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…"

Last Update 10/4/2018 Revision 1.9

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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

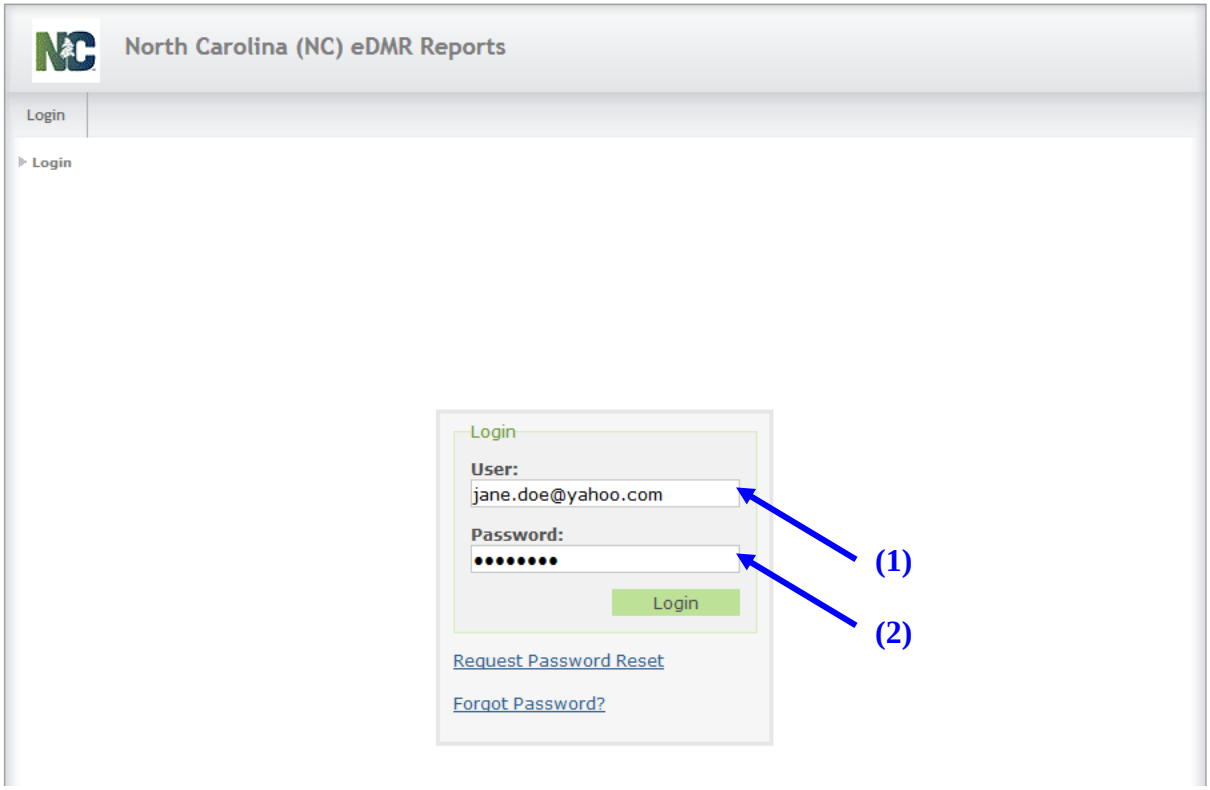
Use your internet browser and enter

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.)*



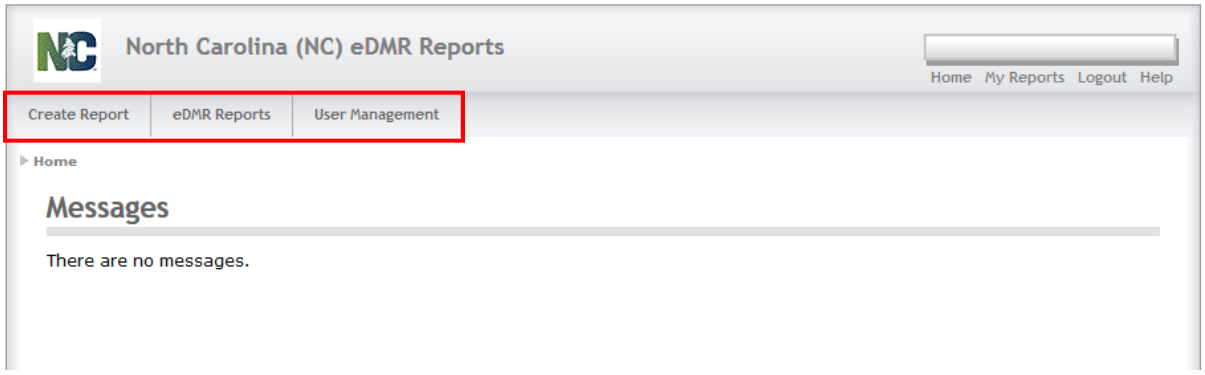
(Note: Passwords consist of a minimum of six characters, including at least one alpha and one numeric character. The user will receive a warning after three failed attempts to log in and the account will be locked after ten.)

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:

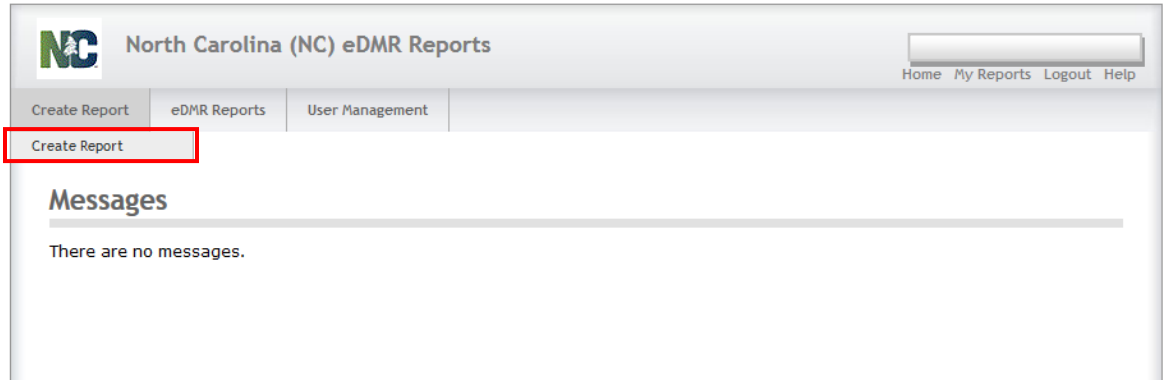
- Create Reports
- eDMR Reports
- User Management

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



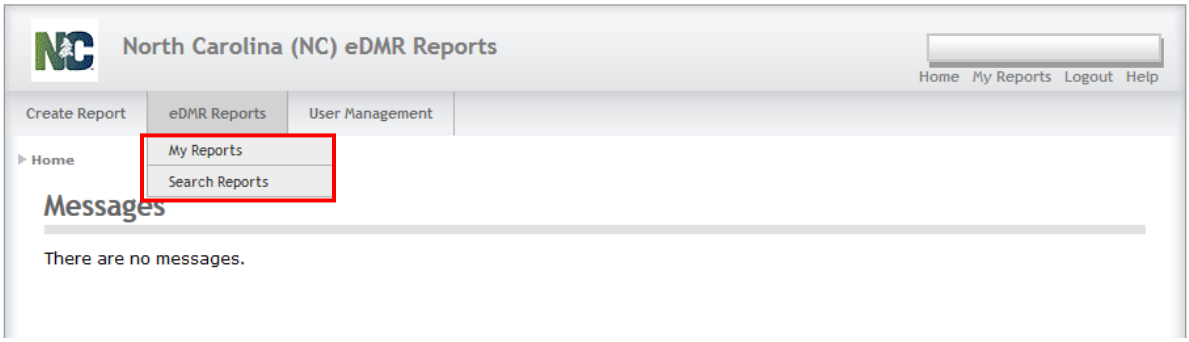
If, after reviewing this guide and accessing the system yourself, you find that the menu options you need to perform your activities is not available to you, please consult your facility administrator.

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



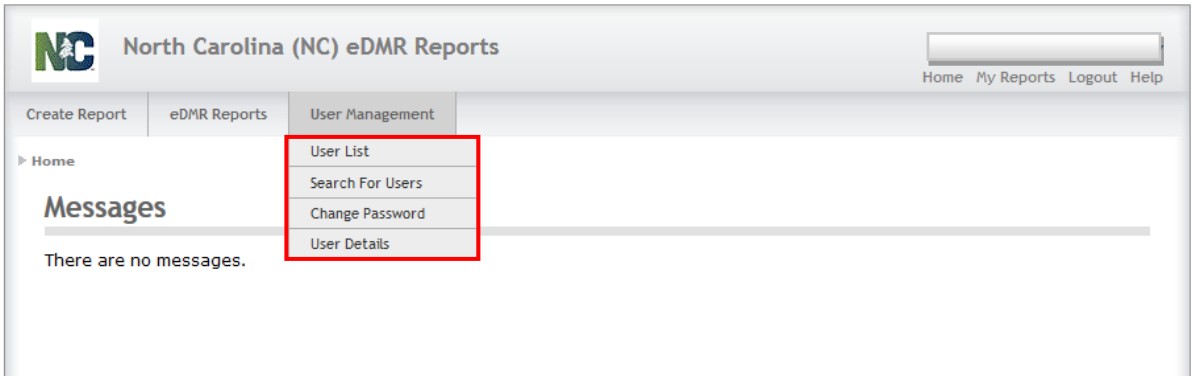
The user is able to access the reports that have already been entered into eDMR at their facility. See Section 5 in this guide for more information.

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.

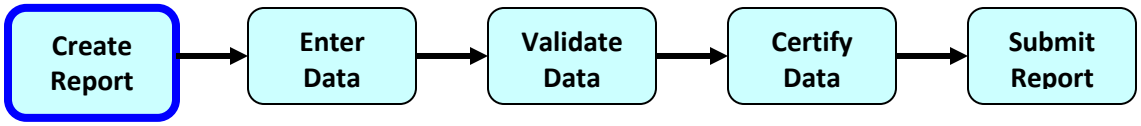
Enter data – input your data into the report. This can be done through manual data entry or electronically via file import.

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.

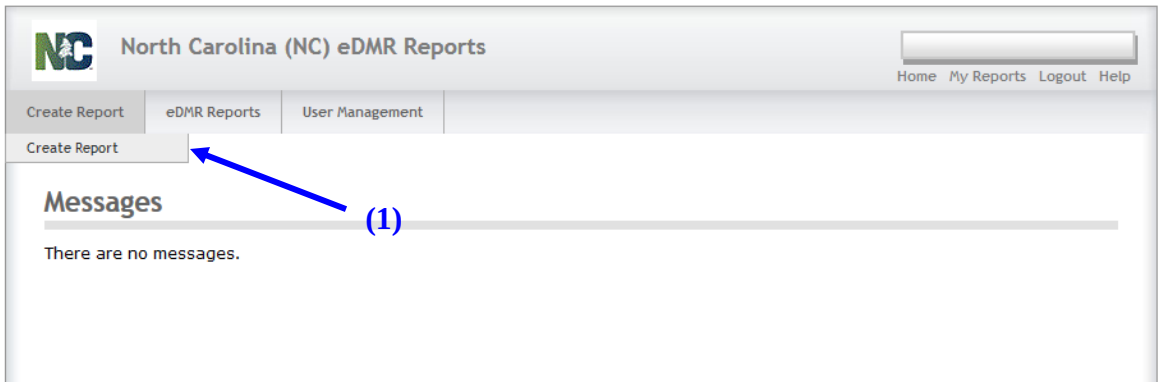
3.1 Creating an eDMR Report Page



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

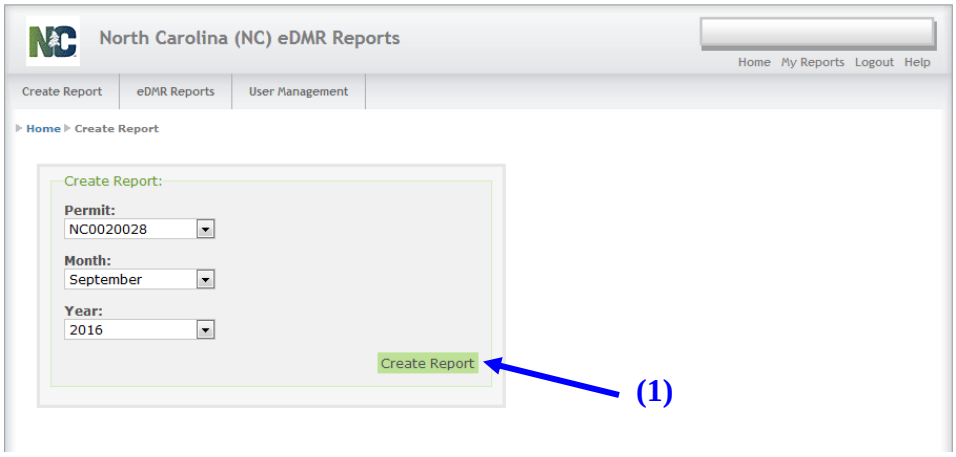
- The permit has active outfalls for this reporting period.
- The permit is active.
- An eDMR does not already exist for this permit / reporting period.
- DWR has not already received a DMR for this permit / reporting period.

3.1.1 Create Report - Menu Screen



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

3.1.2 Create Report Screen



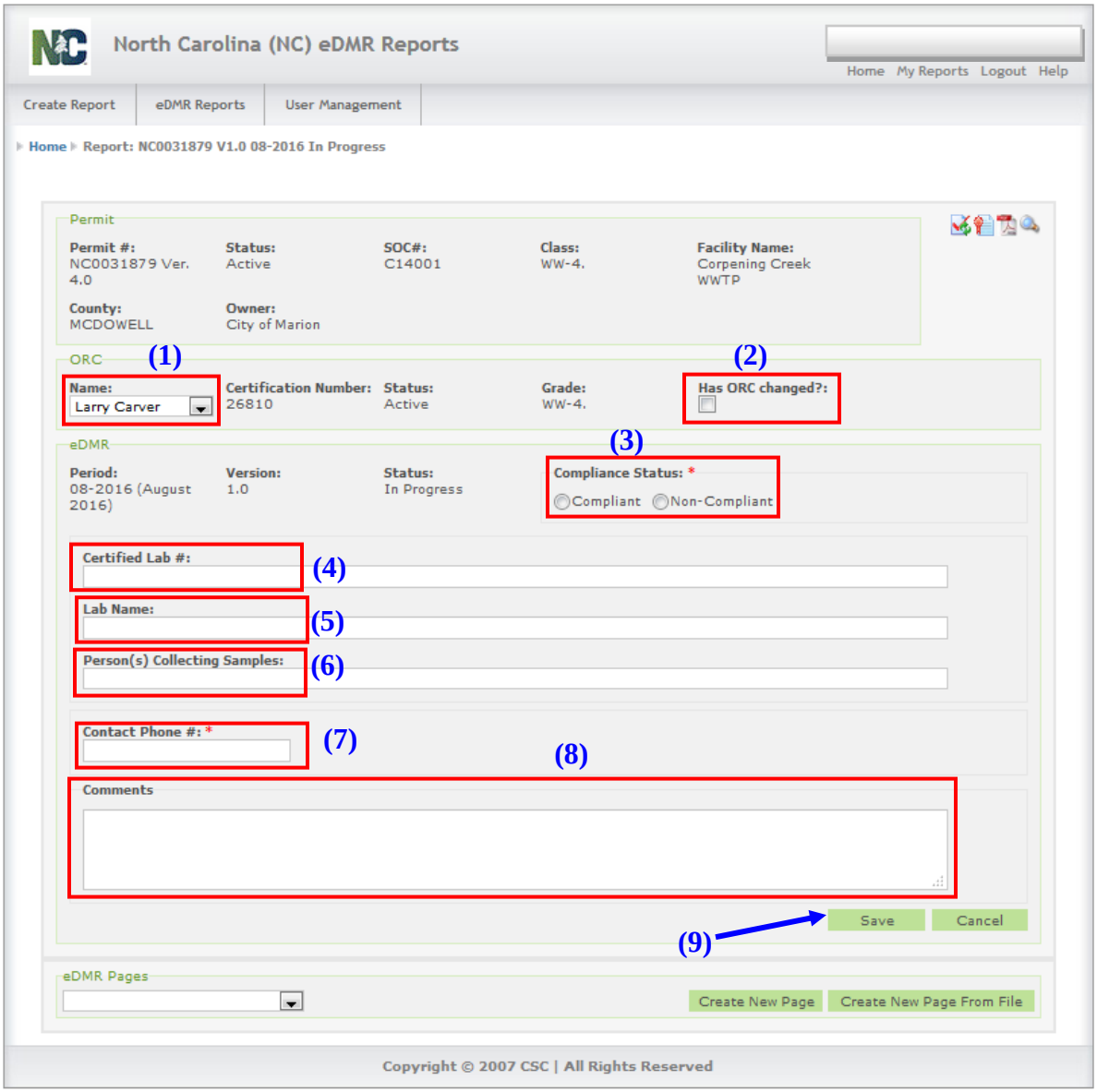
The user selects one of their assigned permits and then the month and year of the reporting period. The reporting period cannot be in the future.

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.

> NOTE: Any updates that are needed to the ORC list in eDMR must be done by completing the "ORC Designation Form" and sending to the Operator Certification Group.

(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:

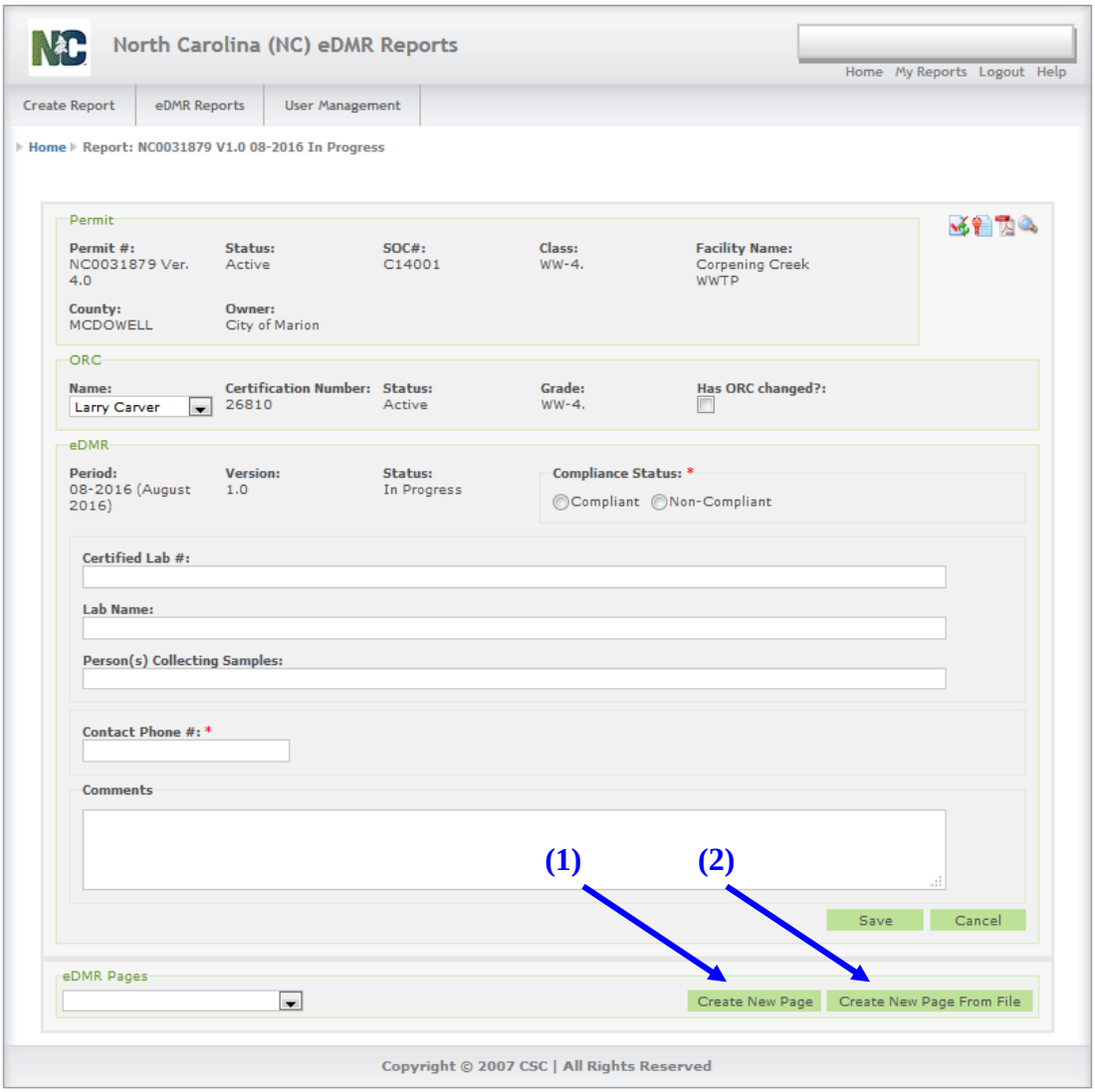
- The Non-Compliant indicator is selected and there is no comment entered.
- There is no Contact Phone # entered.

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.

3.1.4 Report Header – Create New Page Screen

An eDMR report page represents a sampling location for an outfall or discharge point, such as Outfall 001 Effluent. The user can create a new page in two different ways. One is by selecting **(1) Create New Page** button on the report screen and manually keying in the data. Second is by selecting **(2) Create New Page From File** and importing the data, which is discussed later in this guide in the section "Importing Data into the eDMR Application".

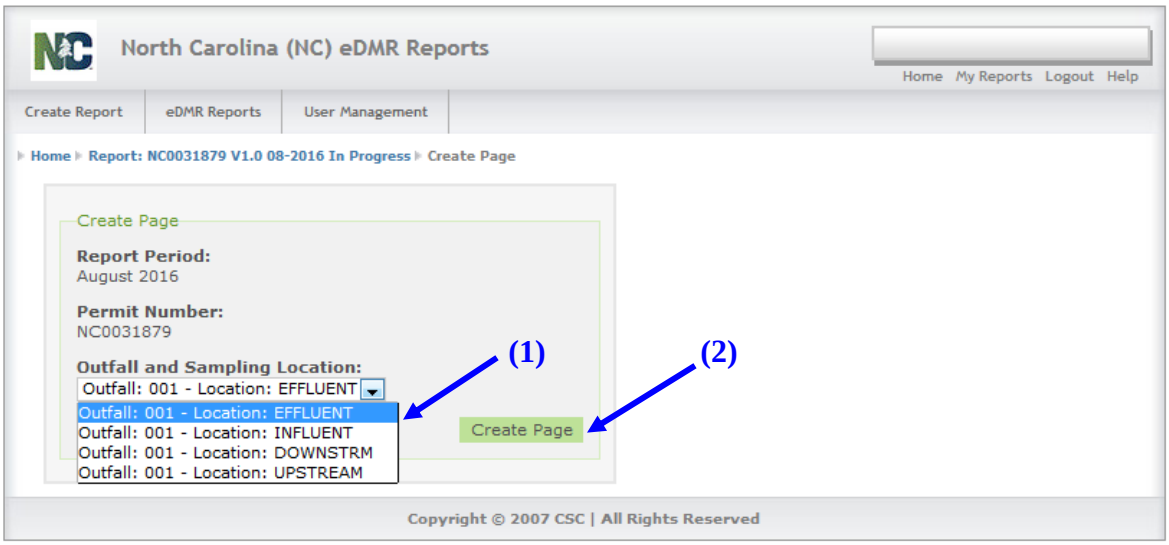


In this example, select **(1) Create New Page**.

3.1.5 Create New Page Screen

Selection of Outfall and Sampling Location

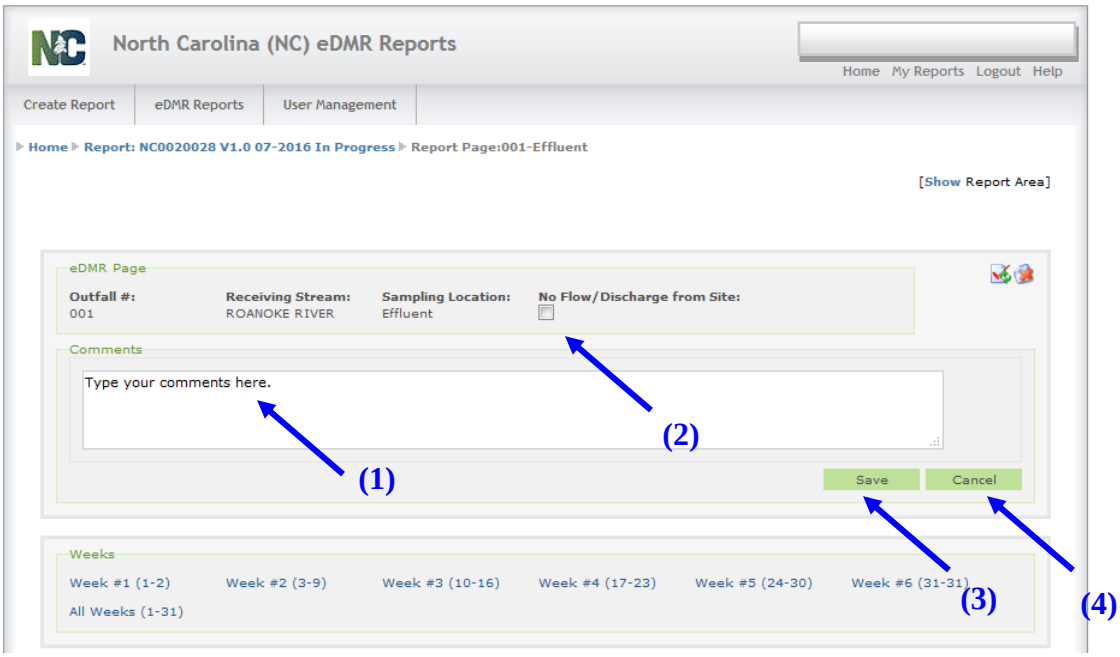
The eDMR application will allow the user to select one of the available Outfall and Sampling Location combinations in which to create the report. Only the Outfall and Sampling Location combinations allowed for that specific permit will be displayed.



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

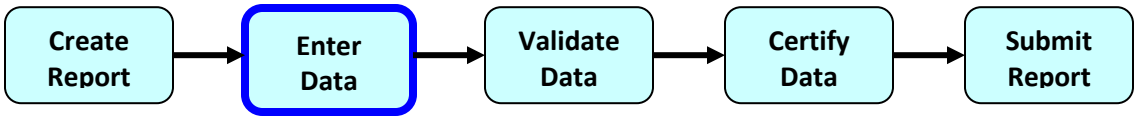
The report page area is displayed.



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

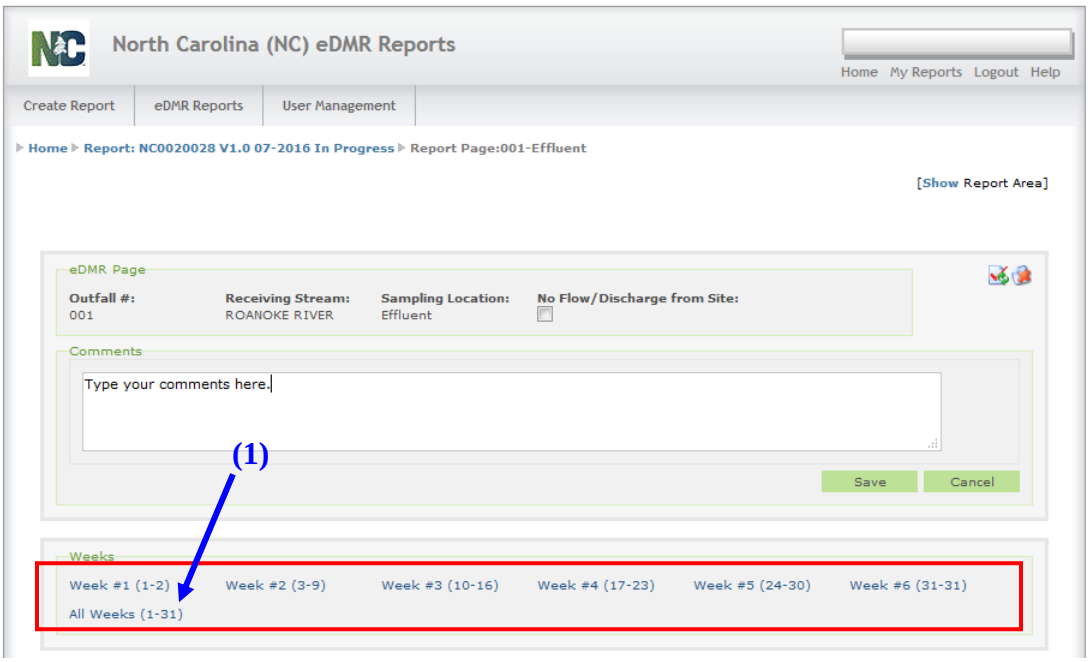


3.2.1 Manually Entering Data

3.2.1.1 Report Page Header – Select Reporting Period Screen

Select periods for data entry.

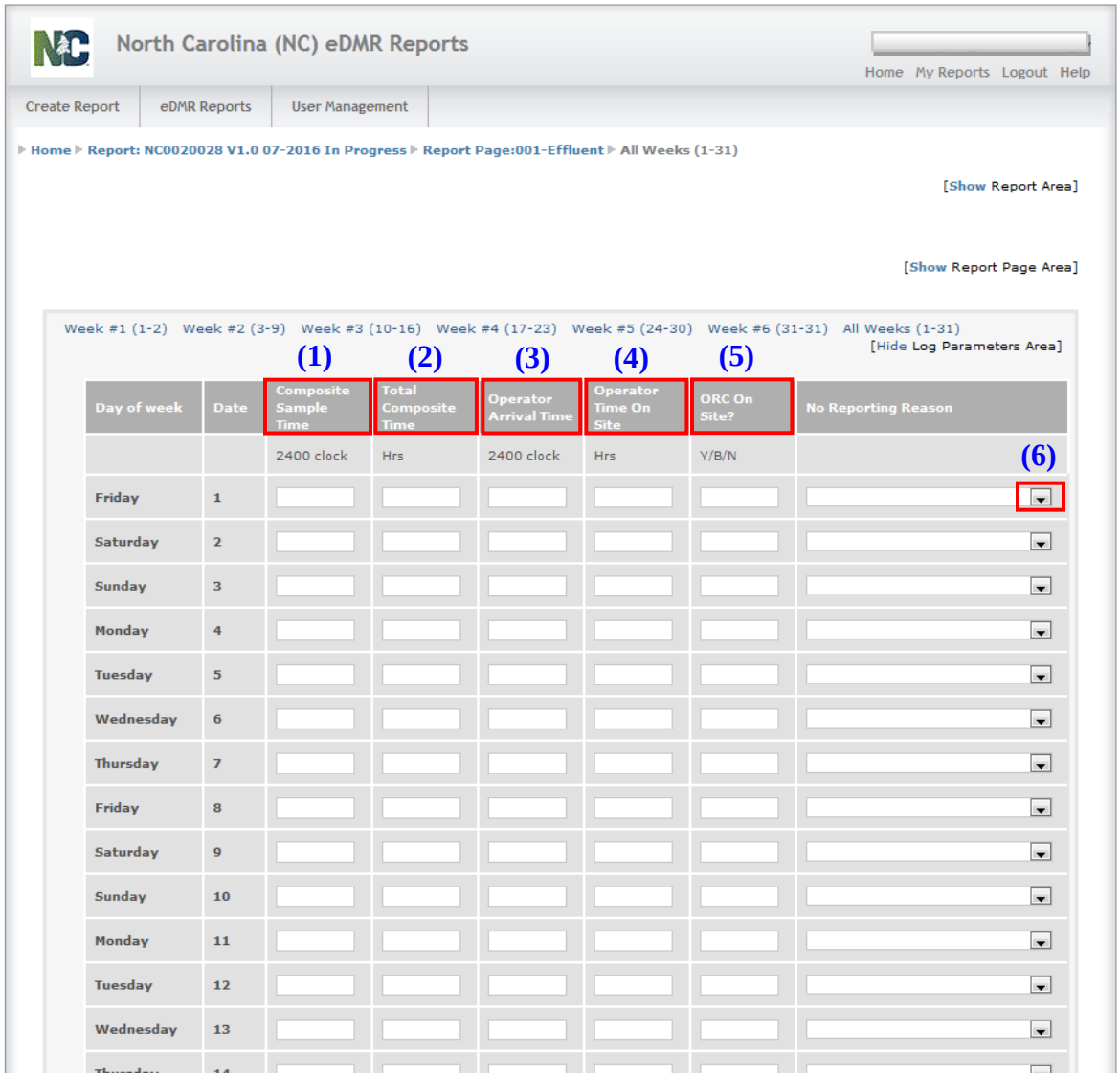
From the Report Page Area screen that we reviewed in Section 3.1.6, select the period(s) in which you will be entering data.



