5.2.2 Report Revise Screen

When the user selects the **(1) Revise Report** button, the system will copy data from the previous version to a new version of the report. The new version will be given a new version number and will have the status of 'In Progress'. The previous version will be given the status of 'Processed & Revised'.



Click the **(1) Revise Report** button

3.5.2.3 Report List Showing Multiple Versions.

The eDMR Report List displays (1) **Version 1.0** and **2.0** of the report for permit # NC0031607

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home My Reports

eDMR Reports List

15 items found, displaying all items.1

Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0021181	City of Belmont	Belmont WWTP	2.0	01-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	01-2008	Processed	Revise
NC0021181	City of Belmont	Belmont WWTP	1.0	02-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	03-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	04-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	05-2008	In Progress	Validate Certify Delete
NC0021181	City of Belmont	Belmont WWTP	1.0	06-2008	In Progress	Validate Certify Delete

Notice that there are now two versions. Version 2.0 is 'In Progress' and has processing actions available. In Version 1.0, the status has been changed to 'Processed & Revised', which indicates that there is a newer version of the report.

If, after the revision has been added, the user decides not to revise the report, the version can be deleted. When the word **(2) Delete** in the Actions column is clicked, that version is deleted and the previous version's status will change from 'Processed & Revised' to 'Processed'.

After creating the new Version 2.0 report, the user can then access the report and make any necessary changes. The user would then repeat the process of Validating, Certifying and Submitting the new version.

3.5.2.4 Report Header Screen – Edit / Update Page for Revision

The (1) **Bread Crumbs** highlighted indicate that this is a Report for Permit # NC0021181, Version 2.0, for the period 01-2008.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > Report: NC0021181 V2.0 01-2008 In Progress (1)

Permit

Permit #:	Status:	SOC#:	Class:	Facility Name:
NC0021181 Ver. 3.0	Active		WW-4.	Belmont WWTP
County:	Owner:			
GASTON	City of Belmont			

ORC

Name:	Certification Number:	Status:	Grade:	Has ORC changed?:
Ralph Douglas	986508	Active	WW-3.	<input type="checkbox"/>

eDMR

Period:	Version:	Status:	Compliance Status: *
01-2008 (January 2008)	2.0	In Progress	<input checked="" type="radio"/> Compliant <input type="radio"/> Non-Compliant

Certified Lab #: 123456

Lab Name: Labtec

Person(s) Collecting Samples: Ralph Douglas

Contact Phone #: * 555-1212

Comments

(2)

Save Cancel

eDMR Pages

Outfall: 001 - Location: Effluent

Edit Page Update Page From File Create New Page Create New Page From File

(2) **Edit or Update** the report page as necessary.

The action of “Update Page From File” replaces whatever is in the current report page. Updating Page from File is discussed in detail in the Section 3.2.3.3 of this guide.

3.5.2.5 Report Header Version Screen

All previous versions of the reports are 'View Only', editing can only occur on the most recent version. Click on the **(1) Show** button to view the report. Since this is view only, the edit and update buttons have been removed from the screen.

Note that this is the old **(2) Version 1.0** with a **(3) Status of Processed & Revised**.

Section 4. Searching For eDMR Reports

From the eDMR Reports tab, a user can find a report by selecting either ‘My Reports’ or ‘Search Reports’.

4.1 My Reports Menu Screen

If **(1) My Reports** is selected, the user will see only those reports that he or she has created. The user can then click on a specific **(2) Permit** number to go to the details of that report, or click on the **(3) Action** they wish to perform for a specific report.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home > My Reports My Reports Search Reports

eDMR Reports List

2 items found, displaying all items. 1

Permit #	Owner	Facility	Version	DMR For	Status	Actions
NC0031607	Alamance-Burlington School System	Western Alamance Middle School	2.0	03-2009	Validated:Warnings	Validate Certify Delete
NC0031607	Alamance-Burlington School System	Western Alamance Middle School	1.0	03-2009	Processed & Revised	

The user can also select “Search Reports” (explained in Section 4.2) to search by various identifying criteria for a report.

4.2 Searching for eDMR Reports Screen

The user can search for a specific report

4.2.1 Search Reports Menu Screen



If the user selects 'Search Reports' from the dropdown tab under eDMR Reports, the user can search for a report using part or all of the following criteria:

- Owner & Facility name with wildcards (use the * as a wild card)
 - Owner in eDMR is equivalent to User
- Permit #
- Reporting Period Start Date and End Date
- County
- eDMR status
- Show revision history Yes or No – determines whether multiple versions of an eDMR are listed or only the latest version

A user can select multiple criteria for the search process.

Search eDMR Report

Owner First Name: =

Owner Last Name: =

Facility Name: =

Permit #:

County Code:

eDMR Status:

Show Revision History: Yes

Reporting Period

Start Date:

End Date:

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4.3 View the Report Header Information Screen

The screenshot displays the 'North Carolina (NC) eDMR Reports' interface. At the top, there is a navigation bar with 'Home', 'My Reports', 'Logout', and 'Help'. Below this is a breadcrumb trail: 'Home > Report: NC0023230 V3.0 01-2009 In Progress'. The main content area is divided into several sections:

- Permit:** A table with fields: Permit # (NC0023230 Ver. 3.0), Status (Active), SOC# (S08003), Class (WW-2), Facility Name (Richlands WWTP), County (ONSLow), and Owner (Onslow Water & Sewer Authority).
- ORC:** A table with fields: Name (Larson Shiflet), Certification Number (990391), Status (Active), Grade (WW-2), and Has ORC changed? (checkbox).
- eDMR:** A table with fields: Period (01-2009 (January 2009)), Version (3.0), Status (In Progress), and Compliance Status (radio buttons for Compliant and Non-Compliant).
- Form Fields:** Certified Lab #, Lab Name, Person(s) Collecting Samples, and Contact Phone # (9198076351).
- Comments:** A large text area for user comments.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right of the main form.
- eDMR Pages:** A section at the bottom with a dropdown menu showing 'Outfall: 001 - Location: Effluent' and buttons for 'Edit Page', 'Update Page From File', 'Create New Page', and 'Create New Page From File'. A blue arrow labeled '(1)' points to the 'Edit Page' button.

Click on **(1) Edit Page** to view the page information for this report.

4.4 View the Report Page Header Information Screen

The screenshot displays the North Carolina (NC) eDMR Reports interface. The header includes the NC logo, the text "North Carolina (NC) eDMR Reports", and a welcome message for "npdes_tester@ncdenr.gov". Navigation links for "Home", "My Reports", "Logout", and "Help" are present. A breadcrumb trail shows the path: Home > Report: NC0031879 V1.0 08-2016 In Progress > Report Page:001-Effluent. A "[Show Report Area]" link is located in the top right.

The main content area is divided into several sections:

- eDMR Page:** Contains fields for "Outfall #:" (001), "Receiving Stream:" (Youngs Fork (Coperning Creek)), "Sampling Location:" (Effluent), and "No Flow/Discharge from Site:" (with an unchecked checkbox).
- Comments:** A large text input area with "Save" and "Cancel" buttons. Two blue arrows point from this section to the "Weeks" section below. Arrow (1) points to the "Week #1 (1-6)" option, and arrow (2) points to the "All Weeks (1-31)" option.
- Weeks:** A horizontal list of radio button options: "Week #1 (1-6)", "Week #2 (7-13)", "Week #3 (14-20)", "Week #4 (21-27)", "Week #5 (28-31)", and "All Weeks (1-31)".

The footer contains the text "Copyright © 2007 CSC | All Rights Reserved".

You may select individual **(1) Weeks** or **(2) All Weeks**, based on the amount of information you want to review. In this example we selected Week #1.

Show and Hide - parts of the report based on what you need to view.

Clicking on Show drills down into the details of the area.

North Carolina (NC) eDMR Reports

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NC0023230 V3.0 01-2009 In Progress Report Page:001-Effluent Week #1 (1-3)

[Show Report Area]

[Show Report Page Area]

Week #1 (1-3) Week #2 (4-10) Week #3 (11-17) Week #4 (18-24) Week #5 (25-31) All Weeks (1-31) [Hide Log Parameters Area]

Day of week	Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	No Flow Reason
		2400 clock	Hrs	2400 clock	Hrs	Y/B/N	
Thursday	1	<input type="text"/>	<input type="text"/>	0820	6.5	Y	<input type="text"/>
Friday	2	<input type="text"/>	<input type="text"/>	0800	7	Y	<input type="text"/>
Saturday	3	<input type="text"/>	<input type="text"/>	0730	6	Y	<input type="text"/>

Add Parameter

Parameter Code:	50050	00010	00400	50060	00310	00610	00530	
Sampling Frequency:	Continuous	5 X week	Weekly	2 X week	Weekly	Weekly	Weekly	
Composite(C)/Grab(G):	Recorder	Grab	Grab	Composit	Composit	Composit	Grab	
Day of week	Date	FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N	RES/TSS
		mgd	deg c	su	ug/l	mg/l	mg/l	mg/l
Thursday	1	0.06	<input type="text"/>					
Friday	2	0.09	11.8	<input type="text"/>	< 20.0	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	3	0.07	11.8	<input type="text"/>	< 20.0	< 2.0	< 1.0	< 1.0

[Show Totals Area]

The Log Parameters Area can be hidden by clicking **(1) Hide**. Click **(2) Show** to display the details of the Report Page Area. An example of this is in the next display.

