



eDMR 3.0 Walkthrough Guide

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Introduction

The Electronic Discharge Monitoring Report (eDMR) process is an application for electronic submittal of Discharge Monitoring Report (DMR) data. The basic process involves logging in to the application, entering the DMR information, and submitting the information to the DEQ. Some of the benefits of using the eDMR application as opposed to paper DMRs include faster entry, information verification, viewing complete permit effluent history, and complete company held permit effluent history, and data that is more accurate.

eDMR 2.0 and 2.2

eDMR 2.0 was released on 6/18/2009. Since then a few improvements have been made to eDMR 2.0 with eDMR 2.2 beginning most notable. eDMR 2.2 was released late 2013 to accommodate the new login and submit method, which are part of EPA's requirement to make eDMR and other WDEQ applications CROMEER compliant. The changes also include a new login page, a modified main page, and a modified submit page. It is important to note that eDMR 2.2 is the first version of eDMR that only requires one account to enter and submit data for multiple companies.

eDMR 3.0

The newest version of eDMR is eDMR 3.0. Several updates and changes, have been addressed, including the issue with internet browser compatibility. eDMR 2.0 and 2.2 were only compatible with Internet Explorer 8, whereas eDMR 3.0 is compatible with Internet Explorer 11, Mozilla Firefox, and Google Chrome. Other changes and updates include a revamped main page, the addition of a navigation menu, and added functionality. The web address for eDMR 3.0 is:

<https://edmr.wqd.apps.deq.wyoming.gov>

Before accessing eDMR 3.0, the permittee will have to obtain login privileges for their company and/or consultants to access the application. Accessing eDMR requires an eGOV (<https://egov.state.wy.us/>) and ENVITE (<https://envite.deq.wyoming.gov>) account. A walkthrough guide for eGOV and ENVITE can be found at <http://deq.wyoming.gov/wqd/dmrs/resources/eDMR/>.

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 the end of this document and on the web at <http://deq.wyoming.gov/wqd/dmrs/resources/eDMR/>.

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.

eDMR Login

Like eDMR 2.2, eDMR 3.0 requires an active ENVITE account to access the application, which can be obtained by going both to <https://egov.state.wy.us/> and <https://envite.deq.wyoming.gov>. Instructions on how to set up an eGOV and ENVITE account can be found at <http://deq.wyoming.gov/wqd/dmrs/resources/eDMR/>.

Wyoming DEQ | Citizen | Business | Government | Visitor |

ENV-ITE
Wyoming Department of Environmental Quality

DEQ Home Page ▾

You are logging into **eDMR** via ENV-ITE.
eDMR Administrator contact: Kevin Campbell, kevin.campbell@wyo.gov, (307)-777-2431

Login
ENV-ITE requires a free account from eGov - State of Wyoming Online Services.

ATTESTATION WARNING

This Environmental IT Environmental ("ENV-ITE") system has been established by the Wyoming Department of Environmental Quality (WDEQ) for the use of businesses or entities required to file reports or other data pursuant to federal and state laws and regulations. By affixing my electronic signature to any documents or data and by choosing to submit documents and data through the WDEQ's ENV-ITE system, I certify, acknowledge, and/or agree as follows:

- I am responsible for protecting my PIN, answers to secret questions from compromise;
- That I am the duly authorized representative of the business or entity associated with the electronic signature credential assigned to me by the WDEQ and that I am uniquely entitled to use the signature device;
- That the data I am submitting is true and correct to the best of my knowledge;
- That I may be subject to civil or administrative enforcement and penalties for failure to comply with reporting requirements under regulatory programs applicable to the business or entity I represent;
- That I may be subject to criminal liability for false certification of the data submitted; and
- That I am free to discontinue any transaction prior to finalization; otherwise, the document will be submitted to the WDEQ and the transaction will be complete, subject to my opportunity to repudiate the document as submitted in a human-readable format.

I certify, acknowledge, and/or agree to the above.

Username

Password

Sign In

WS-Federation Metadata | Prod | Internet | Privacy Policy | Copyright Statement | Copyright © 2013 State of Wyoming. All rights reserved.

If you already have an ENVITE account and access to eDMR 2.2 you don't have to get a new account to access eDMR 3.0.

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Updated Main Page

The screenshot shows the eDMR Selection Utility interface. At the top, there is a blue header with the Wyoming logo and the text "eDMR electronic Discharge Monitoring Report". Below this, it says "State of Wyoming" and "Dept. of Environmental Quality Water Quality Division". The user's login information is displayed: "Login: envite53 | Project Type: WEB | Database: UAT | Sign Out | ENV-ITE". A navigation bar contains links for "Instructions", "Treeview/Parameters", "Submit", "Upload", "Download", "Status", and "Links".

The main section is titled "eDMR Selection Utility" and contains several form elements:

- Checkboxes for "MarkForDelete" and "IncludeReportingPeriods".
- A dropdown menu currently showing "Anadarko E&P Onshore LLC".
- Checkboxes for "WYG Only" and "WYR Only".
- A second dropdown menu currently showing "WY0000868 | Meadow Creek Tensleep A Battery".

Below these forms is a table with a blue header "Company Name" and a yellow background. The table lists several entries, each with a folder icon, a name in brackets, a date range, and a status in red text:

Company Name
[-3] -> 01/01/2001-12/31/2002 ([PV] -> Eff-Exp Rng)
[-2] -> 01/01/2003-09/12/2006 ([PV] -> Eff-Exp Rng)
[-1] -> 09/13/2006-10/31/2007 ([PV] -> Eff-Exp Rng)
[0] -> 11/01/2007-12/31/2010 ([PV] -> Eff-Exp Rng)
[1] -> 03/01/2011-12/31/2015 ([PV] -> Eff-Exp Rng)
[2] -> 04/01/2013-12/31/2015 ([PV] -> Eff-Exp Rng)

To the right of the table is a "Get Data" button, a dropdown menu, a "Set NoDischargeType" button, and an "Allow Overwrite" checkbox.

Upon logging into eDMR, you will notice that the main page has eDMR Main Page has been replaced by the eDMR Selection Utility. At the top of the page you will notice the "Login", which will be set to your login name (i.e. ENVITE username), and the "Project Type", which is set to "WEB", meaning this is the eDMR site for external users. The "Database" is set to "LIVE" indicating that eDMR is connected to the WYPDES production database. If you notice that the "Database" is set to anything other than "LIVE" please contact the eDMR administrator immediately as this would indicate that eDMR is not connected to the WYPDES production database and any data entered and submitted would be lost. A link to sign out of eDMR and to access is ENVITE is provided.

New Navigation Menu



A navigation menu was added to eDMR to improve the overall functionality of the application. The menu includes tabs for “Instructions”, “Treeview/Parameters”, “Submit”, “Upload”, “Download”, “Status”, and “Links”. On the “Instructions” tab, you will find the instructions that were previously located on the “eDMR Selection Utility”, the “eDMR Submit Utility”, the “eDMR Download Utility”, and the “eDMR Overall Status Utility”.

