

Thank you for your interest in the DEQ/WQD's electronic Discharge Monitoring Report (eDMR) system. The website is

<https://deq.state.wy.us/edmr>

The system has been accepting electronic information beginning with 1st Semester, 2006 DMRs. We are continuing to work through issues that we come across and appreciate your patience in this process. For the most part the eDMR has been a great success, and we are encouraged with the number of people who are already using the system.

eDMR

The eDMR system is a method for electronic submittal of DMR information. The basic process involves logging in to the system, entering the DMR information, and submitting the information to the DEQ. Some of the benefits of using the eDMR system as opposed to paper DMRs include; faster entry, being able to verify information before submittal, viewing complete permit effluent history, complete company held permit effluent history, and more accurate data. **Before accessing the website the permittee will have to ask for login privileges to the website. Please go to http://deq.state.wy.us/wqd/WYPDES_Permitting/index.asp for the authorization and activation documents.**

Following are brief explanations of the "Webform" and "XML" approaches, and a walkthrough procedure for using and entering required WYPDES Permit information. A troubleshooting guide can be found at http://deq.state.wy.us/wqd/WYPDES_Permitting/index.asp

Please refer to the troubleshooting guide for information on how to handle any issues you may have. If in doubt please contact the DEQ for further help.

XML Approach

The XML version of the eDMR system is most beneficial for permittees with large amounts of data to submit to the WYPDES Program. The XML approach involves a program which mines the data out of an existing database, and structures it in a way so that it may be uploaded into the WYPDES database. The main advantage of the XML approach is the benefit of not having to enter all of the information by hand. The main drawback to this method is that it is the permittees responsibility to acquire/create the program used to mine out the information. The reason the DEQ will not create a program to get the information out of a database is that no two database are alike, and the program needs to be personalized for individual databases.

Webform Approach

The Webform version of the eDMR system is going to be used by the majority of permittees. The Webform version is basically an electronic version of the paper DMRs. The advantage of the Webform approach is that it is simple. The drawback of the approach is the information that has to be entered can be very tedious – especially if there is a lot of it. The DEQ suggests if your company has less than approximately 50 outfalls to use the Webform approach. If your company has more than 50 outfalls, it may be worth looking into the XML approach.

Webform Walkthrough

Here are the in-depth steps to submit information to the system by using the Webform Approach

- W1. The first step when using the Webform approach is logging in to the system. In order to log in, type in your login, password and pin (which are acquired through the WYPDES Program) at the following address: <https://deq.state.wy.us/edmr>
After logging in to the system, you will be on the “home page.”

- W2. The next step is to select the permit you want to enter information on from the “Tree View Control.” The tree view permit control is located in the lower left hand corner of the screen in the “**Permit Selection**” box. To use the tree view control, click on the plus sign next to the “Permits” option. Clicking on the “Permits” button will bring up a list of all permits currently owned by the company. The next step is to select the permit you wish to work on by clicking on the folder to the left of the permit. After clicking on the folder a list of “Effective Expiration” date ranges will appear. These dates are the different instances of the active permit. After selecting the appropriate “Effective Expiration” date range, a list of outfalls will appear. The outfalls are separated into “Reporting Periods,” usually monthly, quarterly, semi-annually or annual time frames. Click on the plus sign next to the outfall you wish to work on and a list of “Monitoring Periods” will appear. By clicking on the appropriate “Monitoring Period” you will then be able to enter effluent information for the selected outfall and time frame on the “Webform.”

- W3. When the Webform opens, you will see 4 main boxes. The “**Information**” box in the upper left of the screen is the box that tells you what permit, dates and outfall you are working on. The box in the upper right is the “**No Discharge**” box. More information about the “No Discharge” box can be found in W5 below. In the middle right of the screen you will find the “**Parameters**” box. The parameters box can be used to view specific parameters by selecting the parameters row(s) by clicking on the left side of the row on the grey box and hitting the **Load Grid** button. The normal box that will be used will be the box on the bottom of the screen – the “**Webform**” box.

