

# Florida Department of Environmental Protection NPDES Stormwater EzDMR External User Guide

Water Compliance Enforcement Program  
Created: June 2018



# EzDMR User Guide (Stormwater)

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## 1. Introduction

### a. Purpose

Welcome to NPDES Stormwater EzDMR User's Guide. This document will provide instructions on how to utilize the system to transmit electronic Discharge Monitoring Reports (DMRs) to the Department of Environmental Protection (DEP).

### b. System Support

Portal Account, PIN and Password Help Desk:

Number: (850) 245-7555

Hours: Monday to Friday 7:00 am to 5:00 pm

Email: [ServiceDesk@dep.state.fl.us](mailto:ServiceDesk@dep.state.fl.us)

All Other Questions:

DEP EzDMR Water Compliance Enforcement Staff:

Number: (850) 245-8567

Hours: Monday to Friday 8:00 am to 5:00 pm

Email: [EzDMRAdmin@dep.state.fl.us](mailto:EzDMRAdmin@dep.state.fl.us)

EzDMR Website: <http://www.ezdmr.dep.state.fl.us>

### c. What is EzDMR?

The Electronic Discharge Monitoring system EzDMR allows facilities and DEP users to electronically transmit Discharge Monitoring Reports directly to DEP to comply with the National Pollutant Discharge Elimination System (NPDES) Stormwater, Industrial and Domestic Wastewater permit requirements. This system is designed to provide an alternative to submitting hand-written or paper DMRs. It creates a signed digital document as a copy of the DMR. It is faster, more efficient, and less burdensome for both facilities and DEP. As a fully operational electronic reporting system, all the necessary legal, security, and electronic signature functionalities are included in a completely paperless reporting system.

EzDMR System is a web-based system. The system serves as an electronic filing cabinet to manage DMR reporting requirements regulated by DEP and to receive and store DMR reports submitted by facilities. Access privileges are administrated by using a username and password obtained via the DEP Business Portal. To access EzDMR, the User must first request and be granted a valid role for a facility or facilities. Based upon that role(s), the User will be granted access to specific functions and the DMRs associated with the requested facility or facilities.

EzDMR allows users to generate DMR templates as well as providing editing, validation and submission capability.

### d. System Access Roles

There are 3 distinct User access roles that can be requested and multiple roles are permitted. For additional information, see **Section 8, Request an Access Role** below.



# EzDMR User Guide (Stormwater)

## **Preparer:**

- Can generate and view EzDMR templates, as well enter data and/or edit template, attach documents and files in preparation of a submission, add comments to the EzDMR template, and save the EzDMR template.

## **Certifier:**

- All the Preparer privileges listed above.
- Can certify and submit an electronic DMR with a PIN, security question and authorization by the DAR.
- Can revoke a Preparer's access.

## **Duly Authorized Representative (DAR):**

- Can view DMR templates.
- Can manage Preparer roles and Certifier role requests

## **e. The Overall Path in EzDMR to submit an electronic DMR**

- Register for a DEP Business Portal account and password
- Apply for a Personal Identification Number (PIN) if Certifying and Submitting DMR
- Request an Access Role
- Generate Templates
- Enter/Edit DMR data
- Upload Required Attachments
- Upload Additional Attachment (non-required)
- Certify/Submit DMR

## **2. Registration Process**

All EzDMR Users must register for an account and create a password to submit DMRs. Users who intend to certify and submit DMRs electronically must also apply for a PIN.

If the User already has an account in the DEP Business Portal, sign in to the system and proceed to **Section 3: Apply for a PIN** if a PIN is needed. If the User already has a PIN, proceed to **Section 4 Account Details** (access and reset account information). Otherwise, follow the instructions to register below:

- a. Go to the DEP Business Portal (<https://www.fldepportal.com/go/>)**
- b. Click [Register](#) located in the upper right corner of the Welcome screen.**



# EzDMR User Guide (Stormwater)

Home [Register](#) | already have an account? [Sign In](#)

Search the Site:

## Welcome

to the  
Florida Department of Environmental Protection's Business Portal. If you don't find what you're looking for please come back as we're continually adding to the site.

I would like to:

**Apply**  
To build, repair, operate, discharge, ... see more.

**Pay**  
For fees, invoices, park reservations, ... see more.

**Sign Up**  
For subscriptions, newsletters, notifications, ... see more.

**View**  
Maps, data, reports, ... see more.

**Submit**  
Applications for grants and rebates, AGP Admin. Correction, leave feedback, ... see more.

**Continue**  
A partially completed business transaction or reprint a receipt for a previous transaction.

- c. Complete the required information form. Required fields are indicated by a red asterisk (\*).
- d. Click the Register button located at the bottom of the screen.

[Home](#) » [Register](#)

## Register

- If you've already registered with the DEP, then [sign in](#).
- If you haven't received your verification e-mail, then we can [re-send your verification email](#).
- If you are a registered user but have forgotten your password, then [reset your password](#).

E-mail Address\*:

First Name\*:

Middle Name:

Last Name\*:

Address (Line 1)\*:

Address (Line 2):

City\*:

State\*:

Zip Code\*:

Phone Number\*:

*In the event you forget your password, enter a question and answer only known to you:*

Security Question\*:

Security Answer\*:

**Register**

The system will display a Registration Complete confirmation message.



# EzDMR User Guide (Stormwater)

[Home](#) » Registration Complete

Search the Site:

## Thanks!

Your registration is almost complete. We have sent you an e-mail in order to verify your e-mail address. Please follow the instructions in the e-mail to verify your account.

- e. To verify the email account, the User should go to their email inbox and open the email from: '[no-reply@dep.state.fl.us](mailto:no-reply@dep.state.fl.us)' with the subject **Registration Request**. If this email is not found, it is recommended that the User look in their "Junk" or "Spam" folders within their inbox. If this email is not received, contact the DEP Service Desk at (850) 245-7555 or [servicedesk@dep.state.fl.us](mailto:servicedesk@dep.state.fl.us).
- f. Click the embedded hyperlink to complete the registration and email verification process.



### Florida Department of Environmental Protection

Bob Martinez Center  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

Rick Scott  
Governor

Carlos Lopez-Cantera  
Lt. Governor

Noah Valenstein  
Secretary

#### FDEP Business Portal Registration Confirmation

This is from a test website. The real website is available at <http://www.fldepportal.com>.

Hello Monica Parchment:

Thank you for registering with the Florida Department of Environmental Protection's Internet Business Portal. To complete your registration and set your password, please verify your email address by clicking the link below.

<https://betaenv.dep.state.fl.us/DepPortal/account/verifyEmail?confirmationId=d5658ac75cc4b7562b27349651175048>



## EzDMR User Guide (Stormwater)

- g. The User must complete the required information to secure a system password.
- h. Click the Create Password button

[Home](#) » [Verify E-mail](#) Search the Site:

### Verify E-mail

Congratulations! Your e-mail address has been verified. To complete your registration, please choose a password below. Passwords must be between 8 and 20 characters long and must contain at least one uppercase letter, one lowercase letter, and one number.

What is your oldest sibling's middle name?\*:

New Password\*:

Confirm Password\*:

- i. The system will display the E-mail Verification Confirmation screen. If the User will be certifying and submitting a report, they will be given an opportunity to apply for a PIN. See Section 3 below.

### 3. Apply for a PIN

A Personal Identification Number (PIN) is required for electronic certification of DMR submissions. Only Users who request a Certifier role will need to apply for a PIN before they can submit DMRs to DEP.


- a. To apply for a PIN, click on the “you may apply here” hyperlink located on the E-mail Verification Complete screen or click the following link: <http://www.fldeportal.com/pin/request>

[Home](#) » [E-mail Verification Complete](#) Search the Site:

### E-mail Verification Complete

Thanks for verifying your email address. You can now [sign in](#).

#### Apply for a PIN?


A PIN is a secure way to electronically sign submissions to DEP. At this time, most submissions do **NOT** require PIN signature. When you begin a submission that requires a PIN, you will be notified that a PIN is required. If you require a PIN, [you may apply here](#). 

**Note:** You can always apply for a PIN later by visiting your account details page. Once you are signed in, you can find your account details page by clicking your name on the sign-in bar above.



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- b. The system will display the **Sign In** screen. Enter the required information and click the Sign In button.

[Home](#) » [Sign In](#)Search the Site:  

## Sign In

If you've already registered with the DEP sign in below. DEP employees may use their network username to sign-in.

(e.g., `wile.e.coyote@domain.com` OR `coyote_we`)

E-mail Address\*:

Password\*:

[I forgot my password.](#)

If not, then [register](#).





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- c. The system displays the PIN Request form.
- d. The User should complete the required PIN Request information.
- e. Click the **Generate PIN Application** button located the bottom of the screen.

Please make sure your account information is up to date before continuing. [Update Account Information](#)

### PIN Security

From the list provided, please select five personal security questions that:

1. cannot be easily guessed or researched
2. don't change over time
3. are memorable to you (i.e., others in your work place would not be aware of or familiar with based on what they know about you)
4. are definitive or simple

These must be different from your account security question.