The **(3) Scroll** bar can be used to access additional parameters not displayed on the screen.

Notice that the **(1) Report Page Area** is now displayed. To hide it again, click on the word Hide.

North Carolina (NC) eDMR Reports

Welcome npdes_tester@ncdenr.gov

Home My Reports Logout Help

Create Report eDMR Reports User Management

Home Report: NC0031879 V1.0 08-2016 In Progress Report Page:001-Effluent Week #1 (1-6)

[Show Report Area]

(1) [Hide Report Page Area]

eDMR Page

Outfall #: 001 Receiving Stream: Youngs Fork (Coperning Creek) Sampling Location: Effluent No Flow/Discharge from Site:

Comments

Week #1 (1-6) Week #2 (7-13) Week #3 (14-20) Week #4 (21-27) Week #5 (28-31) All Weeks (1-31)

(2) [Show Log Parameters Area]

Add Parameter

Parameter Code:	50050	00010	00400	50060	CO310	CO610	CO530	
Sampling Frequency:	Continuous	3 X week						
Composite(C)/Grab(G):	Recorder	Grab	Grab	Grab	Composit	Composit	Composit	
Day of week	Date	FLOW	TEMP-C	pH	CHLORINE	BOD - Co	NH3-N -	TSS - Co
		mgd	deg c	su	ug/l	mg/l	mg/l	mg/l
Monday	1	0.06	11.8					
Tuesday	2							
Wednesday	3	0.09	11.8		< 20	< 2	< 1	< 1
Thursday	4							
Friday	5	0.07			< 20			
Saturday	6							

[Show Totals Area]

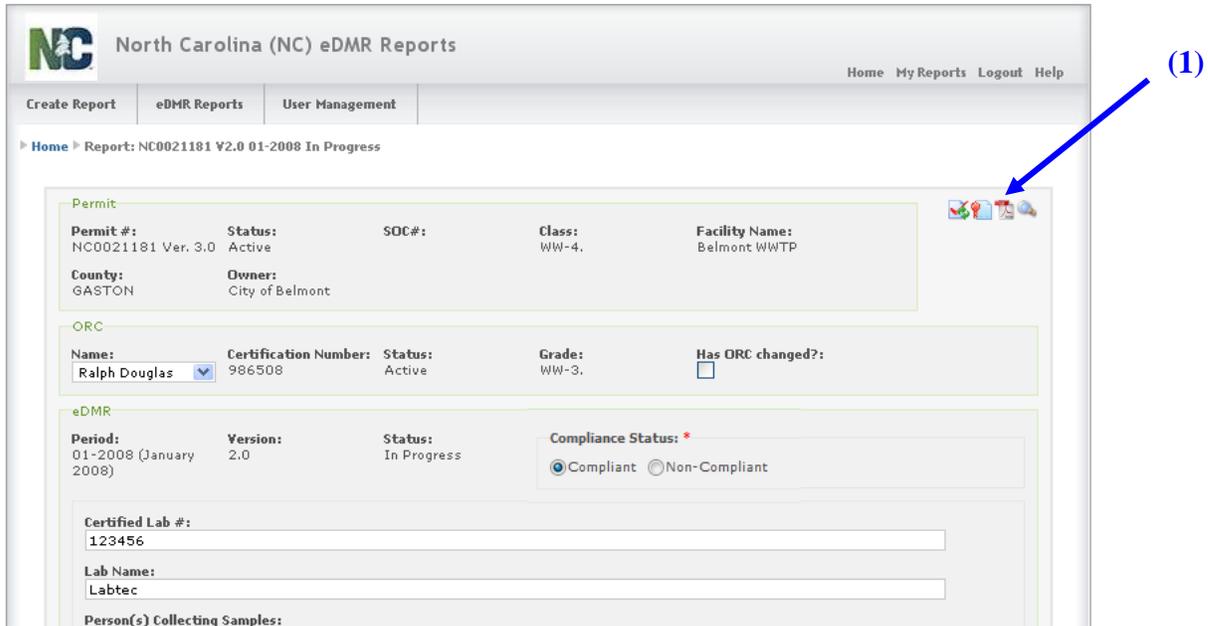
Notice that the **(2) Log Parameters Area** is now hidden. To view this area again, click on the word Show.

Section 5. Printing eDMR Reports

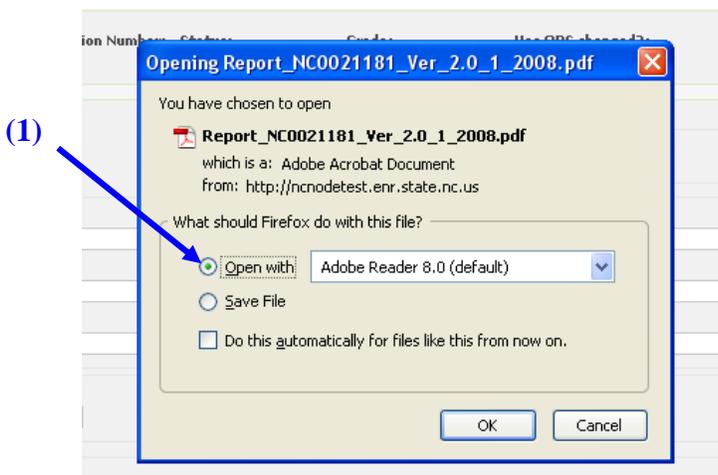
A user can produce reports in PDF format at any time to view the data currently in the system for any given report. Only after the eDMR has been electronically submitted should the official report be printed, signed and sent to DWR.

5.1 Printing in PDF format

To create and print a PDF report file, click on the **(1) PDF icon**.



The report can be saved for reference or viewed immediately by selecting the appropriate option. Select **(1) Open with** to view the report.



5.2 DMR PDF Report Example

This is one of the sample pages from the DMR report for Permit # NC0021181.

Report_NC0021181_Ver_2.0_1_2008.pdf - Adobe Reader

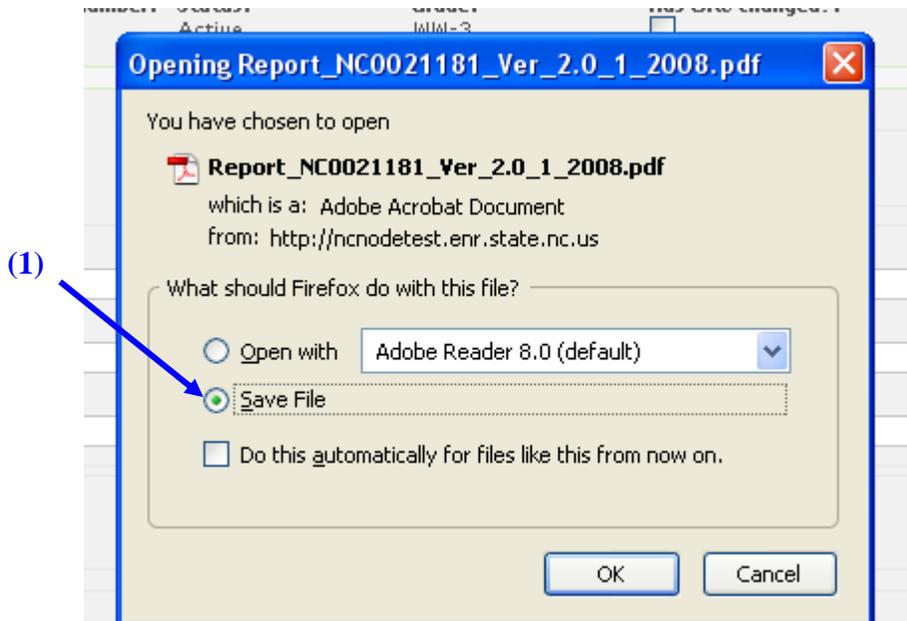
File Edit View Document Tools Window Help

4 / 11 65% Find

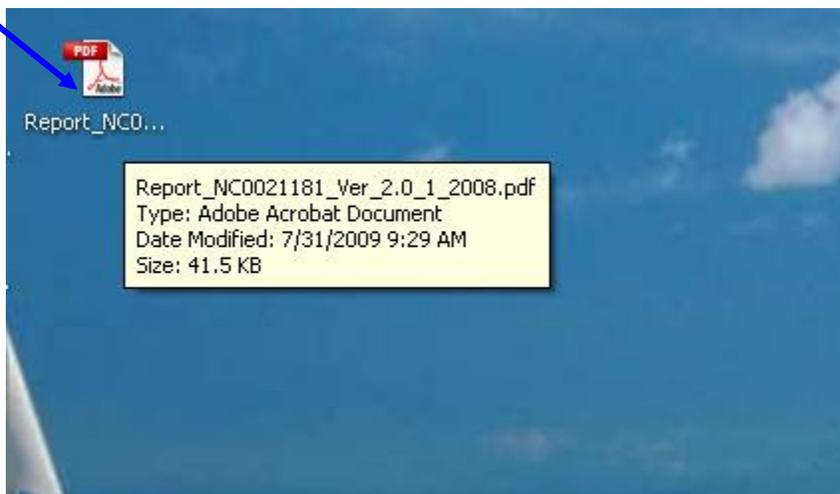
NPDES PERMIT NO.: NC0021181 PERMIT VERSION: 2.0 PERMIT STATUS: Active
 FACILITY NAME: Belmont WWTP CLASS: WW-4 COUNTY: Gaston
 OWNER NAME: City of Belmont ORC: Ralph E. Douglas ORC CERT NUMBER: 986508
 GRADE: WW-3 ORC HAS CHANGED: No STATUS: In Progress
 eDMR PERIOD: 01-2008 (January 2008) VERSION: 2.0 SUBMISSION DATE:
 COMPLIANCE: Compliance CONTACT PHONE #: 355-1212
 SAMPLING LOCATION: EFFLUENT DISCHARGE NO.: 001 NON-DISCHARGING: * NO

