



NPDES Stormwater EzDMR

The Florida Department of Environmental Protection (FDEP) adopted the U.S. Environmental Protection Agency's (EPA) Electronic Report Rule, also known as the e-Reporting Rule by reference on August 16, 2016. Implementation of the rule requires that NPDES Stormwater facilities covered by the Multi-Sector Generic Permit (MSGP) submit their Discharge Monitoring Reports (DMRs) electronically using DEP's Electronic Discharge Monitoring Report System (EzDMR). For additional information, or if you have any questions, please contact EzDMR Support.

Introduction to Roles

EzDMR is FDEP's electronic DMR submission system. To utilize this system, all users must first [register](#) for an account in the FDEP Business Portal.

All EzDMR users must establish "Access Roles" for **each** facility they need access to. The actions available for each role are defined below. **Note:** A user account can have multiple roles. [Click here](#) to access EzDMR.

- **DAR:** "Duly Authorized Representative" FDEP must approve all DAR role requests. Once approved, the DAR's sole duty is to approve, deny, ban and revoke Preparers and Certifiers. DARs cannot enter data or submit reports. A DAR must be Responsible Corporate Officer as defined by [62-620.305 F.A.C.](#) or the RCO can delegate an Authorized Representative to act as the DAR by submitting a [written notification](#) to FDEP.
- **Certifier:** Can enter, edit and submit data.
- **Preparer:** Can enter and edit data only.

Requesting an Access Role

- Expand **(+) EzDMR Access** under **Main Menu** and select **Request Access Role**. Select the appropriate role(s) for your user account from the following options:
- Identify the facilities to which your role will be associated by using the "Search" feature and the unique Facility ID (e.g. FLR05A000).
- Select the "Request Role?" check box for the facilities to which you are requesting access, and then choose to request a role.
- Role requests will be pending until approved. Notify your DAR to approve pending request(s). Repeat as necessary for additional roles/users.

Generating a DMR Template

- Expand **(+) Reports (Stormwater)** under **Main Menu**, and select **Add New Storm Event** to begin generating a DMR Template.
- Enter the appropriate criteria and select **Generate Template**.

For further guidance on entering data in EzDMR a DMR Template, see the Help Tabs within EzDMR or contact EzDMR Support.

Complete, Certify and Submit DMR

- The term "certify" is equivalent to signing a document electronically.
 - To certify data in EzDMR, the user **MUST** obtain a PIN. [Click here](#) for more information on obtaining a [PIN](#).
- **DMRs can only be submitted after data has been input for all four quarters.**
- Utilize the **"Upload Attachments"** function to include any necessary additional documents.
- Once all data has been entered is ready to be certified, an approved certifier can begin finalizing the submission on the **Reports Summary** screen. To navigate to the **Reports Summary** screen:
 - Select **Reports (Stormwater)** from Main Menu
 - Select **Analytical Reports Summary**
 - To choose a facility, select **ReportsSummary**
- Select **Annual Completion** to certify (sign) and submit to FDEP.

For more general information about EzDMR, please visit our webpage: www.floridadep.gov/ezdmr or contact EzDMR Support.

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EzDMR Support

Please contact us if you have any questions.

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