Webform (Treeview/Parameters) Approach

The majority of permittees will use the Webform version of the eDMR application. The Webform version is an electronic version of the paper DMRs. The advantage of the Webform approach is simplicity. 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.

Changes

You will notice some major design changes to the eDMR 3.0 application. One of the most notable changes is the removal of the main page. This done because of the addition of the new navigation menu, which made the main page redundant. Other changes include the addition of new features such as the ability to select multiple outfalls and the ability to assign and save a limited number of “No Discharge” codes to selected outfalls without having to go to the “eDMR Parameter Entry Utility”.

As in the previous versions of eDMR, the data entry can occur in three tables on the entry utility page: “Reporting Period Records”, “Parameter Records”, and “Value Records”. The “Submission Period Records” table displays the “Overall Status” of the DMR entry but does not allow data entry. The “Reporting Period Records” table will encompass all of the “No Discharge” information and may include notes. The “Parameter Records” table will contain the sampling types and frequencies information, as well as the number of excursions. ***The number of excursions is something entirely new and should be entered as the number of times a sample resulted in a value outside of the permitted effluent limit(s) of the parameter for the daily maximum or minimum, as well as the weekly average.*** The “Value Records” table is where individual parameter sample values and the “Discharge No Analysis” information are entered. There is also an option to enter notes in this table.

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Terminology (Submission Periods vs Reporting Periods)

- **Submission Period:** A "Submission Period" is the time in months required for DMR data to be submitted back to DEQ. Typical values are 1 - Monthly; 2 - Bi-Monthly; 3 - Quarterly; 6 - Semi-Annually and 12 - Annually.
- **Reporting Period:** A "Reporting Period" is the time in months indicating the interval that data must be sampled and reported. Typical values are 1 - Monthly; 2 - Bi-Monthly; 3 - Quarterly; 6 - Semi-Annually and 12 - Annually.
- Typical combinations of the two are as follows:

<u>Submission Period</u>	<u>Reporting Period</u>	<u>Description</u>
6	1	Submit to DEQ every 6 months; sample/report monthly
3	3	Submit to DEQ every 3 months; sample/report quarterly
12	6	Submit to DEQ every 12 months; sample/report semi-annually

- A reporting period can never be less than one and can never exceed the number of months in the submission period.

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Webform Walkthrough

Here are the in-depth steps to submit information to the application by using the Webform Approach. The first step when using the Webform approach is logging in to the system. Type in your username and password at the following address: <http://deq.wyoming.gov/wqd/dmrs/resources/eDMR/>.

Treeview

After logging into the application, you can select the company and permit you want to enter information for from the "Tree View Control" dropdown lists. You can select the company for which you want to enter data from the top dropdown list if you have signed up for more than one company.

Login: **envite53** | Project Type: **WEB** | Database: **UAT** | [Sign Out](#) | [ENV-ITE](#)

Instructions Treeview/Parameters Submit Upload Download Status Links

eDMR Selection Utility

MarkForDelete IncludeReportingPeriods

Anadarko E&P Onshore LLC

WYG Only WYR Only

WY0002445 | LACT Facilities

Company Name

- [-2] -> 01/01/2001-12/31/2002 ([PV] -> Eff-Exp Rng)
- [-1] -> 01/01/2003-10/31/2007 ([PV] -> Eff-Exp Rng)
- [0] -> 11/01/2007-12/31/2010 ([PV] -> Eff-Exp Rng)
- [2] -> 03/01/2010-12/31/2014 ([PV] -> Eff-Exp Rng)
- [3] -> 01/01/2012-12/31/2014 ([PV] -> Eff-Exp Rng)
- [4] -> 04/01/2013-12/31/2014 ([PV] -> Eff-Exp Rng)
- [5] -> 03/01/2014-12/31/2014 ([PV] -> Eff-Exp Rng)
- Semi-Annual (Sub Freq)
 - 01/01/2014 - 06/30/2014 (Sub Pd)
 - 002 (Sub Pd: ID - 1846895) -
 - 003 (Sub Pd: ID - 1846896) -
 - 004 (Sub Pd: ID - 1846897) -
 - 005 (Sub Pd: ID - 1846898) -
 - 006 (Sub Pd: ID - 1846899) -
 - 007 (Sub Pd: ID - 1846900) -
 - 001 (Sub Pd: ID - 1846894) -
 - 008 (Sub Pd: ID - 1846905) -
 - 009 (Sub Pd: ID - 1846910) -
 - DMP1 (Sub Pd: ID - 1846901) -
 - SUM (Sub Pd: ID - 1846903) -
 - UMP1 (Sub Pd: ID - 1846902) -
- Yearly (Sub Freq)

Get Data

Set NoDischargeType

Allow Overwrite

The format of the tree view control has been updated. You will notice that the updated format includes the “Permit Version [PV]” along with the permits effective and expiration range (Eff-Exp Rng). The permit version is included to reduce the confusion that the previous treeview had caused. The confusion was caused by including “In Process” and “Not Issued (Withdrawn)” permit versions in the treeview. This has been fixed, and now the treeview only includes “In Effect” and “Expired” permits. To this end, you might notice that version numbering can skip a number or more. The reason for that those version have been withdrawn.

When you are ready to enter information into the system, select the permit you would like to work on, and then select the permit’s current effective and expiration date range (Eff-Exp Rng)., and then select the submission frequency (Sub Freq). The submission frequency can be “Monthly,” “Quarterly,” “Semi-Annual,” and/or “Annual”. After you selected the appropriate submission frequency, select the submission period (Sub Pd) for the date range you wish to report on, which includes one or more outfall numbers. From here, you can select the folder covering the submission period you wish to report on and then click on “Get Data” to proceed to the entry page; this will allow for data entry on all outfalls at once. Or you can select the individual outfalls within the desired submission period folder and then click on “Get Data” to proceed to the entry page for the individual outfall; this will allow for data entry on only that one individual outfall.

In the previous versions of eDMR, this is followed by the reporting frequency (Rpt Freq) and reporting period (Rpt Pd). Selection down to this level is still possible by checking the “Include Reporting Periods” box. **However, selecting all the way down to the “Rpt Freq” or the “Rpt Pd” is problematic, as this will not include all the required fields for the data that needs to be reported. The best option is to not include the reporting periods and just select outfall(s) from the “Sub Rng” and click on “Get Data”.**

There is also an option to view WYG (Temporary Discharge Permits) and WYR (Stormwater Construction Permits) that have been issued to your company. To view WYG or WYR permits only check the corresponding checkbox. If you want to view your WYO permits (regular discharge permits) again, uncheck the checkbox and you will be able view your WYO permits.

Existing Feature

- We also added the possibility to display DMRs that have been “Marked for Delete”. To do this you check the box “Display Marked for Delete” on the “eDMR Selection Utility” page. The “Marked for Delete” concept was designed to address the duplicate and triplicate, etc. problem we experienced when eDMR 2.0 was first released. The idea was to mark the duplicates, etc. for delete to hide them without actually deleting any of the information. This was done to increase performance of the tree-view grid and to reduce the amount of data that had to be entered. The majority of the data effected by the “Marked for Delete” process is related but not limited to the second semester 2009.