Date	Composite Sample	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site**	No Flow Reason	0005	0010	0040	0060	0030	0010	0050	0100	0030	
							Continuous	5 X week	5 X week	5 X week				5 X week	5 X week	
							FLOW	TEMP-C	pH	CHLORINE	BOD	NH3-N	REACTS	PEC COLI	DO	
							mg/l	deg c	nc	mg/l	mg/l	mg/l	mg/l	#/100ml	mg/l	
1	0000	24	0820	6.5	Y		0.06									
2	0000	24	0800	7	Y		0.09	11.8	7.5	< 20.0					10.1	
3	0000	24	0730	5.75	Y		0.07	11.8		< 20.0	< 2.0	< 1.0	< 1.0	19.0	10.9	
4	0000	24	0730	4	Y		0.091	9.0							11.0	
5	0000	24	0630	1	Y		0.0102									
6	0000	24	0813	1.5	Y		0.0099									
7	0000	24	0745	7	Y		0.01	12.3	8.0	< 20.0		< 1.0		34.0	9.8	
8	0000	24	0745	5	Y		0.036	13.4							9.7	
9	0000	24	0800	6.5	N		0.028	15.3		< 20.0	2.4		2.0		9.4	
10	0000	24	0745	4	N		0.036	15.6							9.2	
11	0000	24	0740	7	Y		0.023	17.3							8.9	
12	0000	24	0733	1.25	Y		0.038									
13	0000	24	0800	1	Y		0.0060									
14	0000	24	0730	2	Y		0.0040	14.1		< 20.0		< 1.0		12.0	9.6	
15	0000	24	0739	5.25	Y		0.092	12.1	7.6						10.1	
16	0000	24	0740	2	Y		0.096	10.6		< 20.0	< 2.0		< 1.0		10.4	
17	0000	24	0740	6	Y		0.088	11.2							10.2	
18	0000	24	0740	3	Y		0.021	11.5							10.4	
19	0000	24	0700	1.75	Y		0.0050									
20	0000	24	0600	1	Y		0.036		7.9							
21	0000	24	0613	1	Y		0.036									
22	0000	24	0800	6.5	Y		0.05	12.5		< 20.0		< 1.0		< 1.0	10.6	
23	0000	24	0800	6	N		0.034	12.2							10.1	
24	0000	24	0800	5.5	N		0.08	10.5		< 20.0	2.0		3.0		10.1	
25	0000	24	0730	6	Y		0.012	10.3							11.0	
26	0000	24	0820	2	N		0.017									
27	0000	24	0810	2	N		0.09	9.7								
28	0000	24	0800	7	Y		0.01	10.6	7.6	< 20.0		< 1.0		3.0	10.9	
29	0000	24	0745	8	Y		0.0020	12.9							10.7	
30	0000	24	0730	6	Y		0.039	10.9		< 20.0	4.0		3.0		9.8	
31	0000	24	0730	6	Y											
Monthly Average Limit:							0.0								200.0	
Monthly Average:							0.04	12.17	7.72	0.0	1.68	0.0	1.6	7.47	10.14	
Daily Maximum:							0.1	17.3	8.0	0.0	4.0	0.0	3.0	34.0	11.0	
Daily Minimum:							0.0	9.0	7.5	0.0	0.0	0.0	0.0	0.0	8.9	
Monthly Avg % Removal (85%):																

Select **(1) Save File** to create a report that will be stored for future reference. The default location to store this document is on the user's desktop.



(1) Find the **(1) Report Icon** on the desktop and double click to view it.



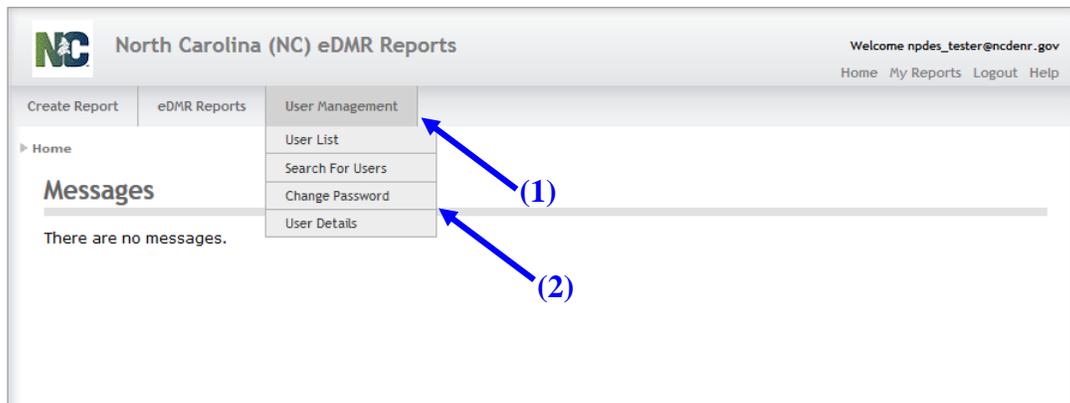
Section 6 User Management

6.1 Change Password

The user maintains security of their account through password management. They can change it themselves (section 6.1.1) or have the system administrator change it for them (section 6.3).

6.1.1 Change Password Menu Screen

To change the password go to the **(1) User Management tab**, then click on the **(2) Change Password** menu item.



6.1.2 Change Password Screen

Passwords consist of at least six characters, including at least one numeric character, and at least one letter. The user will receive a warning after three failed attempts to log in. A user's account is locked after ten failed attempts to log in.

Type in the **(1) Current Password**, the **(2) New Password** in both fields, then click **(3) Submit**.

NC North Carolina (NC) eDMR Reports

Create Report eDMR Reports User Management

Home > Change Password

Please Provide Current and New Password

Current password: [input field] (1)

New Password: [input field] (2)

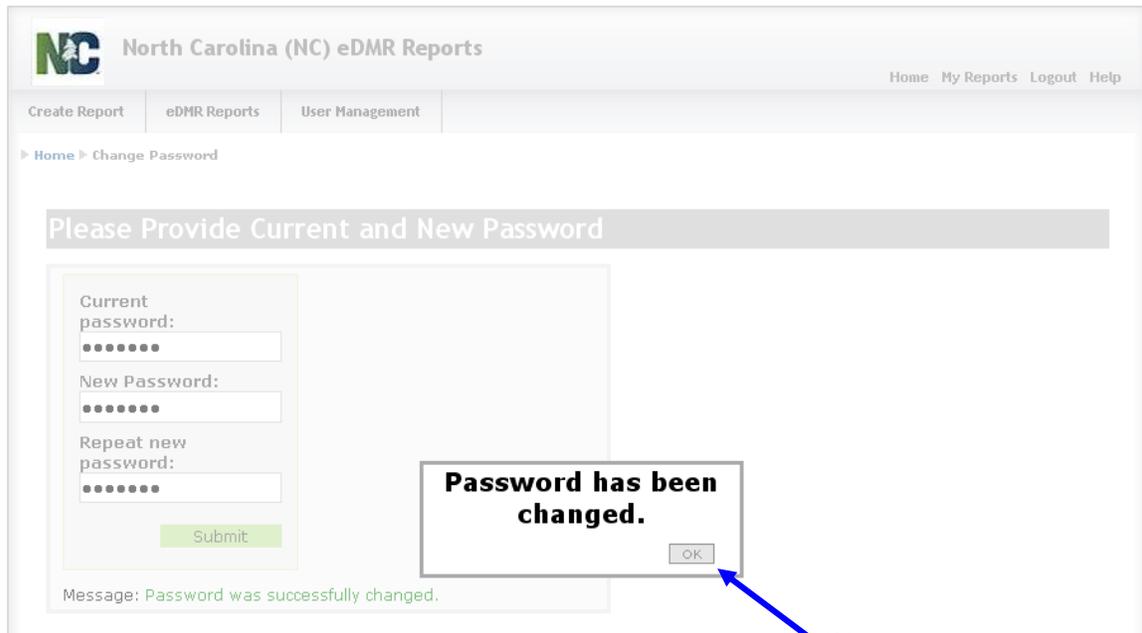
Repeat new password: [input field] (2)

Submit (3)

6.1.3 Password Change Confirmation Popup Screen

A confirmation screen is displayed that the password has been changed.

Click the **(1) OK** button to proceed to your next activity.



6.2 Email of Forgotten Password

If the user forgets the password there are two options available, retrieve or reset the password.

Users can retrieve forgotten passwords by clicking on Forgot Password or get the password reset by clicking on Request Password Reset. The system automatically sends the password to the email address on that account user's profile.

