

# Ohio EPA's eBusiness Center (eBIZ)

## Information

### Tips & Tools

### for

## eDMR Services

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**Ohio EPA Division of Surface Water (DSW)**


August 10, 2022



# Accounts & Who Needs Them

Accounts are set up for you – Not the Company/Business

EACH person accessing the eBusiness center will need **two (2)** accounts:

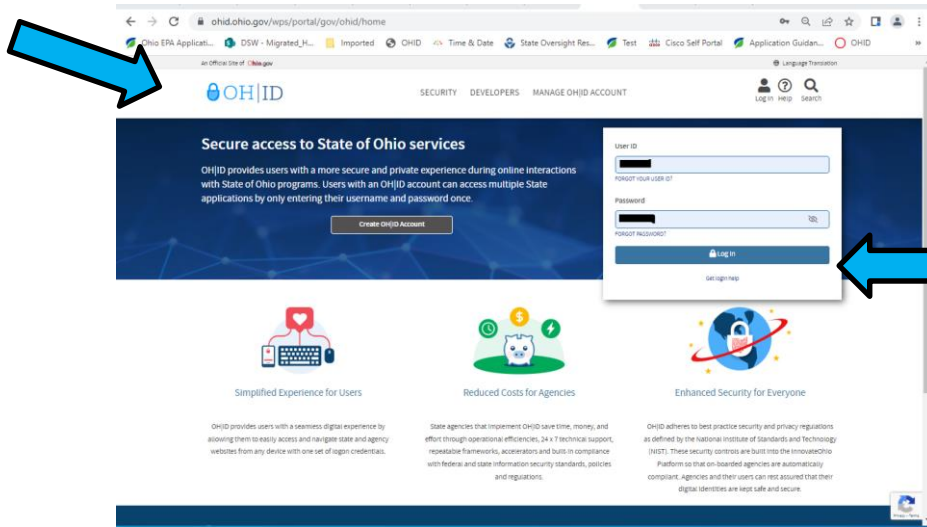
1. **OHID**  (NOT Ohio EPA's website)
2. **eBusiness Center**
  - Same Email for both accounts
  - First time you log into each they will sync together
  - User name & passwords should not be shared - Not left for the next person in that position
  - If you change jobs your accounts stay with you (facilities/permits are added/removed)

The Legal Permit holder for the facility/site will ALSO need to set up their OWN accounts!

A PIN - needed for electronic submissions requiring a signature by an authorized person

- **PIN = your signature** (belongs to you, NOT to be used by others)
- YOUR Identity is verified (Outside System - Lexus Nexis – uses your Personal Information)
- You create & answer your own security questions to ensure you are the person submitting
- Having trouble? Reach out before you are locked out!

# Accessing the Ohio EPA eBusiness Center



**Start Here** (As of Nov. 2021)

Log into **OHID** (<https://ohid.ohio.gov>)

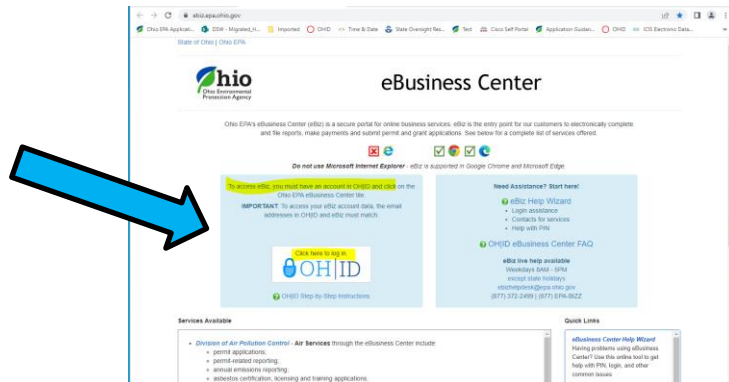
■ This is **NOT Ohio EPA's website** (completely separate)