New Features

- A multiple selection option has been added to the eDMR, which allows the user to select one or more specific outfalls to enter data. In order to multiple select more than one outfall, select the first outfall for which you want to enter data, then hold down the shift button and finally select the last outfall for which you want to enter data or hold down the control button to select multiple

individual outfalls. Once you made your selection click on “Get Data” button or use the new “Set No Discharge Type” feature that is available on the “eDMR Parameter Entry Utility” (see below).

As with the previous versions of eDMR you can also select a submission range (Sub Rng) to enter eDMR information into the database. By doing this you will be able to enter information for all of the applicable outfalls at one time instead of selecting submission or reporting periods for individual outfalls. Be careful, however, because there can be a lot of information and if you select too high of a level it could take a long time to open. In addition, if you select a timeframe outside of when you are allowed to report the system will not let you enter information.

- The new “Set No Discharge Type” feature, offered to the right of the main table on the “eDMR Selection Utility” page, is designed to make it easier to enter DMRs with “no discharge (operation shutdown)” or those that have “outfall not constructed”. To use this feature, select one or more outfalls and then choose one of the available options from the dropdown list: “Operation Shutdown” or “Outfall Not Constructed”. Once the selection has been made, click the “Set No Discharge Type Button”. The status for the selected outfall(s) will be changed to “VAL”, and now the selected outfall(s) can be submitted. For details on how to submit DMRs see page 15 “Submitting Data”.
- A new “Fill #Exceeds” function has added to the “Parameter Records” table on the “eDMR Parameter Entry Utility” page. To use this function enter the exceedance number in the text box next to the “Fill #Exceeds” button and click on the button. This will autofill the “#Exceeds” field on the “Parameter Records”. If there were no exceedances during the submission period, enter zero (0) in the text box.

eDMR Parameter Entry Utility (Webform)

When the Webform opens, you will see four (4) tables: “**Submission Period Records**”, “**Reporting Period Records**”, “**Parameter Records**”, and “**Value Records**”. The “Submission Period Record” displays the “Overall status” of the DMR entry. The status can be “Valid (VAL)”, “Error (ERR)”, “Invalid (INV)”, “Submitted (SUB)”, “Amended Valid (AMV)”, and “Amended Error (AME)”. The status gets displayed after the entered data is saved.

On occasion the overall status is “ERR” although the status fields in the three main tables is “VAL”. In this instance, you should click on “Update eDMR Status” and this should change the overall status to “VAL”. If this does not fix the overall status, please contact the DEQ for further help. The overall status is also displayed in the Sub Rng next to the outfall number on the treeview. If no status is displayed next to the outfall number this indicates that no data has been entered or submitted for this outfall. In order to successfully submit the data after it’s been entered and saved, the overall status for all outfalls should reflect “VAL” (Valid) or “AMV” (Amended Valid) if making an amendment.

The “Reporting Period Records” table will encompass all “No Discharge” information and may include notes. The “Parameter Records” table will contain the sampling types and frequencies information as well as the number of excursions. ***The number of excursions should be entered as the number of times a sample resulted in a value outside of the permitted effluent limits.*** The “Value Records” table is where you enter individual parameter sampled values and where the “Discharge No Analysis” information is entered. There is also an option to enter notes in this table.

eDMR Parameter Entry Utility

Permit Number: **WY0002445** Facility Name: **LACT Facilities** Sub Freq Mo's: **6** Sub Beg Date: **1/1/2014** Sub End Date: **6/30/2014**

[Go Back To Selection Utility](#)

Submission Period Records

SubID	PV	MFD	Outfall	SubBegDate	SubEndDate	SF	RF	IsLocked	Overall Status	LimBegDate	LimEndDate
1846895	5	<input checked="" type="checkbox"/>	002	01/01/2014	06/30/2014	6	1	no		3/1/2014	12/31/2014

Reporting Period Records

PV	MFD	Outfall	BeginDate	EndDate	SF	RF	NoDischargeType	Comment	AddComment	DueDate	RecDate	Status
5	<input checked="" type="checkbox"/>	002	03/01/2014	03/31/2014	6	1				07/28/2014		
5	<input checked="" type="checkbox"/>	002	04/01/2014	04/30/2014	6	1				07/28/2014		
5	<input checked="" type="checkbox"/>	002	05/01/2014	05/31/2014	6	1				07/28/2014		
5	<input checked="" type="checkbox"/>	002	06/01/2014	06/30/2014	6	1				07/28/2014		
5	<input checked="" type="checkbox"/>	002	03/01/2014	04/30/2014	6	2				07/28/2014		

Parameter Records

PV	MFD	Outfall	BeginDate	EndDate	SF	RF	Parameter	MonitorLocation	SmpTy	Req'dSampleFrequency	ActualSampleFreq	#Exceeds	Status
5	<input checked="" type="checkbox"/>	002	03/01/2014	03/31/2014	6	1	Flow	Effluent Gross	CONTIN	Monthly	Monthly		
5	<input checked="" type="checkbox"/>	002	03/01/2014	03/31/2014	6	1	Solids, total dissolved	Effluent Gross 2	CALCTD	Monthly	Monthly		
5	<input checked="" type="checkbox"/>	002	03/01/2014	03/31/2014	6	1	Solids, total dissolved	Effluent Gross	GRAB	Monthly	Monthly		
5	<input checked="" type="checkbox"/>	002	04/01/2014	04/30/2014	6	1	Flow	Effluent Gross	CONTIN	Monthly	Monthly		
5	<input checked="" type="checkbox"/>	002	04/01/2014	04/30/2014	6	1	Solids, total dissolved	Effluent Gross 2	CALCTD	Monthly	Monthly		
5	<input checked="" type="checkbox"/>	002	04/01/2014	04/30/2014	6	1	Solids, total dissolved	Effluent Gross	GRAB	Monthly	Monthly		

Value Records

PV	MFD	Outfall	BeginDate	EndDate	SF	RF	Parameter	MonLocation	SBCode	Qual	Limit	Units	NoDischargeType	ActValQual	Value	Comment	AddComment	Status
5	<input checked="" type="checkbox"/>	002	03/01/2014	03/31/2014	6	1	Flow	Effluent Gross	MO AVG	Report		Mgal/d		Equal To				
5	<input checked="" type="checkbox"/>	002	03/01/2014	03/31/2014	6	1	Flow	Effluent Gross	DAILY MX	Report		Mgal/d		Equal To				
5	<input checked="" type="checkbox"/>	002	03/01/2014	03/31/2014	6	1	Solids, total dissolved	Effluent Gross	DAILY AV	Report		mg/L		Equal To				
5	<input checked="" type="checkbox"/>	002	03/01/2014	03/31/2014	6	1	Solids, total dissolved	Effluent Gross 2	MO LOAD	Report		ton/mo		Equal To				
5	<input checked="" type="checkbox"/>	002	04/01/2014	04/30/2014	6	1	Flow	Effluent Gross	MO AVG	Report		Mgal/d		Equal To				
5	<input checked="" type="checkbox"/>	002	04/01/2014	04/30/2014	6	1	Flow	Effluent Gross	DAILY MX	Report		Mgal/d		Equal To				

The Required Columns to fill out are in Red, optional are in Blue

The tables are designed to match the information on the DMRs. Following is a short description of the important columns located in each of the tables. 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.)