6.2.1 Login - Forgot Password Screen

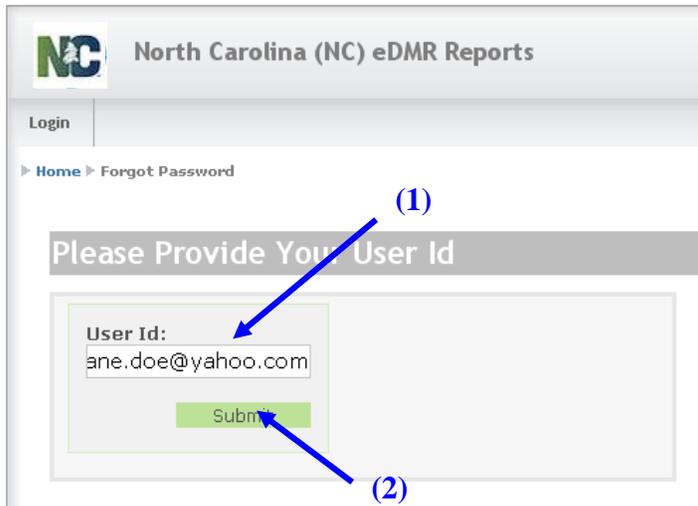
To retrieve the forgotten password, click on **(1) Forgot Password**.

The screenshot displays the login interface for the North Carolina (NC) eDMR Reports system. At the top left, there is a logo with the letters 'NC' and the text 'North Carolina (NC) eDMR Reports'. Below the logo, there is a 'Login' tab and a breadcrumb trail 'Login'. The main content area contains a login form with the following elements:

- A 'Login' heading.
- A 'User:' label followed by a text input field.
- A 'Password:' label followed by a text input field.
- A green 'Login' button.
- A blue link for 'Request Password Reset'.
- A blue link for 'Forgot Password?' which is highlighted with a red rectangular box. A blue arrow points from a circled '1' to this link.

6.2.2 Provide User ID Screen

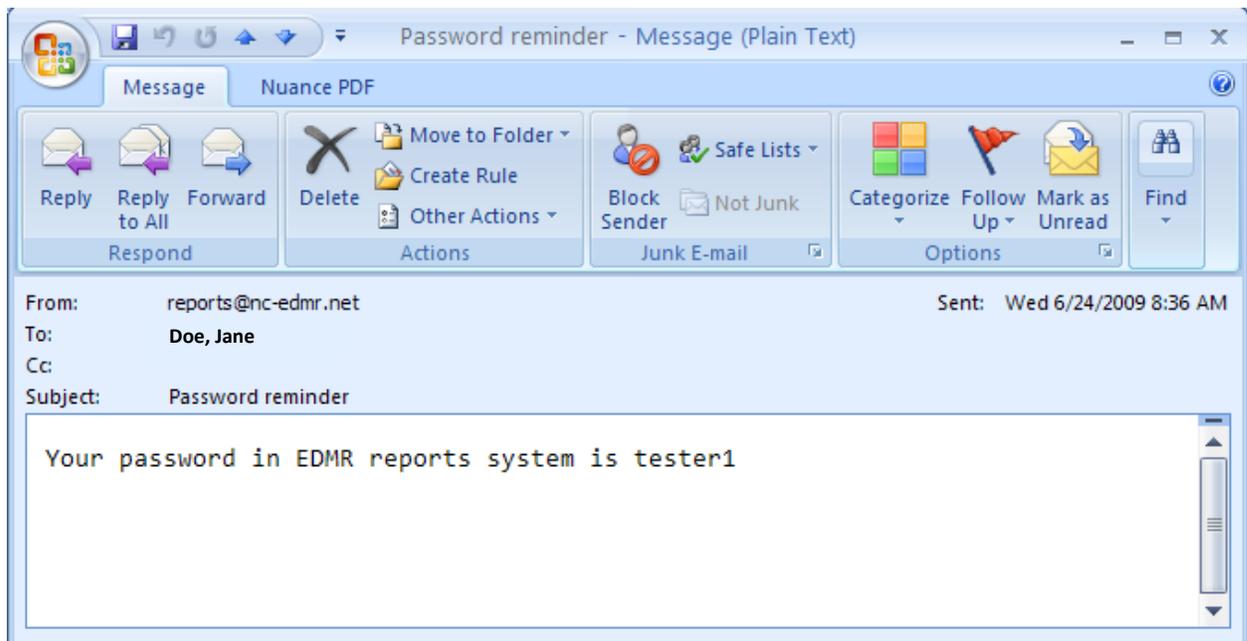
The user must supply their **(1) User ID** and click the **(2) Submit** button.



If the user selected 'Forgot Password', the eDMR application will send an automatic email containing the user's current password to the email address specified on the user's account profile.

6.2.3 Email Containing Current Password

The user will receive an email with their password.



6.3 Request Password Reset

The user can request that the password be reset by the system administrator. The administrator will change the password and email the new password to the email address specified on the user's account profile. Since a reset was selected, the user will be prompted to change their password at the next login.

6.3.1 Request Password Reset Screen

The user requests that the password be reset by the system administrator by clicking on **(1) Request Password Reset**.

The screenshot shows the 'North Carolina (NC) eDMR Reports' login interface. At the top left is the NC logo. Below it is a 'Login' button. The main content area contains a login form with fields for 'User:' and 'Password:', and a 'Login' button. Below the form are two links: 'Request Password Reset' and 'Forgot Password?'. A red box highlights the 'Request Password Reset' link, and a blue arrow points to it with the number (1) next to it.

6.3.2 User ID Screen

The user must supply their **(1) User ID** and click the **(2) Submit** button.

North Carolina (NC) eDMR Reports

Login

Home > Forgot Password

Please Provide Your User Id

User Id:
ane.doe@yahoo.com

Submit

The application will automatically send an email to the administrator requesting a password reset.

6.3.3 Password Reset Request Email to Administrator

Upon receipt of the email for the password reset request, the administrator will perform the password reset and notify the user.

6.3.4 Password Reset Confirmation Notice Screen

The user will see the message that a (1) Password reset request was sent to the administrator.

North Carolina (NC) eDMR Reports

Login

Login

Login

User:

Password:

Login

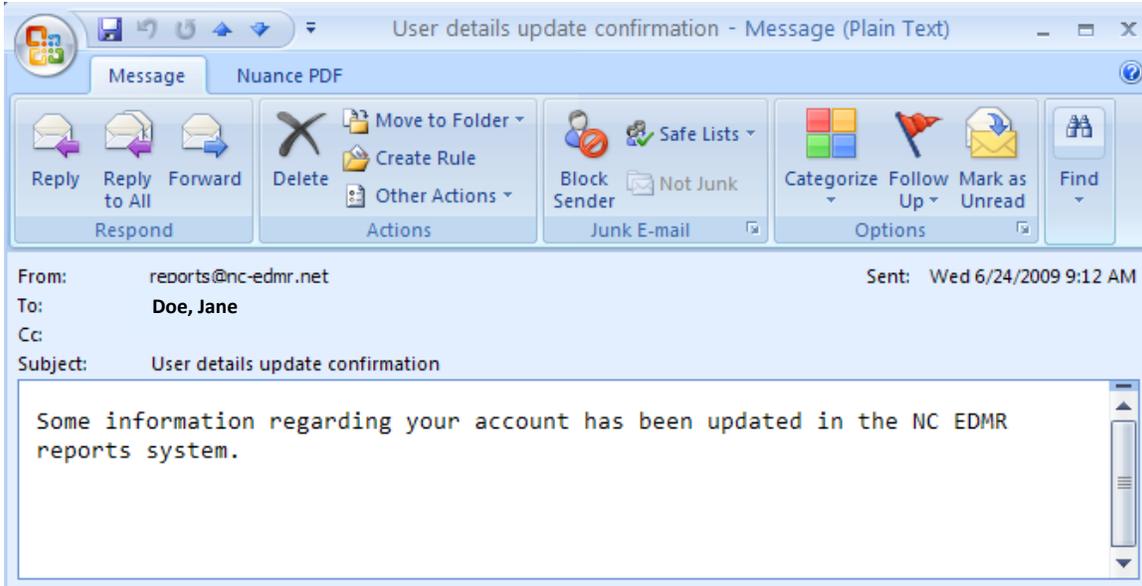
Request Password Reset
Forgot Password?

(1) Message: Password reset request was sent to administrator.