#### Security Question 1

Question\*:

Answer\*:

#### Security Question 2

Question\*:

Answer\*:

#### Security Question 3

Question\*:

Answer\*:

#### Security Question 4

Question\*:

Answer\*:

#### Security Question 5

Question\*:

Answer\*:

**Generate PIN Application**



# EzDMR User Guide (Stormwater)

- f. The system displays the **PIN Request** confirmation screen.

[Home](#) » **PIN Request**

## PIN Request

We have sent an email to [REDACTED]@yahoo.com with a form which must be notarized and mailed to us. Full instructions are included in the email.

- g. To download and print the pdf version of the Electronic Subscriber Agreement (ESA), the User must go to their email inbox and open the email from: 'no-reply@dep.state.fl.us' with the subject "**PIN Request.**" If this email is not found, it is recommended that the User look in the "Junk" folder of their inbox. If this email is not received, contact the DEP Service Desk at (850) 245-7555 or [servicedesk@dep.state.fl.us](mailto:servicedesk@dep.state.fl.us). The form should be completed, notarized and mailed to:

Florida Department of Environmental Protection  
Attn: ESA Processing  
2600 Blair Stone Road, MS 6520  
Tallahassee, FL 32399-2400



### Florida Department of Environmental Protection

Rob Martinez, Center  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

Rick Scott  
Governor  
Carlos Lopez-Cantera  
Lt. Governor  
Noah Valenstein  
Secretary

### Electronic Subscriber Agreement

Please complete the following form and mail to:

Florida Department of Environmental Protection  
Attn: ESA Processing  
2600 Blair Stone Road  
MS 6520  
Tallahassee, FL 32399-2400

User ID: DOE\_Q JOHN\_1  
Name: Johnathan Q. Doe  
Telephone: (555) 555-5555  
Email: john.q.doe@yahoo.com  
Street Address: 7581 West Main Street  
City: Anywhere  
State: Florida  
Zip Code: 33999

I, Johnathan Q. Doe, the undersigned, am hereby submitting this Subscriber Agreement to the Florida Department of Environmental Protection (FDEP) in application for a Personal Identity Number that shall, along with my username, password and additional personal security information, serve as the Electronic Signature Device and equivalent of my handwritten signature on all electronically submitted reports, documents, applications, files and forms to the FDEP. I hereby:

1. Agree to protect my electronic signature device and security question/answer pairs from compromise and from use by any other party, including anyone who may be acting as my agent;
2. Promptly report (within 24 hours after discovery) to the FDEP any evidence of the loss, theft, or other compromise of this electronic signature device and/or security question/answer pairs;
3. Review and, if necessary, repudiate, any electronic reports, documents, applications, files and forms that may have been submitted to the FDEP after this loss, theft or compromise;
4. Promptly review (within 24 hours after discovery), the acknowledgements (email and onscreen) and copies of submitted documents using this electronic signature device, and;

5. Promptly report (within 24 hours after discovery) evidence of discrepancy between any electronically submitted information signed using this electronic signature device and what was received by the FDEP's electronic receiving system.

I understand that I shall be held as legally bound, obligated, and responsible by the electronic signature created using this electronic signature device as by my handwritten signature.

Applicant Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

#### Notarization of Electronic Signature Device and Subscriber Agreement

In the State of: \_\_\_\_\_

and the County of: \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_  
(date of signing) (Notary's name)

personally appeared \_\_\_\_\_, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed within this instrument and acknowledged to me that he/she executed the same in his/her authorized capacity and that by their affixed signature on this instrument do affirm their lawful execution thereof.

Witness therefore my hand and official seal (Notary Seal)

\_\_\_\_\_  
(Signature of Notary)



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- h. Once the application is received and processed, a PIN will be emailed to the User at the email address provided when registering in the DEP Business Portal. The PIN is required by the Certifier when certifying and submitting electronic DMRs in the EzDMR system.
- i. The User should go to their email inbox and open the email from: 'no-reply@dep.state.fl.us' with the subject PIN Request Approved. If this email is not found, it is recommended that the User look in their "Junk" mail box. If this email is not received, contact the DEP Service Desk at (850) 245-7555 or [ServiceDesk@dep.state.fl.us](mailto:ServiceDesk@dep.state.fl.us).
- j. Click the embedded hyperlink to finalize and activate the PIN.
- k. The User will be taken to a site to verify the PIN. Complete all the required information and click the **Verify PIN** button. If you need assistance regarding your PIN, please contact the DEP Service Desk at [servicedesk@dep.state.fl.us](mailto:servicedesk@dep.state.fl.us) or (850) 245-7555, Monday through Friday, 7am to 5pm.

Home » Verify PIN

### Verify PIN

Please confirm your new PIN by answering your security question below and re-entering your PIN your PIN in a safe place.

What is your oldest sibling's middle name?:

Doe

Your issued PIN is: XXXX

Confirm PIN: XXXX

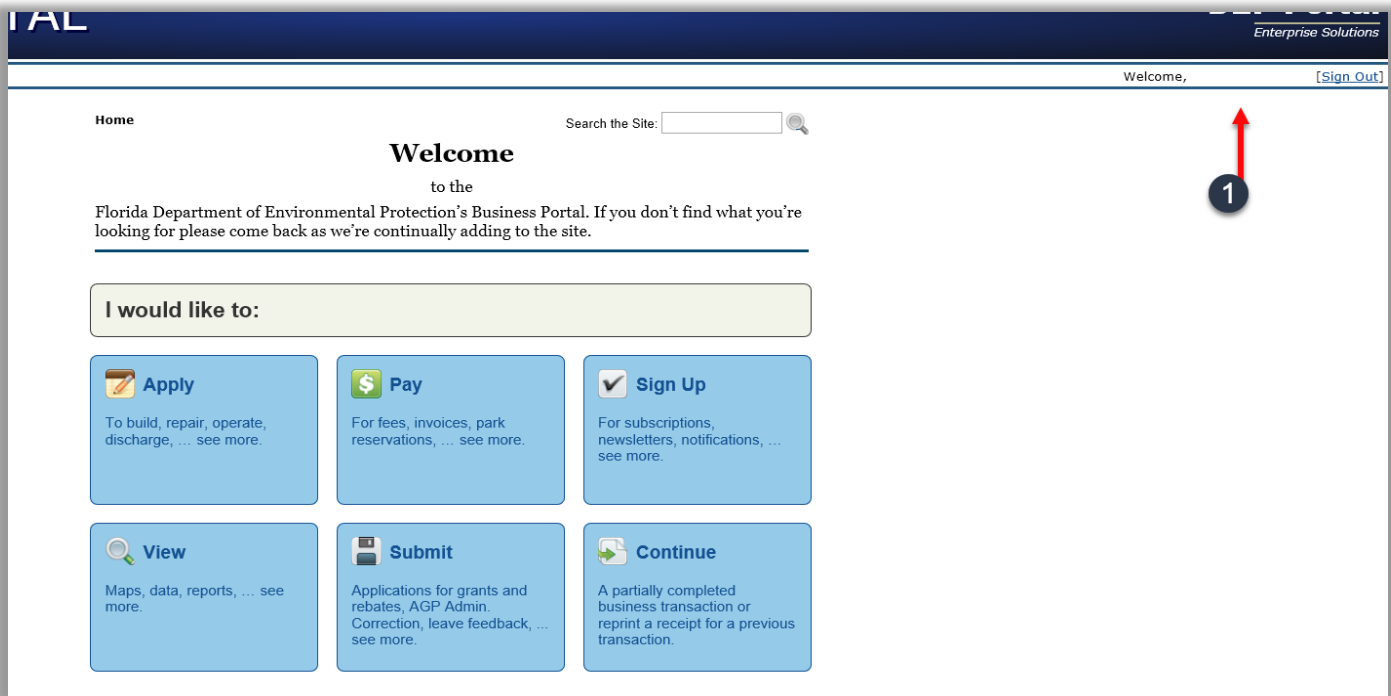
Verify PIN 5



## 4. Account Details

There may be times when it is necessary for a User to access their DEP Business Portal account information to make updates or changes.

- a. A User can access their registration information by left mouse clicking on their login name in the upper right corner of any screen including the Business Portal Welcome page (1).



- b. On the **Your Account Details** page, the User can click on the highlighted text to edit this information.
- c. The User's email address can be updated by clicking on the **E-mail "Update"** link (2).
- d. The User's account information can be changed by clicking on the **"Update"** link (3) under the **ACCOUNT INFORMATION** heading.
- e. The User's Business Portal password used to sign in to the system can be changed by clicking on the **"Change Password"** link (4) under **SECURITY DETAILS** heading.
- f. The User's single Business Portal security question required when changing the PIN can be modified by clicking on the **"Change Security Question"** link (5) under **SECURITY DETAILS** heading.
- g. The User's PIN can be reset by clicking on the **"reset"** link (6) under the **PIN** heading. If the User believes that their PIN has been compromised, they should report this to the Department prior to changing their PIN. This can be done by clicking on the **"report it to us"** link (7).
- h. The User can change the 5 questions used for the electronic submission process by clicking on the **"change your PIN security questions"** link (8) under the PIN heading.
- i. The User may view their PIN request by clicking on **"Your PIN Request"** (9).