Reporting Period Records Table

- i. **PV** – Permit Version
- ii. **MFD** – Marked for Delete. A check in the MFD box indicates that the parameter was marked for delete. The “Marked for Delete” concept was designed to address the duplicate and triplicate, etc. problem we experienced when eDMR2.0 was first released. The idea was to mark the duplicates, etc. for delete to hide them without actually deleting any of the information.

- iii. This was done to increase performance of the tree-view grid and to reduce the amount of data that had to be entered.
- iv. **Outfall** - Outfall you are entering information for.
- v. **BegDate & EndDate** - The beginning and ending date of the monitoring period.
- vi. **SF & RF** – Submittal Frequency and Reporting frequency.
- vii. **NoDischType** – This column stores no discharge information. It is an **optional** column if there is a no discharge situation during the sampling period.
- viii. **Comment** – The comment field is a column that stores notes added by the permittee.
- ix. **AddComment** – The AddComment column is an **optional** mechanism to add notes or report any issues to the DEQ. The issues may range from exceedances to why a sample was missed. More information about exceedances and the AddComment feature can be found in the troubleshooting guide.
- x. **DMRDueDate** – The date the eDMR information must be submitted by.
- xi. **Status** – Indicates whether submitted information is valid or not.

Parameter Records Table

PV, MFD, Outfall, BeginDate, EndDate, SF, RF, and Status are the same as in Reporting Period Records table.

- ix. **Parameter** – Parameters required for discharge sampling analysis.
- x. **Monitoring Locations** – Indicates whether the it is an effluent or influent (intake) sample.
- xi. **SmpType** – The type of sample that was required to be taken by the permit.
- xii. **SmpFq** – Minimum sampling frequency required by the Permit.
- xiii. **ActSmpFq** – The permittee should report the actual sampling frequency. This column is optional because it is defaulted with the required sampling frequency.
- xiv. **#Exceeds** – The number of excursions is a required field and is the number of samples that resulted in a value outside of the permitted effluent limits for daily maximum and minimum limits, as well as weekly average limits.

Value Records Table

PV, MFD, Outfall, BeginDate, EndDate, SF, RF, Parameters, Monitoring Locations, Comment, AddComment, and Status are the same as in the Reporting Period Records and Parameter Records tables.

- xv. **SBCCode** – The statistical basis code – lets the user know if the effluent result is a minimum, maximum, average, as well as a monthly, weekly or daily value.
- xvi. **Qual** – The value qualifier lets the user know if the limit should be less than or greater than or equal to a numerical limit. (The value qualifier is left blank for limits of “Report”.)
- xvii. **Limit** – The limit is the permitted discharge limit from the permit, if there is no limit it will say “Report.”.
- xviii. **Units** – The units for the parameter.
- xix. **NoDischType** – This column stores no discharge information. This column is the same column as the column in the Reporting Period Records table, but it is for specific parameters instead of time

frames. It is an **optional** column if there is a no discharge situation for a specific parameter during the sampling period.

- xx. **ActValQual** – The actual value qualifier is an optional column where the user can change select between “null” and “equal to”. It is important that the **ActValQual** is set to “null” when using a **NoDischType**. This should happen automatically when the “**Save**” button is hit. However, in some cases you may have to change the **ActValQual** to “null” manually when using a **NoDischType**, should the automation not work. Failure to set the **ActValQual** to “null” will result in an error message.
- xxi. **Value** – The value column is where the sampled result values for the parameter are reported.

Reporting Sample Data

If the outfall was discharging for all or part of the monitoring period please continue with this section. If the outfall was not discharging please proceed to “**Reporting No Discharge/Outfall not Constructed**”. The first step in filling out the “**Webform**” is to fill out the required columns; “**#Exceeds**” and “**Value**”. Remember to use the laboratory report for most parameters and the field notes for field parameters such as pH and Flow for example. You can also fill out any of the optional columns: “**NoDischType, AddComment, ActSmpTy, ActSmpFq, and ActValQual**” if needed. 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 “**Submission Periods Record**” box should say “VAL” for valid. If the status is not “VAL,” you can 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 at the end of the Walkthrough Guide and at: <http://deq.wyoming.gov/wqd/dmrs/resources/eDMR/>.

If a parameter was measured that resulted in a “Below Detection” measurement you should double click on the “**NoDischType**” column corresponding to the parameter that resulted in the below detection measurement. A drop down box will appear with several options. Click on the “Below Detection” option. **Do NOT enter Zero (0) for a “Below Detection” measurement.** The same procedure should be used for “Discharge No Analysis” situations. If the outfall was discharging part of the submission period, you will need to mark the other months as “Operation Shutdown.”

There is also the option to report “Discharge No Analysis” situations using the propagate function. To use propagate function select one or more rows in the “**Reporting Period Records Table**” and select an appropriate “Discharge No Analysis” reason from the “**Propagate No Discharge Values**” dropdown menu. After selecting a “Discharge No Analysis”, click on the “**Propagate**” button. This action will auto fill in the selected “Discharge No Analysis type” in the selected rows on the “**Reporting Period Records Table**” and the corresponding rows on the “**Value Records Table**”. It will also fill in the “**#Exceeds**” with a “0” value in the “**Parameter Records Table**” and will remove the “Equal to” from the “**ActValQual**”.

For explanations and examples of reasons please refer to the eDMR No Discharge document which can be found at <http://deq.wyoming.gov/wqd/dmrs/resources/eDMR/>. Please proceed to the next step for instructions on entering the “No Discharge” parameters.

Reporting No Discharge/Outfall not Constructed

If the outfall is not discharging, there are three options for entering the parameter information. The first option is the same as the “Below Detection” approach. Simply select the “No Discharge (ND)” type from the drop down list in the “**NoDischType**” column in the “**Value Records Table**”. You may also have to change the “**ActValQual**” from “Equal to” to “0” if the automation should not work. The ND type choices are “Operation Shutdown,” which is to be used if the outfall is not discharging or “Outfall Not Constructed.”

The second approach involves reporting No Discharge for an entire reporting period in the “**Reporting Period Records Table**”. It entails selecting a ND Type in the corresponding “**No Discharge Type**” dropdown menu for the desired reporting period. Double click on the box in the appropriate row then select the No Discharge reason for the situation.

The third method is much more simpler to use on a larger scale. It is the same as described before with using the propagate function to report No Discharge situations. Select (highlight) one or more rows in the “**Reporting Period Records Table**” and then select a ND Type from the “**Propagate No Discharge Values**” dropdown menu located towards the top of the page, between the green “Update eDMR Status” button and the blue “Propagate NoDischarge” button. After selecting a ND type, click on the “**Propagate**” button. This action will auto fill in the selected ND type in the selected rows on the “**Reporting Period Records Table**” and the corresponding rows on the “**Value Records Table**”. It will also fill in the “**#Exceeds**” with a “0” value in the “**Parameter Records Table**” and will remove the “Equal to” from the “**ActValQual**”. You also have the option of adding a note in the “**AddComment**” section if deemed necessary. The final step is to hit the “**Save**” button to have the program fill out the appropriate fields automatically.