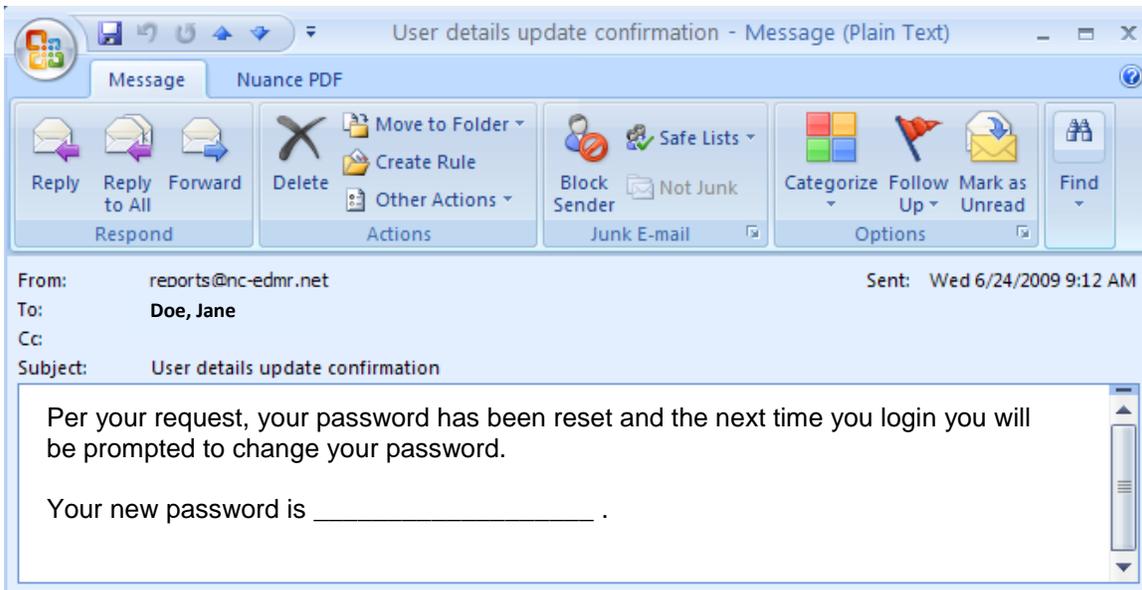
6.3.5 Password Reset Confirmation Emails

The user receives two emails in the Password Reset process.

The first email is automatically generated by the system notifying the user that their profile information has been updated.

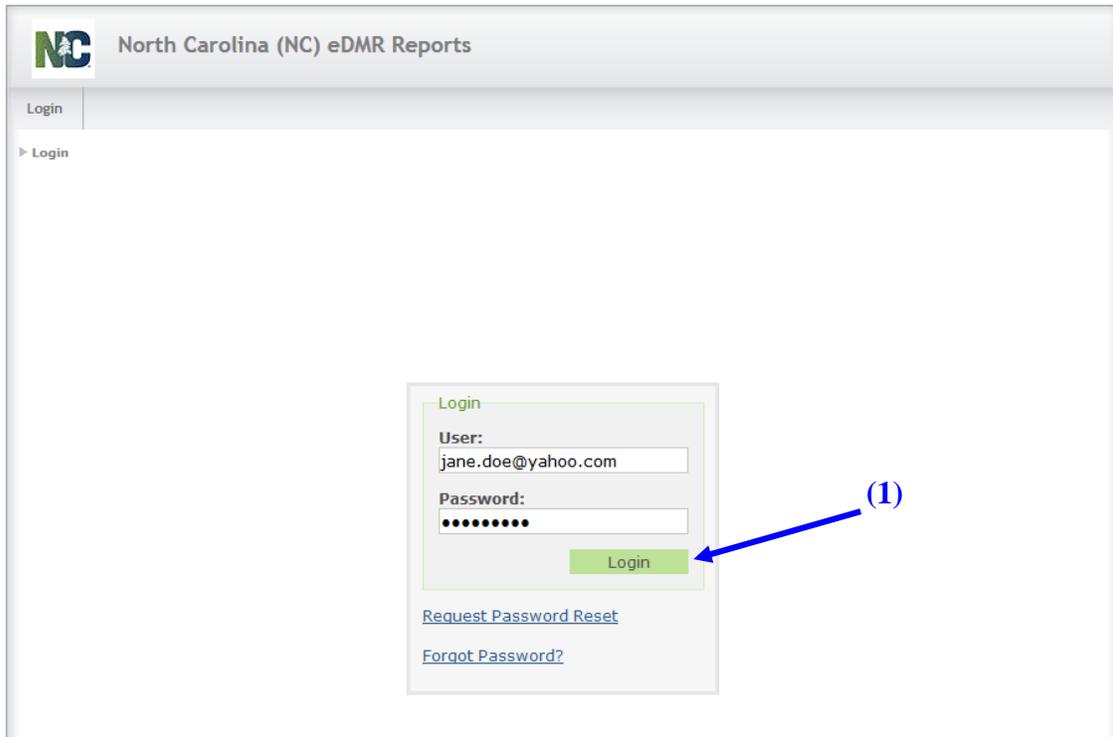


The second email will be from the Facility Administrator containing the new password.



6.3.6 User Login Screen - After Reset

The user logs on in the normal manner with the new **(1) Password**.



6.3.7 Password Reset - User Password Change Screen

The user will be prompted to change the password at the next login.

Enter the password indicated on the password reset email, received from the Facility Administrator, into the **(1) Current password** field, then pick a new password and enter it into the **(2) New Password** fields. Finally, click on **(3) Submit**.

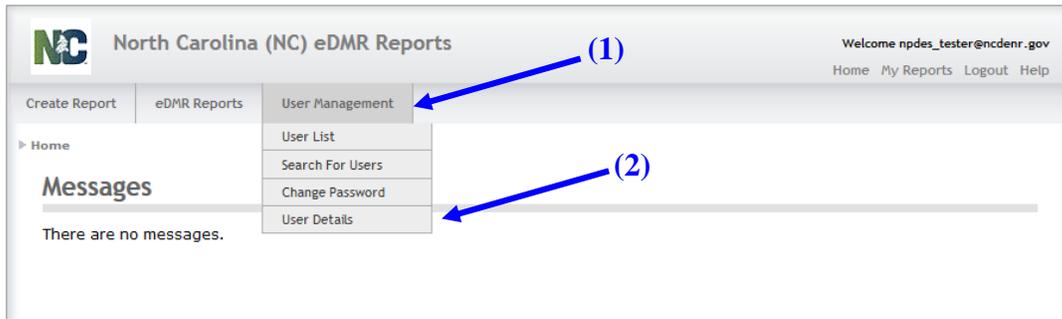
Passwords consist of at least six characters, including at least one number, and at least one letter. The user will receive a warning after three failed attempts to log in. A user's account is locked after ten failed attempts to log in.

The screenshot shows the 'Change Password' interface. At the top, there is a navigation bar with 'Create Report', 'eDMR Reports', and 'User Management'. Below this is a breadcrumb trail: 'Home > Change Password'. The main heading is 'Please Provide Current and New Password'. The form contains three text input fields, each with a label and a masked password field (represented by dots). The labels are 'Current password:', 'New Password:', and 'Repeat new password:'. A green 'Submit' button is positioned at the bottom of the form. Three blue arrows with circled numbers (1), (2), and (3) point to the 'Current password', 'New Password', and 'Submit' fields respectively.

6.4 User Information Profile

The user has quick access to their user profile information, which includes passwords, names, phone numbers and email addresses, by using User Management functionality.

6.4.1 User Details Menu



Click on **(1) User Management** then **(2) User Details**.

6.4.2 User Details Screen

This screen contains the user information profile. All fields can be maintained by the user. If any fields are changed, click **(1) Update** to save the changes.

The screenshot shows the 'Edit User Details for Jane Doe' screen. The breadcrumb trail is 'Home > User Management > Edit User Information for Jane Doe'. The main heading is 'Edit User Details for Jane Doe'. Below this is a form titled 'User Details' with the following fields:

- Last name: Doe
- Middle name: (empty)
- First name: Jane
- Phone number: 555-1234
- Email: jane.doe@yahoo.com

 At the bottom of the form are two buttons: 'Cancel' and 'Update'. A blue arrow labeled '(1)' points to the 'Update' button.

Section 7 Appendix

7.1 Importing Data Into the eDMR Summary

Summary of Steps for Creating and Importing a CSV file into eDMR

1. The user will need to create the import file, then login to eDMR and to create the report header and page header. System will upload data from CSV file into the newly created monitoring report. Reports that have already been created can be updated or revised using import function.
2. Current functionality using Excel to create the CSV file supports only one CSV file at the time. This is due to Excel limitations. Excel supports Save As functionality only at the worksheet level; it does not provide the capability to save an entire Workbook.
3. The user will create or update existing excel import template files per procedures detailed below.

Report Import – Create Report

1. Login to the system.
2. Select “Create Report” Menu.
3. Enter Permit Number, Month and Year for report.
4. Click the green “Create Report” button.
5. The Report Page screen will appear.
6. Click the green “Create New Page from File” button in lower right.
7. The system displays the “Create Page From File” dialog screen.
8. Select the appropriate Outfall and Sampling Location.
9. Click the “Browse” button beside the box labeled “CSV file, containing page information:”
10. Select the appropriate file from the file selection dialog that corresponds to the Outfall and Sampling Location entry made above and click Open.
11. Select the green “Create Page” button.
12. The system imports all data from the CSV file.
13. The user will then be placed in the data entry screen displaying the imported data. Any changes or updates can be made if needed.
14. To import additional pages, click on the breadcrumb at top of the page, just under the menu options. The breadcrumb will start with Report:
(ex: **Report: NC00xxxxx V1.0 07-2009 In Progress**)
15. This will take you back to the Report Page. Repeat Item 6 – 15 for each additional page.