■ Need a **separate account**

*(this is NOT your eBIZ account)*

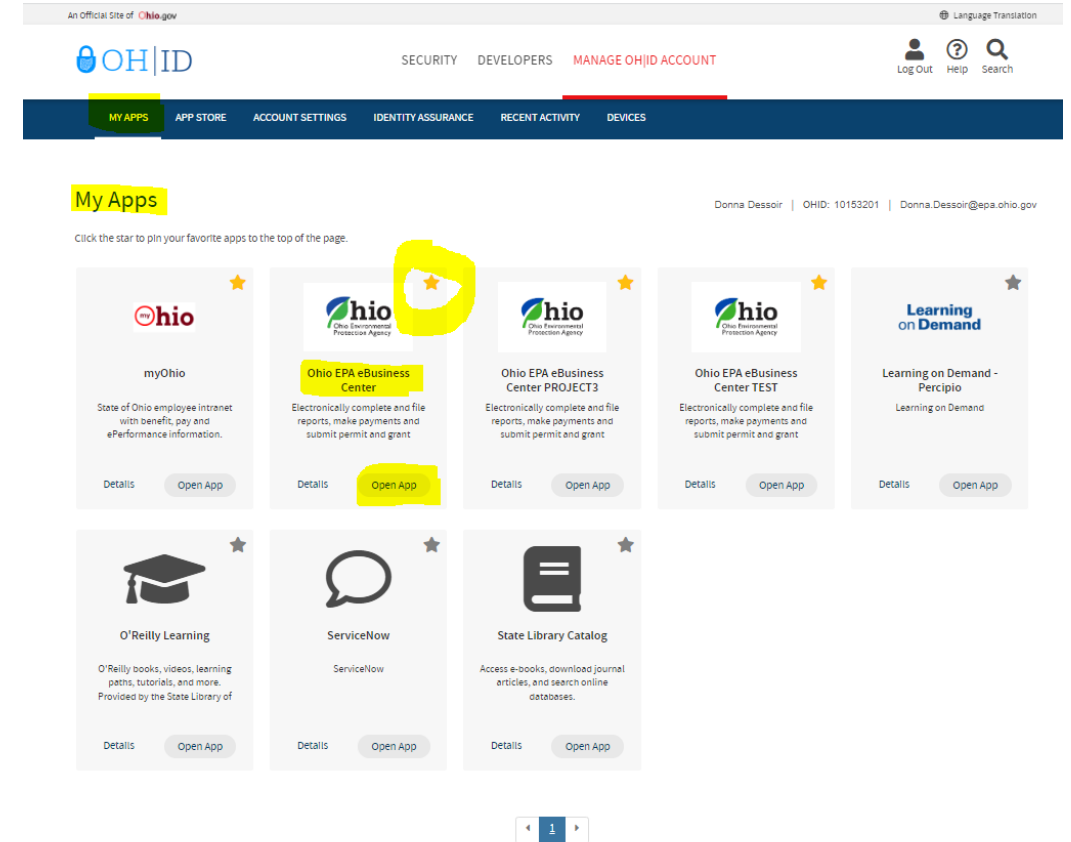
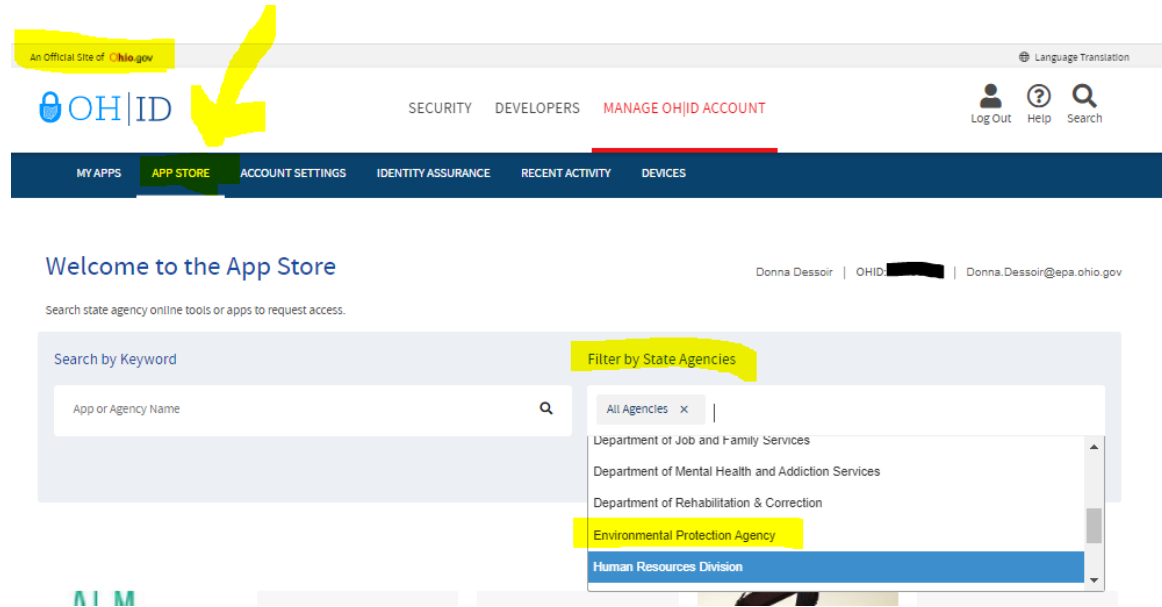
■ If you go to [ebiz.epa.ohio.gov](http://ebiz.epa.ohio.gov) – you'll be