Saving Data

The final step for entry is to hit the “**Save**” button. You should then check the Overall Status in the “**Submission Review Record**” box that should say “VAL” for valid. If the status is not “VAL,” you can 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 at the end of the Walkthrough Guide and at: <http://deq.wyoming.gov/wqd/dmrs/resources/eDMR/>.

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Submitting DMRs

Login: [envite53](#) | Project Type: [WEB](#) | Database: [UAT](#) | [Sign Out](#) | [ENV-ITE](#)

[Instructions](#) [Treeview/Parameters](#) [Submit](#) [Upload](#) [Download](#) [Status](#) [Links](#)

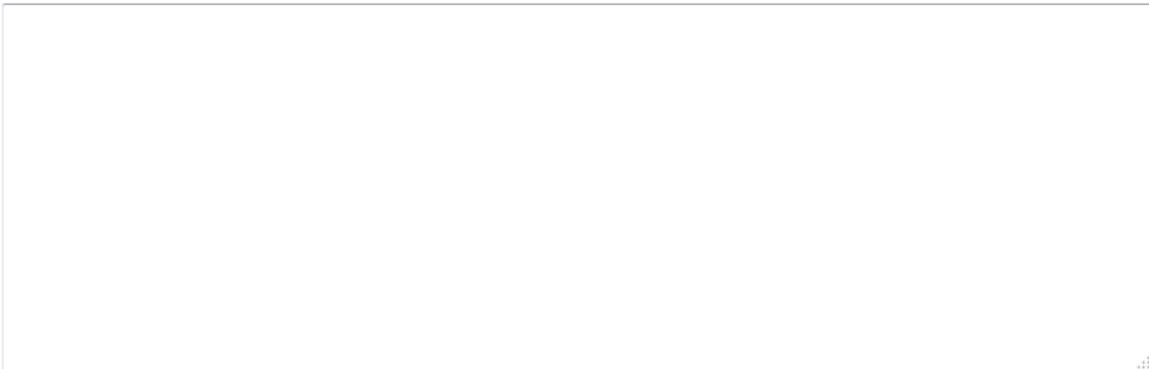
eDMR Submit Utility

Anadarko E&P Onshore LLC ▼

SubID	Permit	Outfall	SubBegDate	SubEndDate	SF	OverallStatus
1846895	WY000244:	002	01/01/2014	06/30/2014	6	VAL
1846896	WY000244:	003	01/01/2014	06/30/2014	6	VAL
1846897	WY000244:	004	01/01/2014	06/30/2014	6	VAL
1846898	WY000244:	005	01/01/2014	06/30/2014	6	VAL
1846899	WY000244:	006	01/01/2014	06/30/2014	6	VAL

[Submit Selected Periods](#)

Submission Results



Submissions Requiring Signatures

SubID	Permit	Outfall	SubBegDate	SubEndDate	SF	OverallStatus
No Data Found						

[Sign Selected Documents](#)

After you saved your data and the overall status is "VAL", select "Submit" from the navigation menu. The submittal step is the same for both the XML and Webform approach. To submit data, select the company you want to submit DMRs for from the dropdown list. Then locate the applicable permit(s) and outfalls you want to submit. You are able to submit multiple permits and outfalls at the same time. Highlight the applicable rows to be submitted by clicking on the left side of the row, and click on the "[Submit Selected Periods](#)" button. This will automatically redirect you to the signature page within ENVITE. To sign and submit DMRs, you will have to enter your pin number and answer the randomly selected security question. Once the process is complete, you will be automatically sent back to eDMR.

If for some reason the submission process should get interrupted, log in to eDMR, go to the submit

page, and click on the “**Sign Selected Documents**” button at the bottom of the screen. This will take you to ENVITE, and from there the process is the same. Once the submit process is complete, the permittee will receive an email confirmation of the information submitted. The selections that were submitted will disappear from the “eDMR Submit Utility” page but will still be able to be viewed through the “Tree View Controls” mentioned in the Webform section of the walkthrough.

Amending Submitted Data

After DMRs are submitted, it is possible to amend the submitted DMRs if a reporting error was accidentally made or an incorrect value was accidentally entered into the eDMR system. In order to amend a DMR, left click on the gray bar on the left side of the row(s) that need to be amended in either the “Reporting Period Records”, the “Parameter Records”, or the “Value Records”. The selected row(s) will be highlighted in grey and the text blue. After highlighting the row(s) that need to be amended, right click on the blue colored highlighted row(s) and select “**Amend** selected row(s)” from the options menu. Once “**Amend** selected row(s)” has been selected, the color the row(s) that should be amend will change from grey to red. Now the DMR data can be amended. Please make sure to save your amended data before you submit to DEQ otherwise the amendments will not be recorded.

Submission Period Records

SubID	PV	MFD	Outfall	SubBegDate	SubEndDate	SF	IsLocked	OverallStatus	LimBegDate	LimEndDate
1864711	2	002	002	07/01/2014	12/31/2014	6	no	SUB	3/1/2011	12/31/2015

Reporting Period Records

PV	MFD	Outfall	BeginDate	EndDate	SF	RF	NoDischargeType	Comment	AddComment	DueDate	RecDate	Status
2	002	002	07/01/2014	07/31/2014	6	1	Operation Shutdown			01/28/2015		SUB
2	002	002	08/01/2014	08/31/2014	6	1				01/28/2015		SUB
2	002	002	09/01/2014	09/30/2014	6	1				01/28/2015		SUB
2	002	002	10/01/2014	10/31/2014	6	1				01/28/2015		SUB
2	002	002	11/01/2014	11/30/2014	6	1				01/28/2015		SUB

Parameter Records

PV	MFD	Outfall	BeginDate	EndDate	SF	RF	Parameter	MonitorLocation	SmpTy	Req'dSampleFrequency	ActualSampleFreq	#Exceeds	Status
2	002	002	07/01/2014	07/31/2014	6	1	Flow	Effluent Gross	INSTAN	Monthly	Monthly	0	SUB
2	002	002	08/01/2014	08/31/2014	6	1	Flow	Effluent Gross	INSTAN	Monthly	Monthly	0	SUB
2	002	002	09/01/2014	09/30/2014	6	1	Flow	Effluent Gross	INSTAN	Monthly	Monthly	0	SUB
2	002	002	10/01/2014	10/31/2014	6	1	Flow	Effluent Gross	INSTAN	Monthly	Monthly	0	SUB
2	002	002	11/01/2014	11/30/2014	6	1	Flow	Effluent Gross	INSTAN	Monthly	Monthly	0	SUB
2	002	002	12/01/2014	12/31/2014	6	1	Flow	Effluent Gross	INSTAN	Monthly	Monthly	0	SUB