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[Home](#) » [Your Account Details](#) Search the Site:

### Your Account Details

E-mail: drmonica2k@gmail.com [Update](#) **2**

#### ACCOUNT INFORMATION

**Monica Parchment**  
(850) 459-1626

2600 Blair Stone Road  
Tallahassee, FL 32308

[Update](#) **3**

#### SECURITY DETAILS

Password: \*\*\*\*\*  
[Change Password](#) **4**

Security Question:  
In what town was your first job? [Change Security Question](#) **5**

#### PIN

Your PIN has been verified and is ready for use.

- If you have forgotten your PIN, you can [reset](#) it. **6**
- If you have feel that your PIN has been compromised, [report it to us](#). **7**
- You can [change your PIN security questions](#). **8**
- You may view [Your PIN Request](#) here. **9**

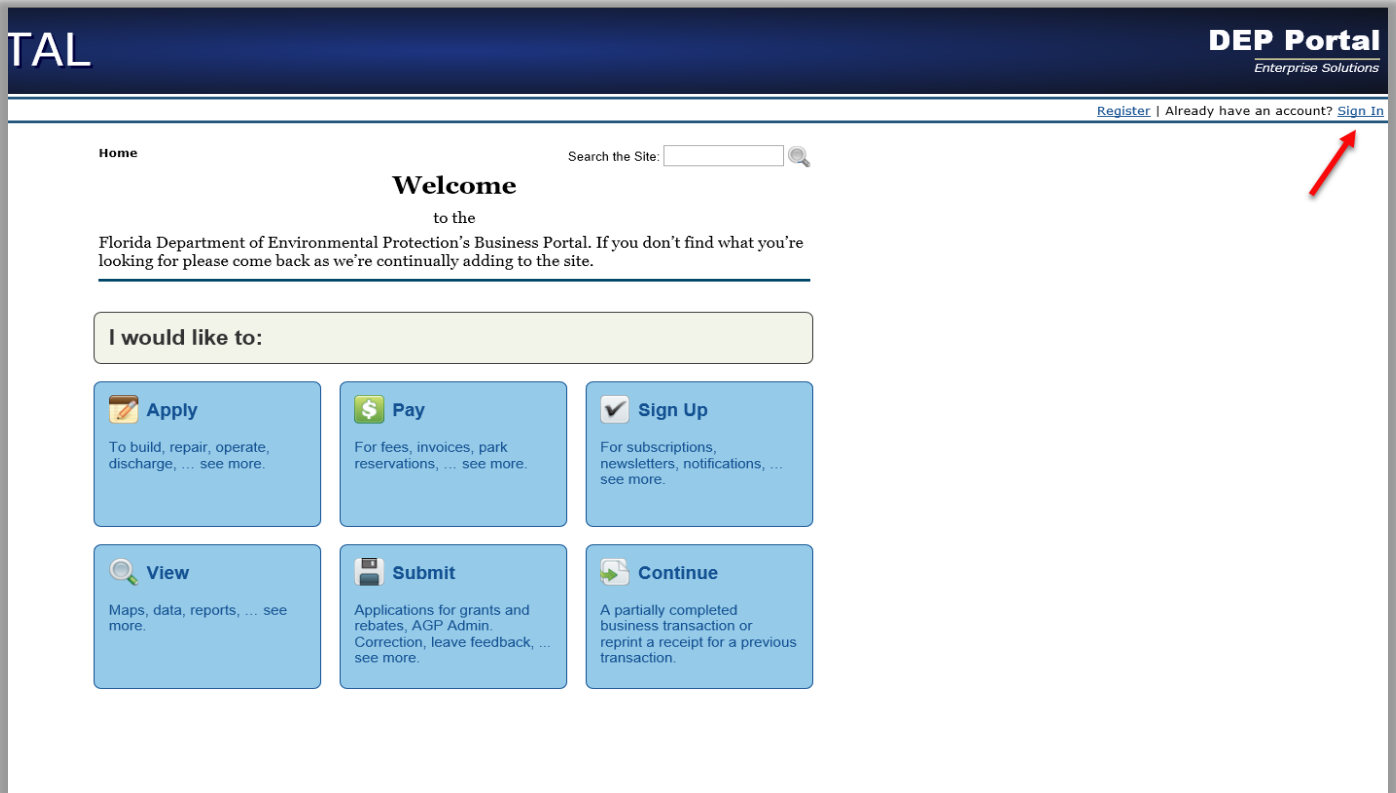
- j. Click on the web browser back arrow at the upper left side of the page to return to the previous screen.



## 5. Access the EzDMR System

To access EzDMR, go to the DEP Business Portal, visit: [www.fldepportal.com/go/home/](http://www.fldepportal.com/go/home/). It will be beneficial to save this link or website for easy access.

- a. Click the “Sign In” link in the upper right corner of the Welcome screen.





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- b. Enter the required information and click the Sign In button at the bottom of the page.

If you need login or password assistance, please contact the DEP Service Desk - [ServiceDesk@dep.state.fl.us](mailto:ServiceDesk@dep.state.fl.us) (850) 245-7555 Monday through Friday 7 am to 5 pm.

- c. Click **Submit** on the Welcome screen.

- d. Click **Report** on the following page.



## EzDMR User Guide (Stormwater)

[Home](#) » [Submit](#) Search the Site:

**I would like to submit:**

<b>Annual Report</b> Submit annual operating reports for facilities.	<b>Applications</b> Apply for grants.	<b>Feedback</b> Tell us what you think.
<b>PIN Application</b> Apply for a PIN to sign documents electronically.	<b>Registration / Notification</b> Submit a registration or notification.	<b>Renewal</b> Submit a renewal.
<b>Report</b> Submit data to DEP.	<b>Supporting Documentation</b> Submit documentation for permits / exemptions in process.	<b>Termination</b> Submit a termination.
<b>Updates to an Existing Permit / Registration</b> Changes to addresses, contacts, etc.		

- e. Finally, Click EzDMR (NPDES Stormwater, Industrial and Domestic Wastewater) on the following page to launch the system.

[Home](#) » [Submit](#) » [Report](#) Search the Site:

**I would like to submit a report for:**

<a href="#">Annual Revenue Report</a>	<a href="#">Construction &amp; Demolition Debris Facility</a>
<a href="#">County Solid Waste Management</a>	<a href="#">EzDMR (NPDES Stormwater, Industrial and Domestic Wastewater)</a>
<a href="#">PWS Monthly Operation Report</a>	<a href="#">Solid Waste Quantity Report</a>
<a href="#">Watershed Information Network Data</a>	





## 6. EzDMR Working Screen

The EzDMR Working Screen is the default view shown when EzDMR is first accessed. Multiple tools and functions can be accessed from this screen.

- a. The Banner (1) consistently displays during any EzDMR session. It displays the DEP logo, the system title, and a system timer that monitors the duration of your login. This security feature will automatically log the User out of the system after four hours of inactivity. The Banner also displays the user's name and a sign out link in the upper right-hand corner of the screen. Clicking on the User Name displays the User's account details and allows the User to update their email address, reset their password, reset their PIN and more.
- b. The Main Menu (2) or navigation panel at the top of the screen also consistently displays during an EzDMR session. It presents the primary functions available within EzDMR. The Main Menu contains three items: EzDMR Access, Reports (Wastewater) and Reports (Stormwater). Note: This guide will only address the management and electronic submission of NPDES Stormwater Discharge Monitoring Reports. The management and electronic submission of Industrial and Domestic Wastewater reports are covered in a separate guide.
  1. The EzDMR Access menu item is shown below. Hovering the cursor over a menu item will expand the menu. When the EzDMR Access menu is expanded, it displays 3 options:
    1. Request Access Role
    2. Manage User Access
    3. My Access Profile