***directed back to the OHID site***



# Accessing the Ohio EPA eBusiness Center

## OHID Dashboard



- Once logged into OHID - Go to Navy Blue Bar- Select App Store
- Filter by State Agency
- Search for Environmental Protection Agency – Locate the ***Ohio EPA eBusiness Center App*** & **Request Access**
- ***Open the App to access the eBusiness Center*** (Click on Star to save App to your Dashboard)
- Need to update OHID/eBIZ personal account information? - Done here under Account Settings (Changes will also show in your eBIZ account)

# eBIZ Home Page

(EDMR & STREAMS)

- **Account Name** (For eBIZ - top right)
- **My Account**
  - Request PIN (Also View & Activate)
  - PIN Mgt. - Update Security Questions (CaSe SeNsItIvE)
- **Facilities Column** (View/Edit)
  - 1<sup>st</sup> **Add permit(s) to your account**
  - 2<sup>nd</sup> **Choose your Role & Request Access to the Service**

**eDMR - Legal Permit Holder = Responsible Official (RO)** - (Request service for yourself)

If you are Not the **Legal Permit Holder** then you are a **Delegated Submitter**

- **RO can delegate privileges to others online (quicker/no form)**
- **Delegated Submitter** – needs to use a **Delegation of Authority Form** (signed/notarized by the **RO**)

**Main Reasons Service Requests Are Denied – wrong role was chosen and/or forms not completed & notarized properly**

- **Delegations Column**  
Some Services - Legal permit holder can delegate privileges to others online to report on their behalf
- **Click on a Service to Open**

Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Asbestos Services		Inactive		
Certified Operator	Request	Active		
Conference and Events Registration	Request	Inactive	view/edit	
Division of Surface Water Creditable Data	Deactivate	Active	view/edit	view/edit
Division of Surface Water NPDES Permit Application		Active		
DWM License and Registration Service		Inactive		
DWM Solid Waste/CBDD Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DSW 401 Certification and Isolated Wetlands Permit		Active	view/edit	
e-Discharge Monitoring Reports (eDMR)	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Request	Inactive		
E2 Administration	Deactivate	Active	view/edit	view/edit
Generic File Upload	Request	Inactive		
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
OESP Grant Service (Bio PIN Required)	Request	Inactive		
Pay Ohio EPA Fees Online	Deactivate	Active	view/edit	
Water/Wastewater Exam Providers	Request	Inactive		
Water/Wastewater Operators	Request	Inactive		
Water/Wastewater Training Providers	Request	Inactive		

# The Legal Permit Holder = Responsible Official (RO)

**Responsible Official (RO)** - Does NOT mean the same thing for STREAMS & eDMR as it does for other services

- Regulations define who a Responsible Official can be, by title & responsibilities (Owner, President, VP, CEO, Elected Official, Mayor, etc... 40 CFR Part 122.22 )
- STREAMS & eDMR - If you are **NOT the Legal Permit Holder** – You are **NOT the Responsible Official**

**This is because, the RO is ultimately the one responsible for:**

- Knowing when there are violations & making sure they are reported
- Having the authority & resources to resolve violations (money, staff, etc.)
- Ensuring documents are prepared under their direction / supervision
- **Ensuring that qualified personnel properly gather AND evaluate the information submitted**
- Certifying that the information submitted is, to the best of their knowledge true, accurate, and complete.
- Certifying they are aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

**The RO is also responsible for:**

- **Notifying OEPA if others will be collecting data/submitting reports on their behalf (DMRs)- Delegation of Authority Form**
- **Signing & submitting permit & renewal applications**

**RO - needs their OWN Accounts & PIN & there can be more than one for a facility**

# Add Permits / Associating Facilities / Compliance

## First Step:

Add the permit(s) you want to report for, or renew, to your account.