Report Import – Update Report

1. Login to the system.
2. Select the “eDMR Reports” menu and select “My Reports” or “Search Reports” to obtain the list of reports to select from.
3. The system displays a list of reports.
4. Click on the “Permit Number” of report to update.
5. The “Report Page” screen will appear.
6. Select the appropriate eDMR Page in the combo box in the lower left.
7. Click the “Update Page From File” button to right of eDMR Page combo box.

8. The system displays the “Update Page From File” dialog screen.
9. Clicks the “Browse” button beside box labeled “CSV file, containing page information:”
10. Select the appropriate file from the file selection dialog that corresponds to the Outfall and Sampling Location entry made above and click “Open”.
11. Select the green “Update Page” button.
12. The system replaces all data in the existing report with the data from the CSV File selected.
13. User will then be placed in the data entry screens displaying imported data. Any changes or updates can be made if needed.
14. To import additional pages, click on the breadcrumb at the top of the page, just under the menu options. The breadcrumb will start with Report:
(ex: **Report: NC00xxxxx V1.0 07-2009 In Progress**)
15. This will take you back to the Report Page. Repeat Item 6 – 15 for each additional page.

Report Import – Revise Report (submitted report)

1. Login to the system.
2. Select “eDMR Reports” menu and select “My Reports” or “Search Reports” to obtain list of reports to select from.
3. The system displays a List of reports.
4. Click on the “Revise” option under “Actions”, on right side of permit list.
5. The “Revise Report” screen will open. Note what “New Version” will be created and click on the “Revise Report” button at the bottom of the page.
6. The system will create a new version of the report and return the user to “My Reports”. If permits are not listed, select “Search Reports” under “eDMR Reports” menu option and enter the permit number as search criteria.
7. The new version of the report will have a status of In Progress. Select the new version of the report by clicking the “Permit Number”.
8. The Report Page screen will appear.
9. Select the appropriate eDMR Page in the combo box in the lower left.
10. Click the “Update Page From File” button to the right of eDMR Page combo box.
11. The system displays the “Update Page From File” dialog screen.
12. Click the “Browse” button beside box labeled “CSV file, containing page information:”
13. Select the appropriate file from the file selection dialog that corresponds to the Outfall and Sampling Location entry made above and click Open.
14. Select the green “Update Page” button.
15. The system replaces all data in the existing report with the data from the CSV File selected.
16. The user will then be placed in the data entry screen displaying imported data. Any changes or updates can be made if needed.
17. To import additional pages, click on the breadcrumb at top left of the page, just under the menu options. The breadcrumb will start with Report:
(ex: **Report: NC0023230 V1.0 01-2009 In Progress**)
18. This will take you back to the “Report Page”. Repeat Item 9 – 15 for each additional page.

7.1.1 Importing Data Formatted as a CSV File

The user can import data into the eDMR from a Comma Separated Variable (CSV) file. This file must conform to the specifications of a predefined eDMR template. The import program relies on a set position for input elements.

7.1.2 Import Data Specifications Table

The following table describes the specifications for the required lines and data elements of the import file. The element position specifies how many commas will be on the given line before the defined value. Values in bold italics are key words that must be in the file exactly as defined here. These key words are used by eDMR to identify the data that is being imported. Non-bolded values indicate where a specific value would be entered for this report import.

Line	Element Position (after comma #)	Value
1	1	Permit #
1	2	Permit Number
1	4	Month:
1	5	Month
1	6	Year:
1	7	Year
2	1	Sampling Location:
2	3	Sampling Location Name
2	5	Discharge #:
2	7	Discharge Number
3	0	Date
3	6	PCS Parameter codes separated by commas
4	1	Composite Sample Time
4	2	Total Composite Time
4	3	Operator Arrival Time
4	4	Operator Time On Site
4	5	ORC On Site?
4	6	Parameter descriptions for matching PCS Codes, separated by commas
5	1	2400 clock
5	2	Hrs
5	3	2400 clock
5	4	Hrs
5	5	Y/B/N
5	6	Units of Measure for matching PCS Codes, separated by commas
6 - 37	0	Day number (one line for each day of the month)

Line	Element Position (after comma #)	Value
	1	Composite Sample Time
	2	Total Composite Time
	3	Operator Arrival Time
	4	Operator Time On Site
	5	ORC On Site?
	6	Parameter daily values for matching PCS Codes, separated by commas
38	0	Composite(C)/Grab(G):
38	6	Composite/Grab values for matching PCS codes, separated by commas

7.1.3 Entering Data into the Excel Spreadsheet Template

Creating CSV file using Excel Spreadsheet Template

North Carolina Division of Water Quality has developed a spreadsheet template that can be customized by each Facility and then used to produce a CSV file for import into eDMR. This template contains Facility information and has some useful built in calculations. The number of parameter columns can be increased as needed.

Do NOT modify the format or layout of this template, (except as noted below). *(Doing this will change the CSV input file and make it unusable.)*

The user should:

- Fill in the report page header information. (These are the underlined cells in rows 2 – 18).
- Use the “drop down selection list” whenever available, do not type directly into these cells.
- Change the parameter information in rows 21, 22, 23 & 55, to match the reporting requirements from the permit.
- Enter the reported data in rows 24 – 54.

Do NOT insert or delete rows or columns in the template. *(Doing this will change the CSV input file and make it unusable.)*

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1																			
2		Permit #:			Month:	January	Year:	2008											
3																			
4		Facility:					Class:		County:										
5																			
6		ORC:				Grade:		ORC Certification #											
7																			
8		Has ORC Changed?				Phone:													
9																			
10		Certified Lab Name:						Lab#:											
11																			
12		Person(s) Collecting samples:																	
13																			
14		Comments:																	
15																			
16																			
17																			
18		Sampling Location:	Effluent			Discharge #:	001												
19																			
20																			
21																			
22		Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	50050	00010	00400	50060	00310	00610	00530	31616	00300	00600	00665	
23		2400 clock	Hrs	2400 clock	Hrs	Y/N	m/gd	deg c	u	ug/l	m/gd	m/gd	m/gd	m/gd	#/100ml	m/gd	m/gd	m/gd	
24	1	0800	24	0820	6.5	Y	0.06												
25	2	0800	24	0800	7	Y	0.09	11.8	7.5	<20						10.1			
26	3	0800	24	0730	5.75	Y	0.07	11.8		<20	<2	<1	<1	19	10.9	5.0	8.6		
27	4	0800	24	0750	4	Y	0.091	9							11				
28	5	0800	24	0930	1	Y	0.0102												
29	6	0800	24	0815	1.5	Y	0.0099												
30	7	0800	24	0745	7	Y	0.01	12.3	8	<20		<1		34	9.8		0.7		
31	8	0800	24	0745	5	Y	0.086	13.4											
32	9	0800	24	0800	4.5	N	0.028	15.3		<20	2.4		2			9.4			
33	10	0800	24	0745	4	N	0.086	15.6								9.2			
34	11	0800	24	0740	7	Y	0.023	17.3								8.9	6		
35	12	0800	24	0755	1.25	Y	0.038												
36	13	0800	24	0800	1	Y	0.006												
37	14	0800	24	0730	2	Y	0.004	14.1		<20			<1		12	9.6			
38	15	0800	24	0753	5.25	Y	0.092	12.1	7.6							10.1			
39	16	0800	24	0740	2	Y	0.096	10.6		<20	<2		<1			10.4		0.8	
40	17	0800	24	0740	6	Y	0.088	11.2								10.2			
41	18	0800	24	0740	3	Y	0.021	11.5								10.4	2		
42	19	0800	24	0700	1.25	Y	0.005												
43	20	0800	24	0600	1	Y	0.056		7.9										
44	21	0800	24	0615	1	Y	0.036												
45	22	0800	24	0800	6.5	Y	0.05	12.5		<20			<1		<1	10.6		0.6	
46	23	0800	24	0800	6	N	0.034	12.2								10.1			
47	24	0800	24	0800	5.5	N	0.08	10.5		<20	2		3			10.1			
48	25	0800	24	0730	6	Y	0.012	10.3								11	1		
49	26	0800	24	0820	2	N	0.017												
50	27	0800	24	0810	2	N	0.09	9.7											
51	28	0800	24	0800	7	Y	0.01	10.6	7.6	<20			<1	3	10.9		0.4		
52	29	0800	24	0745	8	Y	0.002	12.9								10.7			
53	30	0800	24	0730	6	Y	0.039	10.9		<20	4		3			9.8			
54	31	0800	24	0730	6	Y													
55		Composite(C)/Grab(G):						RC	GR	GR	CP	CP	CP	GR	GR	CP	CP		
56																			
57		Monthly Average Limit:																	
58		Monthly Average:						0.045	12.171	7.775	#DIV/0!	2.8	#DIV/0!	2.667	12.349	10.145	#DIV/0!	2.22	
59		Daily Maximum:						0.096	17.3	8	0	4	0	3	34	11	0	8.6	
60		Daily Minimum:						0.002	9	7.6	0	2	0	2	3	8.9	0	0.4	
61		Monthly Avg % Removal (85%):									#DIV/0!		#DIV/0!						

The Excel spreadsheet template consists of four (4) worksheets.