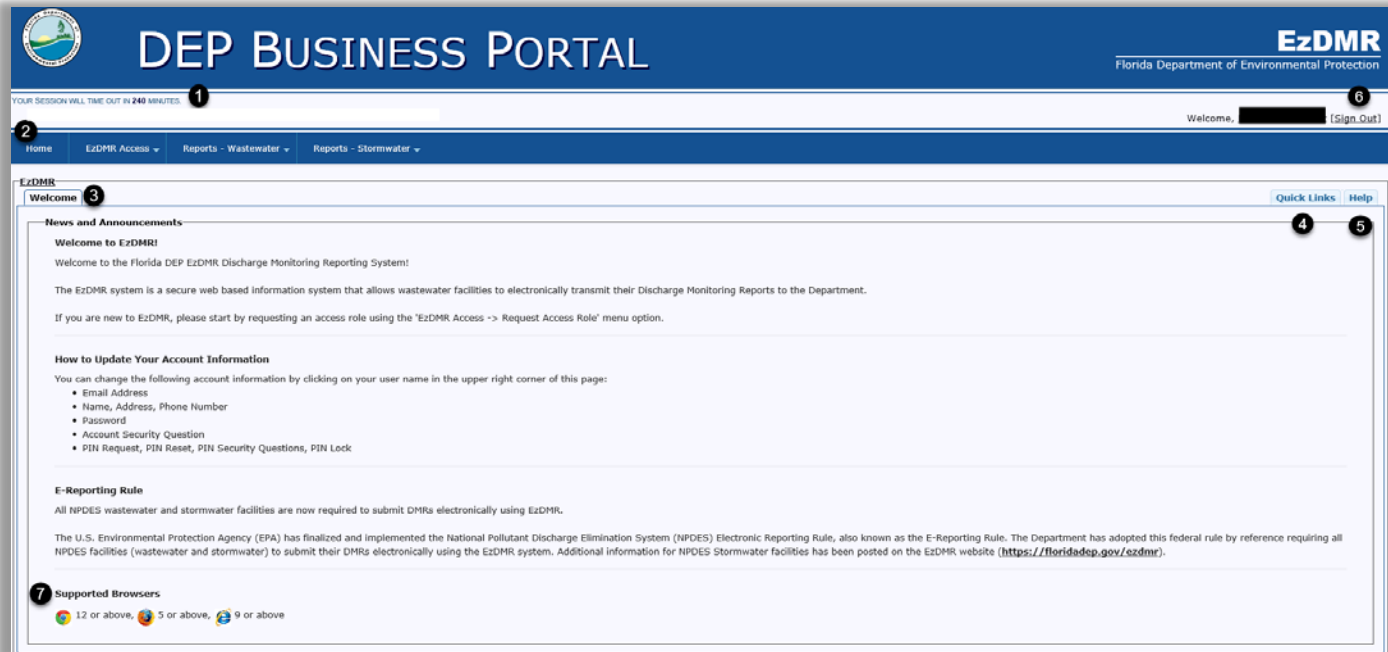


2. The Reports - Stormwater menu, when opened, displays 6 options:
    1. Analytical Reports Summary
    2. Add New Storm Event
    3. Add New Compliance Event
    4. Reports In Progress
    5. Reports History
    6. Delete Unsubmitted DMR
- c. The Working Area (3) is where EzDMR functions are performed. The Welcome tab is located within the Working Area and is managed by the DEP. It displays News and important Announcements.
- d. The **Quick Links** tab (4) found near the upper right-hand corner on the page provides the email addresses of important contacts such as who to contact for assistance.
- e. The **Help** tab (5) is found just to the right of the Quick Links tab. When clicked, helpful information is displayed which is related to a User's location in the system. In addition, a link is provided to the online version of the User Guide.
- f. When the User is finished using EzDMR, they can click **Sign Out** (6) located in the upper right corner.



# EzDMR User Guide (Stormwater)

- g. For the best display of the EzDMR system, the User should be utilizing the web browsers displayed in this area (7) which include Microsoft Internet Explorer 9.0 or higher, Mozilla Firefox 5.0 or higher, Chrome 12 or higher and Safari 5.1 or higher.



## 7. Securing an Access Role

If the User is new to EzDMR, they will need to request one or more of the 3 available access roles for each of the facilities they intend to manage.

- a. The following access roles may be requested:

1. **Preparer:**

1. If the User only enters data for a facility or facilities, the Preparer role should be selected.
2. The Preparer can view DMR templates, enter data, edit DMRs, add comments, attach forms and files, and save DMRs.

2. **Certifier:**

1. If the User enters data and submits DMRs on behalf of a facility or facilities, the Certifier role should be selected.
2. The Certifier has all Preparer privileges AND the ability to certify and submit DMRs.
3. The Certifier also can revoke a Preparer's facility access.
4. It is very important to notify the facilities' DAR(s) that they will be receiving auto-generated emails from DEP (do-not-reply@dep.state.fl.us) concerning any Certifier requests. To approve these requests, the DAR will need to register in the DEP Business Portal and request the DAR role. See below.

3. **Duly Authorized Representative (DAR):**

1. A DAR is an individual who can approve the request of a Certifier to submit electronic DMRs on behalf of a facility. This role can ONLY approve, deny or ban a Certifier role



## EzDMR User Guide (Stormwater)

request, and view or print reports. A DAR CANNOT enter data or submit DMRs. The DAR can manage Preparer roles and Certifier role requests.

2. A DAR is a Permittee, Owner, Responsible Official, Corporate Officer or Authorized Representative who is recognized as such by the appropriate DEP regulatory office and is listed in the DEP Wastewater Facility Regulation (WAFR) database.
3. It is important that a DAR affiliation role be listed in WAFR for a facility prior to requesting a DAR or Certifier access role in EzDMR. Therefore, please be sure to verify that the Responsible Authority information has been update with the department. If at the time, a Certifier requests role access to a facility, and there is no DAR access role assigned to that facility, there will be no one to approve the Certifier's access role request. If this happens, the EzDMR User Support team.

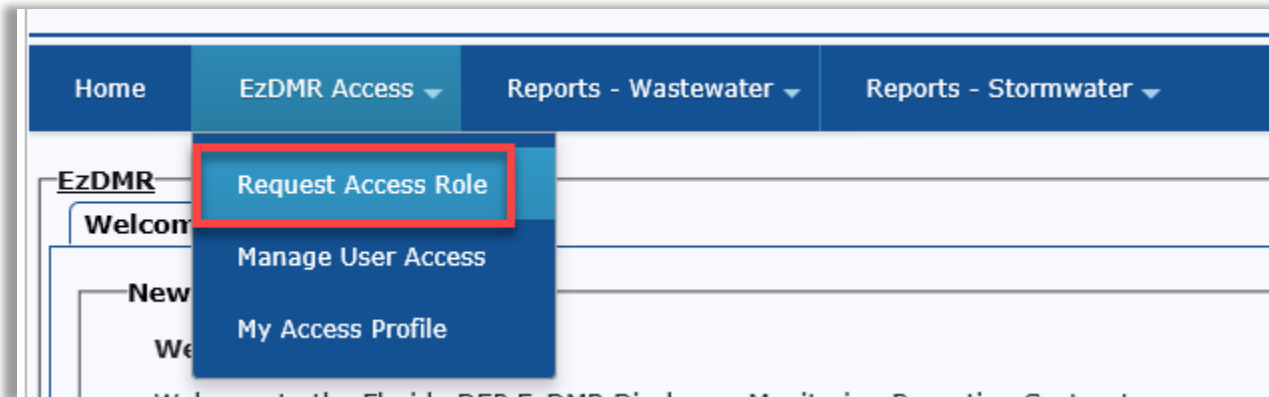
- b.** Based on a User's level of responsibility, they may need to request multiple access roles. For example, a Duly Authorized Representative (DAR) may also be responsible for Certifying (submitting) DMRs. In this example, the DAR would need to request two access roles: DAR and Certifier. At the same time, a Certifier does not need to also request a Preparer access role as a Certifier can also prepare a report.



## EzDMR User Guide (Stormwater)

C. The User can now request an access role.

1. On the Main Menu bar at the top of the screen, hover your cursor over the **EzDMR Access** click on **Request Access Role**.



2. The system displays the **Request Access Roles** screen.
3. Select the appropriate access role. The **Preparer** role is selected by default.
4. Click the **Next** button.

**EzDMR**

**Request Access Roles**

If you are the facility "Owner", "Permittee", "Corporate Official", "Authorized Representative" or "Responsible Official" identified in the permit, select the "Duly Authorized Representative" role.

If you will be preparing and certifying DMRs, select "Certifier" role.

If you will only be preparing DMRs and attaching documents, select "Preparer" role.

The "Duly Authorized Representative" role will allow you to manage "Certifiers" and "Preparers" for your facility.

The "Certifier" role will allow you to manage "Preparers" for your facility.

**Please select from the available roles below**

☒ Preparer (Personnel who have all necessary privileges to prepare a DMR submission. This includes the ability to use the DMR Client for preparation.)

☐ Certifier (This role is the final signature role for the submission. It must be approved by one of the Duly Authorized Representatives of the facility.)

☐ Duly Authorized Representative (Facility "Owner", "Permittee", "Corporate Official", "Authorized Representative" or "Responsible Official" identified in the permit.)

**Next**

5. The system displays the Request Access Role/Facility Search screen. This screen is used to search for one or more facilities you intend to request access to. Enter the facility ID(s) and/or facility name(s) separating multiple IDs/names with a space or comma. You may also search for a facility by entering a partial facility ID and/or facility name. Optional: Select a county from the County drop down list to be included in your facility search. The drop-down list defaults to 'All' counties.
6. Enter the Facility ID(s) and/or Facility Name(s). Multiple facilities for a given role can be requested at the same time. However, the system does not permit duplicate access roles to be requested at the same time. Multiple access roles such as a DAR and Preparer or a DAR and Certifier can be requested one at a time.
7. Click the **Search** button.



## EzDMR User Guide (Stormwater)

**EzDMR**

**Request Access Role**

Enter permit ids and/or names for the facilities that you would like to request '**Preparer**' access for.

When entering partial facility ids or names please use at least 4 characters.

The search can be further restricted by choosing a county from the County dropdown list.

**Facility Type:** Stormwater

**Facility ID(s):** FLR05X123

And/Or

**Facility Name(s):**

**County:** ALL

- The system displays a list of facilities that meet the search criteria. Select the Request Role? check box for the facility or facilities to be accessed.
- The status message "Already Requested" is displayed in the **Request Role?** column for any previously requested facility role(s) accessed. Click the Request Role button at the bottom of the screen. If the results are not as expected, click the **Modify Search** button to return to the **Request Access Role** screen.

**EzDMR**

Search results [Quick Links](#) [Help](#)

The following facilities match your search criteria.

Check the "Request Role?" boxes for the facilities you would like to be approved for.