**Permit Naming Structure** # **2IS00005\*AD**

2 = NWDO (District)

I = Industrial (Type)

S = Metal Fabrication (Type)

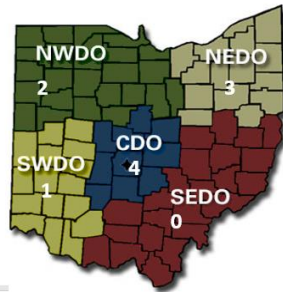
\*AD = 1<sup>st</sup> Permit Issued (B is second...)

**Finding your permit online**

**Visit Ohio EPA Website**

[Ohio EPA/Divisions & Offices/Surf Permitting/ Individual Wastewater Information](#)

**USEPA Permit #'s** start with OH (ex. **OH**1234567)



**hio** Ohio Environmental Protection Agency  
 Division of Surface Water  
 December 1, 2015  
**NPDES Permit Station Number Prefix Designation**

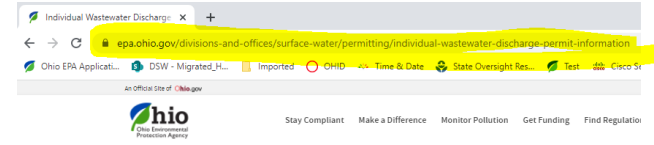
1 I N 0 0 0 0 5 \* A D

District	Number	Type	Letter
Southeast	0	Industrial	I
Southwest	1	Public	P
Northwest	2	General	G
Northeast	3		
Central	4		

(NOTE: \*DP\*\*\*\*\* is a pretreatment permit. It does not discharge to waters of the State. The following apply to general permits: CD Big Darby Creek Watershed construction storm water, CO Olentangy Watershed construction storm water, RM marina storm water permit. OHG870001 is for pesticide application.)

Letter	General	Industrial	Public
A	--	Pulp and Paper Mills	Municipality - Under 0.1 MGD
B	Petroleum Bulk Storage	Power Plant	Municipality - 0.1 to 0.5 MGD
C	Construction	Metal Finishing	Municipality - 0.5 to 1.0 MGD
D	--	Steel Mill	Municipality - 1.0 to 10 MGD
E	--	Inorganic Chemical Plant	Municipality - 10 to 50 MGD
F	--	Organic Chemical Plant	Municipality - Greater than 50 MGD
G	Industrial Storm Water	Refinery/Oil Producer	County/Sewer District - Under 0.1 MGD
H	Hydrostatic Test Water	Food Processor	County/Sewer District - 0.1 to 0.5 MGD
I	--	Storm Water	Storm Water
J	--	Sand and Gravel Producer	County/Sewer District - 0.5 to 1.0 MGD
K	Household Sewage Treatment Systems	Tannery; Rendering Plant	County/Sewer District - 1.0 to 10 MGD
L	Household Sewage Treatment Systems	Coal Washer	County/Sewer District - 10 to 50 MGD
M	Coal Surface Mines	--	County/Sewer District - 50 MGD or more
N	Non-Contact Cooling Water	Misc. - Groundwater Remediation	Federal Facility
O	Geothermal	--	--
P	--	Acid Mine Drainage	State Facility
Q	(Q or Q1) MS4	Plastic Fabrication	Regional Authority
R	Industrial Storm Water	Rubber Fabrication	Semi-Public - Less than 0.05 MGD
S	Small Sanitary Discharges	Metal Fabrication	Semi-Public - Greater than 0.05 MGD
T	Temporary Discharges	Railroad Facilities	Schools and Hospitals
U	Petroleum Related Corrective Actions	--	PUCO
V	Small Sanitary Discharges that Cannot Meet BADCT	--	Mobile Home Park
W	Water Treatment Plants	--	Subdivisions & Apartment Complexes
X	--	--	Miscellaneous
Y	--	--	Mobile Home Park
Z	--	--	Extension of R's

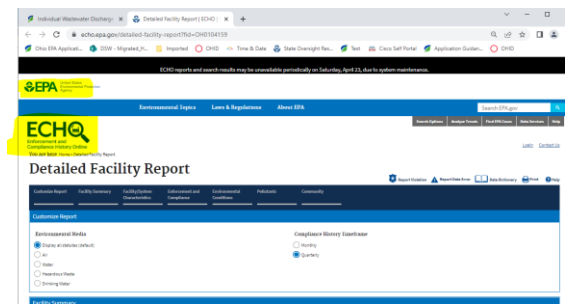
Next Available Number in Chronological Order. Permit Version Number in Alphabetical Order.