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

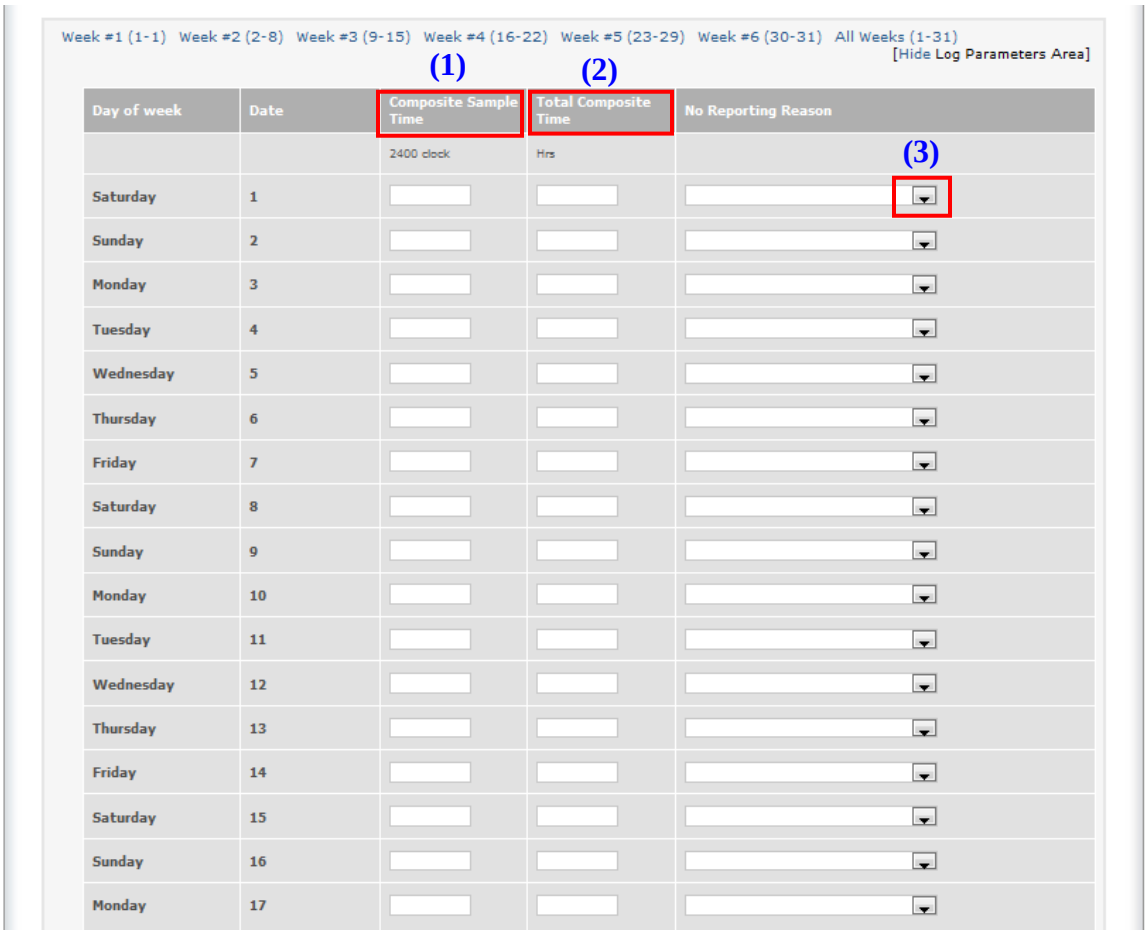
3.2.1.2.1 Entering Log Parameter Data



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.

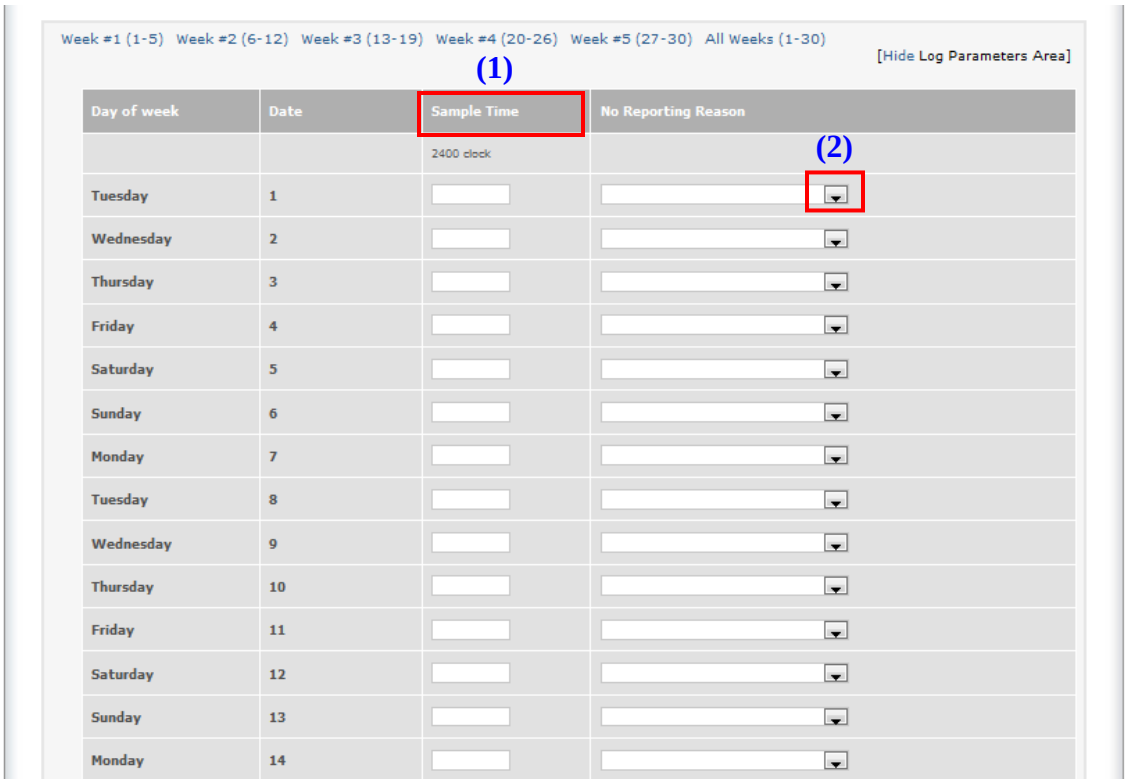
When finished entering data, click the Save button. You then have the option of clicking the “Hide” Log Parameters Area, which will minimize the amount of information displayed on the screen.



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.

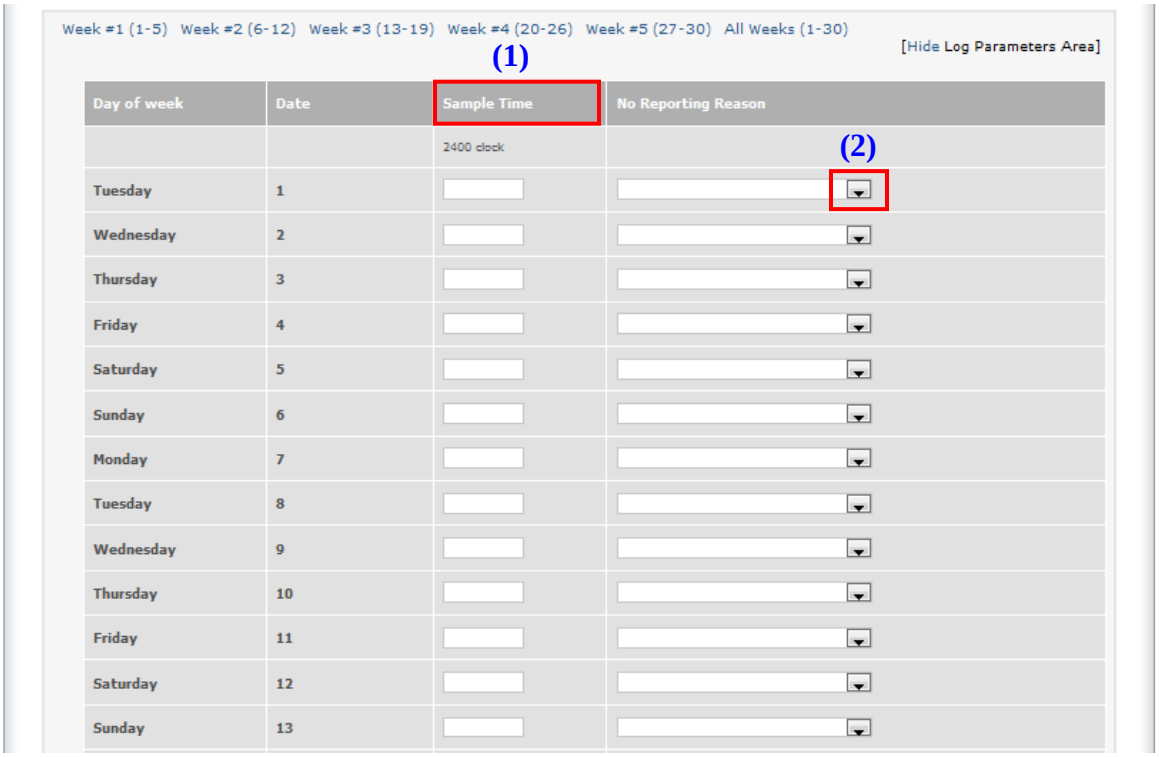
When finished entering data, click the Save button. You then have the option of clicking the “Hide” Log Parameters Area, which will minimize the amount of information displayed on the screen.



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.



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

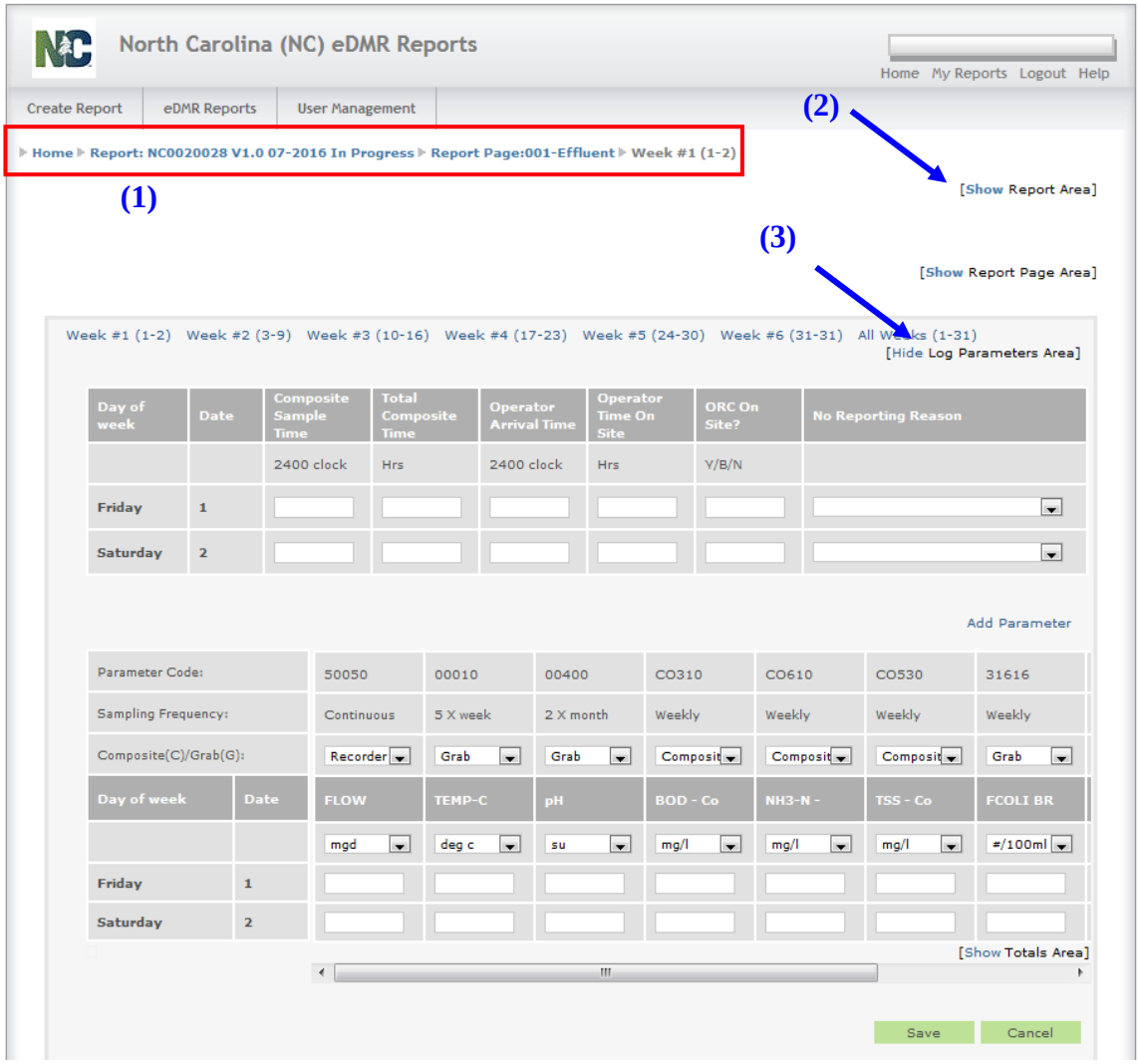
- **(1) Sample Time** – 24-hour clock (Format HH:MM or HHMM)
- **(2) No Reporting Reason** should be selected from the drop-down selection list in the event a site is not discharging for a given day.

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.

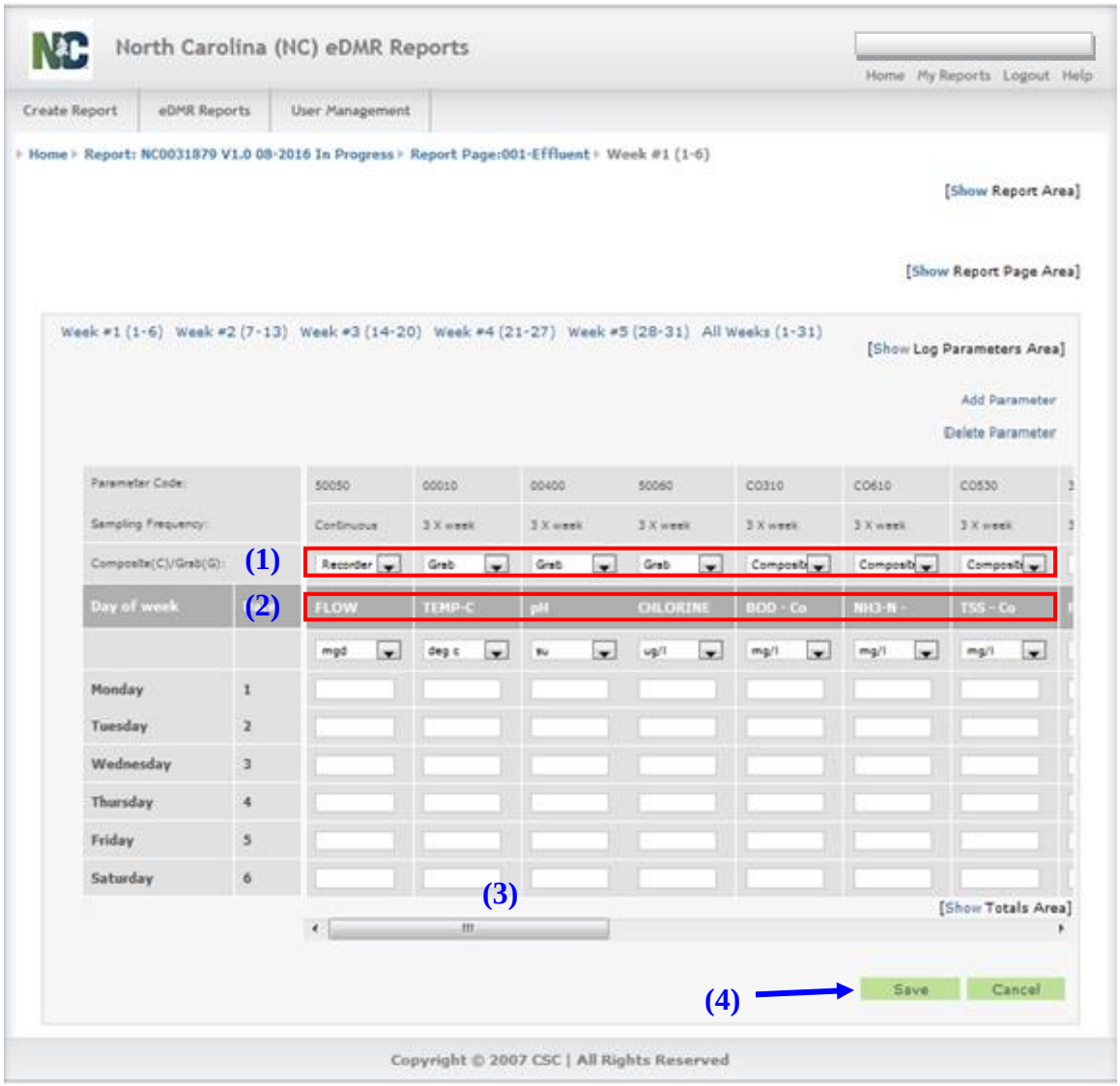
The bread crumbs on this page indicate it is for Permit # NC0020028 V1.0, the month of July 2016, for Page 001-Effluent, for the 1st through the 2nd days of the month.



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.



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:

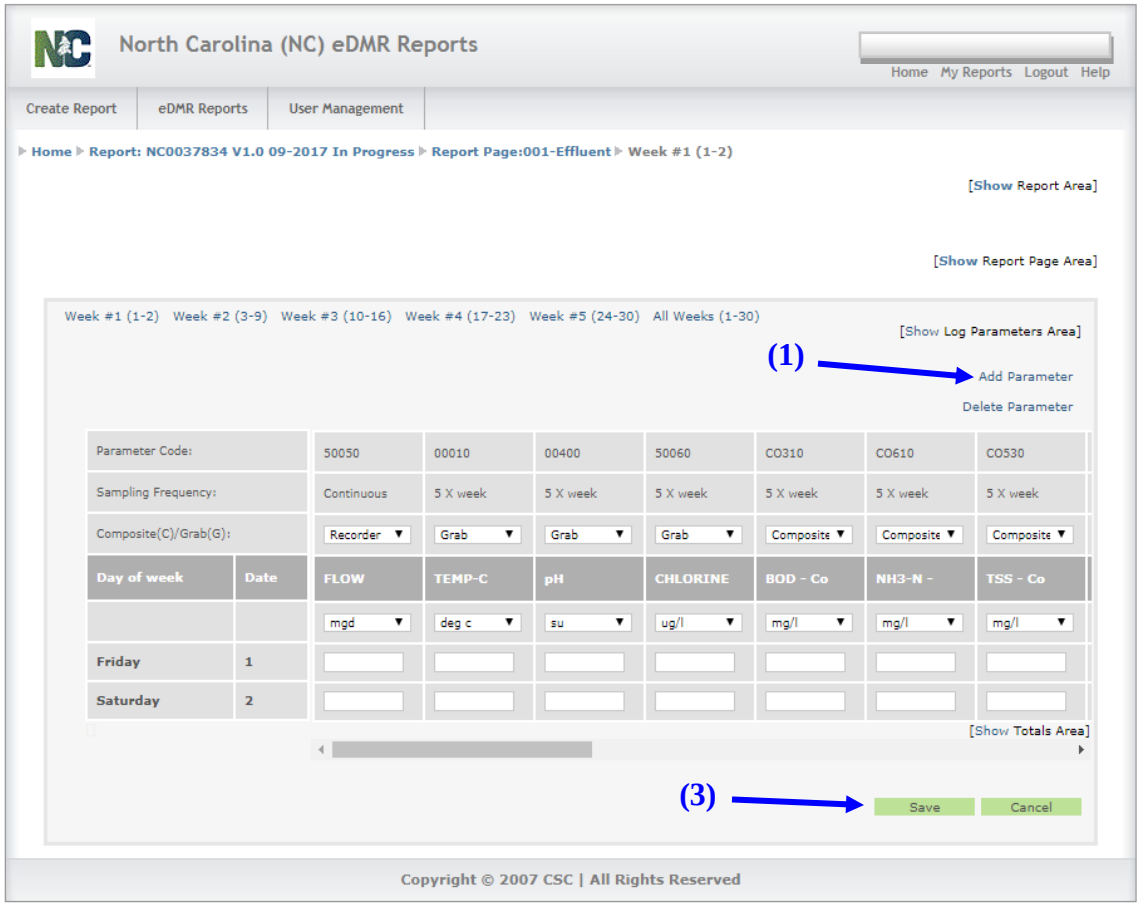
Code Entered	Description
H	Holiday
> and a number	Greater than that number
< and a number	Less than that number
PASS or P	Result of Pass
FAIL or F	Result of Fail
YES or Y	Result of Yes
NO or N	Result of No

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

3.2.1.2.4 Adding and Deleting Parameters to a Report Page Screen

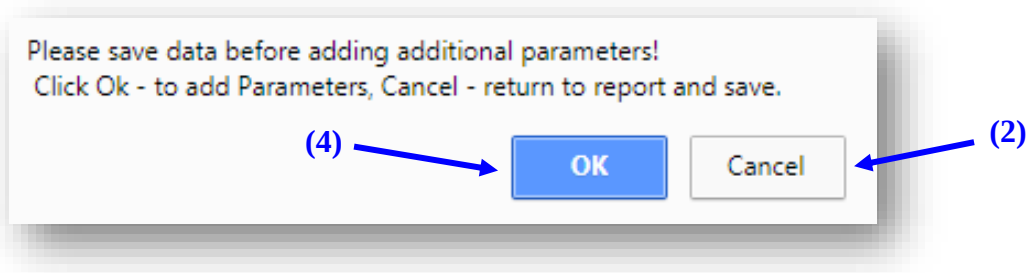
Additional parameters can be added or deleted from a Report Page. These are parameters that are not specifically required by the permit and do not auto-populate the report page with created. Those parameters that auto-populate the report pages cannot be deleted from the page.

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



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

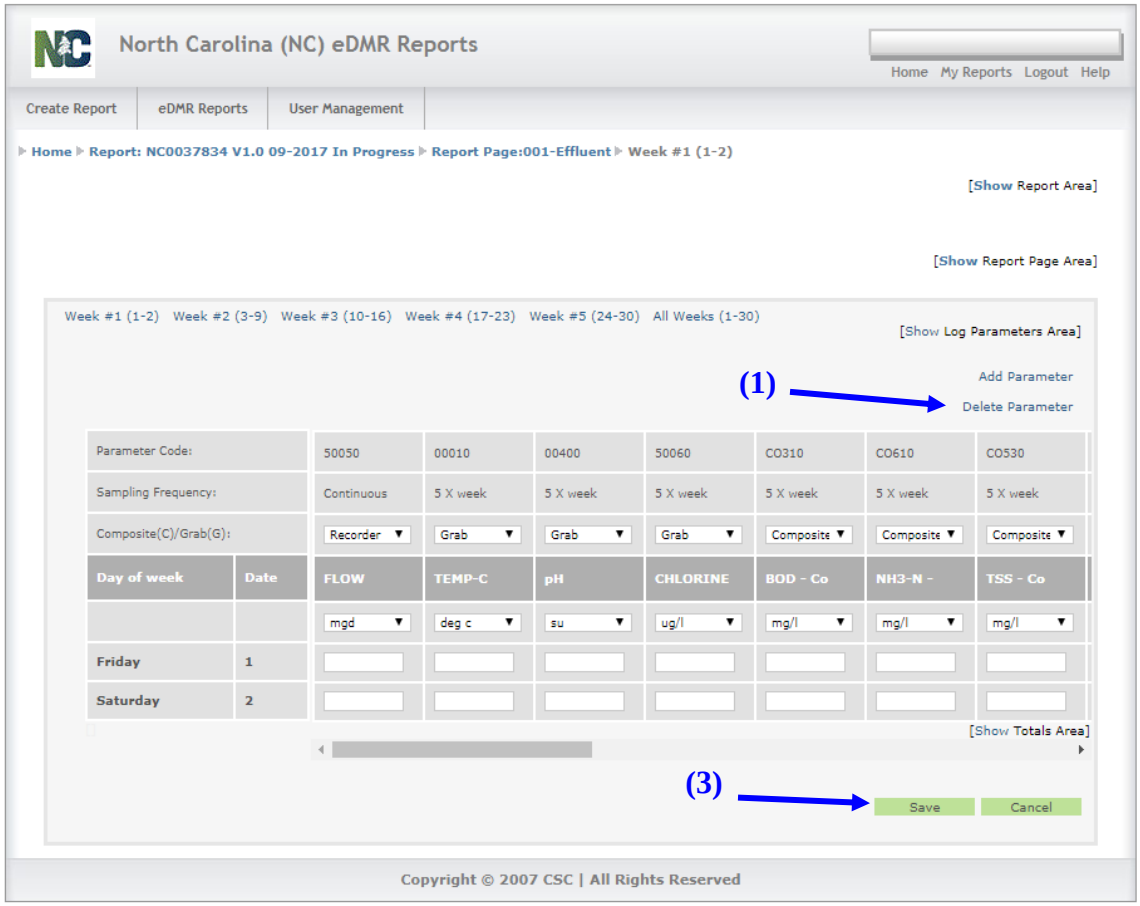
Each time the **(1) Add Parameter** is clicked, you will get the following message:



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.

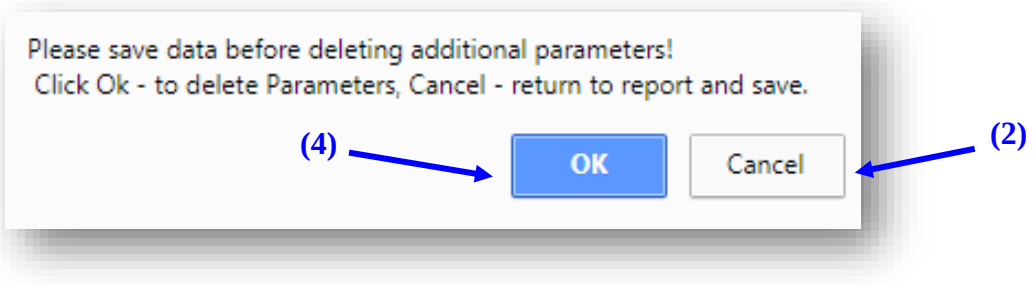
Deleting parameters from a report page that are not required by the permit.

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



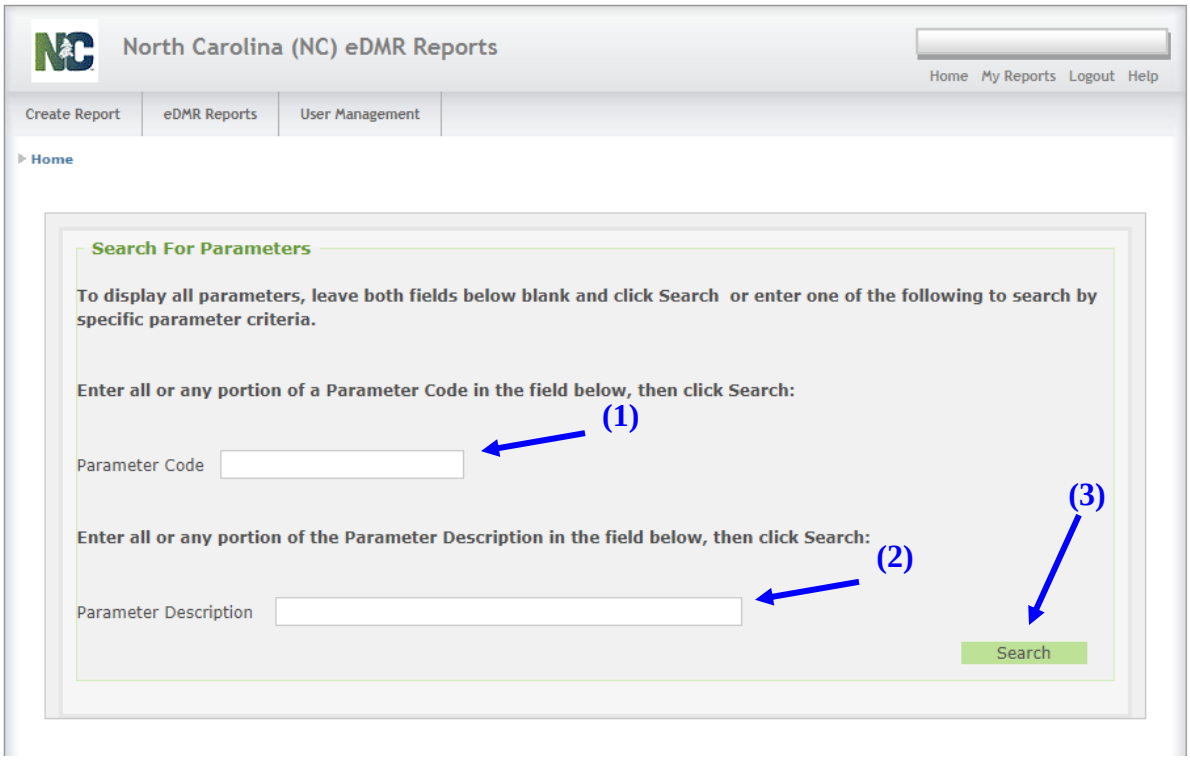
Before deleting parameters, the user should always perform a save to make sure no recently entered data is lost.

Each time the **(1) Delete Parameter** is clicked, you will get the following message:

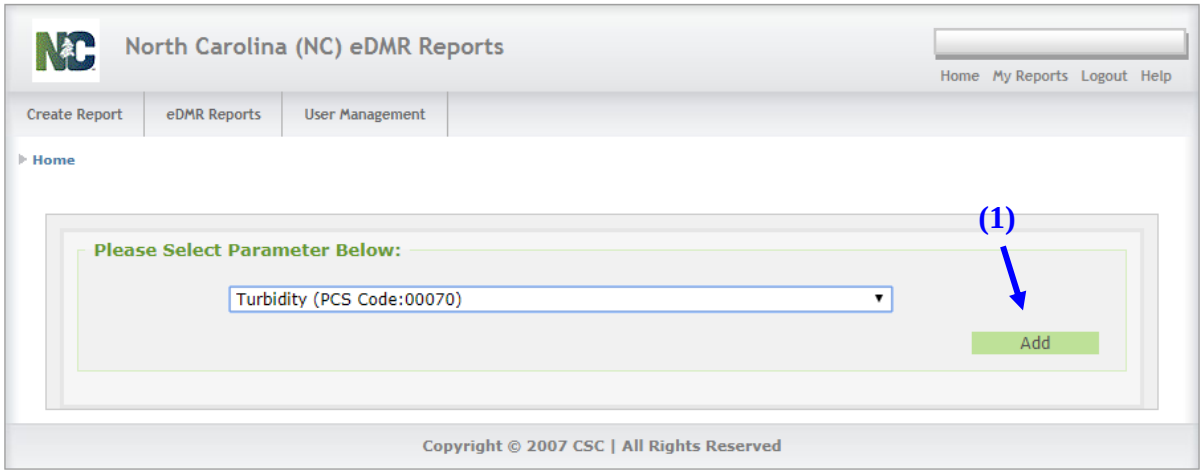


This is a warning that you will lose any unsaved data if you continue to delete a parameter. If you have unsaved data, click **(2) Cancel** to return to the report, click **(3) Save**, then click **(1) Delete Parameter** again and this time click **(4) OK** to continue adding the parameter.