Search:

Facility ID	Facility Name	Facility Address	Permittee	Office	County	Request Role?
FLR05G678	ProBuild Company LLC - Palm Bay	2820 Kirby Cir NE, Palm Bay, FL - 32905 - 3421	The Contractor Yard LLC	TLST	BREVARD	<input checked="" type="checkbox"/>
FLR05B474	Kraft Foods Maxwell House Coffee	735 E Bay St, Jacksonville, FL - 32202 - 2303	Kraft Foods	TLST	DUVAL	<input checked="" type="checkbox"/>
FLR05A052	Preferred Materials, Inc - Winter Springs Plant	655 State Road 419, Winter Springs, FL - 32708 - 2682	Preferred Materials Inc	TLST	SEMINOLE	Already Requested

Showing 1 to 3 of 3 entries

You are requesting to be a '**Preparer**' for the above selected facilities.

**Note:** When requesting roles for the first time it is necessary to generate the DMR templates. Please be aware that the template generation process may take about half a minute for each facility.

- The system displays the status of your access role request(s).



# EzDMR User Guide (Stormwater)

PENDING REQUESTS						
Access Role	Access Type	Facility	Facility Name	Facility Address	Office	Requested on
Certifier	Facility	FLR05A052	Preferred Materials, Inc - Winter Springs Plant	655 State Road 419 Winter Springs, FL - 32708 - 2682	TLST	06/22/18 15:25:17

11. Additional access roles can be requested by repeating steps 1-8 above.
12. A User's current role access status can be reviewed by clicking on My Access Profile which can be found under the EzDMR Access dropdown menu option.
13. Duly Authorized Representative (DAR) role requests are auto-approved if the facility's representative is properly setup in WAFR, the Department's Wastewater Facility Regulation database. If not, WAFR will need to be updated by the NPDES Stormwater Permitting Program before the DAR is approved in EzDMR. The User should be prepared provide documentation that the DAR is authorized to represent the facility.
14. Preparer and Certifier access role requests are 'Auto Provisioned.' This means that the role requests are automatically given the following limited functions: view templates, data entry, attach files, and save updates to the DMR templates. Both roles can be revoked by the DAR at any time. The Certifier access role will need to be approved by a facility's DAR before they are granted the ability to certify and submit an electronic DMR on behalf of the facility.

## 8. Manage User Access

The Manage User Access function is used by Certifiers and DARs to Approve, Deny, Ban, Revoke or Resubmit access role requests for their facilities. This functionality is not available to Preparers. The DAR can manage access for Certifiers and Preparers while the Certifier can manage Preparer access.

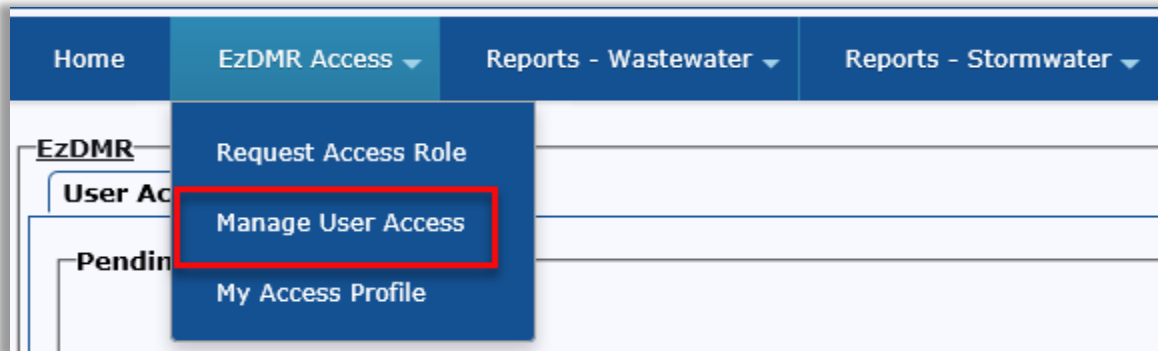
### a. Available Actions

1. Approve: permits access to requested role for a facility
2. Deny: does not permit access to requested role for a facility
3. Ban: cancels a role request for a facility
4. Revoke: removes access to requested role for a facility
5. Resubmit: permits role access approval for a previously banned role request

### b. Manage Access

User access roles can be managed by following the steps below:

1. Click **Manage User Access** found under the **EzDMR Access** pulldown. The system displays the **Pending Access Requests**.



2. Click one of the available actions: **Approve, Deny, Ban, Revoke** or **Resubmit**.



# EzDMR User Guide (Stormwater)

Access Roles for which you can approve access:						Search:
Requester	Requested on	Access Role	Access Type	Office	Actions	
PARRAMORE_JC	06/07/18 10:18:05	DVO	Office	CD	Approve Deny Ban	
NARAYAN_L	06/07/18 10:11:56	DVO	Office	CD	Approve Deny Ban	

You can manage access for these users:						Search:
User ID	Effective Date	Access Role	Access Type	Office	Status	Actions
MODADUGULA_K	06/12/18 09:18:11	Office	Office	CD	APPROVED	Revoke
PARCHMENT_M	06/11/18 09:57:43	DVO	Office	SD	APPROVED	Revoke

## 9. My Access Profile

My Access Profile is an informational screen. It is specific to your account and provides the status details for each role request made under your account.

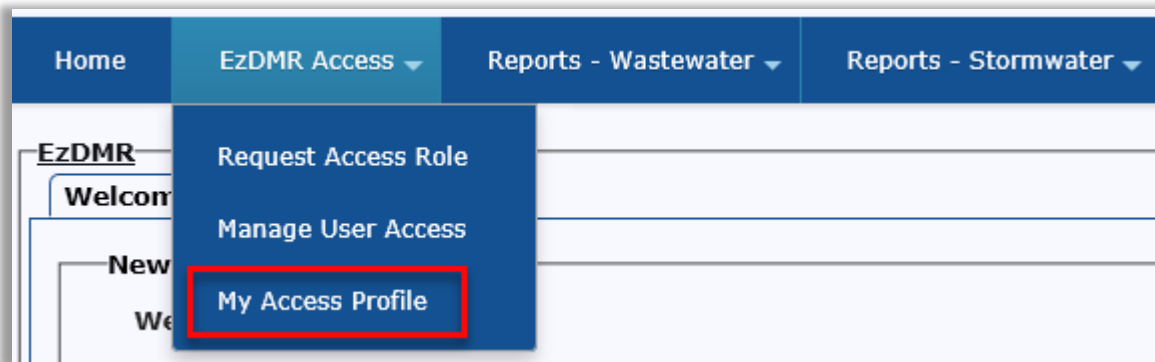
### a. Access Requests

This screen may contain one to four sections:

1. Roles for which you have been granted access
2. Role request(s) you've made which are pending approval
3. Role request(s) which have been revoked
4. Role request where you have been banned.

### b. View Role Request(s) Status

1. Click My Access Profile menu option.



The system displays the User Access Profile screen.

Roles, facilities and/or groups of facilities for which you currently have access.								Search:
Access Role	Access Type	Facility	Facility Name	Facility Address	Office	Granted on	Status	Actions
Preparer	Facility	FLR05B474	Kraft Foods Maxwell House Coffee	735 E Bay St Jacksonville, FL - 32202 - 2303	TLST	06/22/18 15:10:40	APPROVED	Revoke
Preparer	Facility	FLR05G678	ProBuild Company LLC - Palm Bay	2820 Kirby Cir NE Palm Bay, FL - 32905 - 3421	TLST	06/22/18 15:10:40	APPROVED	Revoke

PENDING REQUESTS							Search:
Access Role	Access Type	Facility	Facility Name	Facility Address	Office	Requested on	
Certifier	Facility	FLR05A052	Preferred Materials, Inc - Winter Springs Plant	655 State Road 419 Winter Springs, FL - 32708 - 2682	TLST	06/22/18 15:25:17	
Duly Authorized Representative	Facility	FL0027618	Everglades City WWTF	Copeland Avenue And Kumquat St Everglades City, FL - 33929	SD	06/11/18 10:34:16	



## 10. Navigating EzDMR Screens

EzDMR includes several screens through which you can perform various actions necessary for reporting. A more detailed description of each screen is provided below.

The screenshot shows the EzDMR navigation menu with the following items:

- 1 Analytical Reports Summary
- 2 Add New Storm Event
- 3 Add New Compliance Event
- 4 Reports In Progress
- 5 Reports History
- 6 Delete Unsubmitted DMR

- a. **Analytical Reports Summary Screen:** Displays the quarterly analytical data for a specific facility by monitoring year.

Below is a summary of the Analytical Reports for the year displayed. See the **Actions** column for the available options related to the quarter or the report. All reports are due by March 31 following the Monitoring Year.

For more information about the Reports Summary screen, click the **Help** button in the upper right corner.