Value Records

PV	MFD	Outfall	BeginDate	EndDate	SF	RF	Parameter	MonLocation	SBCode	Qual	Limit	Units	NoDischargeType	ActValQual	Value	Comment	AddComment	Status
2	002	002	07/01/2014	07/31/2014	6	1	Flow	Effluent Gross	MO AVG	Report		Mgal/d	Operation Shutdown					SUB
2	002	002	07/01/2014	07/31/2014	6	1	Flow	Effluent Gross	DAILY MX	Report		Mgal/d	Operation Shutdown					SUB
2	002	002	08/01/2014	08/31/2014	6	1	Flow	Effluent Gross	MO AVG	Report		Mgal/d	Equal To		0.01			SUB
2	002	002	08/01/2014	08/31/2014	6	1	Flow	Effluent Gross	MO AVG	Report		Mgal/d	Equal To		0.1			SUB
2	002	002	09/01/2014	09/30/2014	6	1	Flow	Effluent Gross	MO AVG	Report		Mgal/d	Equal To		0.1			SUB
2	002	002	09/01/2014	09/30/2014	6	1	Flow	Effluent Gross	MO AVG	Report		Mgal/d	Equal To		0.1			SUB
2	002	002	10/01/2014	10/31/2014	6	1	Flow	Effluent Gross	MO AVG	Report		Mgal/d	Equal To		0.1			SUB
2	002	002	10/01/2014	10/31/2014	6	1	Flow	Effluent Gross	MO AVG	Report		Mgal/d	Equal To		0.1			SUB
2	002	002	11/01/2014	11/30/2014	6	1	Flow	Effluent Gross	MO AVG	Report		Mgal/d	Equal To		0.1			SUB
2	002	002	11/01/2014	11/30/2014	6	1	Flow	Effluent Gross	DAILY MX	Report		Mgal/d	Equal To		0.1			SUB

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 pulls 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 permittee's responsibility to acquire/create the program used to pull out the information. The reason the DEQ will not create a program to get the information out of an external database is that no two database are alike and the program needs to be personalized for individual databases.

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:

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Downloading XML Files

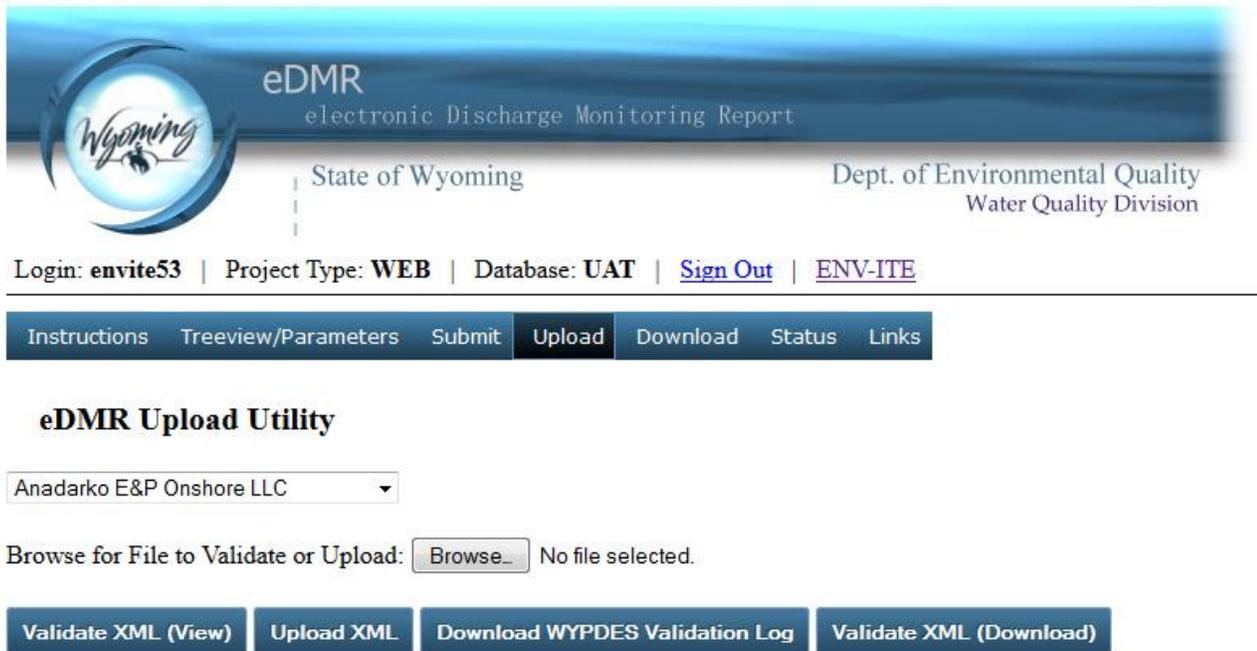
The screenshot shows the eDMR (electronic Discharge Monitoring Report) web application interface. At the top, there is a header with the Wyoming logo and the text "eDMR electronic Discharge Monitoring Report". Below this, it says "State of Wyoming" and "Dept. of Environmental Quality Water Quality Division". A navigation bar contains links for "Instructions", "Treeview/Parameters", "Submit", "Upload", "Download", "Status", and "Links". The "Download" link is highlighted.

The main content area is titled "eDMR Download Utility". It features a dropdown menu for "Anadarko E&P Onshore LLC". Below this are four dropdown menus for filtering: "Permit Number | Facility" (WY0000868 | Meadow Creek Tensleep A1), "[Permit Version] Eff-Exp Rng" (-3] -> 01/01/2001-12/31/2002), "Submission Freq" (ALL), and "Submission Period" (01/01/2001-06/30/2001). A large empty grey box is intended for selecting rows. To the right of this box is a list of submission periods: 01/01/2001-12/31/2001, 07/01/2001-12/31/2001, 01/01/2002-06/30/2002, 01/01/2002-12/31/2002, and 07/01/2002-12/31/2002. A "Fill Grid" button is located below the list. At the bottom center, there is a "Download XML" button.

After logging into eDMR with your ENVITE credentials, select download XML from the navigation menu. If you do not have ENVITE credentials, please go to <http://deq.wyoming.gov/wqd/dmrs/resources/eDMR/> for information on how to obtain an ENVITE account. Next, select an XML to download. When choosing the "Download XML" option, you are able to download the entire "Submission Period" of information for all outfalls or for one outfall.

After selecting the download options, you will be asked to verify what you want to download. 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 multiple 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.

Uploading XML Files



The screenshot shows the eDMR (electronic Discharge Monitoring Report) web application interface. At the top, there is a blue header with the Wyoming state logo and the text "eDMR electronic Discharge Monitoring Report". Below the header, it says "State of Wyoming" and "Dept. of Environmental Quality Water Quality Division". The user is logged in as "envite53" with project type "WEB" and database "UAT". There are links for "Sign Out" and "ENV-ITE". A navigation menu includes "Instructions", "Treeview/Parameters", "Submit", "Upload", "Download", "Status", and "Links". The main content area is titled "eDMR Upload Utility" and features a dropdown menu currently set to "Anadarko E&P Onshore LLC". Below the dropdown is a "Browse for File to Validate or Upload:" section with a "Browse..." button and the text "No file selected.". At the bottom, there are four buttons: "Validate XML (View)", "Upload XML", "Download WYPDES Validation Log", and "Validate XML (Download)".