3.2.1.2.5 Add Parameter Selection Screen

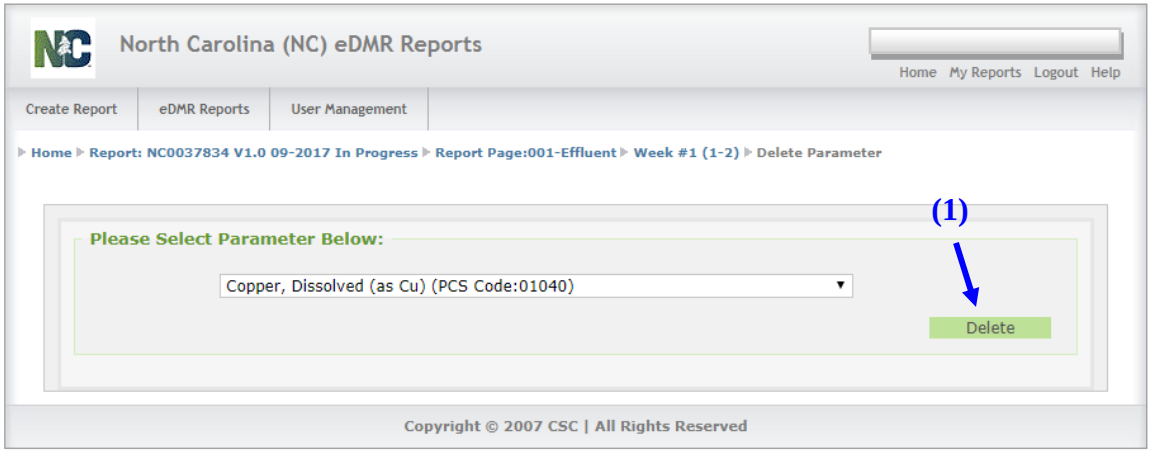


Enter all or any portion of the **(1) Parameter Code** or **(2) Parameter Description** for the parameter you wish to add then click **(3) Search**.



All parameters matching the search criteria entered will be provided in the drop-down list. Select the parameter to add to page and verify the parameter selected is the one you wish to add, then click on **(1) Add**.

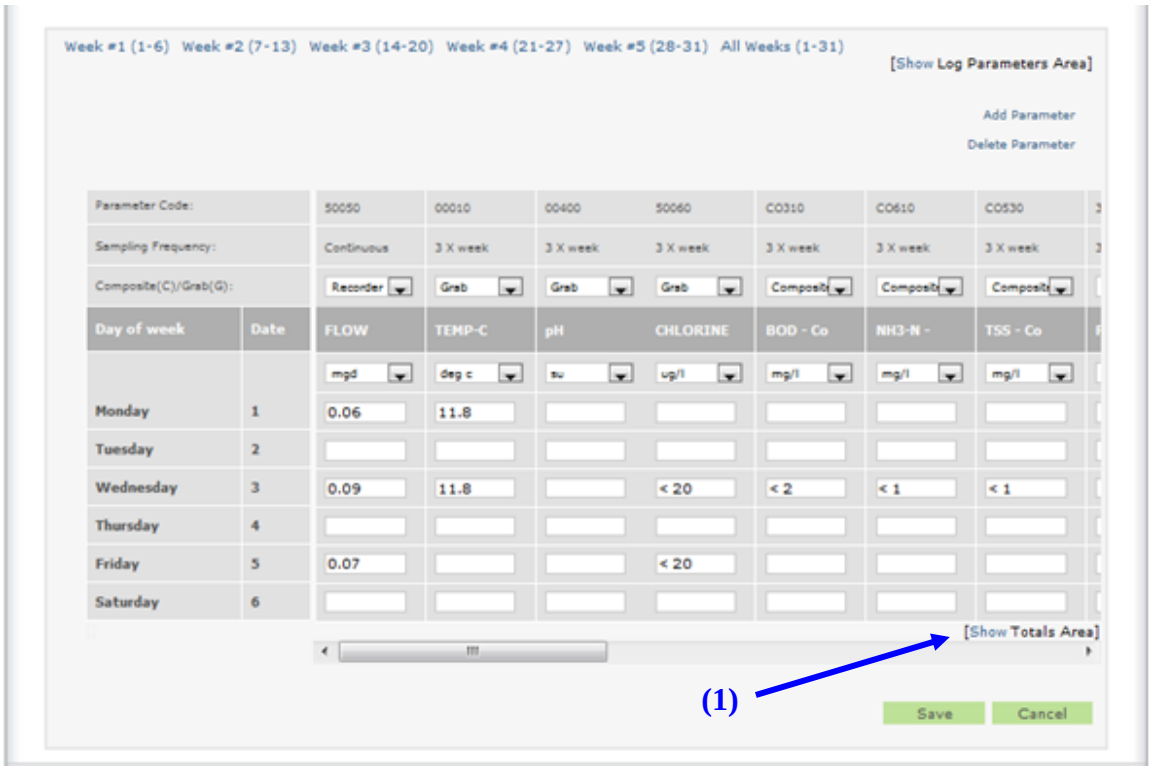
3.2.1.2.6 Delete Parameter Selection Screen



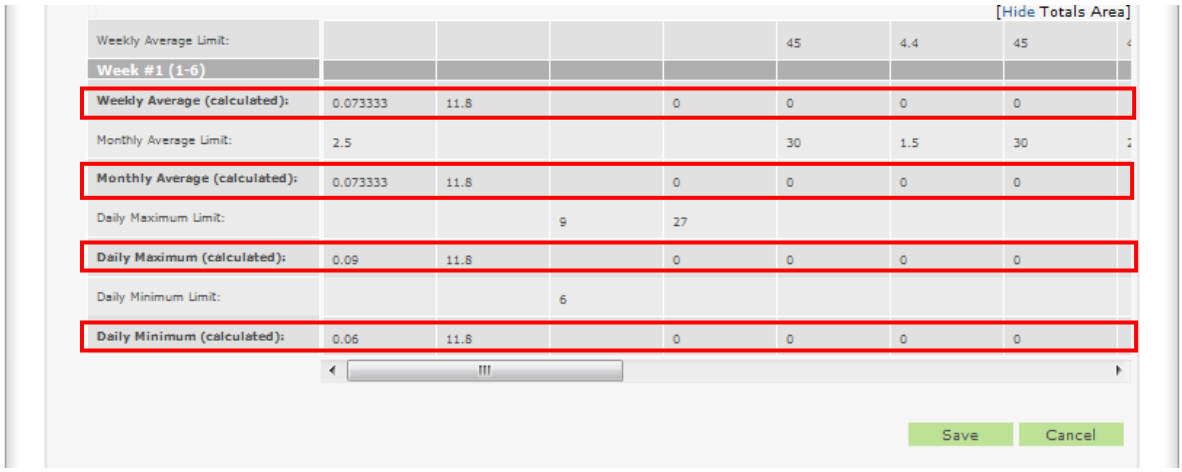
Only manually added parameters can be deleted from a report page and will be the only parameters that will be available in the Delete Parameter drop-down list. Select the parameter to delete from the list and verify the parameter selected is the one you wish to delete, then click on **(1) Delete**.

3.2.1.2.7 Report Totals Area Screen

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



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



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.

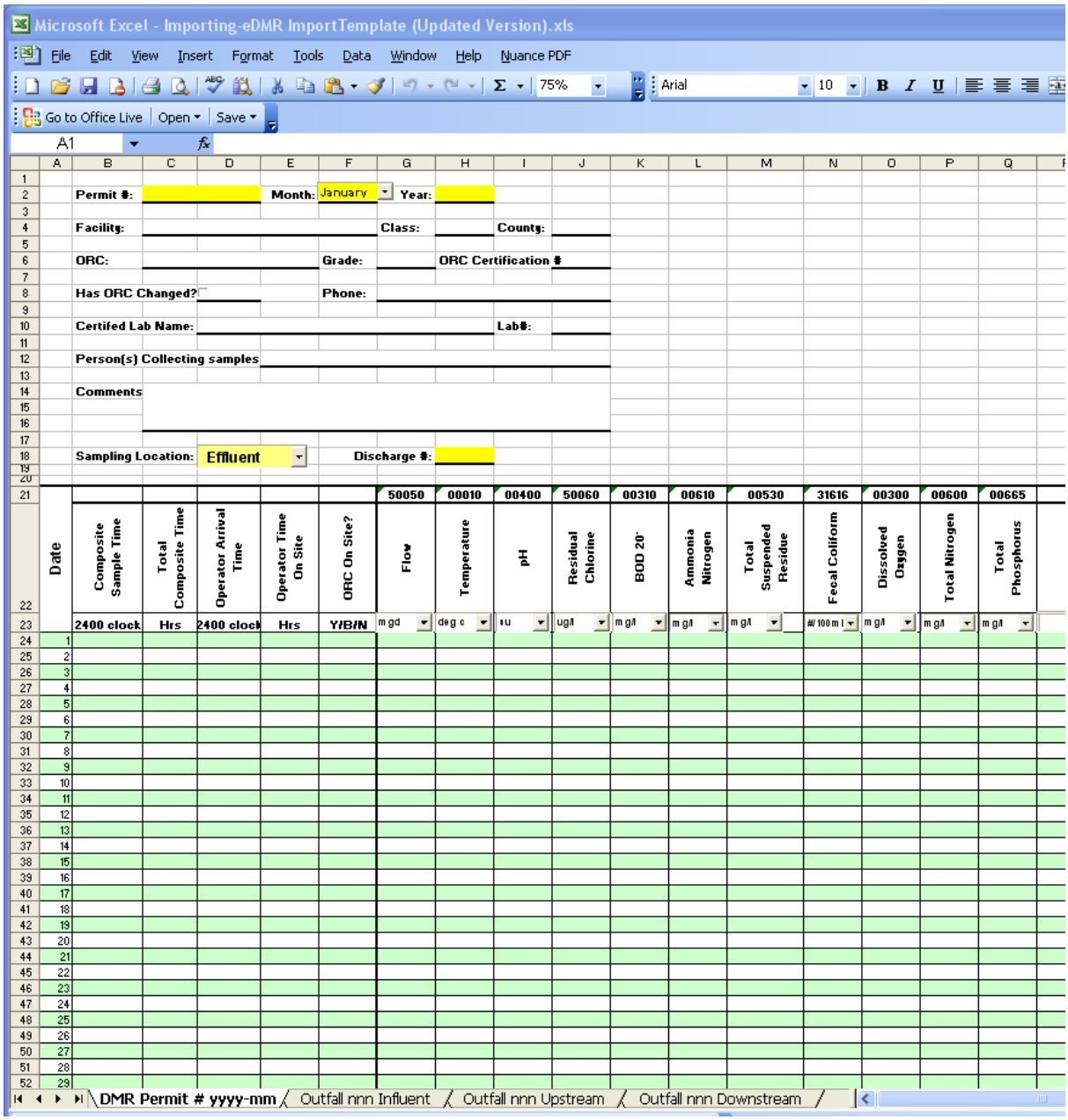
The fourth worksheet, “Outfall nnn Downstream”, contains Report Page information for the Downstream sample point.

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

<u>Do NOT modify the format or layout of this template</u>. *(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.



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

1																		
2		Permit #:	nc024147		Month:	July	Year:	2009										
3																		
4		Facility:	Mayberry WWTP				Class:	III	County:	Wake								
5																		
6		ORC:	Opie Taylor			Grade:	3		ORC Certificatio	123								
7																		
8		Has ORC Changed				Phone:	555-1234											
9																		
10		Certifed Lab Name	Chem Lab						Lab#:	9876								
11																		
12		Person(s) Collecting sampl	Opie Taylor															
13																		
14		Comment																
15																		
16																		
17																		
18		Sampling Location	Effluent				Discharge #:	001										
19																		
20																		
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	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	
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	0.036											
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	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!					
62																		

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.

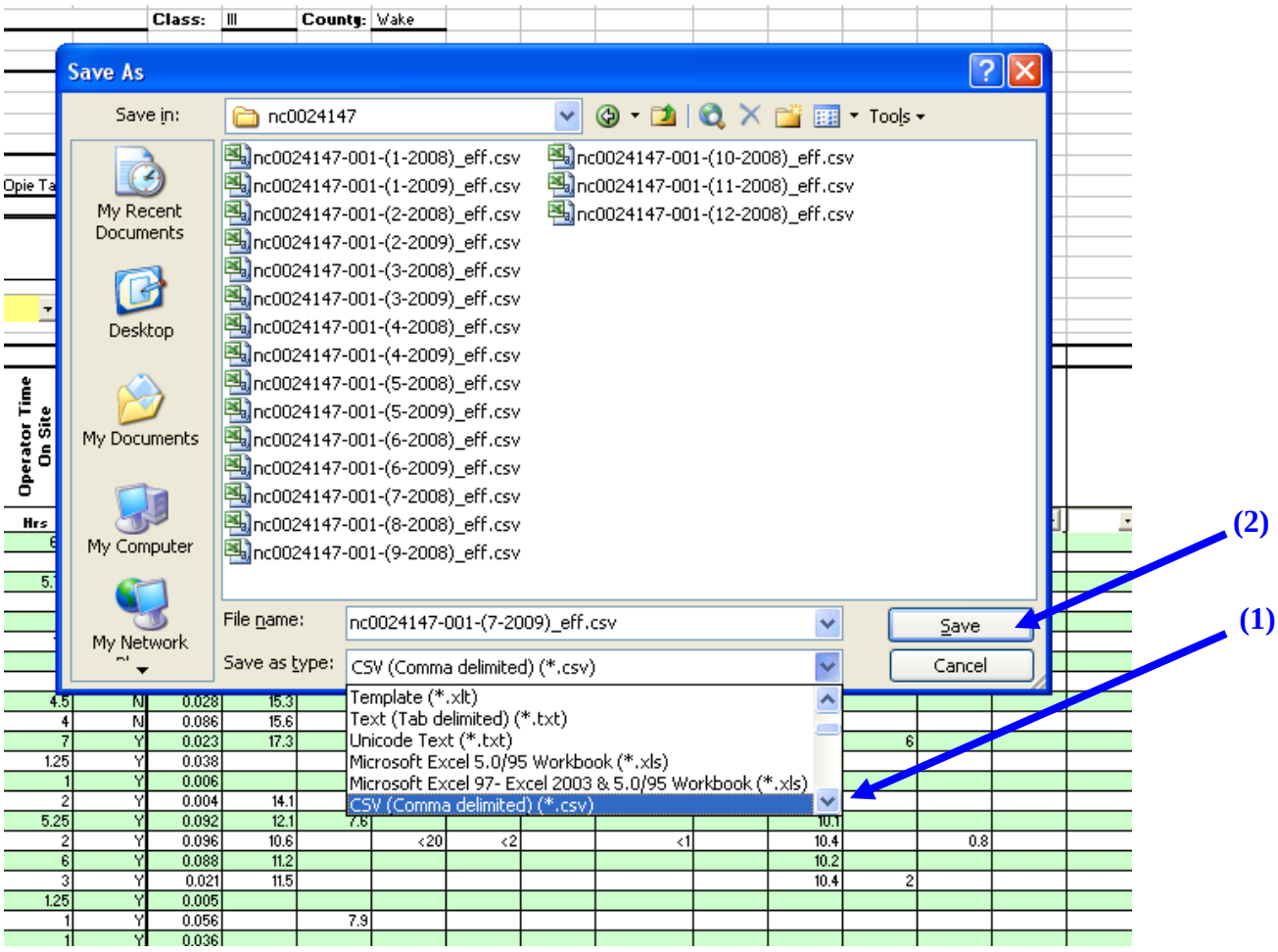
IMPORTANT:

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.



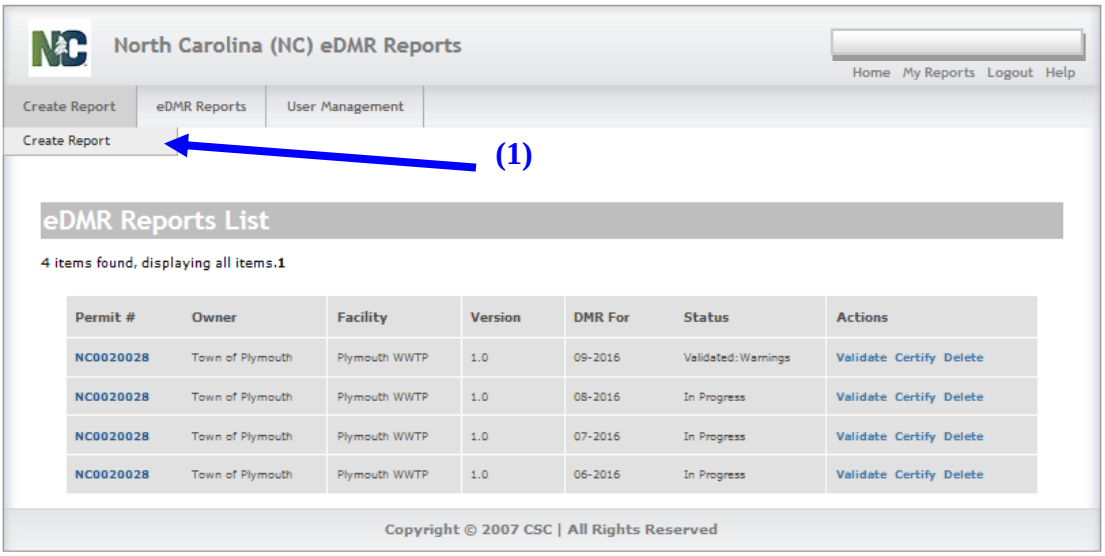
The resulting CSV file contains additional fields for the Facility information and the calculated fields. This additional information is ignored by the eDMR application. As long as the required lines and fields are in the resulting file in the correct order, eDMR will import the report.

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.)*

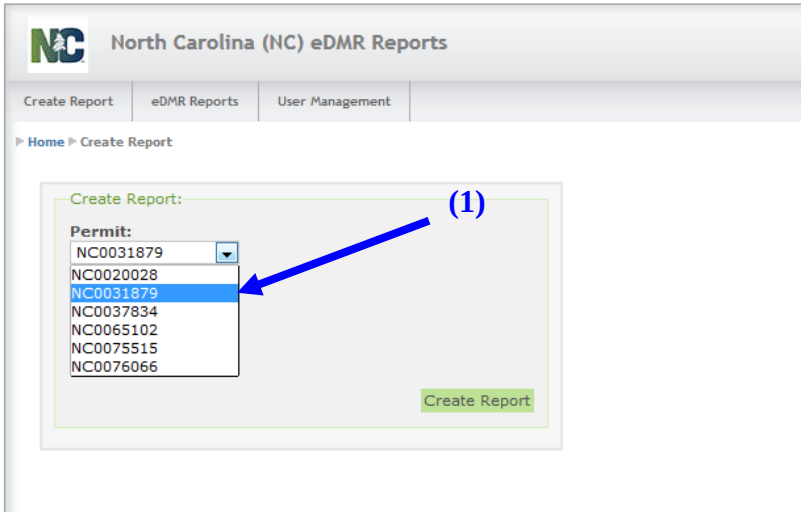
3.2.2.2.1 Create Report Screen



Click on the **(1) Report Create** menu item

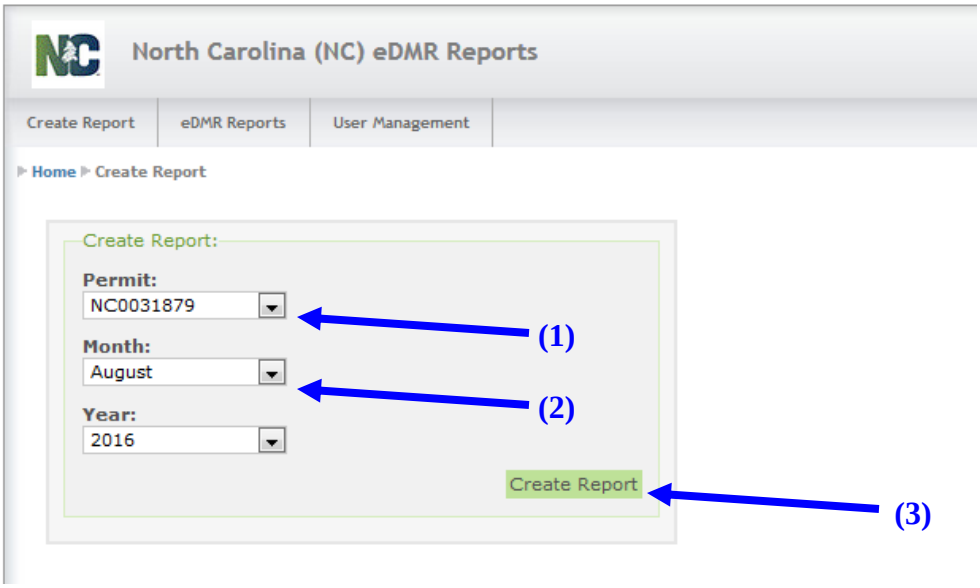
3.2.2.2.2. Create Report – Select Permit Screen

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



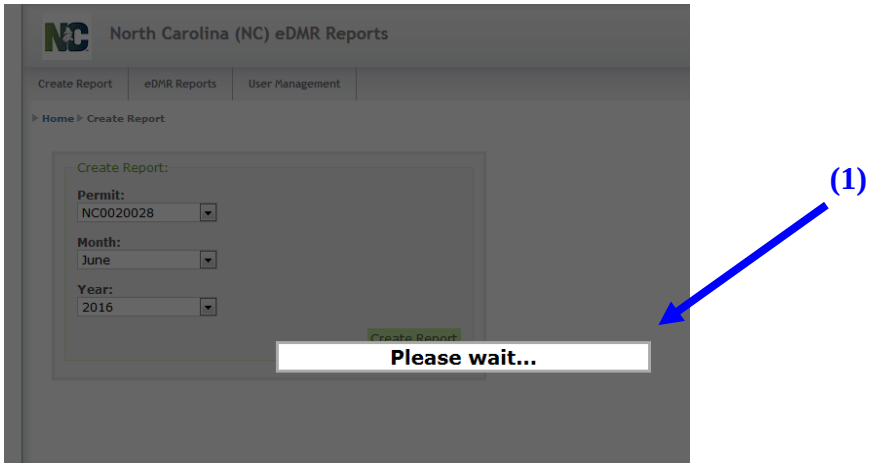
3.2.2.2.3 Create Report – Select Date Screen

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



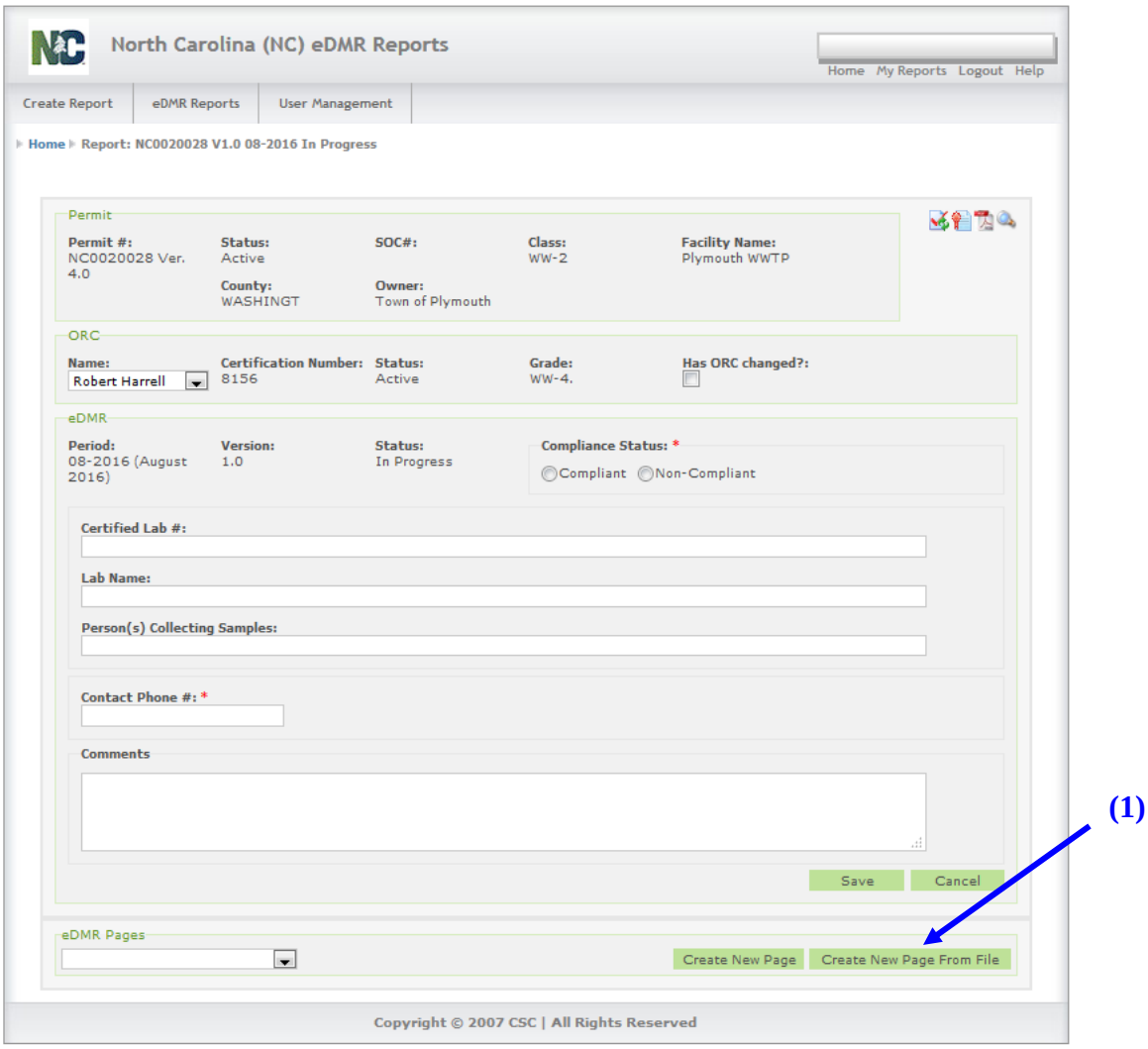
3.2.2.2.4 Report Requested Message Screen

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



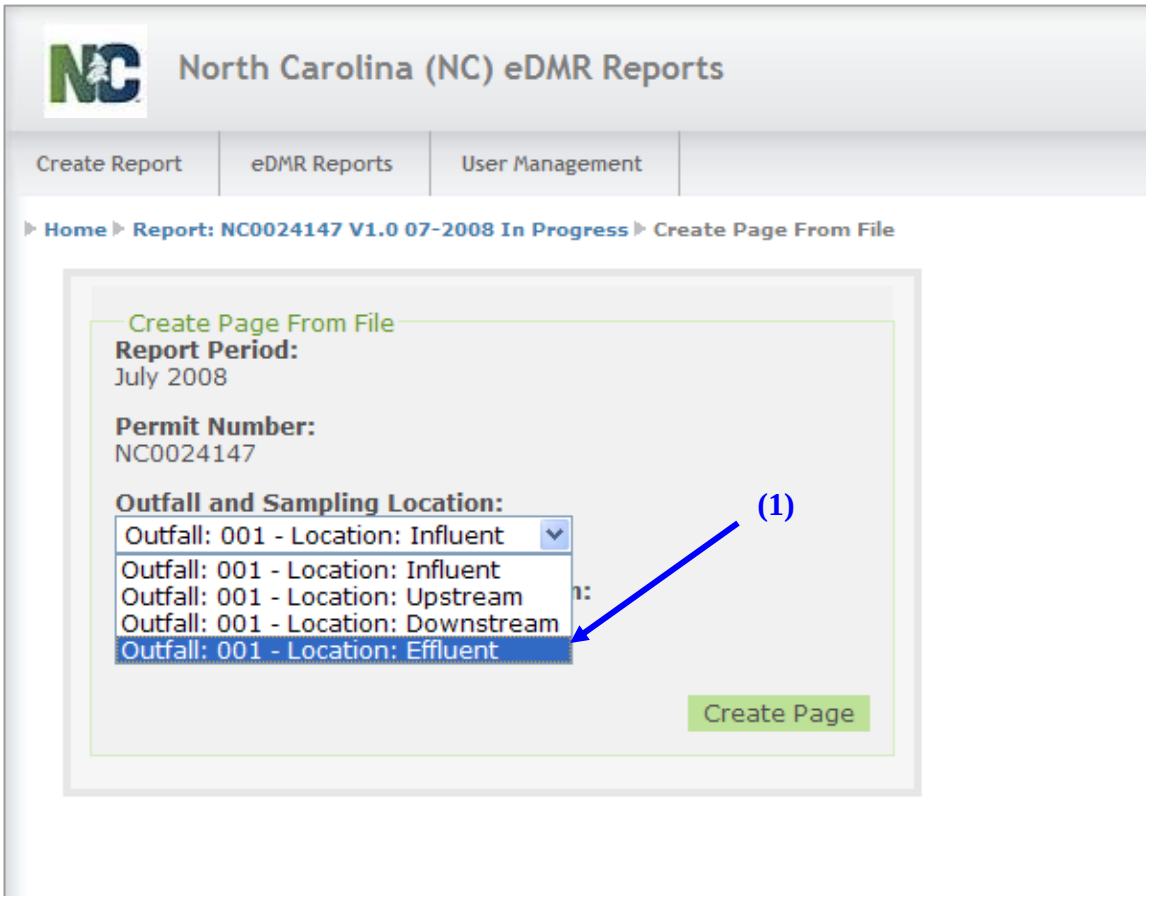
3.2.2.2.5 Create New Page From File Screen

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



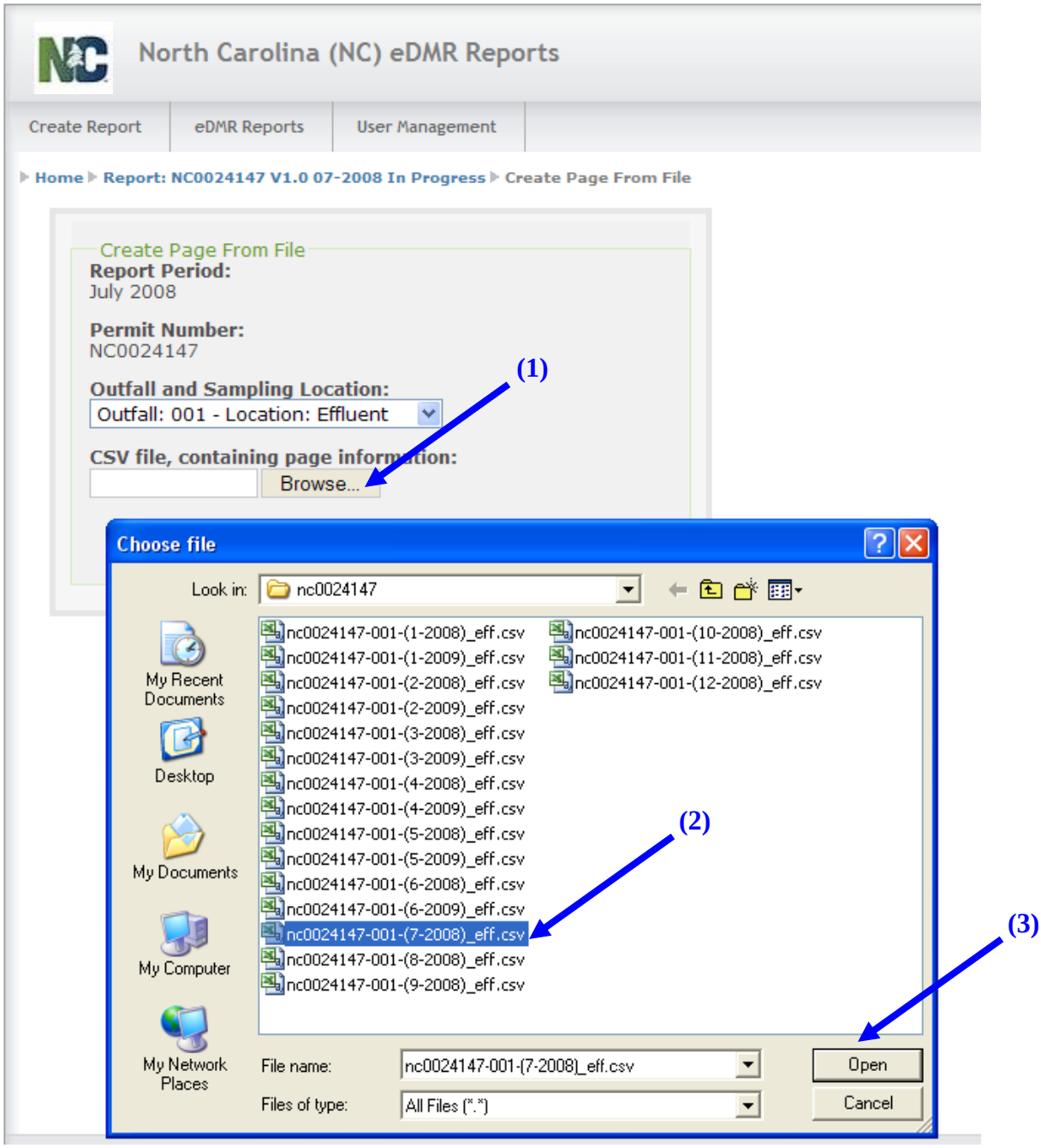
(Warning – any additions or changes to the fields on this screen require a Save to be performed or they will be lost.)