Facility ID:	FLR05A004
Facility Name:	Coastal Ryland Company-2
Location:	8007 Florida-Georgia Hwy BETA TEST ADDITION-L, KEY YALL, Havana, FL- 32333

< 2016

Quarter	Storm Event Date	Discharge	Status	Last Update	Modified By	Actions	Issues
Q1 Jan/01 - Mar/31		No	DRAFT	Apr/19/2018 09:48:22	HALDER_M_1	<a href="#">Add New Storm Event</a> <a href="#">Preview Quarter Results</a> <a href="#">Edit DMR</a> <a href="#">Upload Attachments</a>	N/A
Q2 Apr/01 - Jun/30		No	DRAFT	Apr/19/2018 09:48:25	HALDER_M_1	<a href="#">Add New Storm Event</a> <a href="#">Preview Quarter Results</a> <a href="#">Edit DMR</a> <a href="#">Manage Attachments</a>	N/A
Q3 Jul/01 - Sep/30		No	DRAFT	Apr/19/2018 09:48:25	HALDER_M_1	<a href="#">Add New Storm Event</a> <a href="#">Preview Quarter Results</a> <a href="#">Edit DMR</a> <a href="#">Manage Attachments</a>	N/A
Q4 Oct/01 - Dec/31		No	DRAFT	Apr/19/2018 09:48:25	HALDER_M_1	<a href="#">Add New Storm Event</a> <a href="#">Preview Quarter Results</a> <a href="#">Edit DMR</a> <a href="#">Manage Attachments</a>	N/A

Click "Preview Annual DMR" to review annual calculation. Click "Annual Completion" when all reports for the year are ready for submission.

[Preview Annual DMR](#) [Annual Completion](#)

Key features to the **Analytical Report Summary** screen are:

1. **Toggle Arrows:** Use the Arrow toggle buttons under the Facility Information to switch between Monitoring Year summaries. Note: A Report cannot be generated for any quarter that has not yet begun.





# EzDMR User Guide (Stormwater)

2. Any date listed in the **Storm Event Date** column indicates the date of the storm event entered when generating the Report. A blank means that a storm event date was not entered when generating the Report.
3. The **Discharge** column indicates if Discharge or No Discharge was selected when generating the report. A **Yes** means that Discharge was selected, while a **No** means that No Discharge was selected.
4. The **Status** column indicates the status of the Report, which can include the following:
  1. **Draft**: Data has been entered into a report, but is incomplete or has errors.
  2. **Submitted**: A report has been entered and submitted to DEP.
  3. **Certified**: A report has been submitted and certified by an authorized facility representative.
5. The **Last Update** column indicates the date of the most recent changes made to the Report.
6. The **Modified By** column indicates the username of the person who made the last update to the Report.
7. The **Actions** column includes the available actions for each row. Available Actions are:
  1. **Add New Storm Event**: Opens the Add New Storm Event screen;
  2. **Preview Quarter Results**: Displays a PDF of the average quarterly data for the Quarter selected;
  3. **Edit DMR**: Opens the DMR selected to allow data entry;
  4. **Upload Attachments** or **Manage Attachments**: Opens to the Upload Attachments screen where the user can add, edit description, or delete attachments to a draft report.
8. The **Issues** column includes symbols that indicate if there are any issues with the corresponding report.

The **Preview Annual DMR** button opens a new tab or window displaying a PDF of the Annual DMR with the annual average for each parameter at each outfall.
9. The **Annual Completion** button prepares the quarterly data that has been entered for submission to the department. The **Actions** column buttons will no longer be available for use once the DMRs have been certified or submitted.

## b. Add New Storm Event Screen

To submit Analytical and/or Compliance Monitoring data in EzDMR, Discharge Monitoring Report templates must be generated. To generate report templates:

1. Hover the cursor over the **Reports - Stormwater** menu at the top of the welcome page.
2. Click on the **Add New Storm Event** button



# EzDMR User Guide (Stormwater)

The screenshot shows the EzDMR web application interface. The top navigation bar includes 'Home', 'EzDMR Access', 'Reports - Wastewater', and 'Reports - Stormwater'. The 'Reports - Stormwater' dropdown menu is open, showing options: 'Analytical Reports Summary', 'Add New Storm Event' (highlighted with a red box), 'Add New Compliance Event', 'Reports In Progress', 'Reports History', and 'Delete Unsubmitted DMR'. On the left, the 'User Access Profile' section is visible, showing 'Your privileges and access requests' and a table with columns 'Facility' and 'Facility Name'.

If you have been granted an access role for multiple facilities, Click the **Add New Storm Event** button for the appropriate facility.

The screenshot shows the 'Add New Storm Event' form. It includes instructions to choose a facility and use filter boxes. Below the instructions is a table with columns: Facility ID, Facility Name, Facility Address, and Action. The 'Action' column contains 'Add New Storm Event' buttons for each facility, which are highlighted with red boxes.

Facility ID	Facility Name	Facility Address	Action
FLR05A004	Coastal Plywood Company-3	8007 Florida-Georgia Hwy BETA TEST ADDITION-1, HEY YALL, Havana, FL - 32333	Add New Storm Event
FLR05A008	Gate Precast Company (formerly Concrete Products Co)	402 Zoo Pkwy, Jacksonville, FL - 32226 - 2604	Add New Storm Event

If a sample was taken and there is analytical data to report, follow the steps below to generate the template:



## EzDMR User Guide (Stormwater)

**Add New Storm Event**

Facility ID: FLR05A004

Monitoring Year \*: 2014 1

Report Type \*: ☒ Discharge ☐ No Discharge 2

Storm Event Date \*: 12/10/2014 3

Storm Duration (Hours) \*: 3.5 4

Days Since Last Storm \*: 7 5

Reporting Discharge Outfalls \*:   
☒ D-001 - LAT/LONG: 30°39'26"/84°25'17" - OUTFALL TO SWAMP CREEK   
☒ D-002 - LAT/LONG: 30°39'27"/84°25'10" - OUTFALL TO SWAMP CREEK   
☒ D-003 - added for testing 2-2-2017 12:22 PM   
☒ D-004 - another added for testing 2-2-2017 12:23 PM 6

[Generate Template](#) 7

1. Select the Monitoring Year for which the user is reporting
2. Select the **Discharge** Radio Button
3. Select the date of the storm event from the pop-up calendar
4. Enter the Storm Duration in Hours
5. Enter the number of days that have elapsed since the previous qualifying storm event
6. Select which outfalls are being reported on. (All active outfalls are selected by default)

Click the **Generate Template** button at the bottom of the screen.

If there was no quarterly sample taken due to no qualifying storm event, no discharge or some other reason, follow the steps below to generate the template:



## EzDMR User Guide (Stormwater)

**Add New Storm Event**

**Facility ID:** FLR05A004

**Monitoring Year \*:** 1 2014 ▾

**Report Type\*:** ☐ Discharge ☒ No Discharge 2

**Monitoring Quarter\*:** Q1 ▾ 3

**No Discharge Type:** Other ▾ 4

5 **Generate Template**

3. Select the monitoring year for which you are reporting (1);
4. Select the **No Discharge** Radio Button (2)
5. Select the Quarter for which template is being generated (3)
6. Select the No Discharge Type (4)
7. Click the **Generate Template** button at the bottom of the screen (5).

**Note:** Select **ALL from the Monitoring Quarter** field to generate all four templates at once.

Selecting a No Discharge type will fill the template with a specific No Discharge Indicator (NODI) Code to indicate why there is no numerical data within the template.

**Clean MRF:** Applies only to Sector N (Scrap Waste and Recycling) facilities that only accepted source-separated materials from primarily residential, non-industrial sources during the quarter.

**Inactive/Unstaffed:** Select this type if the facility was inactive and/or unstaffed for during the selected quarter.

**Sector S:** Applies only Sector S (Air Transportation) facilities that did not use, on an average annual basis, more than 100,000 gallons of glycol-based deicing/anti-icing chemicals and/or 100 tons or Urea. This can be applied on a quarter-by-quarter or annual basis.

**Other:** Select this option when there were no qualifying storm events during the quarter.

- c. **Add New Compliance Event:** Use this screen to generate a Compliance Monitoring Discharge Monitoring Report (DMR) template for your facility.



## EzDMR User Guide (Stormwater)

For the **Facility ID** displayed, select the Compliance Monitoring **Activity** and the **Monitoring Year** being reported.

The Compliance Monitoring Activities are:

**ARP** - Asphalt Paving and Roofing Emulsions Production

**CM** - Cement Manufacturers

**CPR** - Coal Pile Runoff

**PFM** - Phosphate Fertilizer Manufacturers

**WSF** - Wetdeck Storage Facilities

Select a **Report Type**, either **Discharge** or **No Discharge**.

**Add New Compliance Event**

**Facility ID:** FLR05A004

**Activity\*:**

**Monitoring Year\*:**

**Report Type\*:** ☐ Discharge ☐ No Discharge

[Generate Template](#)

For a **Discharge Compliance Event** Report:

- Enter the **Storm Event Date** for the sample;
- Enter the **Storm Duration** in Hours; and
- Enter the **Days Since Last Storm** in Days.
- Select the **Reporting Discharge Outfalls** for which data is being reported.

For a **No Discharge** Report:

- Select this report type if a sample was not collected for the entire monitoring period.
- Click the **Help** tab (next to **Quick Links**) for further details about No Discharge.
- Click the **Generate Template** button to begin data entry.



## EzDMR User Guide (Stormwater)

### d. Reports in Progress

The **Reports In Progress** screen displays all reports that have been generated, but not certified/submitted for your facilities.

Select **Analytical Monitoring** or **Compliance Monitoring** to view the respective reports in progress.

Use the filter box for the corresponding column to search for a specific **Facility** ID, Monitoring **Year**, or **Quarter**, etc. For columns with dates, a range of dates can be used to filter the available reports.