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. 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. There are now several options, including Upload XML, Validate XML (View), Validate XML (Download), and Download WYPDES Validation Log.

Submitting XML Files

The final step in the XML process is submittal. The submittal step is the same for both the XML and Webform process. After you uploaded your data and the overall status is “VAL” select “Submit” from the navigation menu. The submittal step is the same for both the XML and Webform approach. To submit data select the company you want to submit DMRs for from the dropdown list Then locate the applicable permit(s) and outfalls you want to submit. You are able to submit multiple permits and outfalls at the same time. Highlight the applicable rows to be submitted by clicking on the left side of the row, and click on the **“Submit Selected Periods”** button. This will redirect you the signature page within ENVITE. To sign and submit DMRs, you will have to enter your pin number and answer the randomly selected security question. Once the process is complete, you will be automatically sent back to eDMR.

If for some reason the submission process should get interrupted, log in to eDMR, go to the submit page, and click on the **“Sign Selected Documents”** button at the bottom of the screen. This will take you to ENVITE, and from there the process is the same. Once the submit process is complete the permittee will receive an email confirmation of the information submitted. The selections that were submitted will disappear from the “eDMR Submit Utility” page but will still be able to be viewed through the “Tree View Controls” mentioned in the Webform section of the walkthrough.

Overall Status Utility Function

The Overall “eDMR Status Utility” page, which can be located by selecting “Status” on the menu bar, is designed to provide the eDMR user with an easy way to check the status of the DMR entry and submittal. The user has the option to select one, multiple, or all permits, for one or more years, submission frequencies, and submission periods. There is also the possibility to use the edit function to edit individual outfalls.

Overall Status Utility Walkthrough

Login: [envite53](#) | Project Type: **WEB** | Database: **UAT** | [Sign Out](#) | [ENV-ITE](#)

Instructions Treeview/Parameters Submit Upload Download **Status** Links

eDMR Status Utility

Anadarko E&P Onshore LLC

WYG Only **Go** WYR Only

Permit/Facility	Year	Submission Frequency	Submission Period
<input type="checkbox"/> All Permits All Permits WY0000868 Meadow Creek Tensleep A Batten WY0002445 LACT Facilities WY0038164 Carson and Reed WY0041599 Breene CBM Facility WY0042013 Beta Pod No 1 CBM Project-Cou WY0044164 Hanna Pilot Reservoir WY0047317 Powder Valley Unit Project WY0048241 Gas Draw Unit WY0048313 Whiskey Draw Unit	2006 2007 2008 2009 2010 2011 2012 2013 2014 2015	Monthly Quarterly Semi-Annually Yearly	All 01/01/2015-01/31/2015 01/01/2015-03/31/2015 01/01/2015-06/30/2015 02/01/2015-02/28/2015 03/01/2015-03/31/2015 04/01/2015-04/30/2015 04/01/2015-06/30/2015

WYPermitNu	OutfallNumbe	SubmissionF	DMRSubmiss	SubmissionF	SubmissionF	EdmrOverall!	IsLocked
WY0000868	001	6	1864710	1/1/2015	6/30/2015	SIG	
WY0000868	002	6	1864712	1/1/2015	6/30/2015	SUB	
WY0000868	003	6	1864714	1/1/2015	6/30/2015	SUB	
WY0000868	004	6	1864716	1/1/2015	6/30/2015	SUB	
WY0000868	005	6	1864718	1/1/2015	6/30/2015	SUB	
WY0000868	DMP1	6	1864720	1/1/2015	6/30/2015	SUB	
WY0000868	DMP3	6	1864722	1/1/2015	6/30/2015	SUB	
WY0000868	DMP4	6	1864724	1/1/2015	6/30/2015	SUB	
WY0000868	DMP5	6	1864726	1/1/2015	6/30/2015	SUB	
WY0038164	001	3	1867608	1/1/2015	3/31/2015		
WY0038164	001	3	1875726	4/1/2015	6/30/2015		
WY0038164	002	3	1867612	1/1/2015	3/31/2015		

- O1. The first step is to select one or more permits or all permits from the “**Permit-Facility**” list box. If you want to select more than one permit hold down either the “Shift key” to select multiple permits in a row or hold down the “Ctrl key” to select several permits individually. Once you have selected your permit(s), press the “**Go**” button.
- O2. Select one or more years from the “**Year**” list box and press the “**Go**” button.
- O3. Next, select one or more submission frequencies from the “**Submission Frequency(s)**” list box and press the “**Go**” button.
- O4. Lastly, select one or more of the submission periods from the “**Submission Period(s)**” list box and press the “**Fill Grid**” button. After you’ve clicked on the “**Fill Grid**” button, you can view the “Overall Status” of your selections.
- O5. The display field indicates the “Overall Status” of the selected permit(s), the timeframe, and whether the permit is locked for the selected timeframe. If a permit is locked, it cannot be changed unless it gets unlocked.
- O6. There is also the option to go directly to any displayed outfall by clicking on “**Edit**” in the “Edit Link” column. This allows the user to edit and amend data. Use the back button on your browser to get back to the “**Overall Selection Utility Function**”. This option has been removed from eDMR 3.0 and will be added back at some future point.

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eDMR3 Troubleshooting Guide

Following is a list of problems that may be encountered. If you ever are unsure of what you are looking at or do not feel this document addresses your issue(s), please contact the DEQ. For any questions or concerns please contact Kevin Campbell at kevin.campbell@wyo.gov or 307-777-2431. The most up to date documentation concerning the eDMR 3.0 system can be found at <http://deq.wyoming.gov/wqd/dmrs/resources/eDMR/>.

Potential Problems:

1. Basic Help Assistance
2. How do I get access to eDMR 3.0?
3. How do I update the account information?
4. How do I deactivate my account?
5. What Internet Browsers are supported by eDMR 3.0?
6. Can I get instructions on how to fill out the eDMRs?
7. Why can't I log in to the application?
8. Why can't I submit the information I entered?
9. I had an excursion, what should I do?
10. What do I enter for Non-Detect and/or other non-numerical values?
11. Is there an explanation of "No Discharge" Codes?
12. What do I do if I missed a sample?
13. It appears information is missing, who should I contact for help?
14. The information is not missing, but I think there may be a problem with it. What should I do?
15. Where can I print a copy of my submitted DMRs?
16. What are the DMR due dates?

1. Basic Help Assistance

For basic help assistance, the most important thing is to be as specific as possible. It is important that you supply all of the information to the Department of Environmental Quality (DEQ) so we can assist you the best we can. The following information is required: Permit Number, Outfall, Time Frame, Specific Problem, and any background information you feel is necessary. If you are using XML files, please attach a copy of the XML file to the email when notifying the DEQ.

2. How do I get access to eDMR 3.0?

eDMR 3.0 requires an active ENVITE account to access the application, which can be obtained by going both to <https://egov.state.wy.us/> and <https://envite.deq.wyoming.gov>. Instructions on how to set up an eGOV and ENVITE account can be found at <http://deq.wyoming.gov/wqd/dmrs/resources/eDMR/>.