3.2.2.2.6 Create Page From File Screen - Selection Criteria

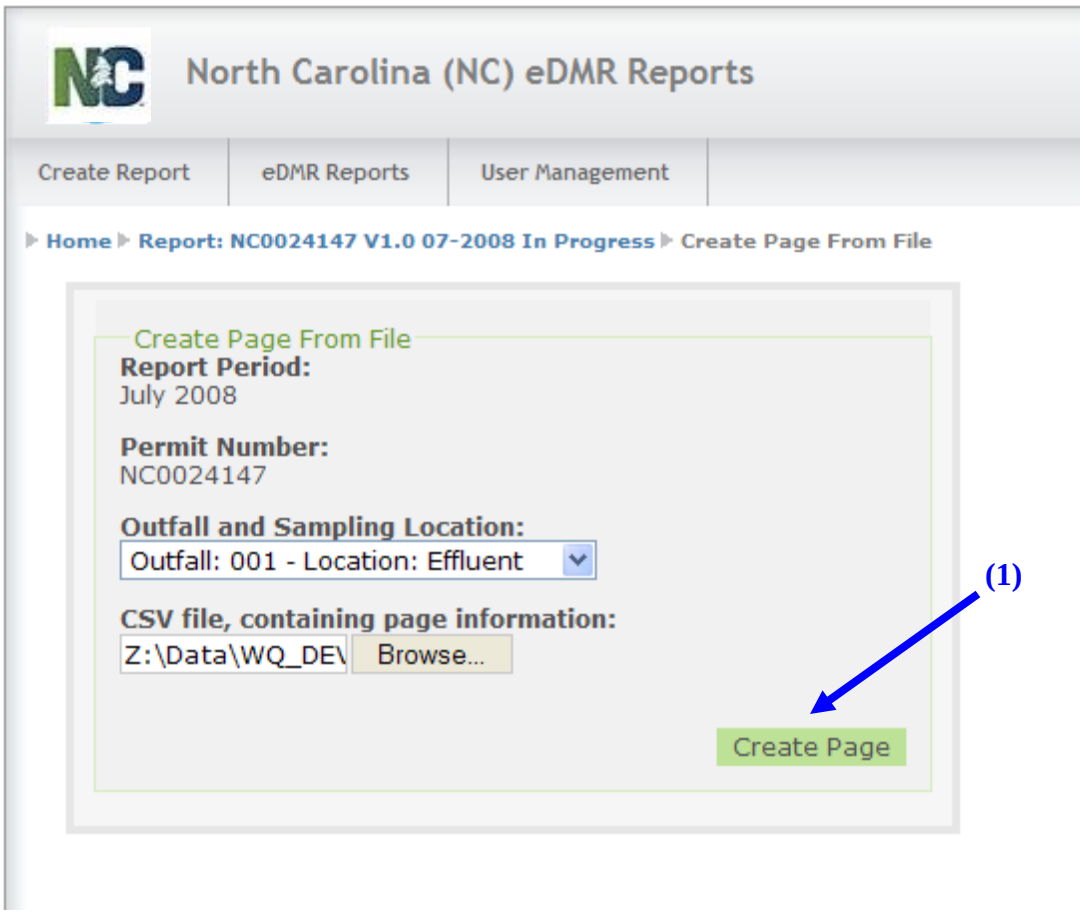


Select the Outfall and Sampling Location **(1)** to report against. Only the outfall and sampling locations associated with that permit will appear in the drop-down list.

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



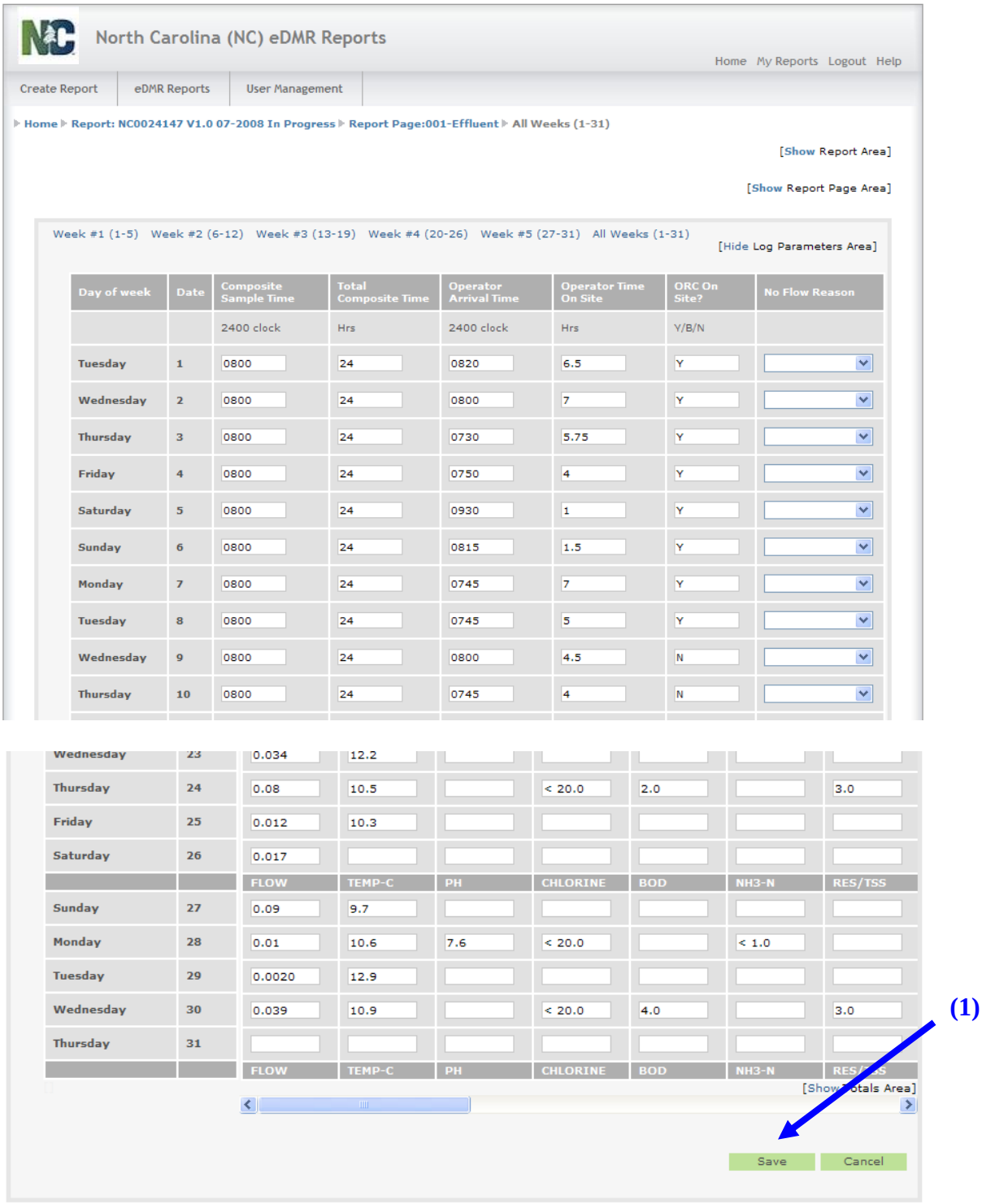
Select the appropriate report **(2)** and click the **(3) Open** button.



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

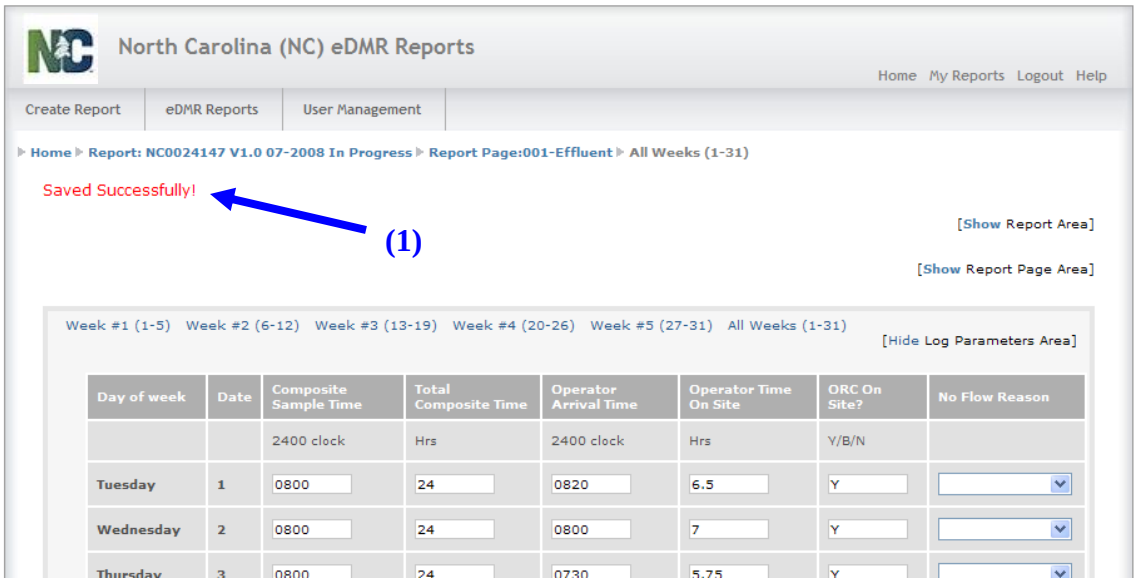
3.2.2.2.7 Completed Report Page Screen

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



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

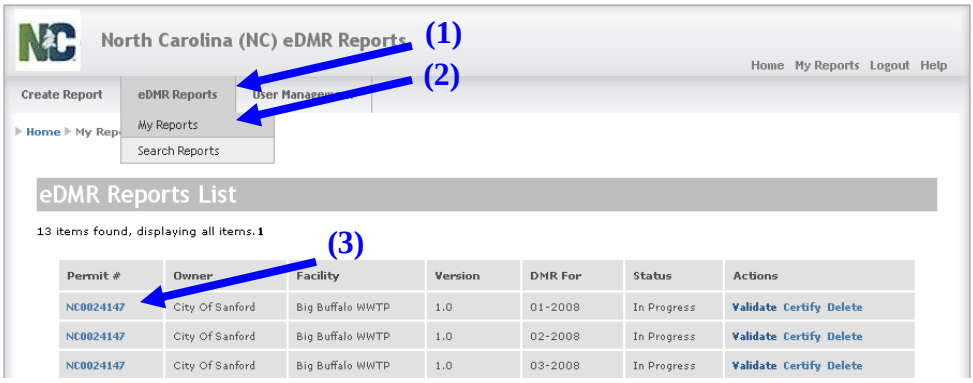
The message **(1) Saved Successfully** indicates the report and all data has been saved to the eDMR system. It still needs to go through the process of submitting the report to DWR.



3.2.3 Revise Report from File Screen

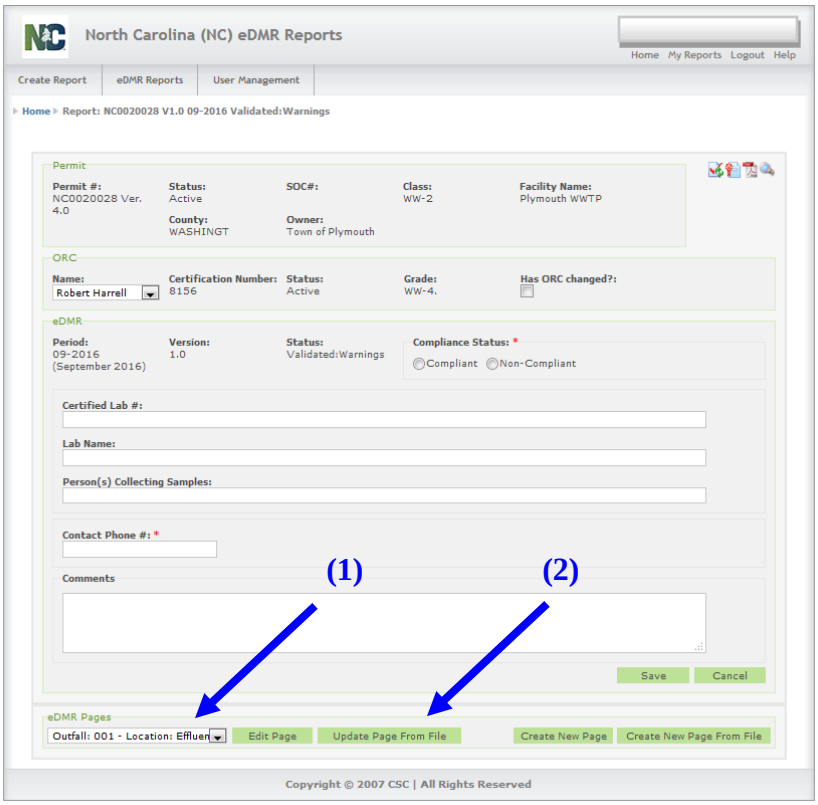
3.2.3.1 Find and select the report to be revised.

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

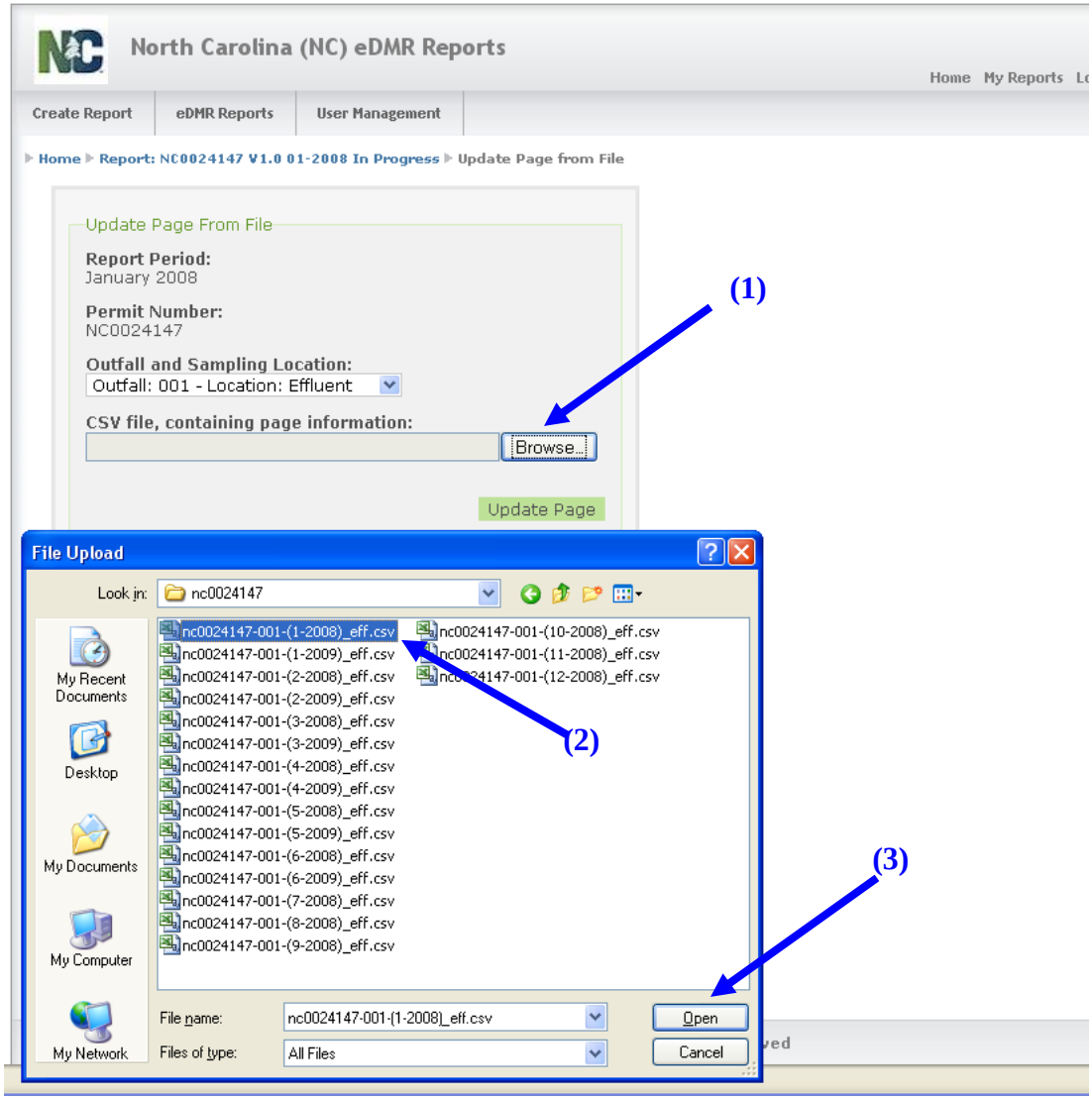
Select the correct **(1) Outfall and Location**, then click on **(2) Update page From File** button.



3.2.3.3 Update Page From File Screen

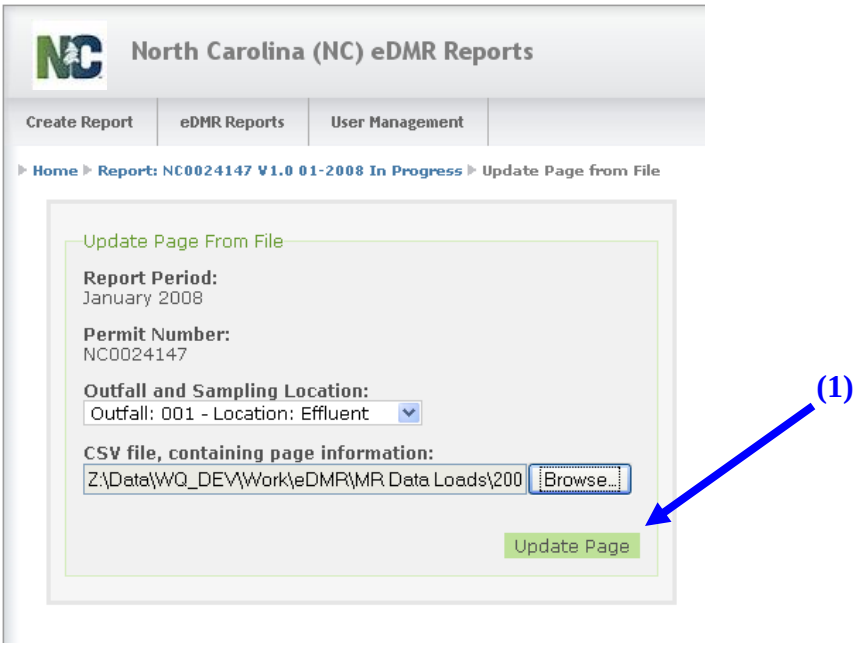
(Note: Use the same process that was used to import the original file described in section 3.2.2.2.6.)

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

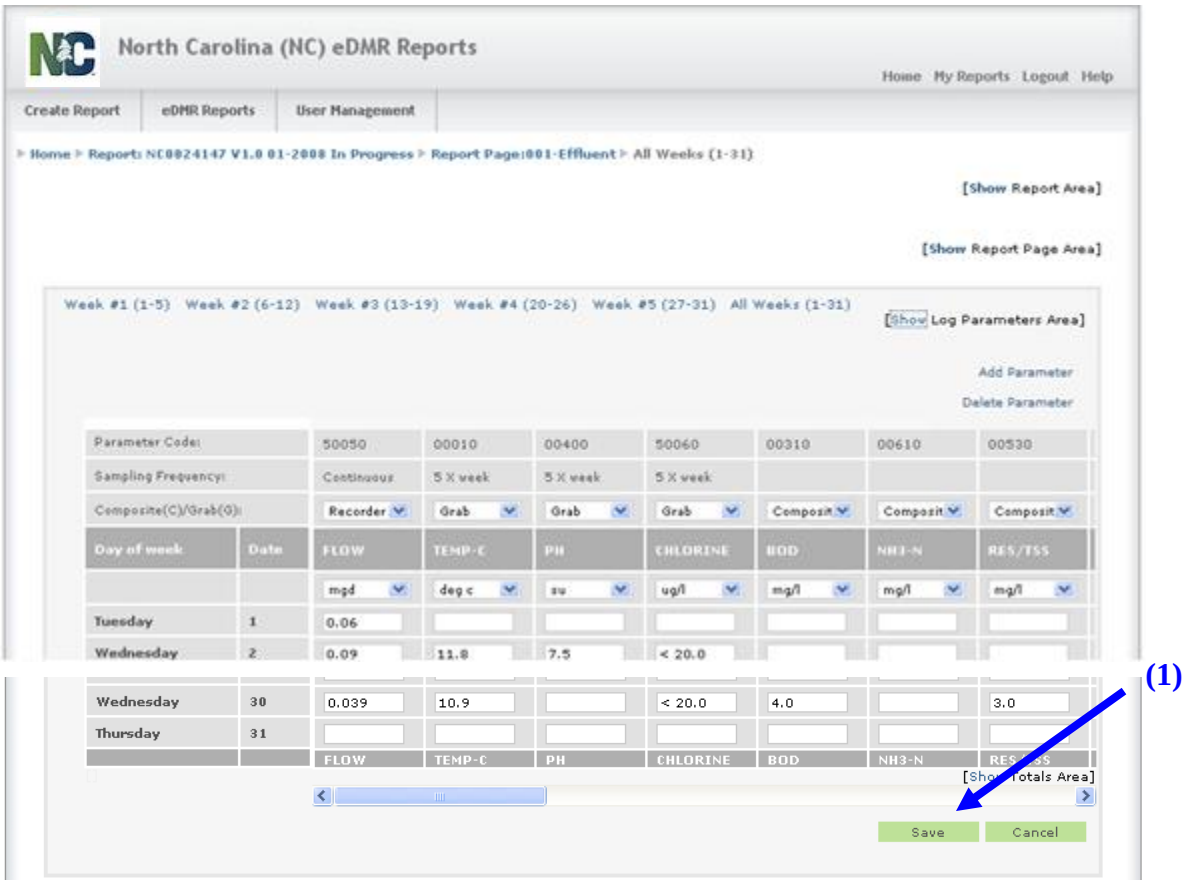


Select the appropriate report **(2)** and click the **(3) Open** button.

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



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



3.3 Validating eDMR Reports

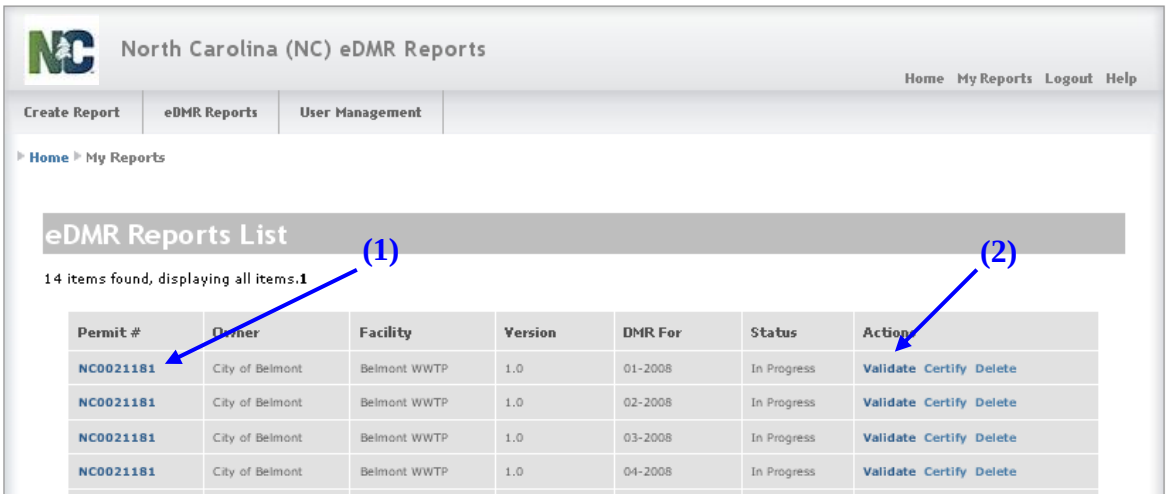
3.3.1 Search for the Report to Validate

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 <u>Method 1</u> – Select Report Validate Screen

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

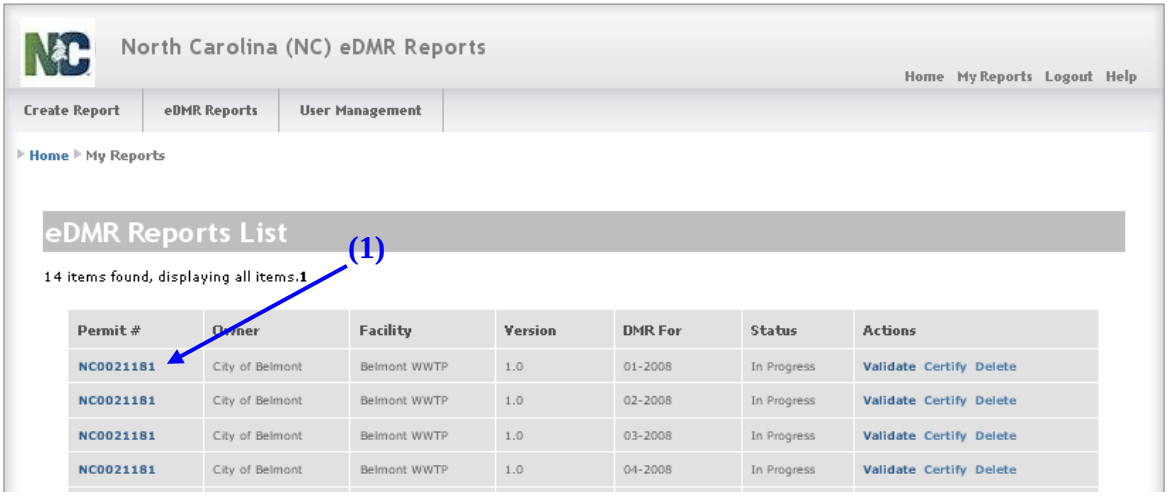
From an eDMR Reports List find the report you want to validate **(1)**.



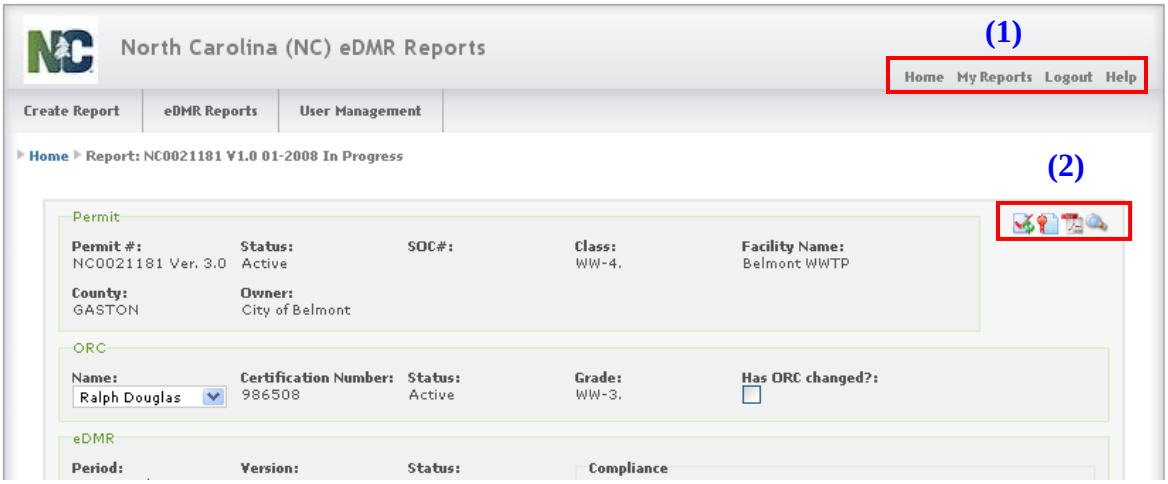
Click on the word **(2) Validate** in the Actions column to start the validation process.

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

Click on the **(1) Permit #**.