For more information about the items displayed in the **Actions** and **Issues** columns, click the **Help** tab (next to **Quick Links**) in the upper right corner of the screen.

Analytical Monitoring <input checked="" type="radio"/> Compliance Monitoring <input type="radio"/>										
Apply Filters Clear Filters										
Facility	Frequency	Discharge	Storm Event Date	Year	Quarter	Due Date	Last Update	Updated By	Actions	Issues
			FROM DATE TO DATE				FROM DATE TO DATE			* Please hover over issues icon for details
FLR05A004	Per Rain Event	No		2001	Q1	Mar/31/2002	May/07/2018 09:54:31	HAYNES_L	<a href="#">Edit DMR</a> <a href="#">Preview PDF</a> <a href="#">Upload Attachments</a> <a href="#">Report Summary</a>	
FLR05A004	Per Rain Event	No		2001	Q2	Mar/31/2002	May/07/2018 09:55:57	HAYNES_L	<a href="#">Edit DMR</a> <a href="#">Preview PDF</a> <a href="#">Upload Attachments</a> <a href="#">Report Summary</a>	
FLR05A004	Per Rain Event	No		2001	Q3	Mar/31/2002	May/07/2018 09:54:31	HAYNES_L	<a href="#">Edit DMR</a> <a href="#">Preview PDF</a> <a href="#">Upload Attachments</a> <a href="#">Report Summary</a>	
FLR05A004	Per Rain Event	No		2001	Q4	Mar/31/2002	May/07/2018 09:54:31	HAYNES_L	<a href="#">Edit DMR</a> <a href="#">Preview PDF</a> <a href="#">Upload Attachments</a> <a href="#">Report Summary</a>	

### e. Reports History

The **Reports History** screen displays all reports that have been certified and/or submitted for facilities associated with the user.

Select **Analytical Monitoring** or **Compliance Monitoring** to view the respective reports.

Use the filter box for the corresponding column to search for a specific **Facility** ID, Monitoring **Year**, etc. For columns with dates, a range of dates can be used to filter the available Reports.

For more information about the items displayed in the **Actions** and **Issues** columns, click the **Help** tab (next to **Quick Links**) in the upper right corner.

Additional filters available for:

**Analytical Monitoring**, filter by **Quarter**

**Compliance Monitoring**, filter by **Activity Type**



## EzDMR User Guide (Stormwater)

The **Actions** column allows the user to view the DMR or attachments associated with the Report.

To **Resubmit** DMRs, click the **Report Summary** button (for **Analytical Monitoring**) or the **Resubmit** button (for **Compliance Monitoring**).

Only one radio button for the monitoring types can be selected at a time. The monitoring types are defined as:

**Analytical Monitoring** - requires four (4) quarterly samples and an Annual Average

**Compliance Monitoring** - requires a single sample to be collected and reported to the department annually for facilities conducting one of the specific industrial activities listed below:

**ARP** - Asphalt Paving and Roofing Emulsions Production

**CM** - Cement Manufacturers

**CPR** - Coal Pile Runoff

**PFM** - Phosphate Fertilizer Manufacturers

**WSF** - Wetdeck Storage Facilities

Use the available filter boxes to search for a specific list of reports **certified** and/or **submitted** to display.

Enter any portion of a known value for the field in the filter box to search.

Click the **Apply Filters** button to display the list of the facilities that meet the search criteria entered as filters.

Click the **Clear Filters** button to remove all filters from the list of facilities displayed.

Select the **Monitoring Year** being reported for the **Facility ID** displayed.

Select **Discharge** for the **Report Type** to enter the results from the laboratory analysis of the sample(s).

Click in the **Storm Event Date** box to access the drop-down calendar feature to select the appropriate date, or manually enter the date in mm/dd/yyyy format.

The **Storm Event Date** must fall within the year selected for **Monitoring Year**.

Select the stormwater **Reporting Discharge Outfalls** for which data is being reported. All active outfalls are selected by default. To deselect an outfall, uncheck the corresponding check box. Deselecting an outfall will not exclude it from the DMR template, however, it will cause automatic population of the Analysis Not Conducted (ANC) No Data Indicator (NODI) code for that outfall. Use of the ANC NODI code requires a comment and an attachment upload.



## EzDMR User Guide (Stormwater)

- f. **Delete Unsubmitted DMR:** This screen allows the user to search for a facility and delete templates that have not yet been submitted.

Enter the facility ID in the facility search field, then click search.

**EzDMR**

**Delete Template(s)**

**Search for a DMR facility**

**Facility ID\*:**

**Search**

**EzDMR**

**Search Results** [Quick Links](#) [Help](#)

**Stormwater Reports for Deletion**

<b>Facility ID:</b>	FLR05A004
<b>Facility Name:</b>	Coastal Plywood Company-3
<b>Location:</b>	8007 Florida-Georgia Hwy BETA TEST ADDITION-1, HEY YALL, Havana, FL- 32333

Select one or more unsubmitted DMR templates for deletion.

For more information about deleting unsubmitted DMRs, click the **Help** tab (next to **Quick Links**) in the upper right corner.

Monitoring Year	Monitoring Type	Discharge	Storm Event Date	Quarter	Frequency	Last Update	Modified By	Actions	Delete Template(s)
2016	Analytical	Yes			Annually	Jun/07/2018 10:10:57	SCHNEIDER_C	N/A	<input type="checkbox"/>
2016	Analytical	No		Q1	Per Rain Event	Apr/19/2018 09:48:22	HALDER_M_1	<a href="#">View DMR</a>	<input type="checkbox"/>
2016	Analytical	No		Q2	Per Rain Event	Apr/19/2018 09:48:25	HALDER_M_1	<a href="#">View DMR</a> <a href="#">View Attachments</a>	<input type="checkbox"/>
2016	Analytical	Yes	Sep/20/2016	Q3	Per Rain Event	Apr/19/2018 09:48:24	HALDER_M_1	<a href="#">View DMR</a> <a href="#">View Attachments</a>	<input type="checkbox"/>
2016	Analytical	Yes	Sep/15/2016	Q3	Per Rain Event	Apr/19/2018 09:48:22	HALDER_M_1	<a href="#">View DMR</a>	<input type="checkbox"/>
2016	Analytical	No		Q4	Per Rain Event	Apr/19/2018 09:48:25	HALDER_M_1	<a href="#">View DMR</a> <a href="#">View Attachments</a>	<input type="checkbox"/>

Verify that the correct facility's DMR templates have populated on the screen by checking the table which displays the **Facility ID**, **Facility Name** and **Location**.

Click the **Go Back** button to navigate back to the Delete Template(s) Facility Search screen, where a new or modified search may be initiated.

To view an unsubmitted DMR for the selected facility, click the associated **View DMR** button in the **Actions** column.

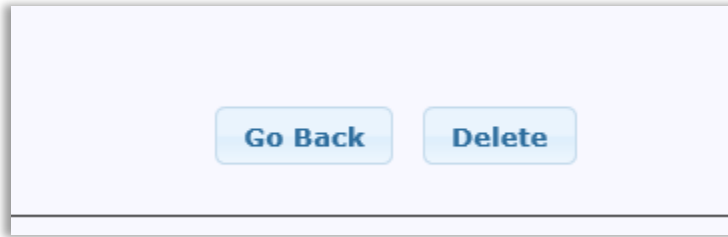
To select an unsubmitted DMR for deletion, click the corresponding checkbox in the **Delete Template(s)** column. A check will appear in the box to confirm that the DMR has been selected for deletion. To remove the checkmark, simply re-click the box.





# EzDMR User Guide (Stormwater)

Click the **Delete** button to delete the selected DMR templates.



## 11. Entering Data into DMR template

Follow the steps below to enter analytical data into the DMR template.

For more information about entering data into the DMR template, click the [Help](#) button in the upper right corner.

9 Number of empty fields: 8 10 Go to First Empty Field

Please hover the mouse pointer over the error or warning cell for more details.

1 Go to Outfall:

DEPARTMENT OF ENVIRONMENTAL PROTECTION STORM WATER DISCHARGE MONITORING REPORT

PERMIT NUMBER: FURD0002 FACILITY TYPE: HSP  
PERMITTEE NAME: Aqueduct Parking Spillout, Inc.  
ADDRESS: 9021 Wynn Rd  
Daphneyville, FL 33540

FACILITY: Wilson Garden Inn  
LOCATION: 8400 Stone Rd At Old St. Augustine Rd  
Tallahassee, FL 32301

COUNTY: LEON

REPORT: Per rain event  
OUTFALL: 0-001  
Description: Outfall to Tallahassee, City Of - H54

GROUP: Industrial  
LUP: LUP001

DISCHARGE: Yes  
STORM DURATION: 4.0  
MONITORING PERIOD: 03/01/2018 - 03/31/2018

STORM EVENT DATE: 02/12/2018  
DAYS SINCE LAST EVENT: 7

ESTIMATED RAINFALL: 0.5  
ESTIMATED DISCHARGE VOLUME: 11

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type	Comments
Total Recoverable Aluminum DARM Code 01104 1 ISC Code: 4993	Sample Measurement					ONCE/RAIN EV	Grab	
Total Recoverable Iron DARM Code 00960 1 ISC Code: 4993	Sample Measurement					ONCE/RAIN EV	Grab	
Total Recoverable Lead DARM Code 01114 1 ISC Code: 4993	Sample Measurement					ONCE/RAIN EV	Grab	
Total Recoverable Zinc DARM Code 01094 1 ISC Code: 4993	Sample Measurement					ONCE/RAIN EV	Grab	
Total Suspended Solids DARM Code 00530 1 ISC Code: 3951, 2953	Sample Measurement					ONCE/RAIN EV	Grab	

9 Number of empty fields: 8 10 Go to First Empty Field

Please hover the mouse pointer over the error or warning cell for more details.