Individual Wastewater Discharge Permit Information

Facility

Facility	Type	Permit	U.S. EPA
Adams County Landfills	Minor	01000129	Compliance
Adams County Water Co Inc	Minor	01000002	Compliance
Harrison Aggregates Midwest Inc-Pium Run Quarry	Minor	01000012	Compliance
Kingfisher Development LLC - JM Stuart Station	Major - Fact Sheet	01000049	Compliance
Kingfisher Development LLC - Killen Station	Major - Fact Sheet	01000022	Compliance
Maca Plastics Salomon Airport	Minor	01000069	Compliance
Manchester WWTP	Minor	01000024	Compliance
Peetees WWTP	Minor	01000060	Compliance
Rome Village WWTP	Minor	01000090	Compliance
Seaman WWTP	Minor	01000098	Compliance
The National Lime & Stone Company	Minor	01000093	Compliance
West Union WWTP	Minor	01000019	Compliance
Winchester WWTP	Minor	01000030	Compliance



# eDischarge Monitoring Report (eDMR) Service

Late/Non-Submittal of DMRs - Biggest Group - Facilities in Significant Non-Compliance

- DMRs are created on the **1<sup>st</sup>** of every month
- **Due** on the **20<sup>th</sup>** – Have **20 days** to **enter your data** (NO reason for late reporting)
- **RO** can delegate privileges to you **ONLINE to report!** – **Instant access!**  
(No form needed! Most RO's are approved for eDMR service same/next day)

## TIPS – Stay in compliance

- Plan Sampling early - get results back on time
- Set reminders on calendar & phone to enter your data
- Download the **excel version** of your DMR on **1<sup>st</sup> of the month**
- **Enter Data** as you get it – **Don't have to log in**



# 1<sup>st</sup> Step to Access DMRs for a Facility On Main Page - Facilities Column Click “**View/Edit**” to Add Facility & Request Service (Can Remove Facilities as well)

- Click Add Facility
- **Enter Regulatory Program ID (Permit #)**  
(Leave this part \*XX off)
- Click **Next**

Keep search criteria at a minimum

Instructions/TIPS on each page to help you!

The screenshot shows the Ohio EPA eBusiness Center main page. At the top, there is a navigation bar with 'eBusiness Home', 'My Account', and 'Service Admin'. Below this is a 'Welcome to the Ohio EPA eBusiness Center' message with an OH ID logo and a 'Need Help?' link. The main content area features a table titled 'Available Services (what to use)'. The table has columns for Service, Action, Status, Facilities, and Delegations. The 'e-Discharge Monitoring Reports (eDMR)' service is highlighted in yellow, and its 'Facilities' column contains a 'view/edit' link, which is also highlighted in yellow.

Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Asbestos Services		Inactive		
Controlled Operator Minimum Staffing Reporting		Active		
Conference and Events Registration	Request	Inactive		
Division of Surface Water NPDES Permit Applications (STREAMS)	Deactivate	Active	view/edit	view/edit
DMNH License and Registration Service		Inactive	view/edit	
DMNH Solid Waste/CDDO Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DMNH/CDDO Certifications and Issued Wetlands Permits		Active	view/edit	view/edit
e-Discharge Monitoring Reports (eDMR)	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Request	Inactive	view/edit	
EI Administration	Deactivate	Active	view/edit	view/edit
Generic File Upload	Request	Inactive		
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
DEEP Grant Service (Ho PHI Required)	Request	Inactive		
Pay Ohio EPA Fees Online	Request	Deactivate	Active	view/edit
Water/Wastewater Exam Providers	Request	Inactive	view/edit	
Water/Wastewater Operators	Request	Inactive		
Water/Wastewater Training Providers	Request	Inactive		

The screenshot shows the 'Select and Manage Facilities Associated with Your Service' page. It includes a message: 'Please select a facility from the list below; if you do not see the facility you want in the list, you may need to add a facility to your service profile by clicking "Add Facility" below. Repeat for each additional facility you wish to add.' Below this is a section for 'Service: e-Discharge Monitoring Reports (eDMR)' with an 'Add Facility' button circled in yellow. At the bottom, there is a table for 'Facility Association Information (Total privileges: 2)' with columns for Facility Name, Regulatory Program ID, Agency Core ID, Request Status, and Action.