1. The first worksheet, "DMR permit # yyyy-mm", contains both Report and Report Page information. It is the only worksheet the user will need to populate if there is only one Outfall/Sampling location (one page) to import.
2. The second worksheet, "Outfall nnn Influent", contains Report Page information for additional effluent and/or influent pages. It is used if there is a second Page to import (i.e. Additional Effluents or Influent). The second worksheet can be copied to additional worksheets and renamed in order to enter data for additional pages.
3. The third worksheet, "Outfall nnn Upstream", contains Report Page information for the Upstream sample point.
4. The fourth worksheet, "Outfall nnn Downstream", contains Report Page information for the Downstream sample point.

5. The fifth worksheet contains lookup information which controls what can be entered in some of the cells of worksheets 1 and 2. This worksheet should not be modified and has been hidden.

Once data has been entered into the appropriate template worksheet, the user will export each Page (spreadsheet) to a Comma Separated Variable file (.csv format). The .csv file(s) can then be imported into eDMR. Here is the overview of report import flow:

1. The user opens the Excel template provided. The spreadsheet format and layout should not be changed. The spreadsheets can be modified only to the extent of changing/adding parameters, selecting options in combo box boxes and entering monitoring data. User should not delete and/or insert columns or rows as this could potentially change the format of the CSV file that is created from the excel template.
2. It may be necessary to create multiple copies of the “Outfall nnn Influent” spreadsheet should an influent and/or multiple outfalls be required to be reported.
3. Excel template has 4 worksheets to use for entering data for upload to eDMR:
 - a. “DMR permit # yyyy-mm” contains Report Header area and Page area information. User can update both areas. *Mandatory fields are: Permit#, Month, Year, Discharge # and Sampling Location (highlighted in Yellow).* If user has only one Report Page, then data should only be entered in this worksheet and uploaded to eDMR application.
 - b. “Outfall nnn Influent” contains Page Area information. Permit#, Month, Year fields are read only fields and taken from “DMR permit # yyyy-mm” worksheet. Users can make a copy of this worksheet as many times as they want for multiple sample locations/outfalls. *Mandatory fields are: Discharge # and Sampling Location (highlighted in Yellow).* This worksheet has hidden fields in order to have same format as Report Page template (DMR permit # yyyy-mm) so data will conform to CSV format requirements for uploading. **Do not insert or delete rows or columns.**
 - c. “Outfall nnn Upstream” contains Page Area information. Permit#, Month, Year fields are read only fields and taken from “DMR permit # yyyy-mm” worksheet. *Mandatory fields are: Discharge # and Sampling Location (highlighted in Yellow).* This worksheet has hidden fields in order to have same format as Report Page template (DMR permit # yyyy-mm) so data will conform to CSV format requirements for uploading. **Do not insert or delete rows or columns.**
 - d. “Outfall nnn Downstream” contains Page Area information. Permit#, Month, Year fields are read only fields and taken from “DMR permit # yyyy-mm” worksheet. *Mandatory fields are: Discharge # and Sampling Location (highlighted in Yellow).* This worksheet has hidden fields in order to have same format as Report Page template (DMR permit # yyyy-mm) so data will conform to CSV format requirements for uploading. **Do not insert or delete rows or columns.**

The spreadsheet below was created from this template.

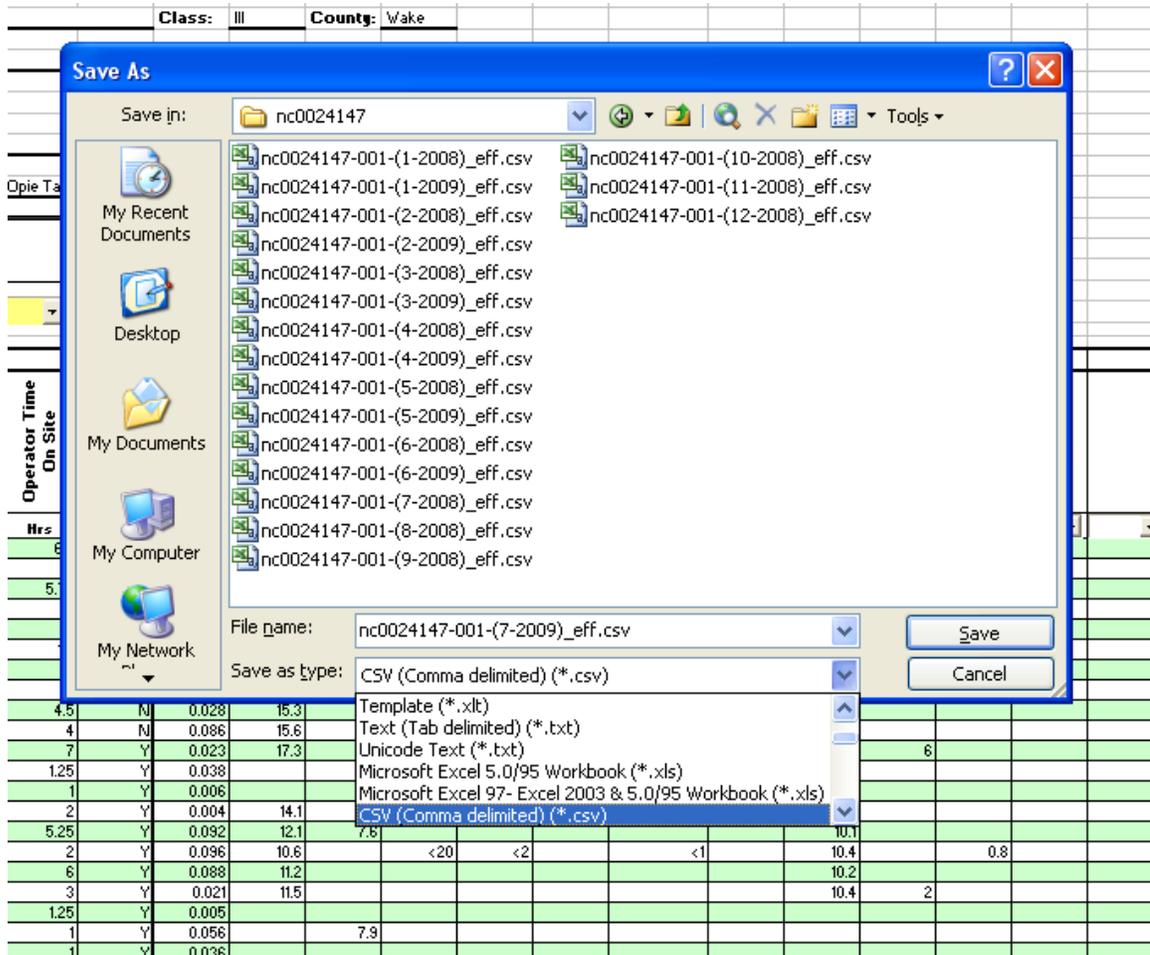
Permit #:		nc02447	Month:		Jul	Year:		2009								
Facility:				Mayberry W/WTP	Class:		III	County:		Wake						
ORC:			Opie Taylor	Grade:		3	ORC Certification:			123						
Has ORC Changed:					Phone:		555-1234									
Certified Lab Name:						Chem Lab	Lab #:		9876							
Person(s) Collecting sample:											Opie Taylor					
Comment:																
Sampling Location:				Effluent	Discharge #:		001									
Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	Flow	Temperature	pH	Residual Chlorine	BOD 20'	Ammonia Nitrogen	Total Suspended Residue	Fecal Coliform	Dissolved Oxygen	Total Nitrogen	Total Phosphorus
2400 clock	Hrs	2400 clock	Hrs	Y/B/M	mgd	deg	tu	ug/l	mg/l	mg/l	mg/l	#/100ml	mg/l	mg/l	mg/l	
1	0800	24	0820	6.5	Y	0.06										
2	0800	24	0800	7	Y	0.09	11.8	7.5	<20						10.1	
3	0800	24	0730	5.75	Y	0.07	11.8		<20	<2	<1	<1	19	10.9	5.0	8.6
4	0800	24	0750	4	Y	0.091	9							11		
5	0800	24	0930	1	Y	0.0102										
6	0800	24	0815	1.5	Y	0.0099										
7	0800	24	0745	7	Y	0.01	12.3	8	<20		<1		34	9.8		0.7
8	0800	24	0745	5	Y	0.086	13.4								9.7	
9	0800	24	0800	4.5	N	0.028	15.3		<20	2.4		2			9.4	
10	0800	24	0745	4	N	0.086	15.6								9.2	
11	0800	24	0740	7	Y	0.023	17.3								8.9	6
12	0800	24	0755	1.25	Y	0.038										
13	0800	24	0800	1	Y	0.006										
14	0800	24	0730	2	Y	0.004	14.1		<20		<1		12	9.6		
15	0800	24	0759	5.25	Y	0.032	12.1	7.6							10.1	
16	0800	24	0740	2	Y	0.096	10.6		<20	<2		<1			10.4	0.8
17	0800	24	0740	6	Y	0.088	11.2								10.2	
18	0800	24	0740	3	Y	0.021	11.5								10.4	2
19	0800	24	0700	1.25	Y	0.005										
20	0800	24	0600	1	Y	0.056		7.9								
21	0800	24	0615	1	Y	0.036										
22	0800	24	0800	6.5	Y	0.05	12.5		<20		<1		<1	10.6		0.6
23	0800	24	0800	6	N	0.034	12.2								10.1	
24	0800	24	0800	5.5	N	0.08	10.5		<20	2		3			10.1	
25	0800	24	0730	6	Y	0.012	10.3							11	1	
26	0800	24	0820	2	N	0.017										
27	0800	24	0810	2	N	0.09	9.7									
28	0800	24	0800	7	Y	0.01	10.6	7.6	<20		<1		3	10.9		0.4
29	0800	24	0745	8	Y	0.002	12.9								10.7	
30	0800	24	0730	6	Y	0.039	10.9		<20	4		3			9.8	
31	0800	24	0730	6	Y											
Composite(C)/Grab(G):																
Monthly Average Limit:						RC	QR	QR	QR	CP	CP	CP	QR	QR	CP	CP
Monthly Average:						0.045	12.171	7.775	#DIV/0!	2.8	#DIV/0!	2.667	12.349	10.145	#DIV/0!	2.22
Daily Maximum:						0.096	17.3	8	0	4	0	3	34	11	0	8.6
Daily Minimum:						0.002	9	7.6	0	2	0	2	3	8.9	0	0.4
Monthly Avg % Removal (85%):									#DIV/0!		#DIV/0!					