3.3.1.3 Navigation links and action icons.



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

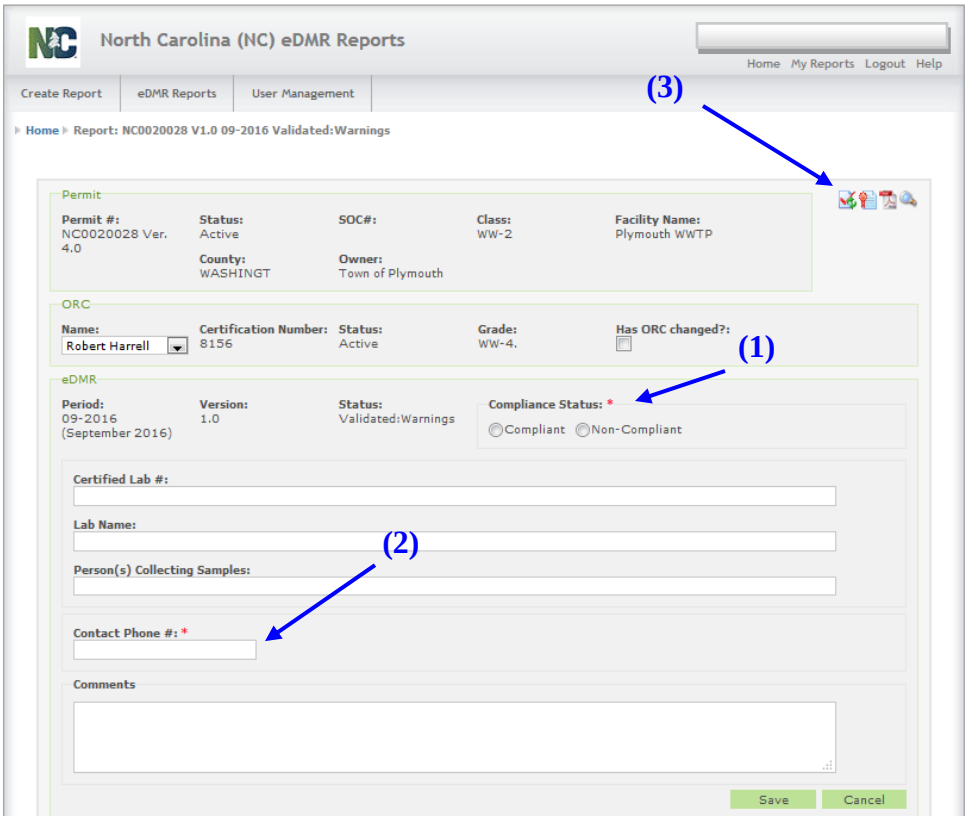
Submit

Get report as PDF

Get report history

3.3.1.4 Report In Progress – Validation Icon - Screen

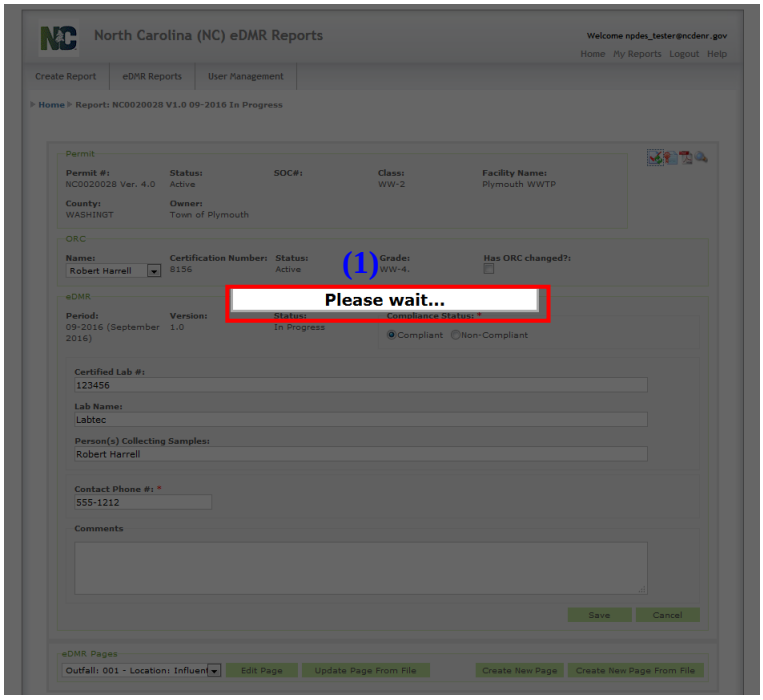
Now would be a good time to double check that the report header information is completely filled in. Especially **(1) Compliance Status** and **(2) Contact Phone**.



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

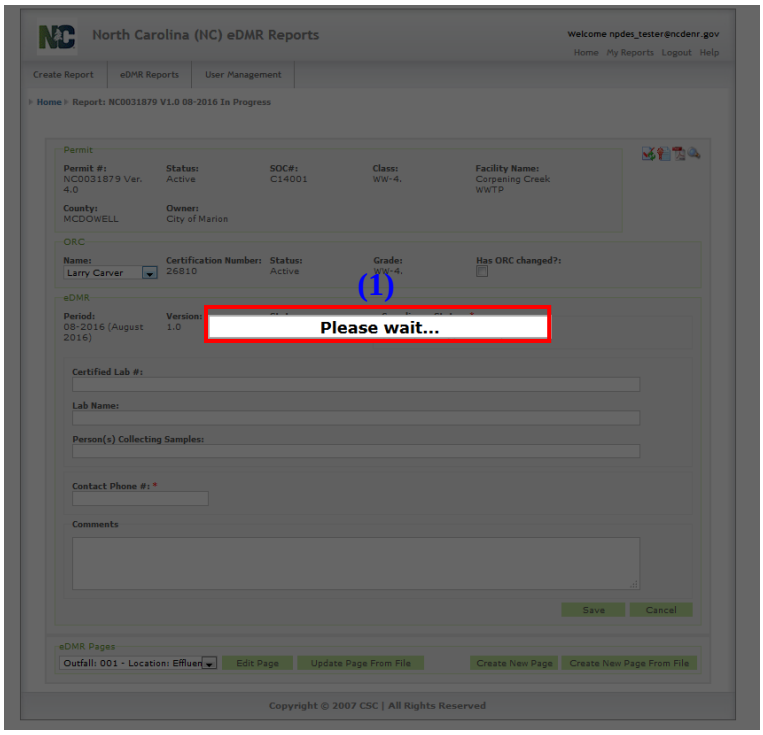
3.3.1.5 Creating Validation Request Screen

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



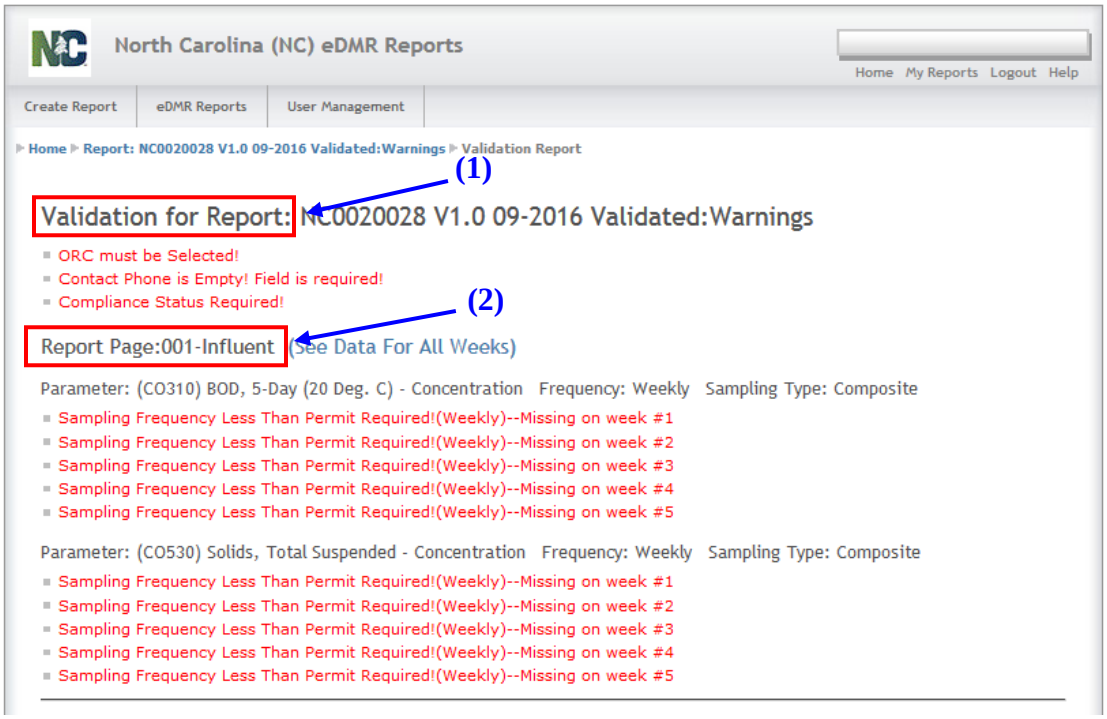
3.3.1.6 Validation Report Notification Screen

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



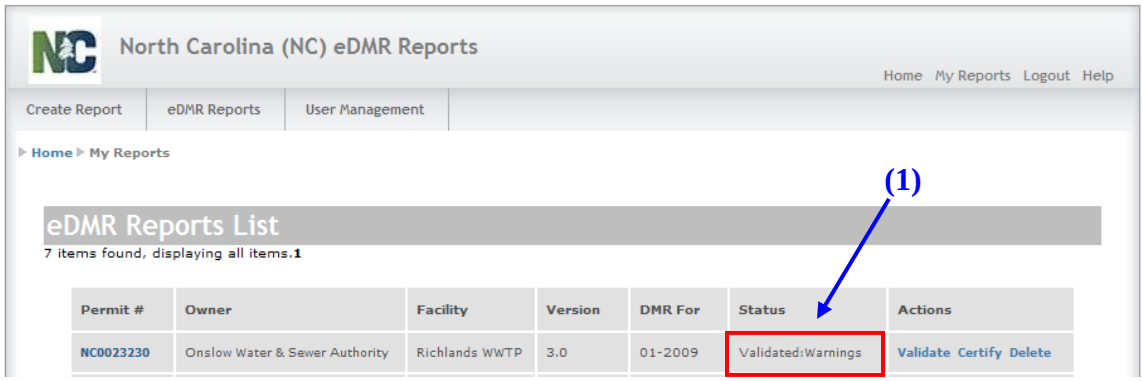
3.3.1.7 Validation Results Screen

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.**



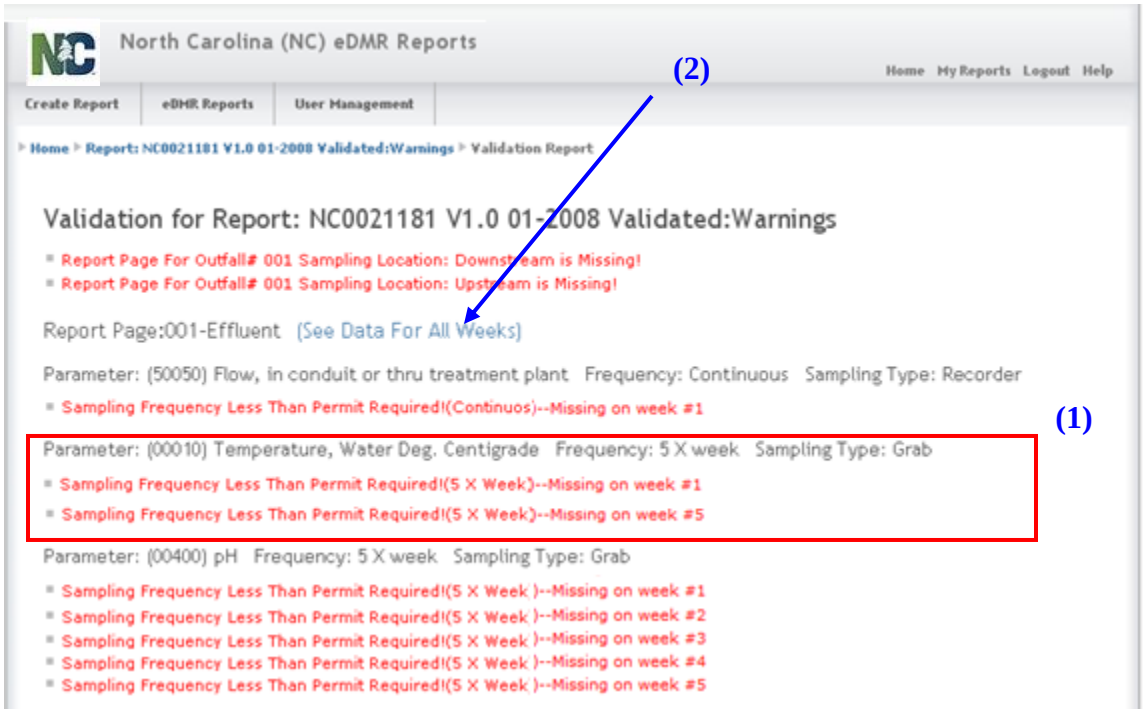
The Status will also show if there were **(1) Warning** messages generated during the validation process.

<u>Warnings</u> are <u>potential</u> violations and should be reviewed prior to continuing with the certification and submittal process. These are warnings <u>only</u> 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 as an example.



3.3.1.10 Data For All Weeks Screen for Warning Investigation

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

(1)

Parameter Code:		50050 !	00010 !	00400 !	50060	00310	00610
Sampling Frequency:		Continuous	5 X week	5 X week	2 X week	Weekly	Weekly
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					
		FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N
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					
		FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N
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					
		FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N
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					

(2)

There are only 3 days of data reported for **(2) TEMP-C** in the 1st week of the month, which is a partial week and some data could have been reported in the last week of the previous month. Prior months data are not included in the validation for a given month in eDMR so the user must verify that monitoring was or will be satisfied in the case of split weeks that can occur in the 1st and last week of the month.

There are only 4 days of data reported for **(2) TEMP-C in** the 5th week of the month and in this case the week is a full 7-day period, the requirement is 5 times per week so the required frequency of monitoring has not been satisfied.

3.3.1.10.1 Weekly Frequency 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 !	0060	00310	00610	00530
Sampling Frequency:		Continuous	5 X week	Weekly	X week	Weekly	Weekly	Weekly
Composite(C)/Grab(G):		Recorder	Grab	Grab	Composite	Composite	Composite	Grab
Day of week	**Date**	**FLOW**	**TEMP-C**	**PH**	**HLORINE**	**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	HLORINE	BOD	NH3-N	RES/TSS

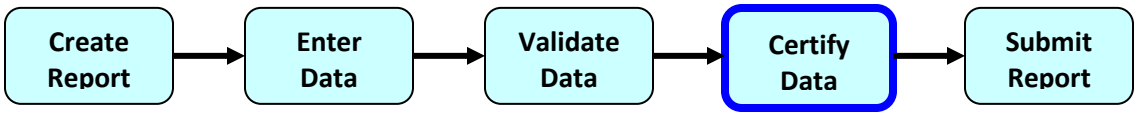
There is a requirement for a weekly measurement of pH. If the measurement was done on Sunday through Wednesday of the preceding week, it would have already been entered on the previous month's report.

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.

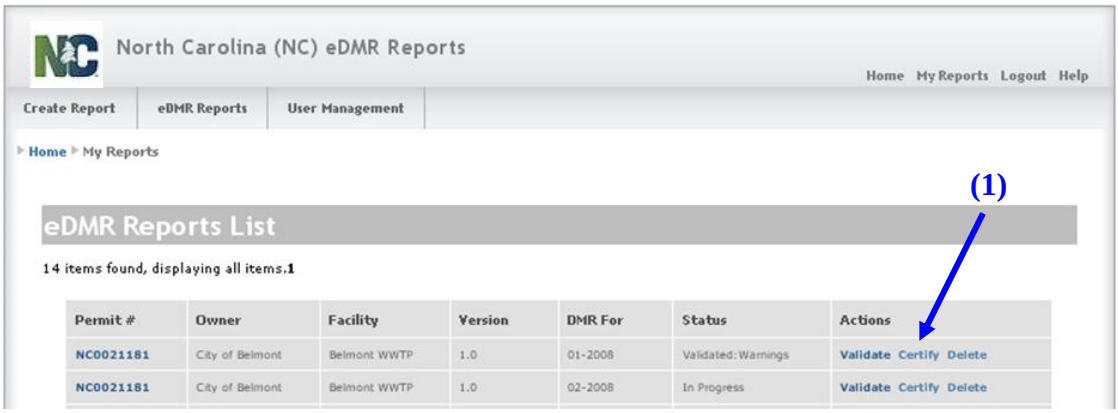


3.4.1 Search for the Report to Certify

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

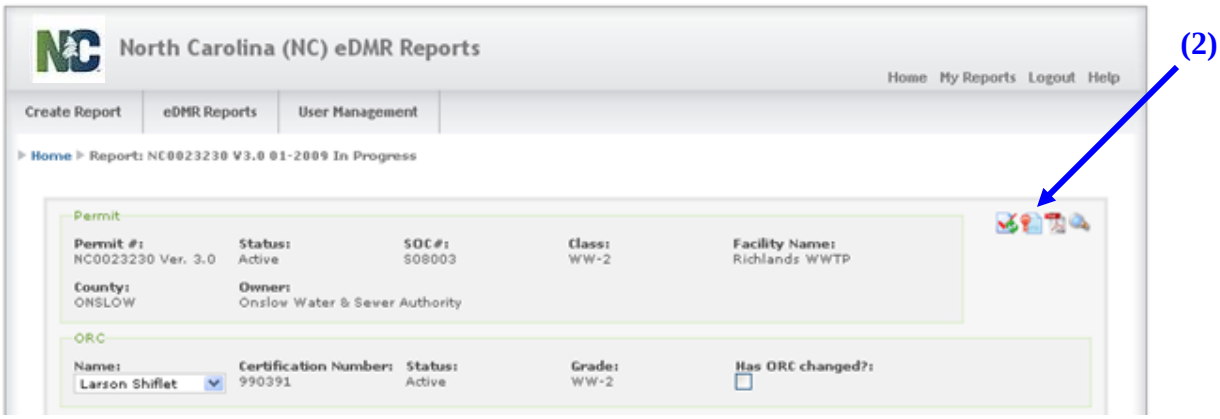
Select the report to Certify

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



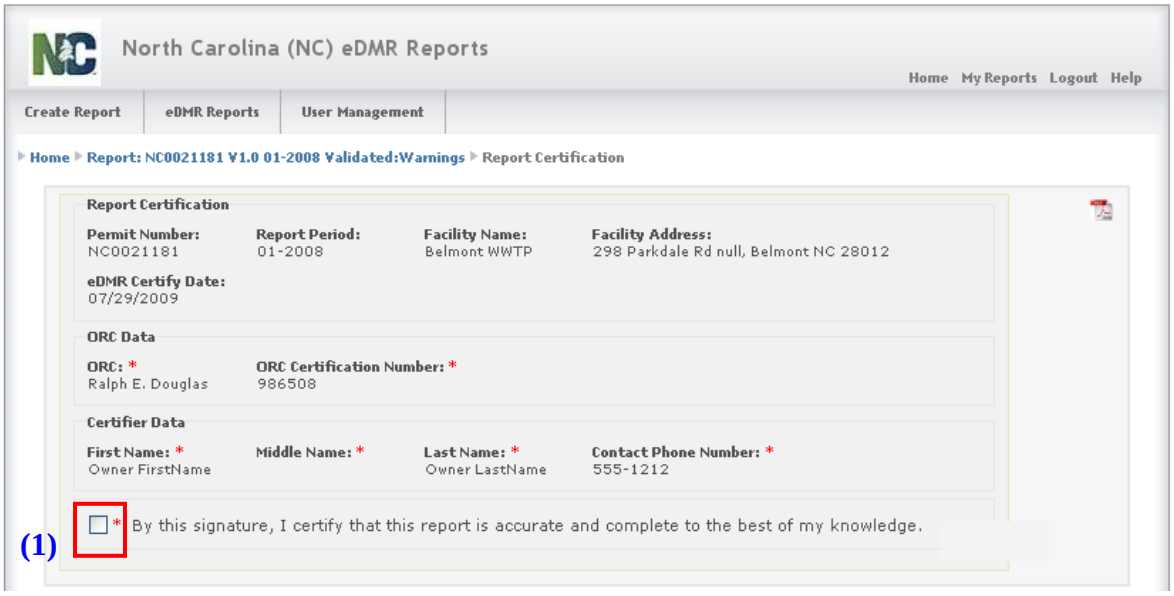
Click on the word **(1) Certify** in the Action column to start the process.

The Certify action can also be performed by opening the report and clicking the **(2) Certify** icon in the upper right of the main report header page.

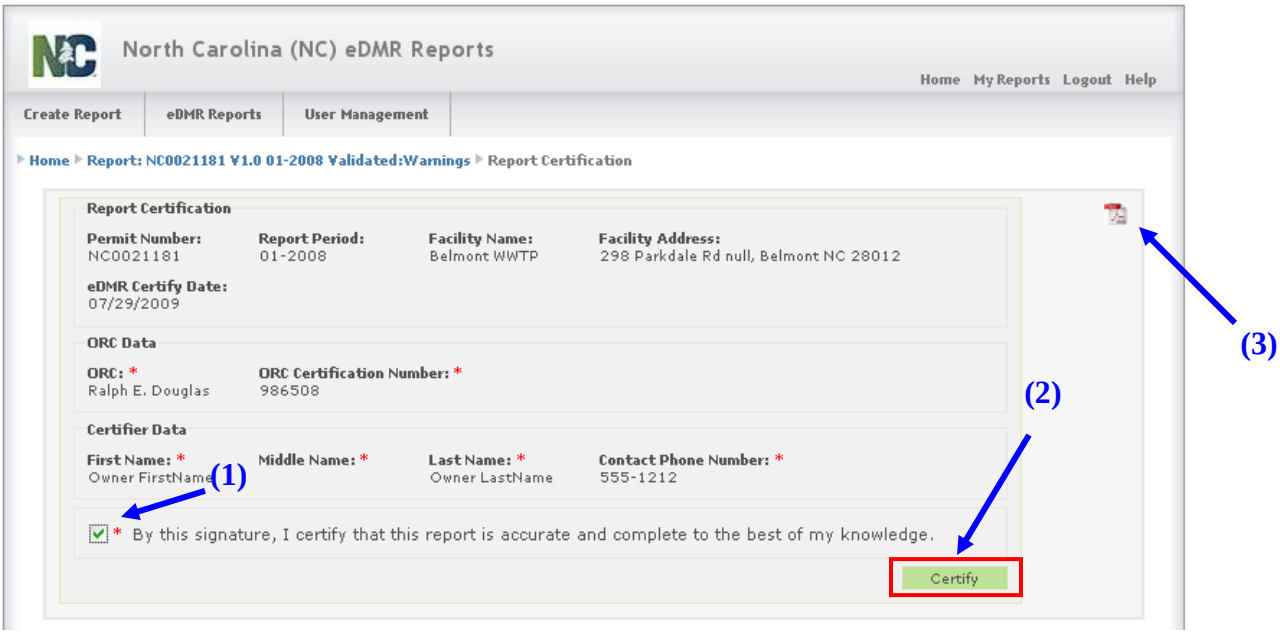


Pre-Certification Review

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



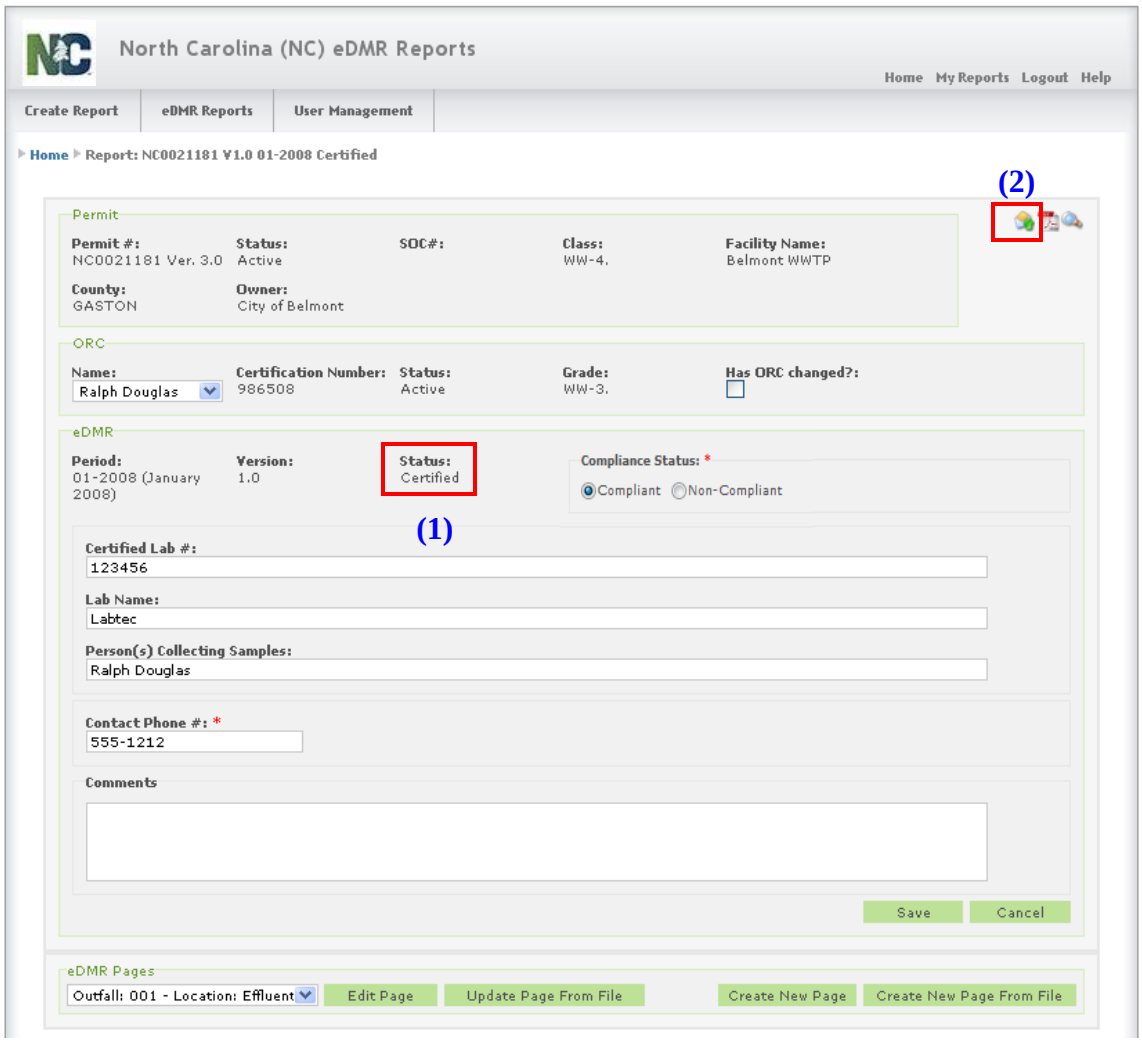
Check the box **(1)** next to the certification statement, this will cause the 'Certify' button to appear.



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

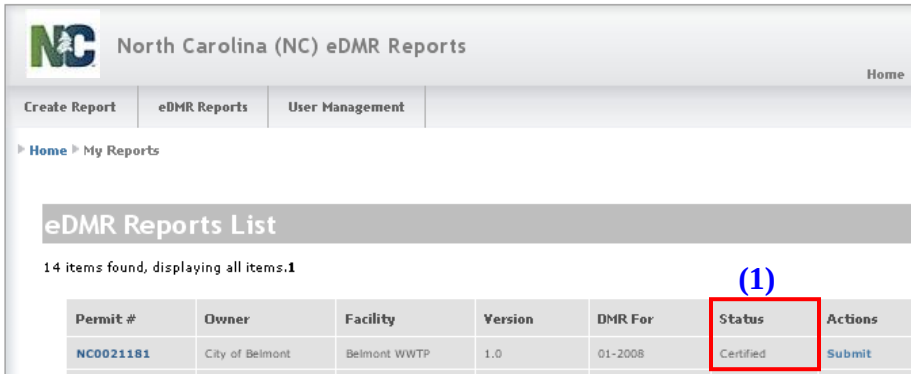
The user can print the report in PDF format by selecting the **(3)** **Icon.**

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



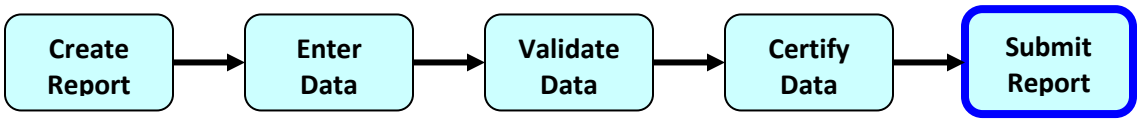
Note: If the report is missing the Compliance Status or Contact Phone, the report cannot be certified and it will return the user to the main report screen, in which messages will be displayed at the top of the page indicating what is missing. The missing information must be entered and the SAVE button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



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

3.5 Submitting eDMR Reports

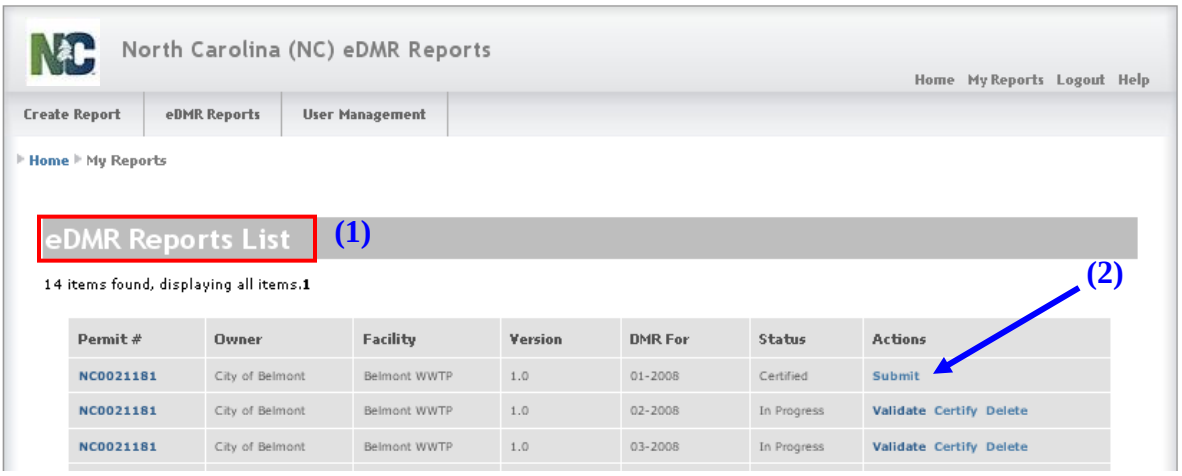


3.5.1 eDMR Report Initial Submittal

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.

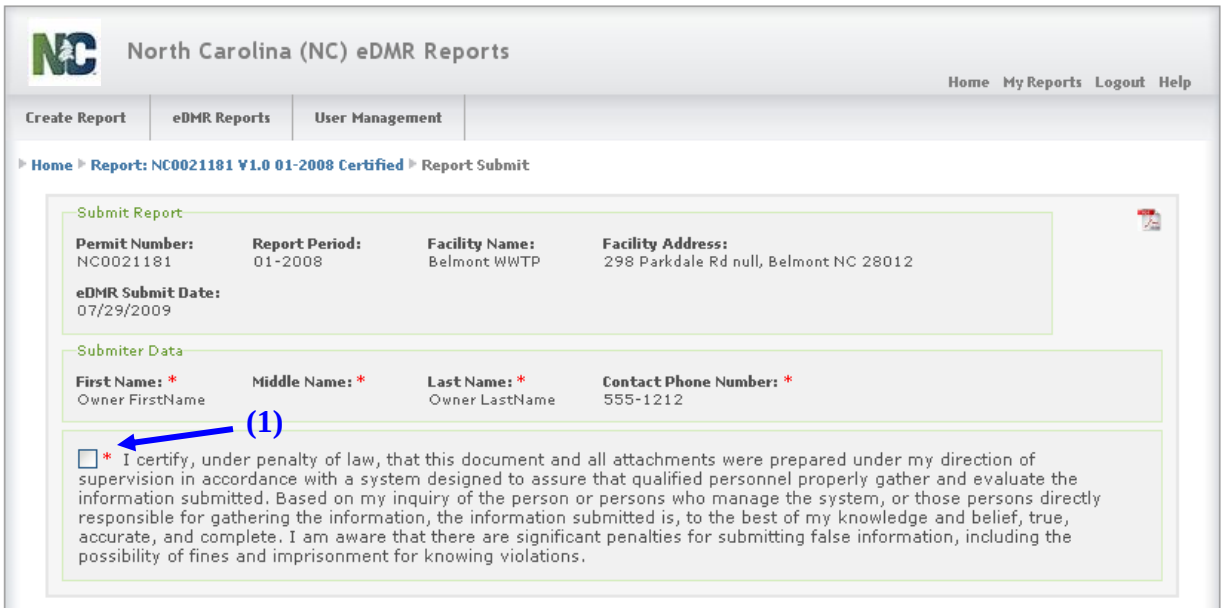


Click on **(2) Submit** in the Action column. It is important to be aware that the word Submit will not appear in the Actions column for the report until the report has been Certified.