The Required Columns to fill out are in Red

- a. The “**Webform**” box is designed to match the information on the DMRs. Following is a short description of the columns located in the “Webform” box. As a note, by clicking on the column headings you will sort the column. By holding shift and clicking on another column you will be able to sort different columns at the same time. You may move columns by clicking down on the column heading and dragging to its desired location (which will be in between two red arrows.)
- i. DMRValID – Random number generated to keep a unique record of the parameter for the outfall. The permittee will never need to worry about this column, it is used for debugging purposes.
 - ii. SmpFreq – Minimum Sample Frequency that is required by the Permit.
 - iii. Parameter – Parameters required for discharge sampling analysis.
 - iv. Text – The permittee will never put information into this column. The column is used by the DEQ to further explain the parameter when necessary.
 - v. BegDate - The beginning date of the monitoring period.
 - vi. EndDate - The end date of the monitoring period.
 - vii. SBCCode – Statistical Base Codes are used to describe the type of value reported – concentration or quality, along with monthly and weekly averages, daily maximums, and instantaneous minimums and maximums.
 - viii. SmpType – The type of sample that was required to be taken by the permit.
 - ix. **EPAMeth** – The permit required EPA Test Method for each parameter.
 - x. ValType – The Value type – the Options are Value (for discharging outfalls), No Discharge, Discharge No Analysis, Non- Detectable and Insufficient Flow.
 - xi. **Value** – For Discharging outfalls this is the number from the lab report. For no discharge situations this field is automatically populated when a no discharge situation is selected.
 - xii. Limit – The Limit is the permitted discharge limit from the permit.
 - xiii. Units – The units to report the effluent results from the lab reports.
 - xiv. **#Smpls** – The number of Samples collected between the beginning and end dates of the monitoring period for each parameter.
 - xv. **#Days** – The number of days the outfall discharged during each monitoring period if known, otherwise report the number of days in the monitoring period.

- xvi. CoNotes – The CoNotes column is a permanent storage of notes for each parameter. The CoNotes column is populated by the AddNote column.
- xvii. AddNote – The AddNote column is a mechanism to report any issues to the DEQ. The issues may range from exceedances to why a sample was missed. More information about exceedances and the AddNote feature can be found in the troubleshooting guide.
- xviii. Status – The Status is used to let the person using the eDMR system know whether or not the parameter row is valid or not.
- xix. Cmnt – The Comment field is a DEQ populated field with language from the permit – i.e. Discharge shall not cause erosion, etc.

W4. If the outfall was discharging for all or part of the monitoring period please continue with W4. If the outfall was not discharging please proceed to W5. The first step in filling out the **“Webform”** is to fill out the required columns (**EPAMeth, Value, #Smpls, #Days**). Remember to use the laboratory report for most parameters and the field notes for field parameters such as pH, EC, and Flow for example. Remember to hit the **“Save”** button after filling out the information. If you have filled out all of the information correctly, the Overall Status in the **“Information”** box should say **“VAL”** for valid. If the status is not **“VAL,”** you should press the **“Validate”** button (pressing the button will produce a pop-up, you may have to hold down control if you have a pop-up blocker) which will produce a list of potential problems. If you are still having problems, please refer to the Troubleshooting Guide located on the following webpage; http://deq.state.wy.us/wqd/WYPDES_Permitting/index.asp
If the outfall was discharging part of the month you will need to mark the other months as **“No Discharge.”** Please proceed to the next step for instructions on entering the **“No Discharge,” “Discharge No Analysis,”** and **“Non-Detectable”** parameters.

W5. If a parameter was measured that resulted in a **“Non-Detectable”** measurement you should click on the **“ValType”** column row corresponding to the parameter that resulted in the non-detectable measurement. A drop down box will appear with several options. Click on the **“Non-Detectable”** option and the program will automatically fill out the **“Value”** that corresponds to a Non-Detect parameter. If the outfall is not discharging, or was discharging without analysis there are two options for entering the parameter information. The first option is the same as the **“Non-Detectable”** approach, except a new column called **“NoDisch”** for No Discharge will appear. After selecting either No Discharge or Discharge No Analysis (ND Type) you will have to select the type from the drop down list in the **“NoDisch”** column. The program will automatically fill in the **“Value”** that corresponds to the ND Type. The second method is much simpler to use on a large scale. The second approach involves highlighting the appropriate rows (use the control or shift button if necessary) on the **“Webform”** and selecting a ND Type in the **“No Discharge Group”** box. Click on the box next to the appropriate type, and then select the ND Reason for the situation. For explanations and examples of ND reasons please refer to the

eDMR No Discharge document which can be found at http://deq.state.wy.us/wqd/WYPDES_Permitting/index.asp