7.1.4 Creating the Excel CSV File

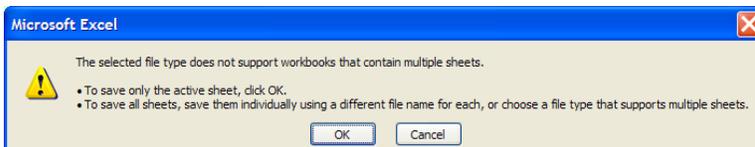
After daily values have been entered into the spreadsheet, it can be saved as a CSV file to any user location.

After user enters data in a worksheet, it can be Saved As “Comma Separated File” which can be uploaded to eDMR application one by one. To save as a CSV file, the user should click **File->Save As->**. The Save As pop up box will appear. User should select the folder where the file will be saved. The user should enter a name for file in “File name” box. The name should be meaningful such as “NC000001-001Eff 7-2008” which corresponds to “Permit#-Outfall#(Eff-effluent, Inf-Influent, Up-Upstream, Dwn-Downstream) Month-Year”. User should then click the drop down in the “Save as Type” box.

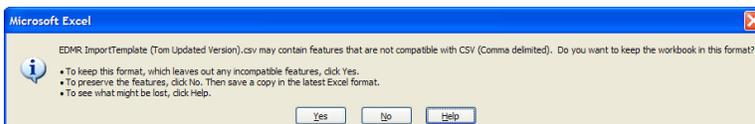
Select “CSV (comma delimited) (*.csv)” and then click Save button.



The following message will be displayed and user should select OK.



A second message box will appear and user should select Yes.



User should complete Steps 3-6 for each spreadsheet needed.

7.1.5 Viewing the CSV File

The following example shows the CSV file produced from the spreadsheet above. CSV files can be opened with Notepad to be viewed in this format.

The Comma Separated Variable (CSV) file may be produced in any way as long as it conforms to the above specifications. Spreadsheet programs and database management programs often have the capability to export CSV files. The following example shows what a typical eDMR import .csv file would look like. CSV files can be opened with Notepad to be viewed in this format.

```
,Permit #:,nc0024147,,Month:,July,Year:,2008,,,,,,,,,
,Facility:,,,,,Class:,,County:,,,,,,,,,
,ORC:,,,,,Grade:,,ORC Certification #,,,,,,,,,
,Has ORC Changed?:,,FALSE,,Phone:,,,,,,,,,
,Certified Lab Name:,,,,,,Lab#:,,,,,,,,,
,Person(s) Collecting samples:,,,,,,,,,
,Comments:,,,,,,,,,
,,,,,,,,,
,,,,,,,,,
,,,,,,,,,
,Sampling Location: ,,Effluent,,Discharge #:,,001,,,,,,,,,
,,,,,,,,,
,,,,,,,,,
Date,,,,,,50050,00010,00400,50060,00310,00610,00530,31616,00300,00600,0
0665
,Composite Sample Time,Total Composite Time,Operator Arrival
Time,Operator Time On Site,ORC On Site?,Flow,Temperature,pH,Residual
Chlorine,BOD 20°,Ammonia Nitrogen,Total Suspended Residue,Fecal
Coliform,Dissolved Oxygen,Total Nitrogen,Total Phosphorus
,2400 clock,Hrs,2400 clock,Hrs,Y/B/N,mgd,deg
c,su,ug/l,mg/l,mg/l,mg/l,#/100ml,mg/l,mg/l,mg/l
1,0800,24,0820,6.5,Y,0.06,,,,,,,,,
2,0800,24,0800,7,Y,0.09,11.8,7.5,<20,,,,,10.1,,
3,0800,24,0730,5.75,Y,0.07,11.8,,<20,<2,<1,<1,19,10.9,5.0,8.6
4,0800,24,0750,4,Y,0.091,9,,,,,,,,,11,,
5,0800,24,0930,1,Y,0.0102,,,,,,,,,
6,0800,24,0815,1.5,Y,0.0099,,,,,,,,,
7,0800,24,0745,7,Y,0.01,12.3,8,<20,,<1,,34,9.8,,0.7
8,0800,24,0745,5,Y,0.086,13.4,,,,,,,,,9.7,,
9,0800,24,0800,4.5,N,0.028,15.3,,<20,2.4,,2,,9.4,,
10,0800,24,0745,4,N,0.086,15.6,,,,,,,,,9.2,,
11,0800,24,0740,7,Y,0.023,17.3,,,,,,,,,8.9,6,
12,0800,24,0755,1.25,Y,0.038,,,,,,,,,
13,0800,24,0800,1,Y,0.006,,,,,,,,,
14,0800,24,0730,2,Y,0.004,14.1,,<20,,<1,,12,9.6,,
15,0800,24,0759,5.25,Y,0.092,12.1,7.6,,,,,10.1,,
16,0800,24,0740,2,Y,0.096,10.6,,<20,<2,,<1,,10.4,,0.8
17,0800,24,0740,6,Y,0.088,11.2,,,,,,,,,10.2,,
18,0800,24,0740,3,Y,0.021,11.5,,,,,,,,,10.4,2,
19,0800,24,0700,1.25,Y,0.005,,,,,,,,,
20,0800,24,0600,1,Y,0.056,,7.9,,,,,,,,,
21,0800,24,0615,1,Y,0.036,,,,,,,,,
22,0800,24,0800,6.5,Y,0.05,12.5,,<20,,<1,,<1,10.6,,0.6
23,0800,24,0800,6,N,0.034,12.2,,,,,,,,,10.1,,
```

```

24,0800,24,0800,5.5,N,0.08,10.5,,<20,2,,3,,10.1,,
25,0800,24,0730,6,Y,0.012,10.3,,,,,,,,,11,1,
26,0800,24,0820,2,N,0.017,,,,,,,,,,,,,
27,0800,24,0810,2,N,0.09,9.7,,,,,,,,,,,,,
28,0800,24,0800,7,Y,0.01,10.6,7.6,<20,,<1,,3,10.9,,0.4,,
29,0800,24,0745,8,Y,0.002,12.9,,,,,,,,,10.7,,,,,
30,0800,24,0730,6,Y,0.039,10.9,,<20,4,,3,,9.8,,,,,
31,0800,24,0730,6,Y,,,,,,,,,,,,,
Composite (C) /Grab (G) :,,,,,,,,RC,GR,GR,GR,CP,CP,CP,GR,GR,CP,CP,,
,,,,,,,,,,,,,
Monthly Average Limit:,,,,,,,,,,,,,
Monthly
Average:,,,,,,,,0.045,12.171,7.775,#DIV/0!,2.8,#DIV/0!,2.667,12.349,10.14
5,#DIV/0!,2.22,,
Daily Maximum:,,,,,,,,0.096,17.3,8,0,4,0,3,34,11,0,8.6,,
Daily Minimum:,,,,,,,,0.002,9,7.6,0,2,0,2,3,8.9,0,0.4,,
Monthly Avg % Removal (85%):,,,,,,,,#DIV/0!,,#DIV/0!,,,,,
,,,,,,,,,,,,,
,,,,,,,,,,,,,
,"Please remember, System allows entering the following non-numeric
values for Daily Value:",,,,,,,,,,,,,,
,Code Entered,,Description,
,BDL,,Below Detection Limit,
,> and a number,,Greater Than,
,H,,Holiday,
,< and a number,,Less Than ,
,T,,Trace,
,,,,
,,,,
,,,,
,,,,
,,,,
,,,,
,,,,
,,,,
,,,,

```

Note that the resulting CSV file contains additional fields for the Facility information and the calculated fields. This additional information is ignored by the eDMR application. As long as the required lines and fields are in the resulting file in the correct order, eDMR will import the report.

7.1.6 Importing the CSV File into eDMR

Once a file is created in the proper format it can be imported into eDMR. The monthly report is created in the eDMR system and then each page of the report is imported from a file. (Note: See **Section 3.2.2 Importing Data into the eDMR Application** for detailed instruction.)

Section 8. Support

If you need help or have any question related to eDMR, don't hesitate to contact us at DWR as specified below.

- Send an e-mail to **Technical Support** at denr.dwq.edmr.help@lists.ncmail.net
- or -
- Call **(919) 807-6429** and ask for **Information Processing Unit Staff**.