3.5.1.2 Pre-Submittal Review Screen

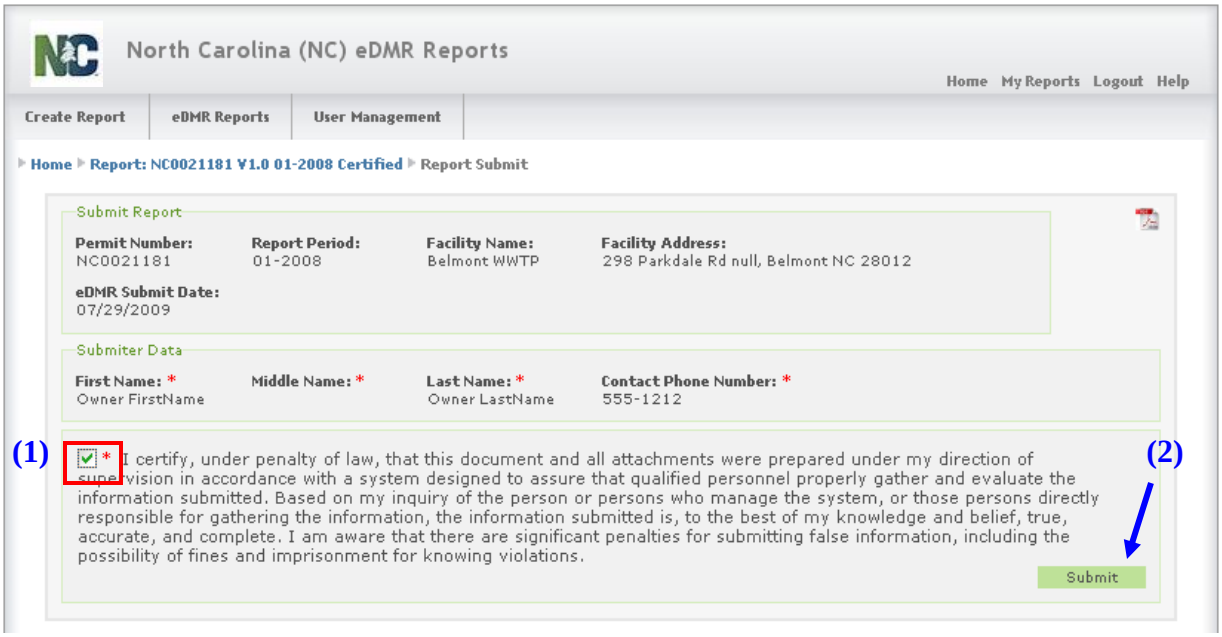
The submitter is required to **(1)** check the box acknowledging the submittal certification of this report.

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.



3.5.1.3 Submitting the Report Screen

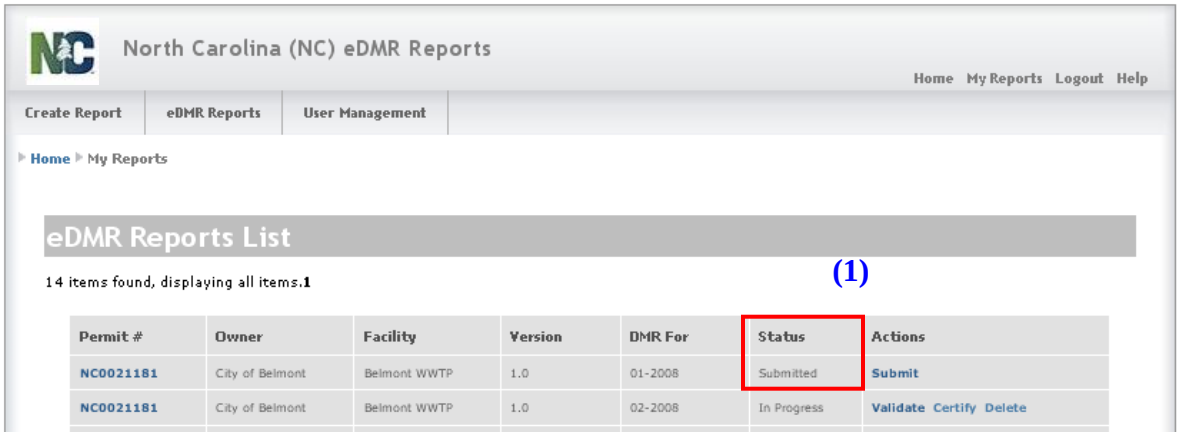
Checking this box **(1)** will cause the **(2) Submit** button to appear.



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".)*

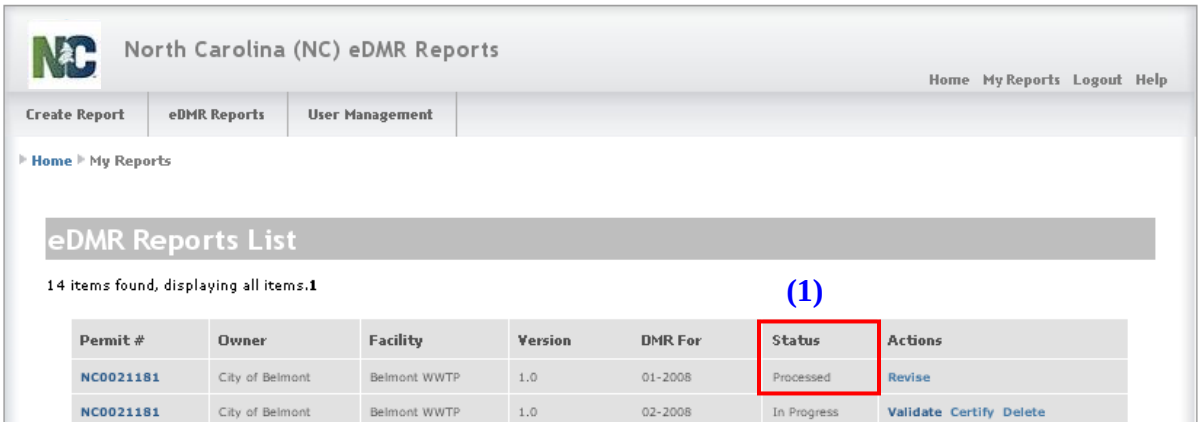


The report will automatically progress through the following status conditions as it is being processed by eDMR:

- **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.

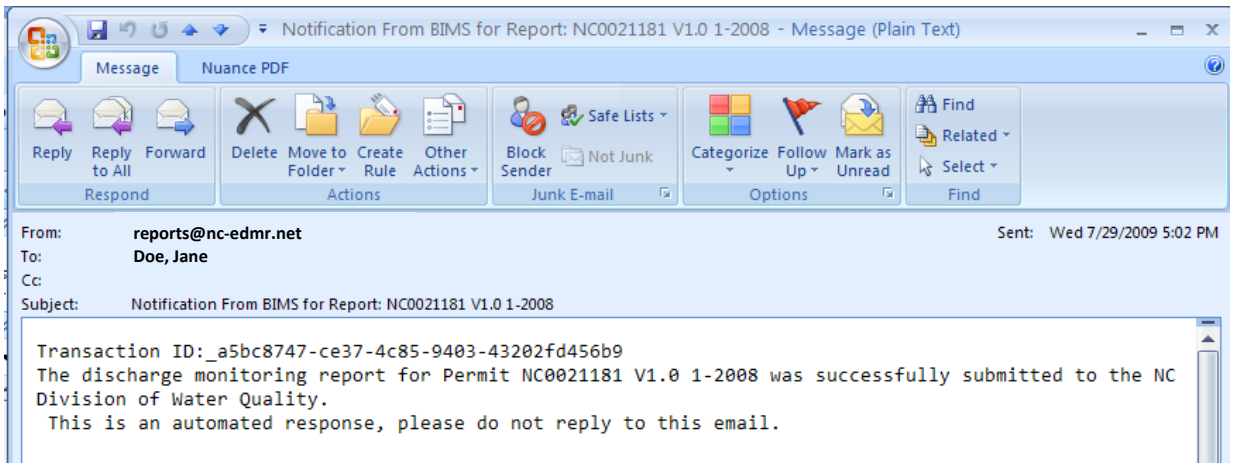
3.5.1.5 Submittal Successfully Processed

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.



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 -

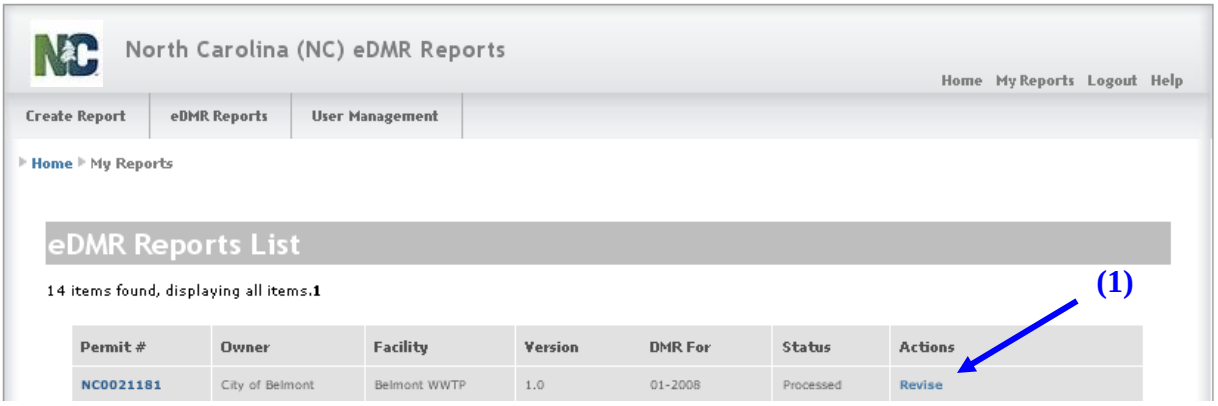
- Call **(919) 807-6300** and ask for **Information Processing Unit Staff**.

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.

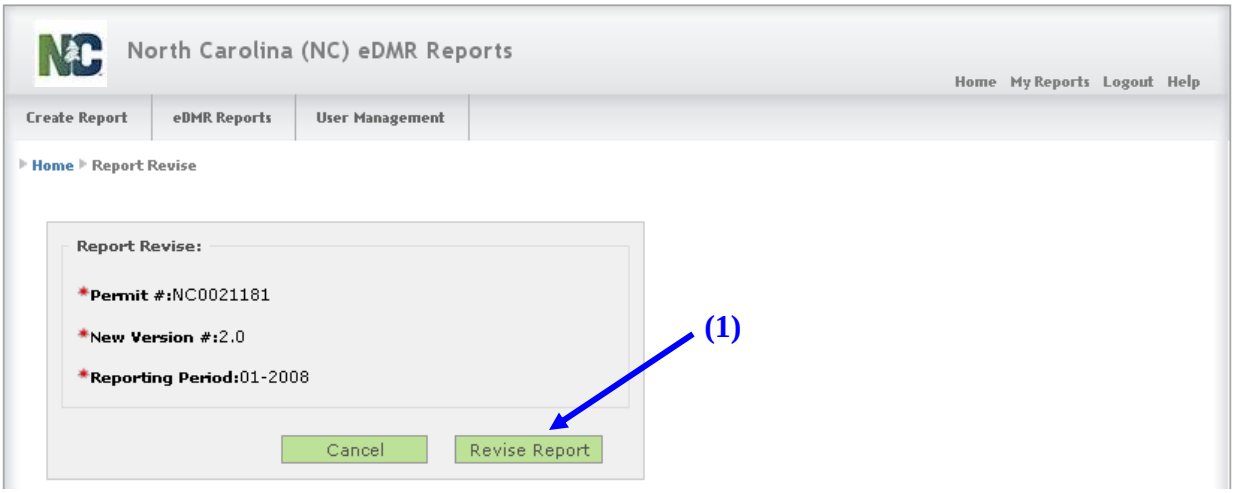
The following screen will be displayed for a processed report.



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

3.5.2.2 Report Revise Screen

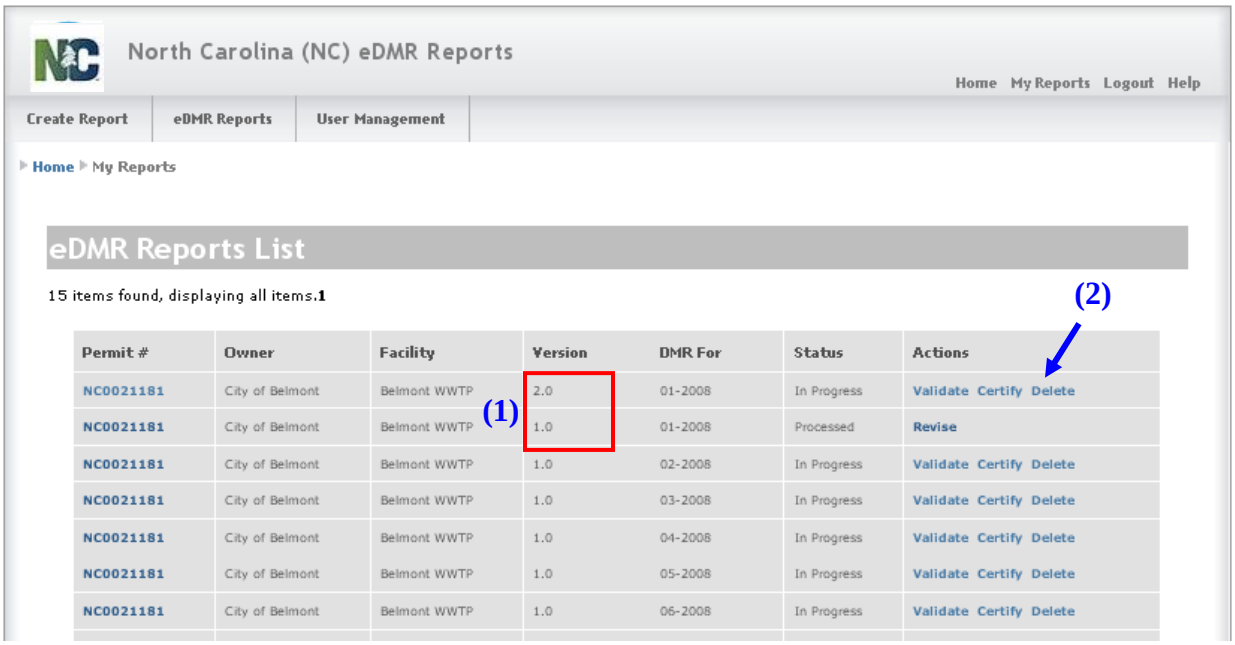
When the user selects the **(1) Revise Report** button, the system will copy data from the previous version to a new version of the report. The new version will be given a new version number and will have the status of 'In Progress'. The previous version will be given the status of 'Processed & Revised'.



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.



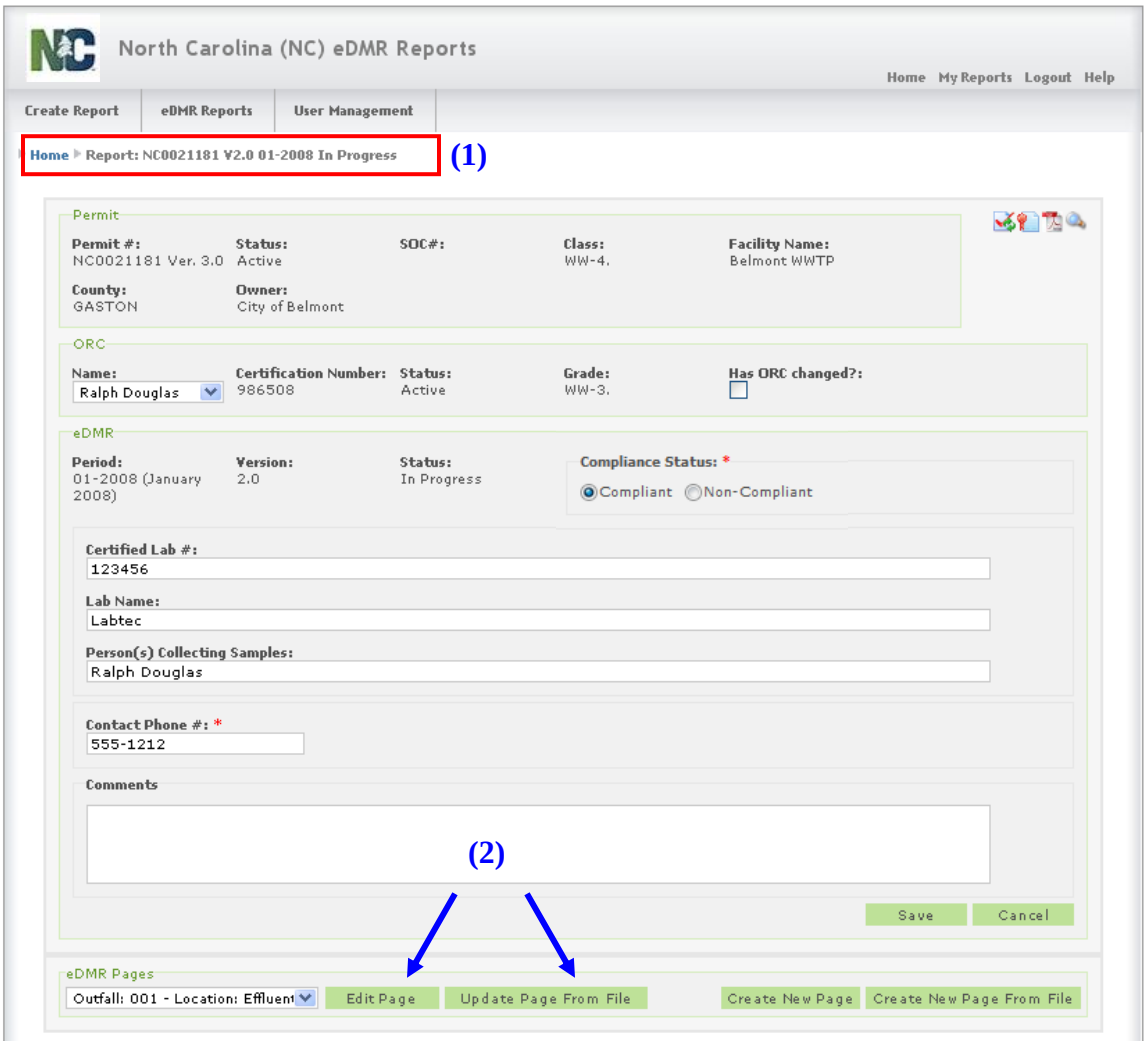
Notice that there are now two versions. Version 2.0 is 'In Progress' and has processing actions available. In Version 1.0, the status has been changed to 'Processed & Revised', which indicates that there is a newer version of the report.

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.

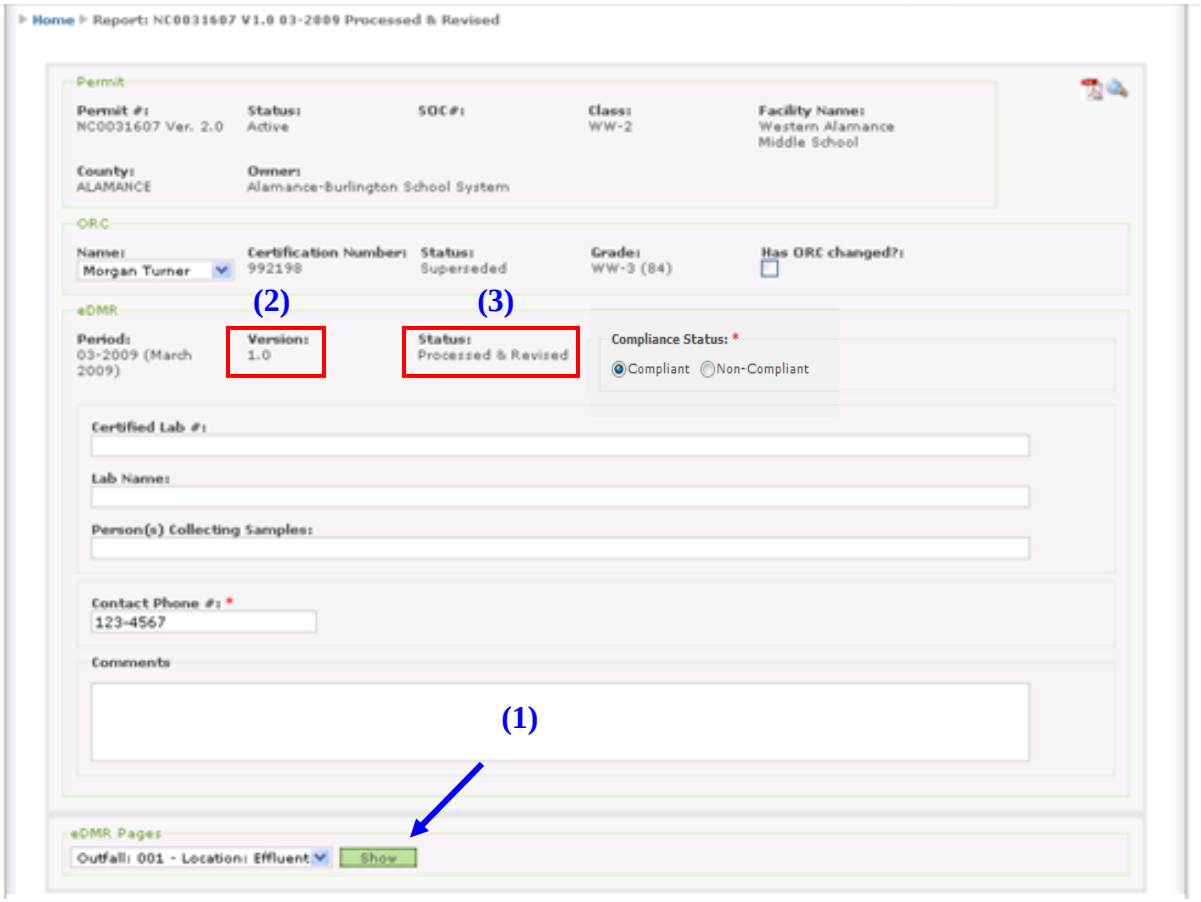


(2) Edit or Update the report page as necessary.

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.



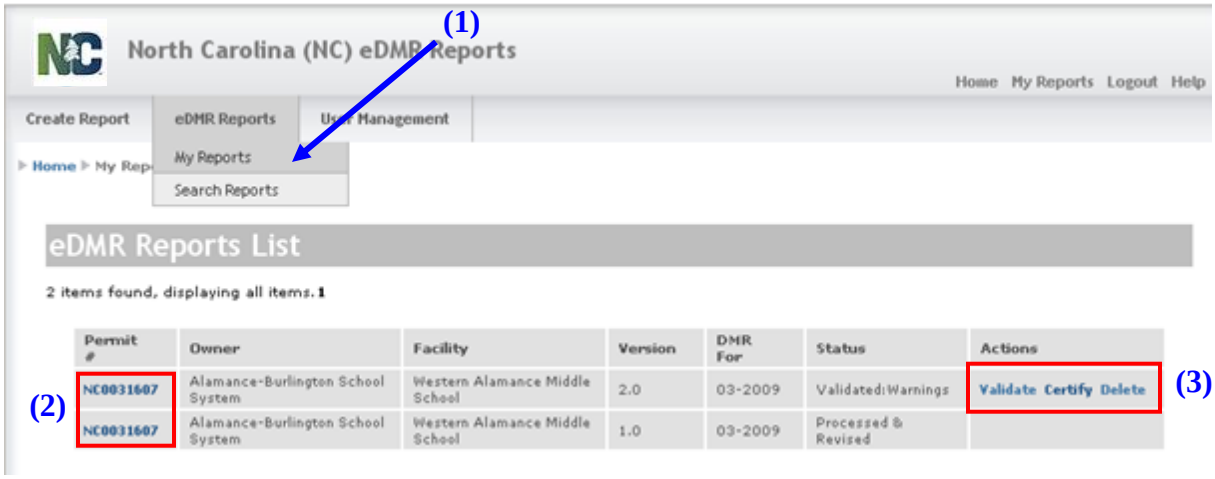
Note that this is the old **(2) Version 1.0** with a **(3) Status of Processed & Revised**.

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.

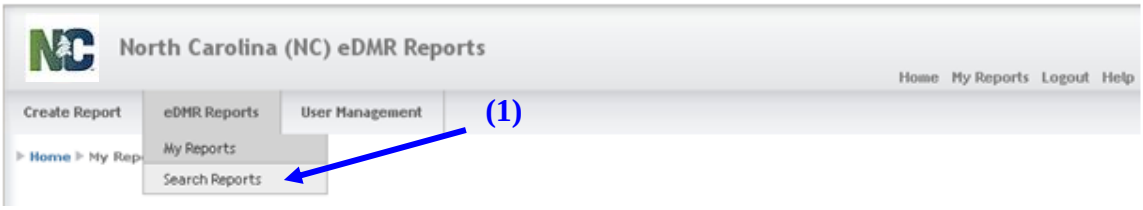


The user can also select "Search Reports" (explained in Section 4.2) to search by various identifying criteria for a report.

4.2 Searching for eDMR Reports Screen

The user can search for a specific report

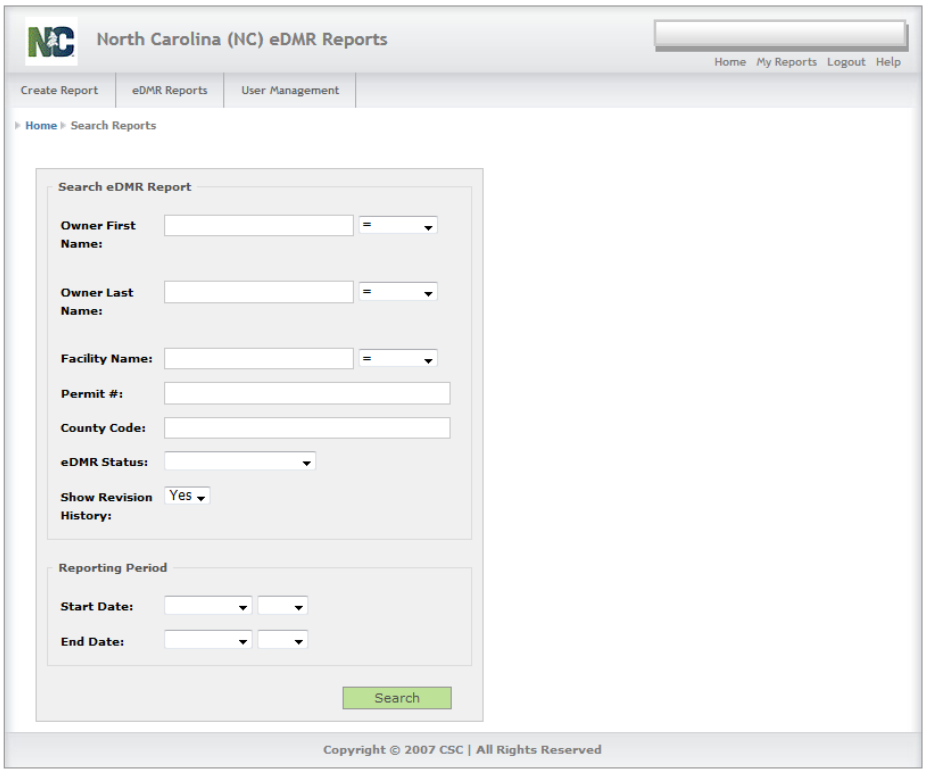
4.2.1 Search Reports Menu Screen



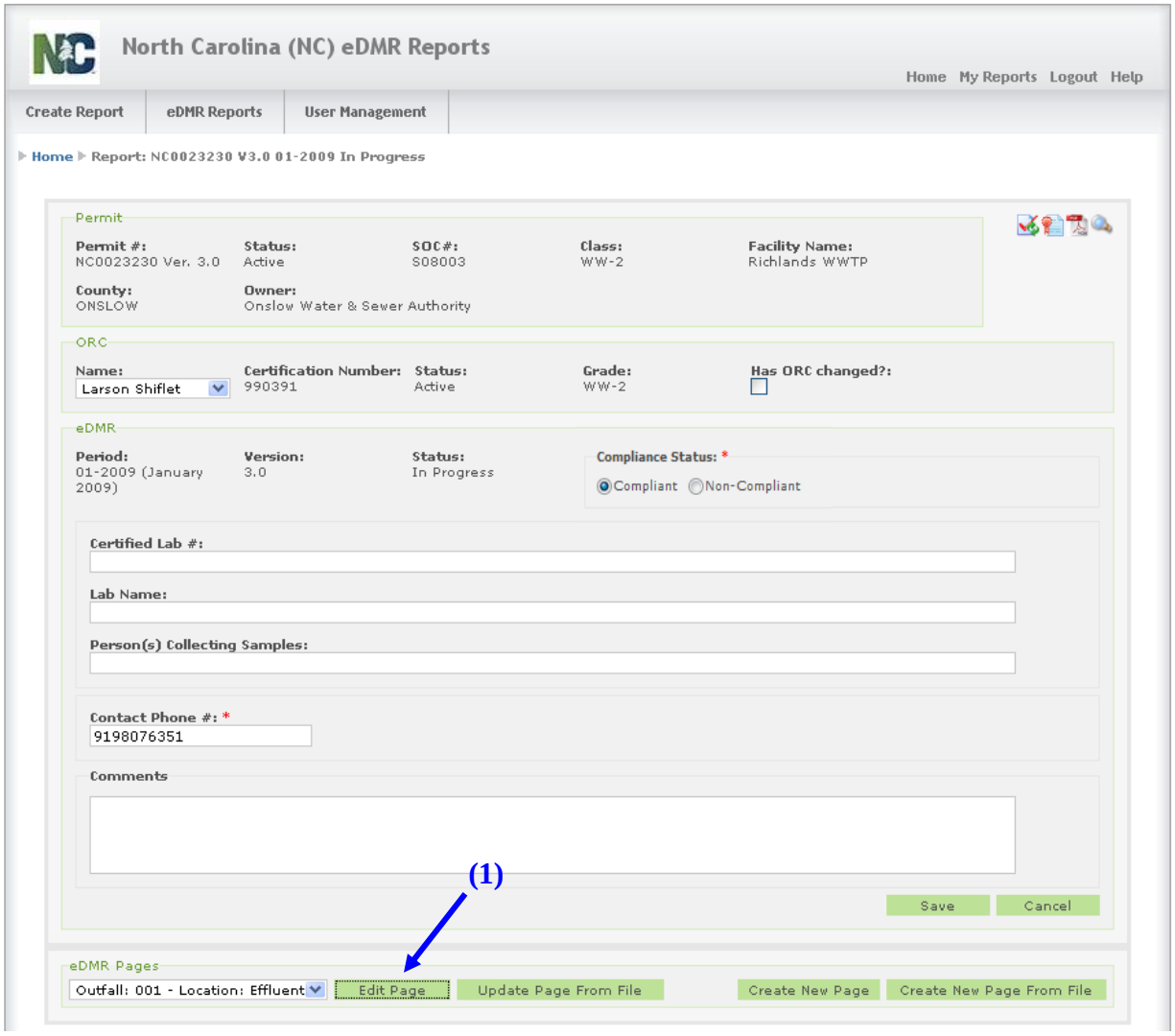
If the user selects 'Search Reports' **(1)** from the dropdown tab under eDMR Reports, the user can search for a report using part or all of the following criteria:

- 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.