11 Save Changes 12 Upload Attachments 13 Save and continue to Reports Summary

1. To navigate to a specific outfall, use the **Go to Outfall** drop down menu.
2. Enter the estimated rainfall for the storm event in inches.
3. The estimated Discharge Volume in Gallons.
4. If applicable, select the No Data Indicator (NODI) code to fill in the Quality or Concentration section of the template. Click the **NODI Fill** button to auto-fill the section with the selected code.

### NODI Codes

No Data Indicator (NODI) Codes are used to designate circumstances that cannot be represented by a numeric value. Below is a list of NODI Codes:

Below is a list of the available NODI Codes:



## EzDMR User Guide (Stormwater)

*Note: Some of the codes listed below require a comment, uploading of an attachment or both. See the Help tab of the **Upload Attachments** screen for more details on required attachments.*

**AC - Alternative Certification.** Enter this code if certifying that, on a pollutant-by-pollutant or for a given outfall that material handling equipment or activities, raw materials, intermediate products, final products, waste materials, by-products, industrial machinery or operations, or significant materials from past industrial activity, that are located within the drainage area of the outfall are not presently exposed to stormwater and are not expected to be exposed to stormwater for the certification period. Use of this code requires a comment uploading an attachment.

**ANC - Analysis Not Conducted.** Enter this code if a sample was not taken, a sample was not analyzed as required or if a particular stormwater outfall was deselected during DMR template generation. Use of the ANC Code requires a comment and an attachment upload.

**AWC - Adverse Weather Conditions.** Enter this code if all attempts to collect a quarterly sample were impracticable as a result of an adverse climatic condition that created dangerous conditions for personnel (e.g. local flooding, high winds, tidal outfalls, hurricanes, tornadoes, electrical storms, etc.)

**MNR - Monitoring Not Required.** Enter this code if monitoring for a specific parameter or outfall is not required for the monitoring period. Use of this code requires a comment.

**NOD - No Discharge.** Enter this code if there was no stormwater discharge from a specific outfall during the monitoring period.

**OPS - Inactive/Unstaffed.** Enter this code if analytical monitoring could not be conducted because the facility was inactive/unstaffed for the entire quarter.

**OTH - Other.** Enter this code for any other reason that monitoring data is not available and there are no other applicable codes. Use of this code requires a comment.

5. To enter numeric analytical data, the user will need to have access to the laboratory results associated with the storm event dates being reported.

In the Quality or Concentration column, enter the corresponding numeric value listed on the laboratory report for each required parameter. The template will default to units of milligrams per liter (mg/L), which is displayed in the Units column of the template. However, if any parameter on the laboratory report is listed with a unit of micrograms per liter (µg/L or ug/L), select that unit from the Units drop down box.

***Note:** If a user prefers to convert results from ug/L to mg/L, divide the value reported in ug/L by 1000. For example, if the laboratory report shows a result of 245 ug/L, dividing 245 by 1000 will yield a result of .245 mg/L.*

### **“U” and “I” Values**

U - For analytical results that have an associated “U,” “ND,” or “BRL” qualifiers on the laboratory report, enter “U” in the “Report (Daily Mx)” field of the DMR template for the



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specific parameter. Manual entry of the Minimum Detection Limit (MDL) value is required when “U” has been entered. Refer to the appropriate lab report to obtain the MDL and enter it into the dialog box. To edit the MDL value, click into the field containing the “U” and a dialog box will be displayed.

*Note: The comment box will be disabled for parameters with “U” value, as the comment will be locked with the entered MDL value. Use of the “U” qualifier also requires upload the corresponding lab report as an attachment.*

I - For “I” qualifiers, enter the associated numeric value immediately followed by “I.” For example, if the laboratory displays a value of .56 along with an “I” in the qualifier column, enter “.56I” in the “Report (Daily Mx)” field.

6. Use the drop down to select which units to report (mg/L or ug/L)
7. Click the comment bubble to add a comment.
8. Click Done to submit the comment, the bubble will turn yellow.
9. This field displays the number empty fields on the form.
10. Click the **Go to First Empty Field** to jump to any field that is missing data.
11. The **Save Changes** button will save all changes made to the data entered. When all data has been saved, the text boxes at the top and bottom of the screen will update with the numbers of warnings, errors and empty fields in the DMR.
12. The **Upload Attachments** button will navigate to the Upload Attachments screen where the user can include attachments for the DMR once data has been entered.
13. The **Save and Continue to Reports Summary** button will save the current data and return user to the Reports Summary screen for the appropriate year.

## 12. Uploading Attachments

To Upload Attachments in EzDMR, navigate to the Upload Attachments screen

1. Enter a short file name in the text box.
2. Click browse/choose file to locate and select a file to attach.
3. Click 'Upload Attachment' button.

The screenshot displays the EzDMR web interface. At the top is a navigation bar with links: Home, EzDMR Access, Reports - Wastewater, and Reports - Stormwater. Below this is a header for 'EzDMR' with a sub-header 'Upload Attachments'. The main content area is divided into two sections. The first section, 'Report Details:', contains the following information: Report Identifier: FLR05A004\_PR\_A::2001::Mar::20530, Report Period: 01/01/2001 - 03/31/2001, Discharge: No, Report Due Date: 03/31/2002, Errors: 0, Missing Entries: 0, and Warnings: 0. The second section, 'Upload Attachment:', includes instructions: 1. Enter a short file name in the text box. 2. Click browse/choose file to locate and select a file to attach. 3. Click 'Upload Attachment' button. Below the instructions are two text input fields for 'Short file name\*', a 'Browse...' button, and an 'Upload Attachment' button. At the bottom of the screen are two buttons: 'Edit DMR' and 'Continue to Reports Summary'.



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Attachments are required for the following No Data Indicator(NODI) Codes entered on the DMR:

**Alternative Certification (AC):** A single attachment detailing the specific outfalls and parameters that qualify for the AC waiver. The attachment **MUST** include an explanation for each use the AC NODI code on the DMR, and include a signed certification statement in accordance with Part VII.G. of the MSGP.

**Analysis Not Conducted (ANC):** A single attachment detailing why an analysis of the Stormwater discharge was not conducted. The attachment **MUST** explain all ANC NODI codes in the DMR, and include a signed certification statement in accordance with Part VII.G. of the MSGP. When the ANC code is used due to an outfall being deselected on the Add New Storm Event screen, the attachment must include an explanation of why the outfall was deselected. If the deselected outfall(s) required an official update of department records, include in the attachment the nature of the update (e.g. outfall removal, update of lat/long, etc.), Outfall Number (e.g. D-001, D-002, D-003, etc.) and the Latitude/Longitude of the outfall. This information is located in the DMR Header.

Part VII.G. Certification Statement:

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

Optional Attachments:

Any additional documents to be included with the DMR can be added by using the "Upload Attachment" section. Select a file, enter a friendly name in the **Short file name** box, and click the **Upload Attachment** button to upload the document.

## 13. Resubmitting Data

The **Resubmit DMRs** button will appear after the DMRs have been certified or submitted for the monitoring year. A message box will display asking for confirmation that the user wishes to resubmit the DMRs. The Actions for DMRs previously certified or submitted will be enabled, and modifications to the DMRs for the monitoring year will be allowed. **Once all modifications have been completed, the DMRs will need to be re-submitted/certified by clicking the "Annual Completion" button in order for the updates to take effect.**



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Quarter	Storm Event Date	Discharge	Status	Last Update	Modified By	Actions	Issues
Q1 Jan/01 - Mar/31						<a href="#">Add New Storm Event</a> <a href="#">View Quarterly DMR</a>	N/A
		No	CERTIFIED	Apr/24/2018 15:47:12	PEDESUGARI_M_1	<a href="#">View DMR</a>	✓
Q2 Apr/01 - Jun/30						<a href="#">Add New Storm Event</a> <a href="#">View Quarterly DMR</a>	N/A
		No	CERTIFIED	Apr/24/2018 15:47:12	PEDESUGARI_M_1	<a href="#">View DMR</a>	✓
Q3 Jul/01 - Sep/30						<a href="#">Add New Storm Event</a> <a href="#">View Quarterly DMR</a>	N/A
		No	CERTIFIED	Apr/24/2018 15:47:12	PEDESUGARI_M_1	<a href="#">View DMR</a>	✓
Q4 Oct/01 - Dec/31						<a href="#">Add New Storm Event</a> <a href="#">View Quarterly DMR</a>	N/A
		No	CERTIFIED	Apr/24/2018 15:47:12	PEDESUGARI_M_1	<a href="#">View DMR</a>	✓

Click 'Preview Annual DMR' to review annual calculation. Click 'Annual Completion' when all reports for the year are ready for submission.

[View Annual DMR](#)[Resubmit DMRs](#)[Annual Completion](#)