3. How do I update the account information?

The DEQ asks companies to update the account information when personal or company information changes. To update the account information, please log in to ENVITE and go to “User Profile” to update any information.

4. How do I deactivate my account?

eDMR accounts no longer need to be deactivated. Inactive accounts expire after 14 months from the last time the account was used. If the account expires and you want to use the inactive account again, you will have to request access to eDMR again (see #2).

5. What Internet Browsers are supported by eDMR 3.0?

eDMR 3.0 supports the following browser: Mozilla Firefox, Google Chrome, and Internet Explorer Versions 8-11. Other browsers, such as Opera or Safari, have not been tested but might work with eDMR 3.0.

6. Can I get instructions on how to fill out the eDMRs?

The walkthrough document for the eDMR system can be found at the following link: <http://deq.wyoming.gov/wqd/dmrs/resources/eDMR/>.

The DEQ will also provide training at regular intervals. Please contact Kevin Campbell at kevin.campbell@wyo.gov or 307-777-2431 for training inquiries.

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7. Why can't I log in to eDMR 3.0?

Before logging in to the application, your company will be required to set up an ENVITE account to access eDMR. Please refer to #2 concerning obtaining access to ENVITE and eDMR. If your company already has access to ENVITE and/or eDMR, the account setup might not be completed or might be locked due to invalid attempts. Please contact Kevin Campbell at kevin.campbell@wyo.gov or 307-777-2431 to reset the account.

8. Why can't I submit the information I entered?

The main reason you will not be able to submit information to the DEQ is that the information you are trying to submit is not valid. Before submittal, make sure the "Overall Status" is valid (VAL) or the system will not allow you to submit the information. You can check the "Overall Status" by either going to the "eDMR Parameters" page (the page where sample results are entered) and clicking on the Validate button, in which case the system will tell you of any potential problems with the submittal, or by using the "Overall Status Utility" function. Please refer to the eDMR 3.0 walkthrough on how to use the "Overall Status Utility" function.

9. I had an excursion, what should I do?

First, it is important to know what an excursion is. An excursion is an exceedance of the permit limit and is defined by the number of samples taken during any given sampling period that are over the permit limit. Second, it is important to understand that the DEQ cannot and will not tell your company how to address an excursion. It is up to your company to put forth a good faith effort to prevent the problem, correct the problem, and prevent any further occurrence of the problem. The DEQ will take any enforcement action it feels necessary to address any exceedance issue.

If your company does have an exceedance make sure you fill out the "**#Exceeds**" field on the "eDMR Parameters" page with the appropriate information. The DEQ suggests that you address the issue in the "AddComment" column in the "Value Records" table in the same row as the exceeded limit value. Upon saving the information in the "AddComment" column, it will be permanently stored in the "Comment" column. At a minimum, it is suggested your company reports the date of the excursion, the supposed cause, and also the plan of action to address the issue. You will have the option of following up on the issue by adding more notes in the "AddComment" column upon receiving further information – i.e. further test results, outfall modification/renovations, process changes, etc.

Upon submittal of the information to the DEQ, the information will be reviewed and any action the DEQ feels necessary will be taken. Please understand that by self submitting this information to the DEQ it by no means removes any responsibility of the permittee to follow all regulations provided by the applicable WYPDES permit and Wyoming Water Rules and Regulations.

10. What do I enter for Non-Detect and/or other non-numerical values?

In order to enter Non-Detectable results, you can either use the manual method of changing the “NoDischType” in the “Value Record” or use the “Propagate” method. Please refer to the eDMR walkthrough for more information regarding these methods. The walkthrough can be found at <http://deq.wyoming.gov/wqd/dmrs/resources/eDMR/>.

You will notice any foreign characters will not be allowed to be entered in the Value column. Characters such as <>+- will be removed and the value will be changed to zero. If you have an effluent result of <X (less than some value), please record the value as “Below Detection”. If you have a sample that is + or – X (plus or minus some value), please record the value only and leave off the precision. Please DO NOT enter “Zero (0)” when reporting a Non-Detectable result. Instead, please use “Below Detection Limit/No Detection” from the “NoDischType” in the “Value Record” table.

11. Is there an explanation of “No Discharge” Codes?

The explanation of “No Discharge” Codes and when to use them can be found at the following link: <http://deq.wyoming.gov/wqd/dmrs/resources/eDMR/>. If you are not sure your situation is covered by the codes, please contact the DEQ for further information.

12. What do I do if I missed a sample?

If you ever miss a sample you should try to collect one as soon as possible. There is a “NoDischType” code for Missed Samples (“Analysis not Conducted – No Sample”). It is recommended that you use the “Analysis not Conducted – No Sample” code for a missed sample, and then use the “AddComment” function to explain why the sample was missed and the plan of action to make sure there are no future missed samples. For help entering “No Discharge” Codes, please refer to the eDMR walkthrough at the following link: <http://deq.wyoming.gov/wqd/dmrs/resources/eDMR/>.

13. It appears information is missing, whom should I contact for help?

If you think you are missing reporting information after reading the latest copy of your permit, there are two things that may be wrong. The first thing that you should do is check and make sure you are looking in the correct time frame. You need to make sure you are in the correct Effective Expiration range, and also the correct Interim Range. If you have exhausted all potential outfall/date combinations, there is a chance the information was not setup correctly in the system by the DEQ. If this is the case, it is vital that you contact the DEQ and notify them of the specific problem so that the information can be updated correctly. The DEQ will input the correct information into the database and will notify you when it is corrected.

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14. The information is not missing, but I think there may be a problem with it. What should I do?

If the information is in the eDMR application, but you think there is a problem with it, the best plan of action is to contact the DEQ. This problem may have occurred because the data was entered or set up incorrectly or because the data was incorrectly migrated from the old system to the new one. If you feel that there are any errors, please contact the DEQ with the specifics.

15. Where can I print a copy of my submitted DMRs?

A paper copy of your submitted DMRs can be obtained from the paper DMR site <http://deq.state.wy.us/paperdmr>. Please follow the instructions on how to get/print a paper DMR with values.

16. What are the DMR due dates?

	CBM Due Dates	Non-CBM Due Dates
Monthly Submission	45 days of the completed sampling month	Monthly DMRs are due on the 28 th day of the month following the completed reporting period
Quarterly Submission	1 st Quarter DMRs are due on March 15 th ; 2 nd Quarter DMRs are due on August 15 th ; 3 rd Quarter DMRs are due on November 15 th ; 4 th Quarter DMRs are due on February 15 th	1 st Quarter DMRs are due on April 28 th ; 2 nd Quarter DMRs are due on July 28 th ; 3 rd Quarter DMRs are due on October 28 th ; 4 th Quarter DMRs are due on January 28 th
Semi-Annual Submission	1 st Semester DMRs are due on August 15 th ; 2 nd Semester DMRs are due on February 15 th	1 st Semester DMRs are due on July 28 th ; 2 nd Semester DMRs are due on January 28 th
Annual Submission	Annual DMRs are due on February 15 th	Annual DMRs are due on January 28 th