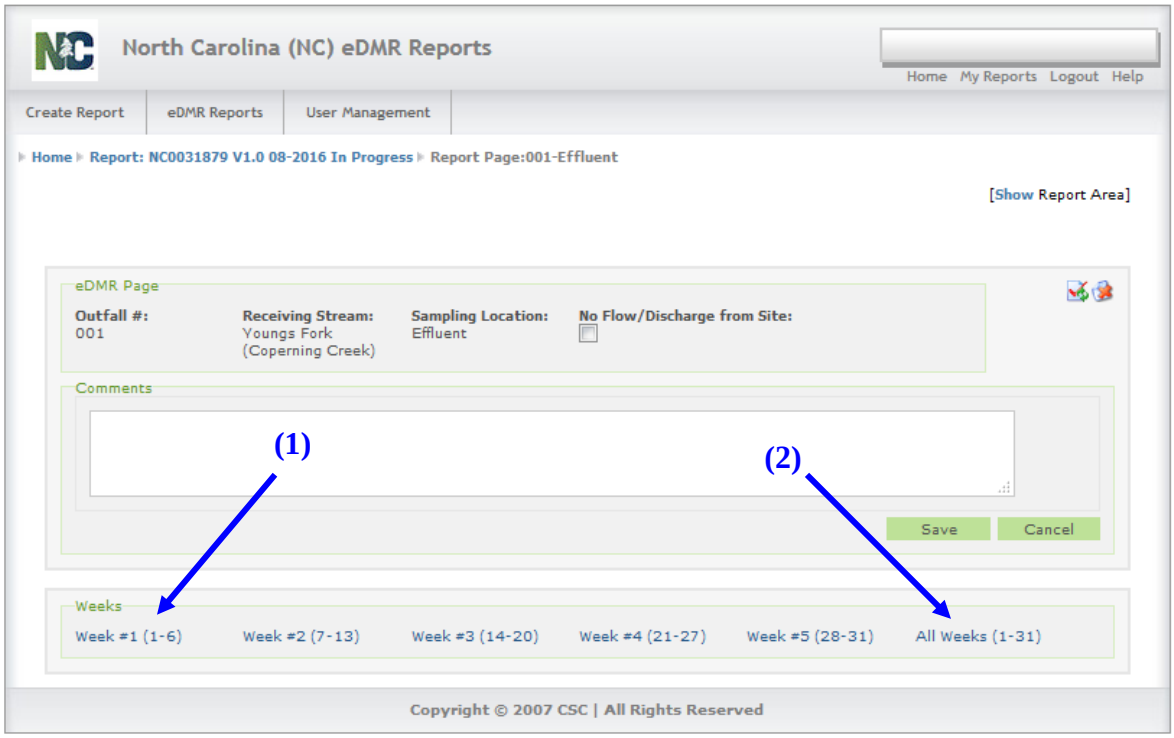


4.3 View the Report Header Information Screen



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

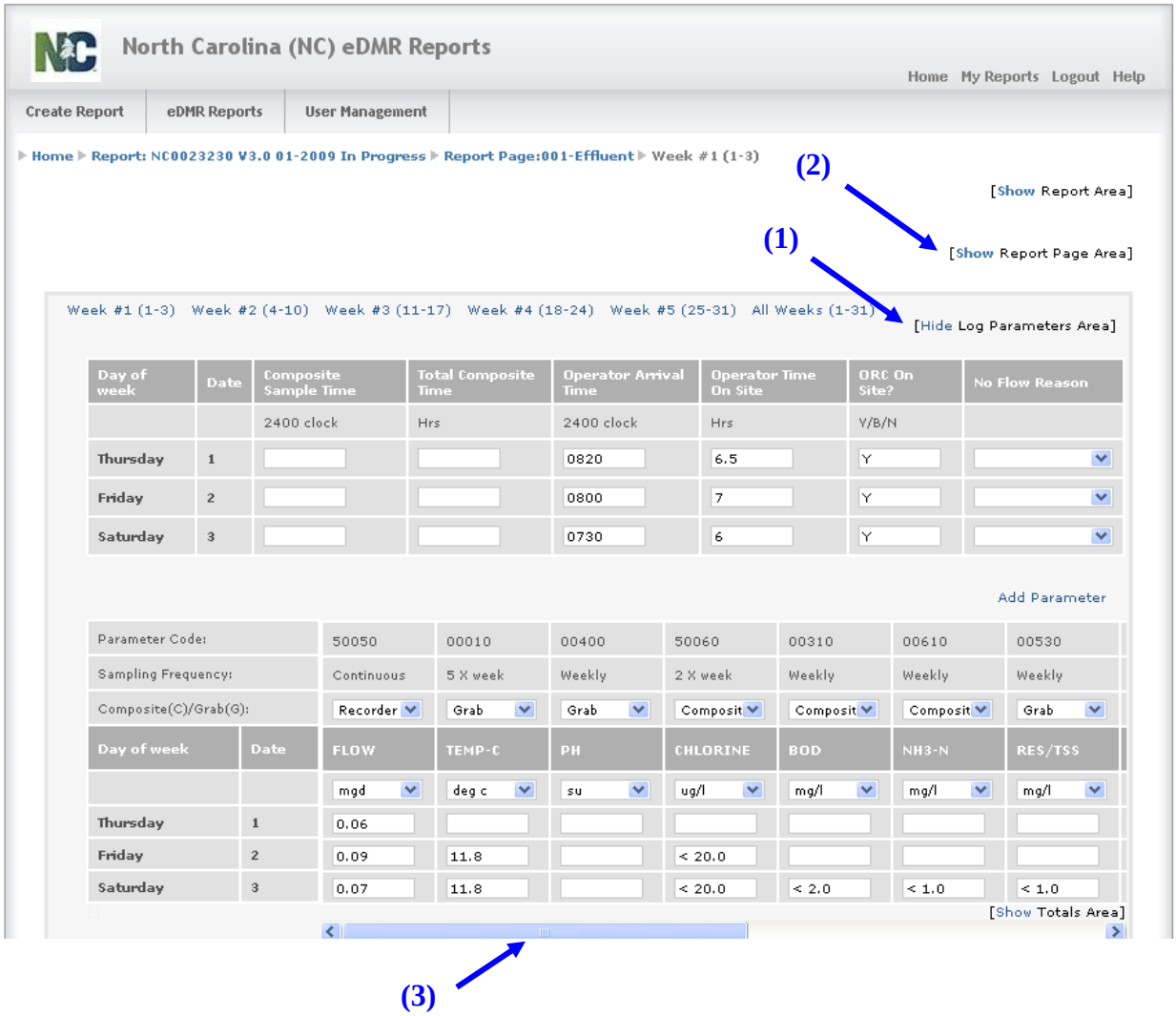
4.4 View the Report Page Header Information Screen



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.

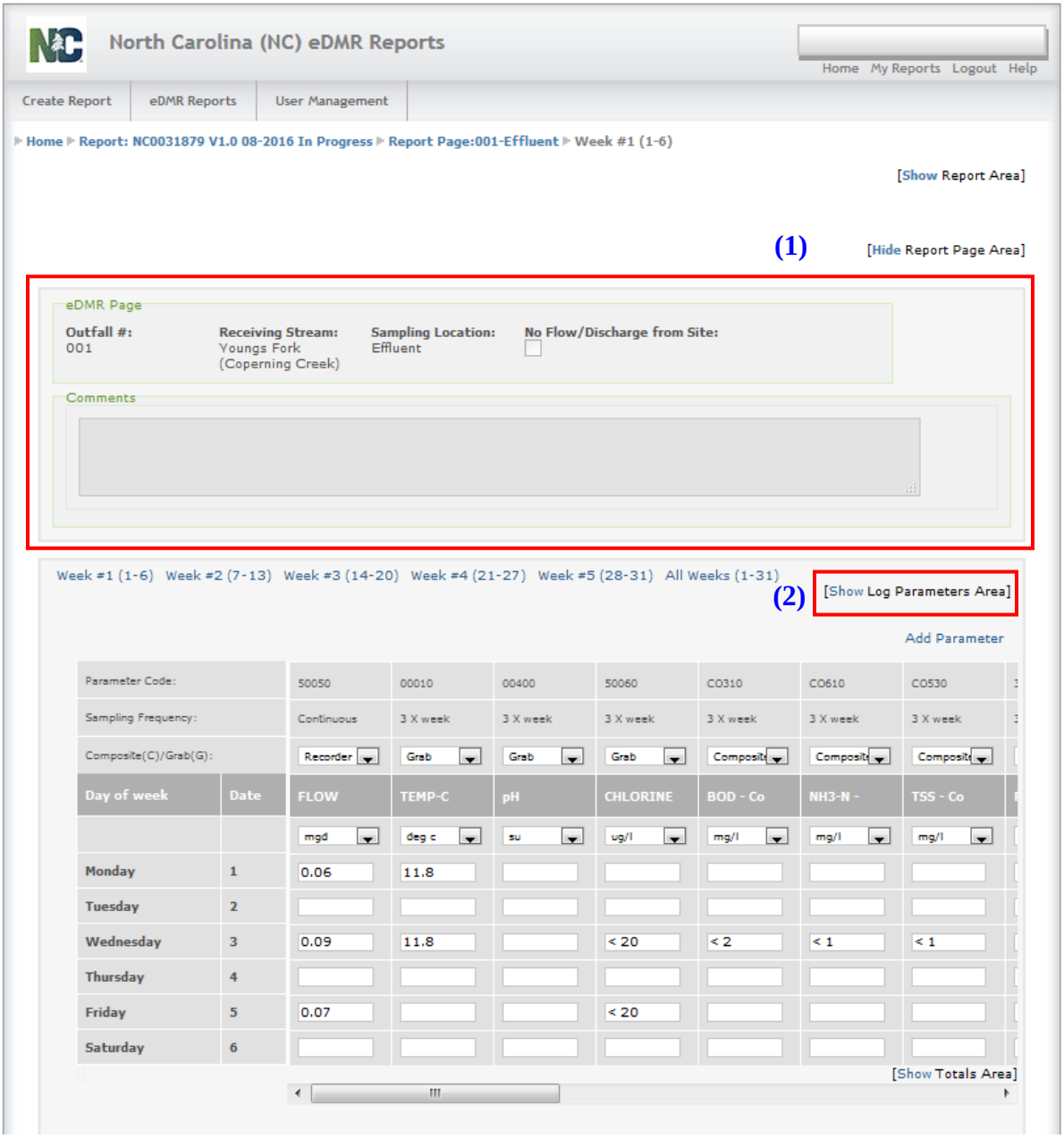
Clicking on Show drills down into the details of the area.



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.



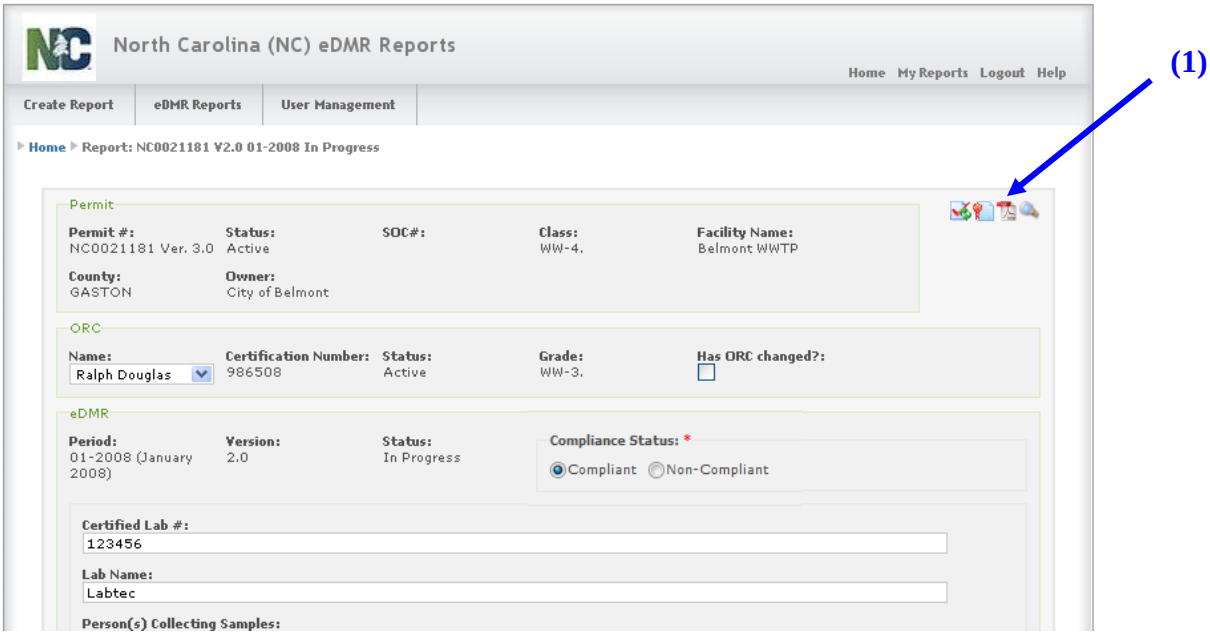
Notice that the **(2) Log Parameters Area** is now hidden. To view this area again, click on the word Show.

Section 5. Printing eDMR Reports

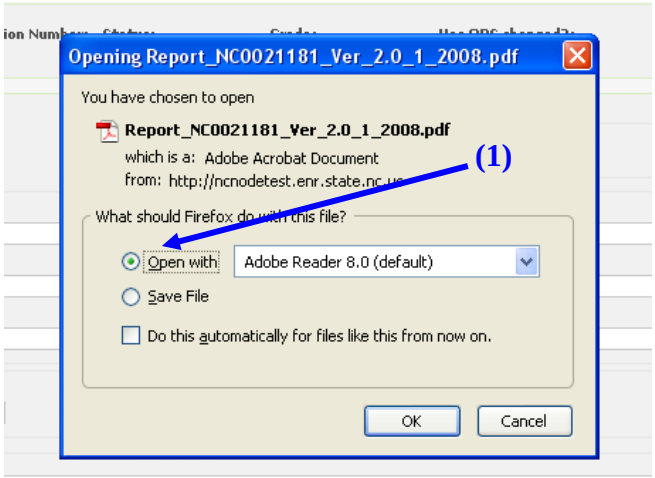
A user can produce reports in PDF format at any time to view the data currently in the system for any given report. Only after the eDMR has been electronically submitted should the official report be printed, signed and sent to DWR.

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: 3.0 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

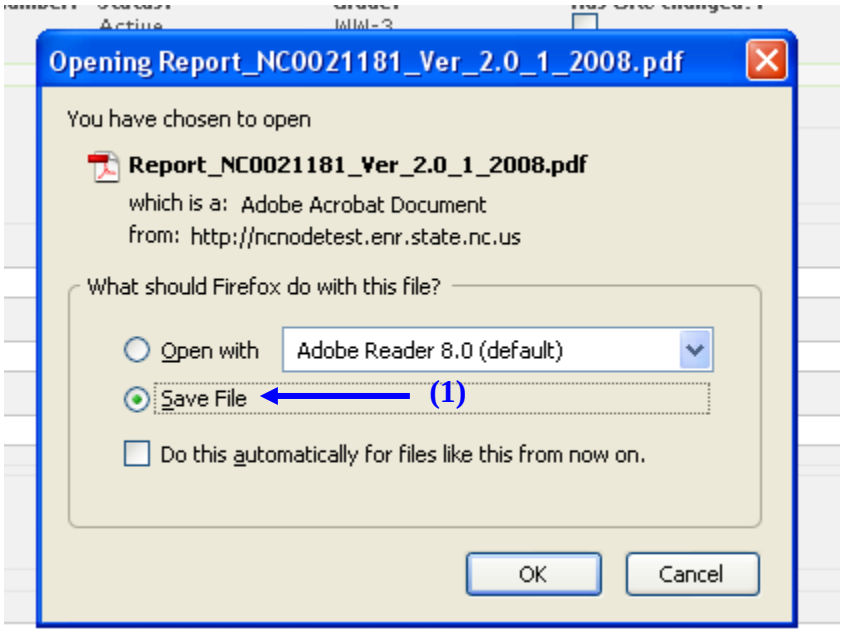
eDMR PERIOD: 01-2008 (January 2008) VERSION: 2.0 STATUS: In Progress

COMPLIANCE: Compliant CONTACT PHONE #: 555-1212 SUBMISSION DATE:

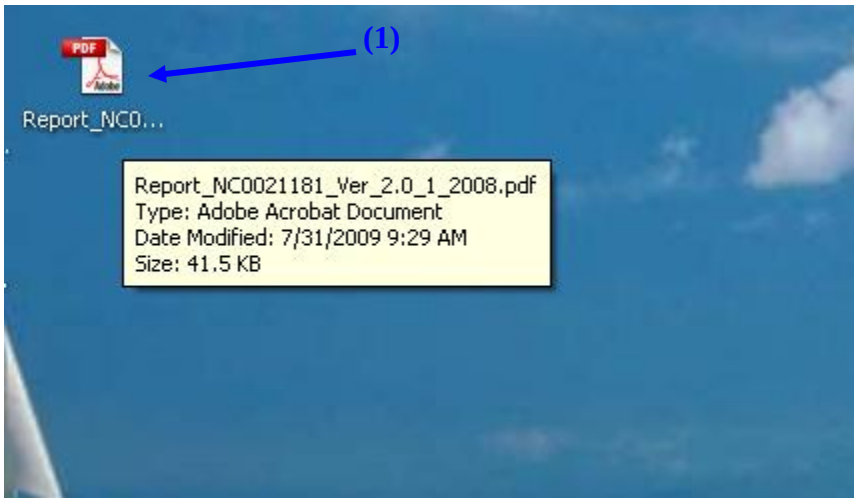
SAMPLING LOCATION: EFFLUENT DISCHARGE NO.: 001 NON-DISCHARING:* NO

Date	Composite Sample	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site**	No Flow Reason	50050	00010	00400	50060	00310	00610	00530	31616	00300
							Continuous	5 X week	5 X week	5 X week				5 X week	5 X week
							Recorder	Grab	Grab	Grab	Composite	Composite	Composite	Grab	Grab
							FLOW	TEMP-C	PH	CHLORINE	BOD	NH3-N	RES/TSS	FEC COLI	DO
	2400	Hrs	2400	Hrs	Y/B/N		mgd	deg c	su	ug/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	0750	4	Y		0.091	9.0							11.0
5	0000	24	0930	1	Y		0.0102								
6	0000	24	0815	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		0.086	13.4							9.7
9	0000	24	0800	4.5	N		0.028	15.3		< 20.0	2.4		2.0		9.4
10	0000	24	0745	4	N		0.086	15.6							9.2
11	0000	24	0740	7	Y		0.023	17.3							8.9
12	0000	24	0755	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	0759	5.25	Y		0.092	12.1	7.6						10.1
16	0000	24	0740	2	Y		0.095	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	1.25	Y		0.0050								
20	0000	24	0600	1	Y		0.056		7.9						
21	0000	24	0615	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:							5.0							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.



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



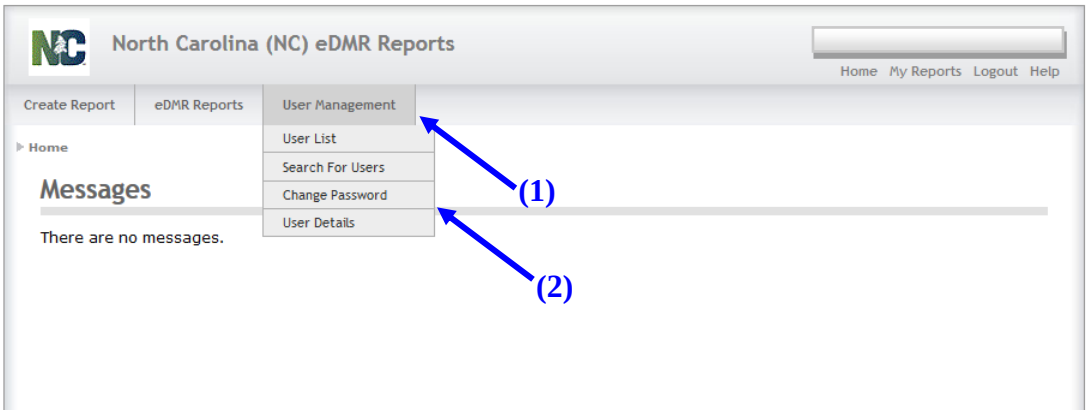
Section 6 User Management

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

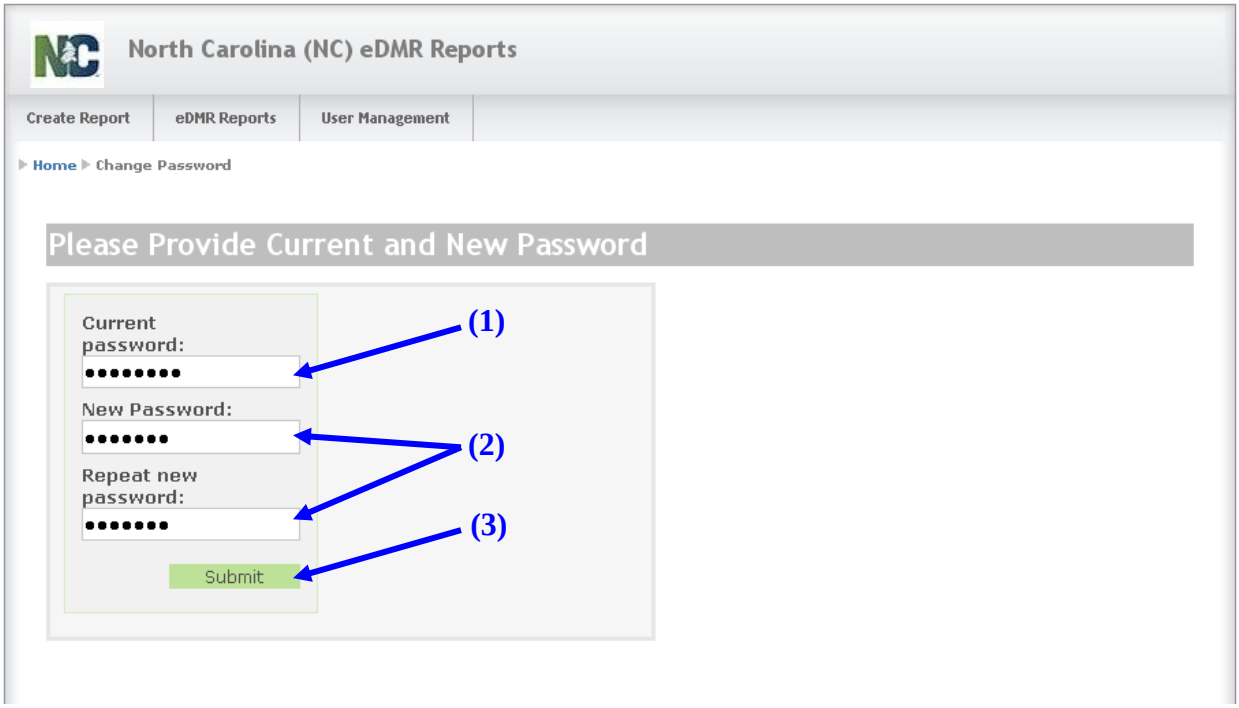
To change the password, go to the **(1) User Management tab**, then click on the **(2) Change Password** menu item.



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.

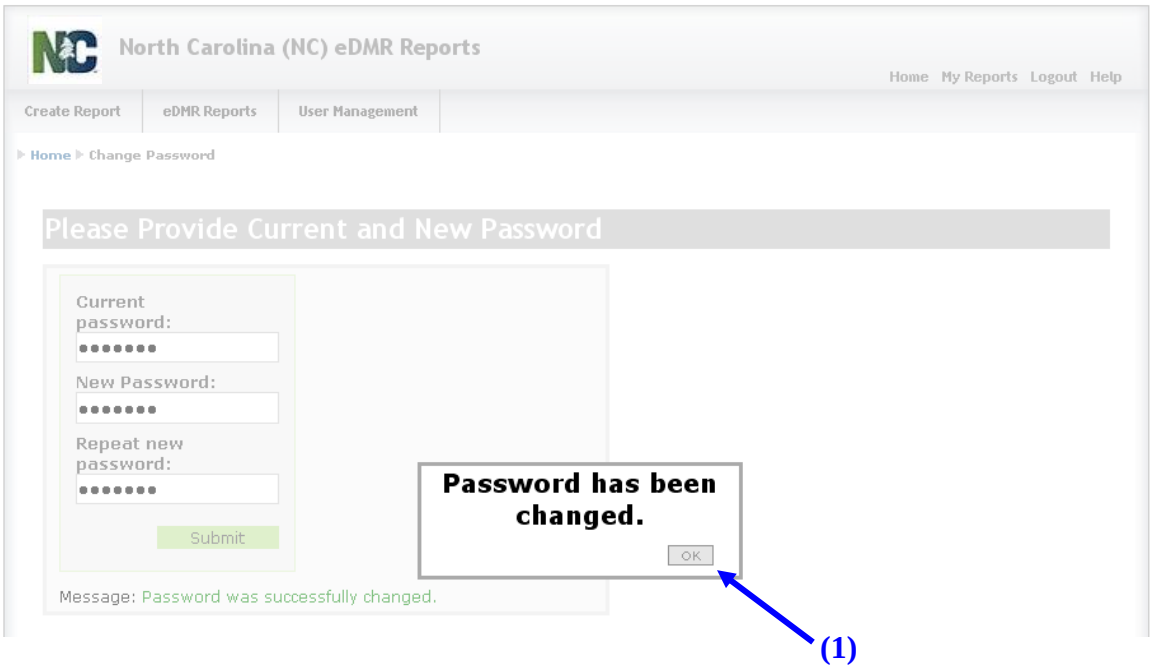
Type in the **(1) Current Password**, the **(2) New Password** in both fields, then click **(3) Submit**.



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.



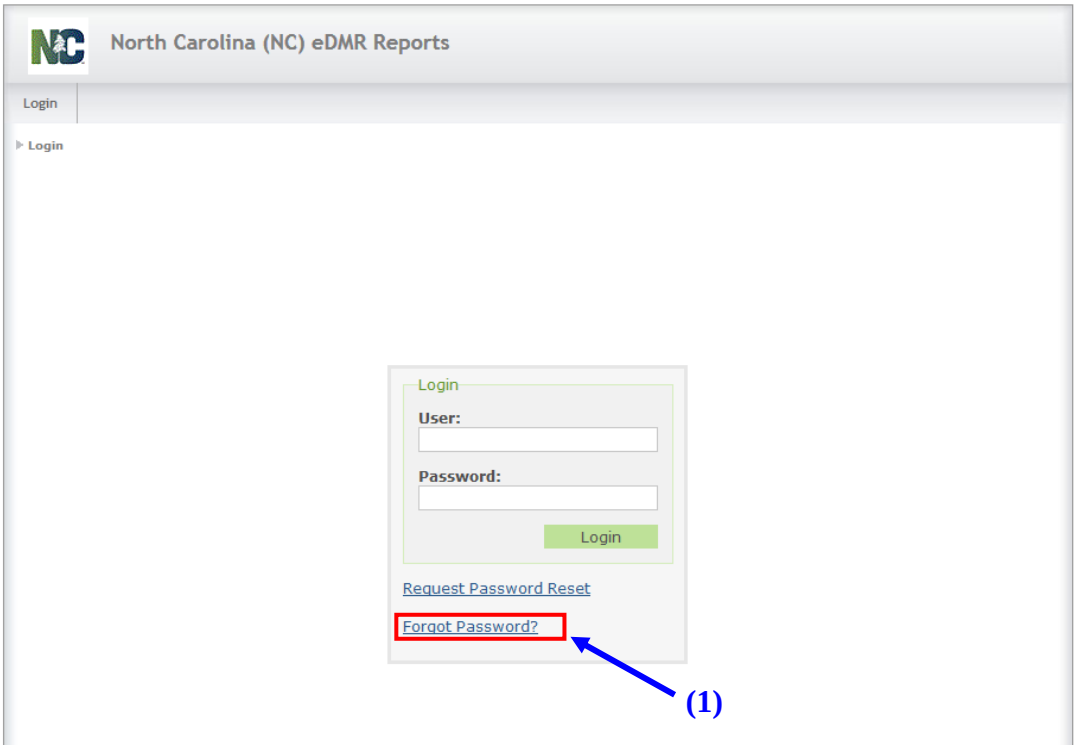
6.2 Email of Forgotten Password

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.

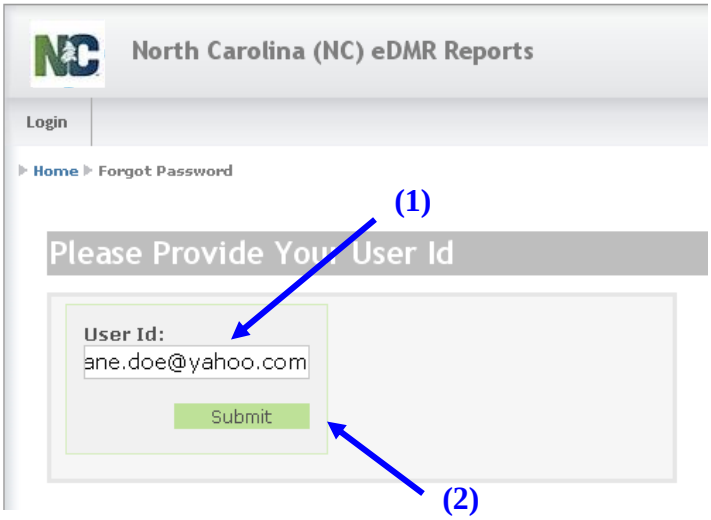
6.2.1 Login - Forgot Password Screen

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



6.2.2 Provide User ID Screen

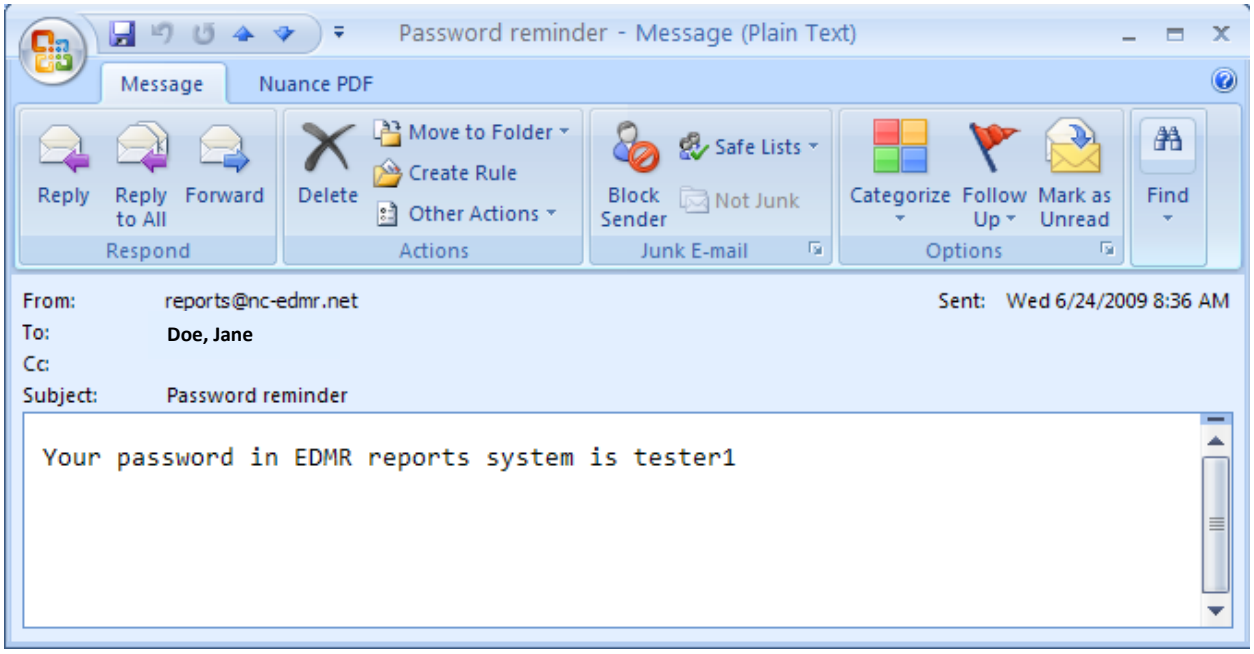
The user must supply their **(1) User ID** and click the **(2) Submit** button.