The screenshot shows the 'Service Activation - Facility Search' page. It contains a 'Facility Search Criteria' form with fields for Agency Core ID (020201), Name, Address Line 1, Address Line 2, City, County (dropdown), and Zip. A 'Please Note' box states: 'Please Note: For best results, enter only 1 or 2 criteria. We advise that you enter criteria to use for this service. Click HERE for additional help.' There are 'Search', 'Reset', and 'Cancel' buttons at the bottom.

# Accessing Your DMRs

Click on **Agency Core ID** and Click **Next**

Ohio EPA - eBusiness Center

ebiz.epa.ohio.gov/portal/serviceActivationFacilitySearch.li

State of Ohio | Ohio EPA | Logout

Ohio Environmental Protection Agency

eBusiness Home My Account Service Admin

### Service Activation - Facility Search Results

Your search criteria returned 1 facility. To select a facility click on the Agency Core ID. If more than one record for the same facility is found, select the one with the appropriate Agency Core ID and/or Regulatory Program ID for the service you are applying for.

Agency Core ID	Name	Address	Zip	Regulatory Program ID
274855	e-DMR Test Facility 2	123 Test St Testville OH	44444	- 9GS00001 (SNGEN)

Search Again Cancel

Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020 | v11.8.0 (prod)  
[eBusiness Center Home](#) - [About Us](#) - [Privacy Statement](#) - [Email Us](#) - [Contact Us](#) - [Feedback](#) - [Logout](#)

State of Ohio | Ohio EPA | Logout

Ohio Environmental Protection Agency

eBusiness Center

ddessor

### Select and Manage Facilities Associated with Your Service

Please select a facility from the list below. If you do not see the facility you want in the list, you may need to add a facility to your service profile by clicking "Add Facility" below. Repeat for each additional facility you wish to add. Once you have added one or more facilities, click "Next" to submit your request.

**Browser Settings Update:** Minor internet browser security setting updates are required in order to use Air Services in both Google Chrome and Microsoft Edge. See [attachment](#) for directions/screenshots related to the necessary security setting updates.

**Note:** If you have been delegated access to a facility, but do not see an active link to the facility below, this is an indication that access to the facility for this service requires a PIN. You will be granted access to the listed facility once you have completed the PIN activation process.

Service: e-Discharge Monitoring Reports (eDMR) [Add Facility](#)

### Facility Association Information (Total privileges: 3)

Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action
e-DMR Test Facility 2	OHGS90001	274855	NEW	
	9GS00001			
	9DP00001			
	OHDP00001			
	9GR00001			
	OHGR00001			

[Next](#) [Cancel](#)

Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020 | v11.8.0 (prod)

# Accessing Your DMRs

## Choose Role

**Responsible Official**  
*(RO) – Legal Permit Holder*

**Delegated Submitter**  
*(Delegation of Authority Form –  
Needs RO signature / Notarized)*

**Read & Agree**  
**Certification Statement**

**Sign – (PIN)**

My Apps | OHID | Ohio States Di x Ohio EPA - eBusiness Center x +

ebiz.epa.ohio.gov/portal/serviceActivationManagement.li

Apps Ohio EPA Applicati... DSW - Migrated\_H... Imported OHID Permit Lists Time & Date State Oversight Res... ine Test General Permit List

State of Ohio | Ohio EPA | Logout

**Ohio**  
Ohio Environmental Protection Agency

eBusiness Center

eBusiness Home My Account Service Admin ddesse

### e-DMR Service Request

e-DMR Service Request			
Facility Associations		Responsible Official (Help)	Delegated Submitter (Help)
Facility ID	Facility		
274855	e-DMR Test Facility 2 123 Test St Testville, OH 44444	<input type="checkbox"/>	<input type="checkbox"/>

**i** I certify under the penalty of law that I have personally examined and am familiar with the information submitted herein and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. (EDMR) By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

I have read and agree with the above statement.