You also have the option of adding a note in the "<< Note Text" section if deemed necessary. The final step is to hit the **Add Rec's** button to have the program fill out the appropriate fields automatically.

- W6. The final step for entry is to hit the **Save** button. You should then check the Overall Status in the "**Information**" box that should say "VAL" for valid. If the status is not "VAL," you should press the "Validate" button (pressing the button will produce a pop-up, you may have to hold down control if you have a pop-up blocker) which will produce a list of potential problems. If you are still having problems, please refer to the Troubleshooting Guide located on the following webpage; http://deq.state.wy.us/wqd/WYPDES_Permitting/index.asp

XML Walkthrough

When using the XML method, your basic steps are:

- 1 – Logging in
- 2 – Download XML File
- 3 – Populate the XML File
- 4 – Upload the XML File
- 5- Validate the XML File (Optional)
- 6 – Submit the XML File

Here are the in-depth steps to submit information to the system by using the XML Approach

- X1. The first step when using the XML approach is logging in to the system. In order to log in, type in your login, password and pin (which are acquired through the WYPDES Program) at the following address: <https://deq.state.wy.us/edmr>
After logging in to the system, you will be on the "home page."
- X2. The next step is to select an XML download option in the upper right hand corner of the screen. There are two options, the first button is **Download XML**, and the other is **Download By Permit**. The two options are basically the same, the difference is the **Download XML** option gives you more choices on what to actually download (or not). When choosing the **Download XML** option you are able to download the entire "Reporting Period" of information for all outfalls, one outfall, or even one "Monitoring Period" for one outfall. The **Download By Permit** option will allow you to download the entire XML schema for the entire permit history.
- X3. After selecting the download option you will be asked to verify what you want to download. The Download XML option will ask you to select the "Permit Number", "Effective Expiration Range" and "Reporting Frequency" you want to download. The

Download By Permit option will require the user to select the "Permit Number." In order to see the results from the option(s) you picked, click on the "Fill Grid" button. From there you select which outfalls you want to download by selecting the corresponding row(s) by clicking on the left side of the row in the grey box. You are able to multiply select as many rows as you wish to download. After highlighting the rows you wish to download, press the download button. You will then be asked for a location to store the XML file.

- X4. The next step in the process is for the information to be inputted into the XML File. The insertion of information into the XML file will be left to the permittee. It is very important to make sure all of the information is inserted into the proper place with the proper formatting. An example of the XML schema can be found in the eDMR documentation located at http://deq.state.wy.us/wqd/WYPDES_Permitting/index.asp and is called the "General Use Document."
- X5. After the permittee has populated the XML file, the permittee will be able to validate the file. From the home page, click on the **Upload\Validate XML** button. A pop-up will appear and notify the permittee if any problems are present. There are two kinds of errors, fatal and warnings. Warnings appear when there appears to be an exceedance, and a fatal error is usually caused by missing information. Files with warnings will be able to be submitted, fatal errors need to be corrected before the information can be submitted.
- X6. The final step in the XML process is submittal. The submittal step is the same for both the XML and Webform process. To submit information, locate the applicable outfalls in the "Active Reporting Periods" box on the home page. The permittee is able to submit multiple outfalls at the same time. Highlight the applicable rows to be submitted by clicking on the left side of the row in the grey box, and click on the **Submit** button. If the information is valid it will be submitted to the DEQ, and the permittee will receive and email confirmation of the information submitted. The selections that were submitted will disappear from the "Active Reporting Periods" box, but will still be able to be viewed through the "Tree View Controls" mentioned in #2 in the Webform walkthrough.