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.

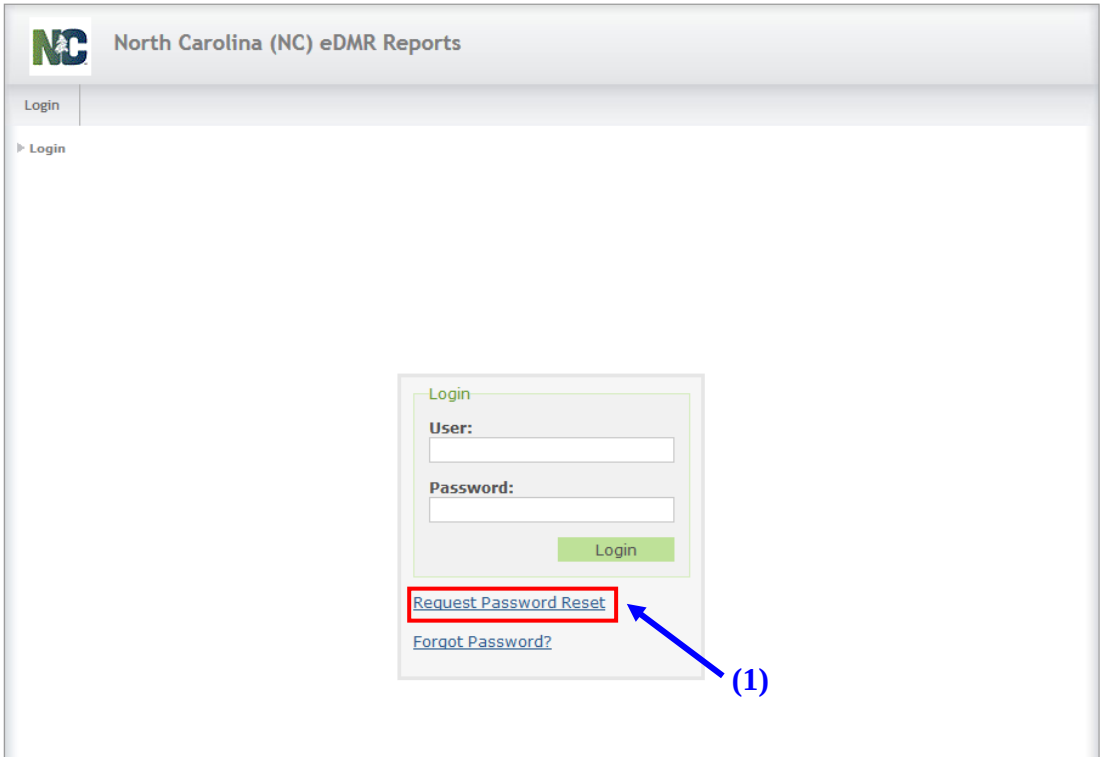


6.3 Request Password Reset

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.

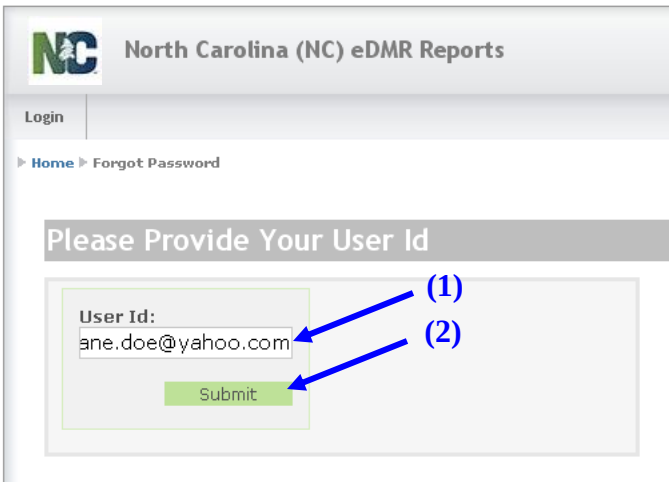
6.3.1 Request Password Reset Screen

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



6.3.2 User ID Screen

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



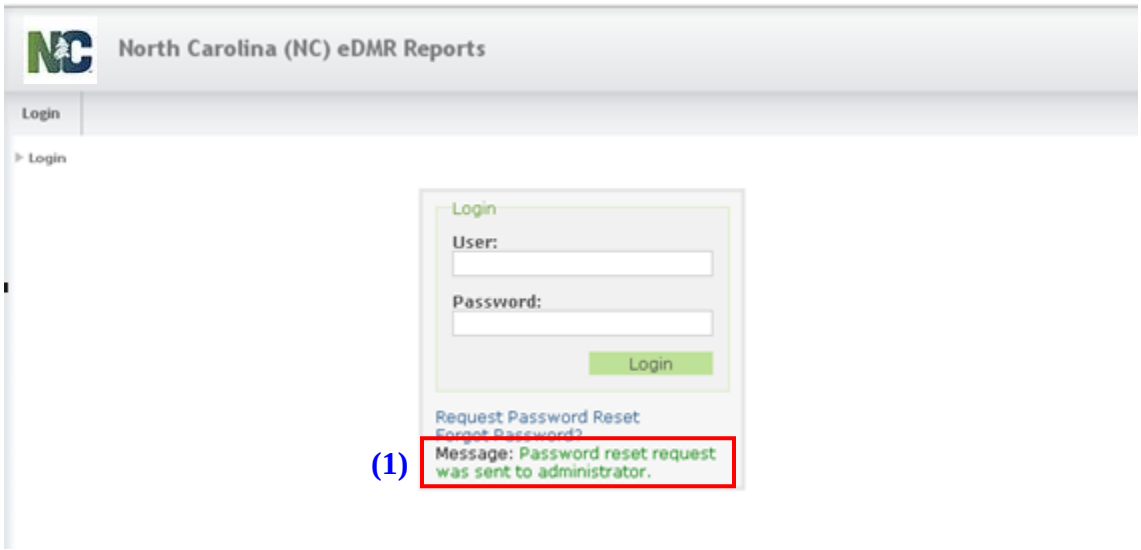
The application will automatically send an email to the administrator requesting a password reset.

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

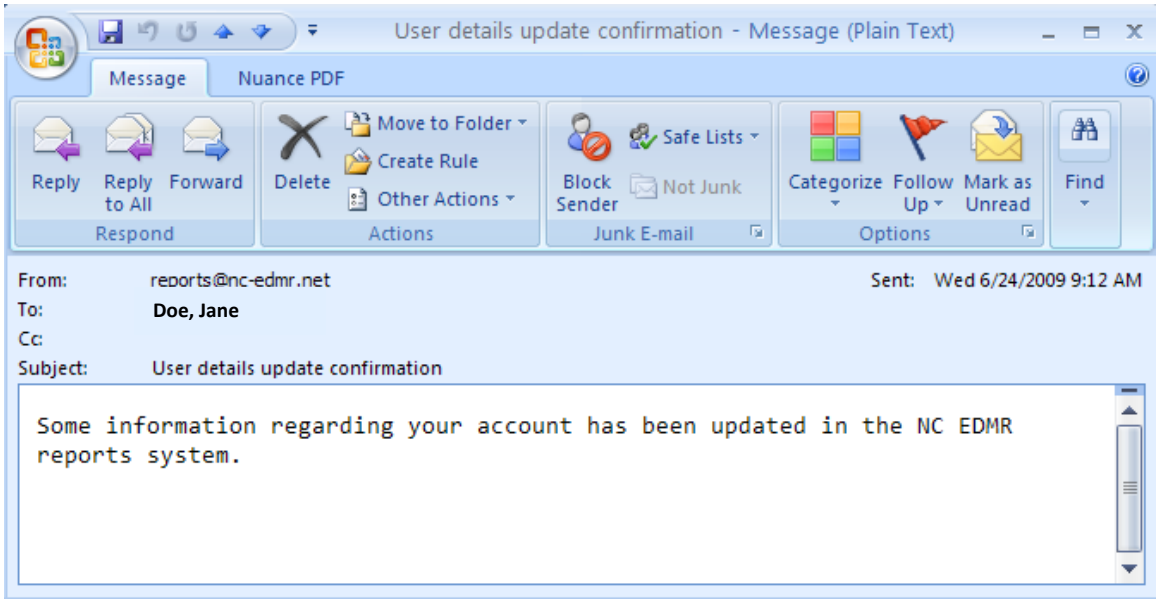
The user will see the message that a **(1) Password reset request was sent to the administrator**.



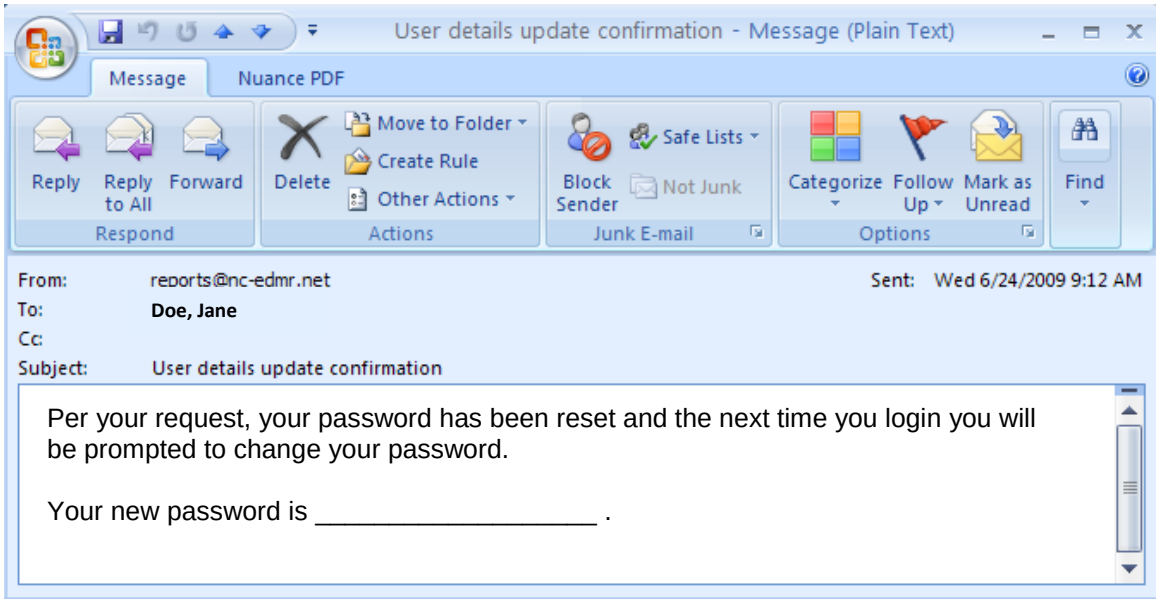
6.3.5 Password Reset Confirmation Emails

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.

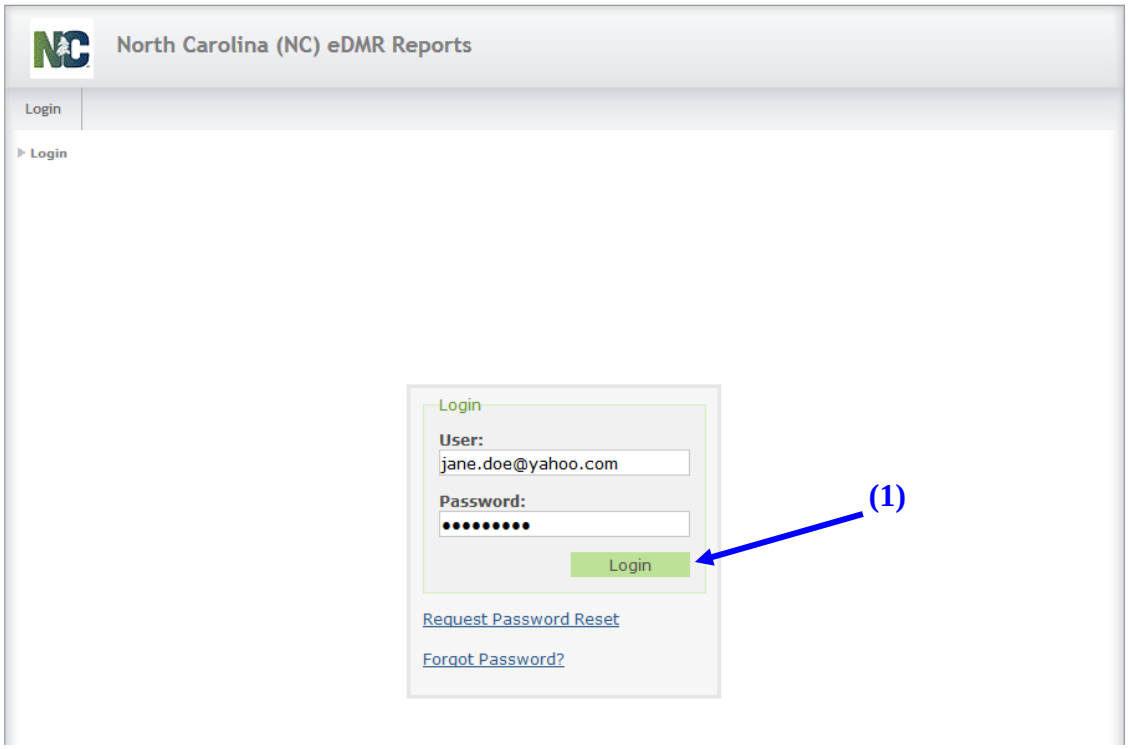


The second email will be from the Facility Administrator containing the new password.



6.3.6 User Login Screen - After Reset

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

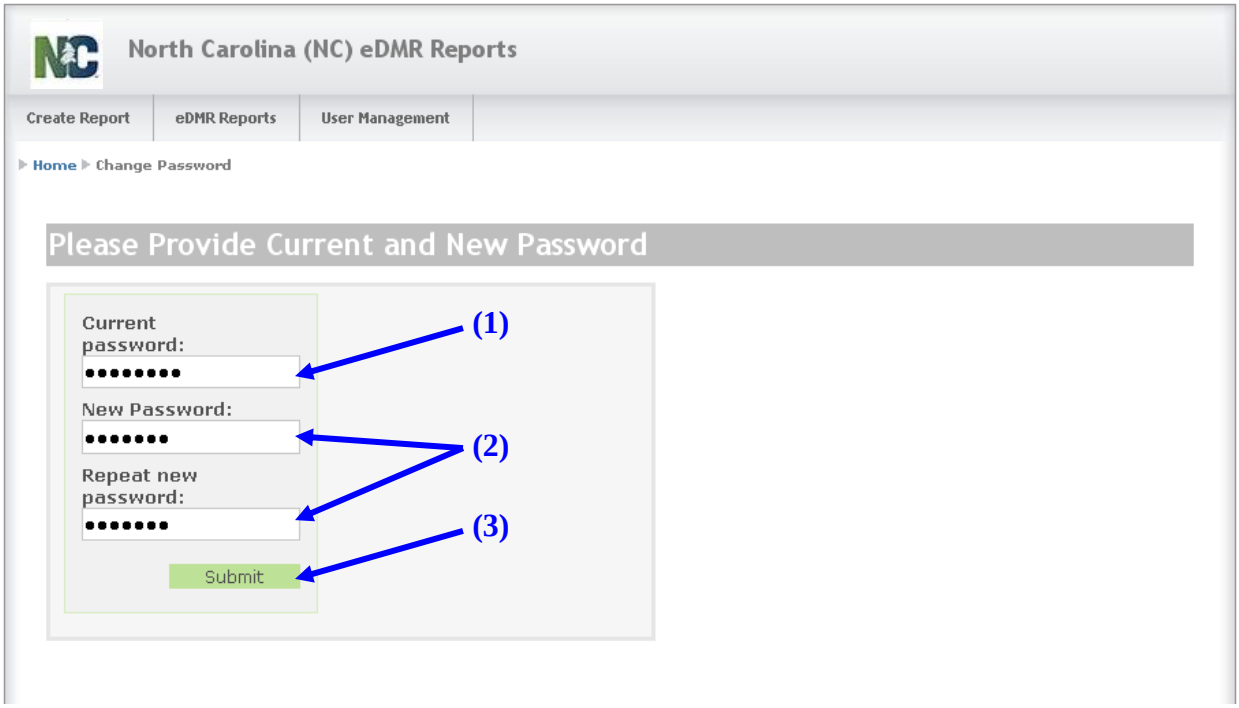


6.3.7 Password Reset - User Password Change Screen

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.**

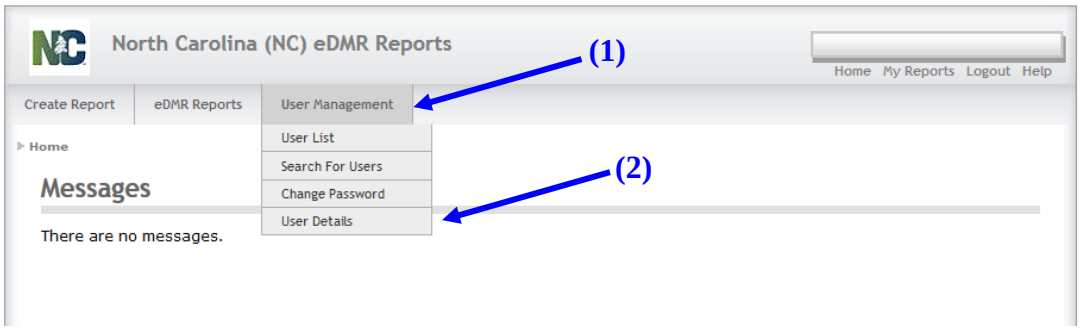
Passwords consist of at least six characters, including at least one number, and at least one letter. The user will receive a warning after three failed attempts to log in. A user's account is locked after ten failed attempts to log in.



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.

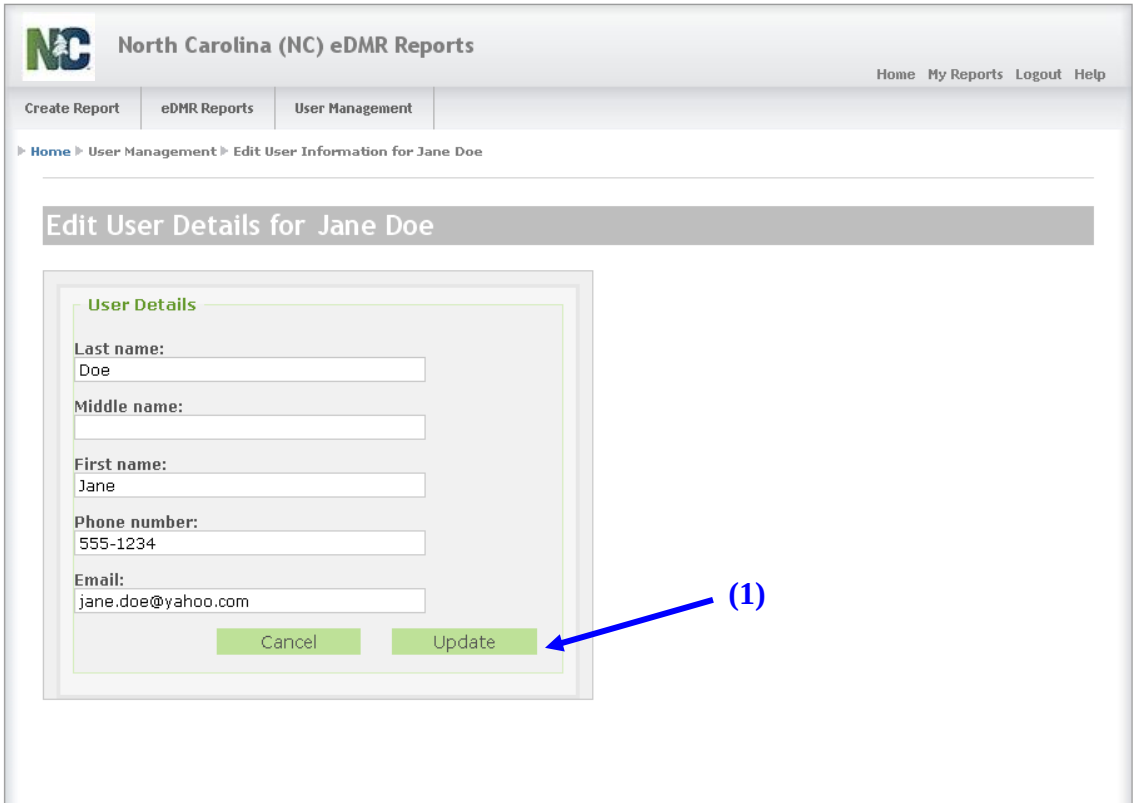
6.4.1 User Details Menu



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.



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.)*

Permit #: **Month:** January **Year:** 2008

Facility: **Class:** **County:**

ORC: **Grade:** **ORC Certification #**

Has ORC Changed? **Phone:**

Certifed Lab Name: **Lab#:**

Person(s) Collecting samples

Comments

Sampling Location: Effluent **Discharge #:** 001

	Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	50050 Flow	00010 Temperature	00400 pH	50060 Residual Chlorine	00310 BOD 20°	00610 Ammonia Nitrogen	00530 Total Suspended Residue	31616 Fecal Coliform	00300 Dissolved Oxygen	00600 Total Nitrogen	00665 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	10.145	#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!				

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

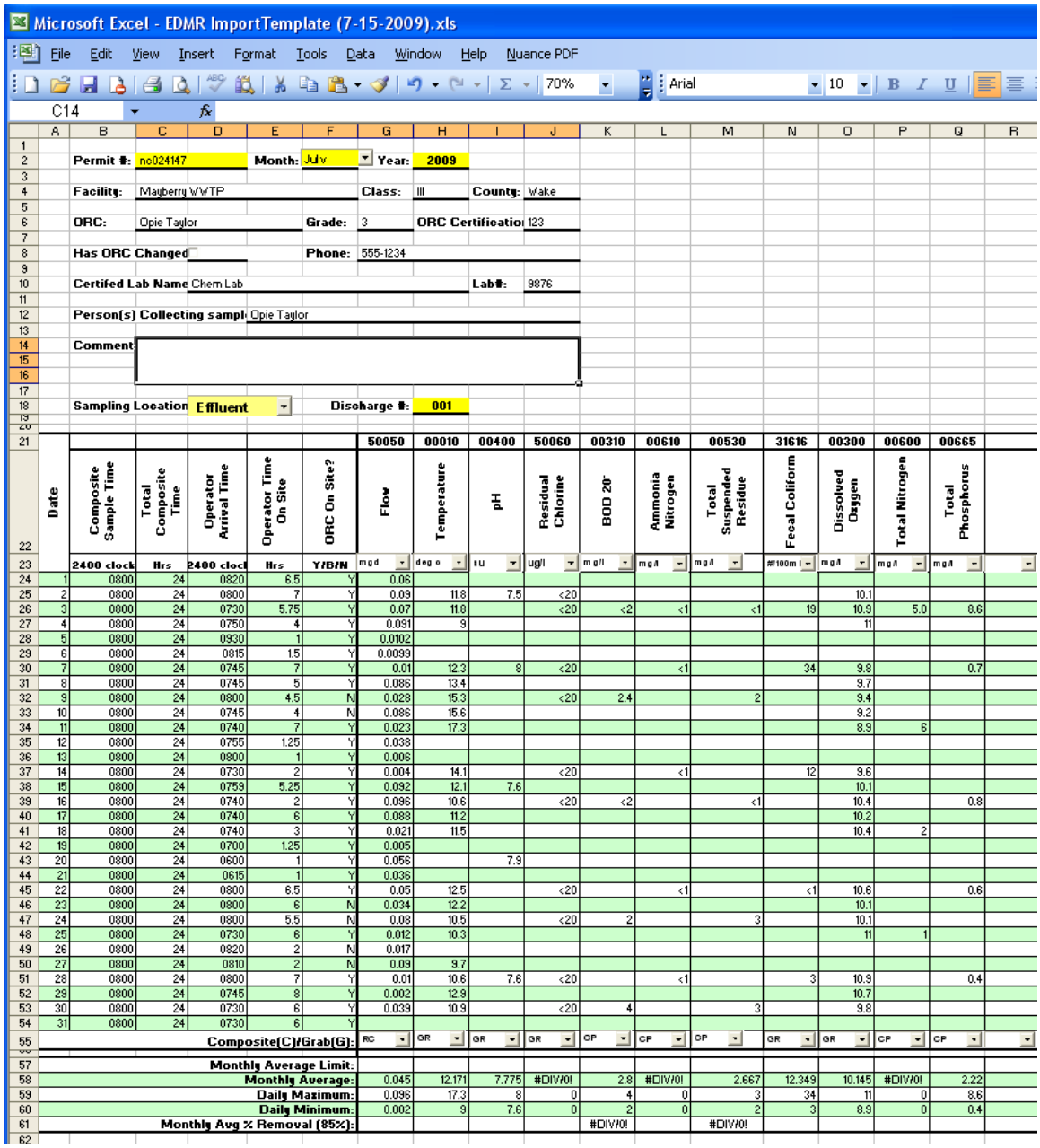
1. The first worksheet, “DMR permit # yyyy-mm”, contains both Report and Report Page information. It is the only worksheet the user will need to populate if there is only one Outfall/Sampling location (one page) to import.
2. The second worksheet, “Outfall nnn Influent”, contains Report Page information 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. <u>This worksheet should not be modified and has been hidden.</u>

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.



Microsoft Excel - EDMR ImportTemplate (7-15-2009).xls

File Edit View Insert Format Tools Data Window Help Nuance PDF

C14

Permit #: nc024147 Month: July Year: 2009

Facility: Mayberry WWTP Class: III County: Wake

ORC: Opie Taylor Grade: 3 ORC Certificatio 123

Has ORC Changed Phone: 555-1234

Certifed Lab Name Chem Lab Lab#: 9876

Person(s) Collecting sampl Opie Taylor

Comment

Sampling Location Effluent Discharge #: 001

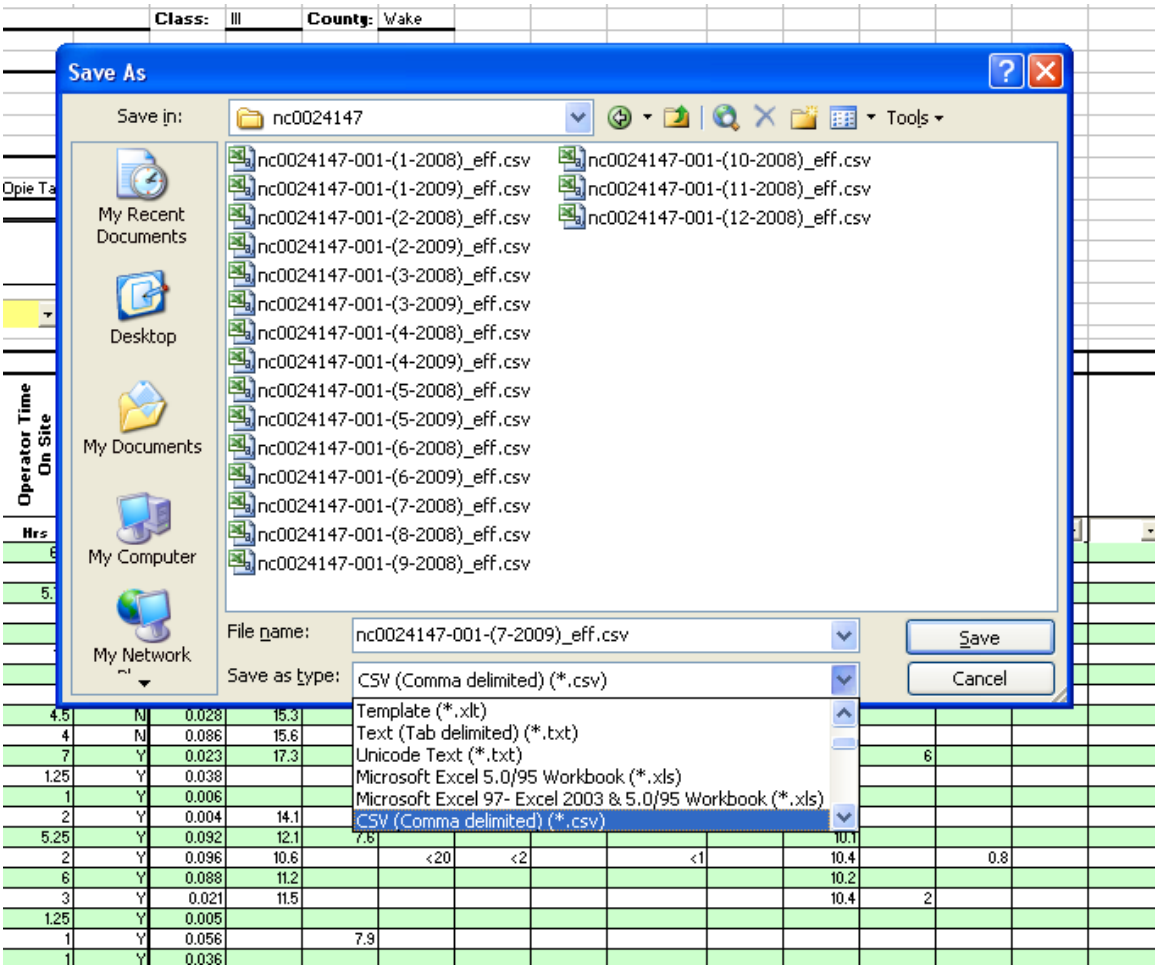
	Date	Composite Sample Time	Total Composite Time	Operator Arrival Time	Operator Time On Site	ORC On Site?	Flow (50050)	Temperature (00010)	pH (00400)	Residual Chlorine (50060)	BOD 20° (00310)	Ammonia Nitrogen (00610)	Total Suspended Residue (00530)	Fecal Coliform (31616)	Dissolved Oxygen (00300)	Total Nitrogen (00600)	Total Phosphorus (00665)
		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
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	0.036										
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	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!				

7.1.4 Creating the Excel CSV File

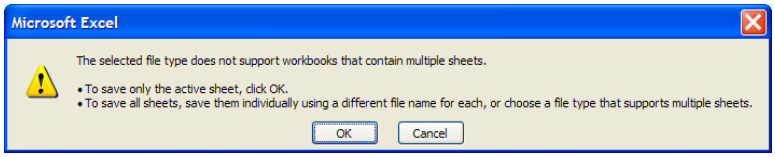
After daily values have been entered into the spreadsheet, it can be saved as a CSV file to any user location.

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.

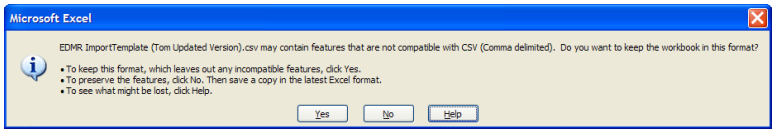
Select “CSV (comma delimited) (*.csv)” and then click Save button.



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:,,,,,,,,,,,,,
,Certifed 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) 707-3681** and ask for **Information Processing Unit Staff**.