PIN:

Please answer this security question:

# Accessing eDMR

Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Asbestos Services		Inactive	view/edit	
Certified Operator/Minimum Staffing Reporting		Active		
Conference and Events Registration	Request	Inactive	view/edit	
Division of Surface Water Credible Data	Deactivate	Active	view/edit	view/edit
Division of Surface Water NPDES Permit Applications (STREAMS)		Active		
DMWM License and Registration Service		Inactive	view/edit	
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DSW 401 Certification and Isolated Wetlands Permit		Active	view/edit	
e-Discharge Monitoring Reports (eDMR)	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Request	Inactive	view/edit	
E2 Administration	Deactivate	Active	view/edit	view/edit
Generic File Upload	Request	Inactive		
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
OEEF Grant Service (No PIN Required)	Request	Inactive		
Pay Ohio EPA Fees Online	Deactivate	Active	view/edit	
Water/Wastewater Exam Providers	Request	Inactive		
Water/Wastewater Operators	Request	Inactive		
Water/Wastewater Training Providers	Request	Inactive		

The screenshot shows the Ohio EPA eBusiness Center interface. The page title is "eBusiness Center" and the logo for the Ohio Environmental Protection Agency is visible. The main content area is titled "Welcome to the Electronic Environmental (E2) Reporting System!". Below this, there are sections for "The Electronic Environmental Reporting System is comprised of three modules":

- EDMR - Discharge Monitoring Reports**: May EDMRs have been generated; if you have questions, please contact us at [DSW.eBizHelp@epa.ohio.gov](mailto:DSW.eBizHelp@epa.ohio.gov) permit number, the monitoring month in question, and a description of the issue. *You no longer need to right click and open a new tab. The October update fixed this issue.*
- EDWR - Drinking Water Reports**: Drinking Water Analysis (SSRs) and Monthly Operating Reports (MORs)
- Credible Data (Volunteer Monitoring) Reports**: Submit reports for approved surface water Credible Data Projects

There are also sections for "Changes to E2" and "Changes to EDMR". A yellow arrow points to the "View Reports" link in the left-hand navigation menu under the "Discharge Monitoring" section.

- Click on eDischarge Monitoring Reports to get to the Monthly DMRs
- Click on “View Reports”
- Check this page for “Announcements” – where we will inform you of changes, issues, updates to the system, etc.

# Completing DMRs

## Search Panel - Use to your Advantage

Multiple Facilities? - select permit you want

**Status** - Check box for Type of DMR you want

**All** boxes checked - **ALL** DMRs/**ALL** Permits show  
(Takes time to load)

**New** – Blank DMRs (Due) – Except Stormwater Permits/Benchmark Sampling

**Open** – DMRs that have been started / Not Submitted yet

The screenshot shows the Ohio EPA eBusiness Center interface. At the top, it says "State of Ohio | Ohio EPA | Logout" and "Ohio Environmental Protection Agency". The main header is "eBusiness Center". Below this is a navigation bar with "eBusiness Home", "My Account", and "Service Admin". A sidebar on the left contains various menu items like "Discharge Monitoring", "Credible Data", "Laboratory", and "Water System". The main content area features a "Search Panel" with the following fields: "Facility:" (dropdown), "Permit Number:" (dropdown), "Status:" (checkboxes for New, Open, Submitted), "Monitoring Period Date:" (Start Date: 8/12/2020, End Date: 8/12/2021), and a "Go" button. Below the search panel is a table with the following data:

Action	Facility Name	Permit Number	Status	Monitoring Period	Due Date	Last Update	Submissio...	Last User
Action	e-DMR Test Facility 2	9DP00001*AP	Open	Jul. 2021 - Jan. 2022	01/20/2022	08/12/2021	-	ddessoir

# DMRs

DMRs are generated the 1<sup>st</sup> of each month  
Created based on what the permit requires

Check the Status Column

Address any DMRs that say **Open or NEW**

(They are Due, or they are a duplicate accidentally created)

**Action Button**: Complete DMRs

**Choose**

**Edit Report**– open the online DMR form - have to be logged in

**Download pdf** – Allow Print Your DMR (Blank or Completed)

**Download Excel** – this option is useful because

- \* can save file to your computer
- \* Enter data as you go, without having to log in
- \* Easier to enter comments
- \* Copy & paste the information into the online form

State of Ohio | Ohio EPA | Logout

Ohio Environmental Protection Agency

## eBusiness Center

eBusiness Home My Account Service Admin

Home Help

Discharge Monitoring

- View Reports

Credible Data

- Create or Update Sites
- Edit Open Reports or Submit a Project
- View Reports for Submitted Projects

Laboratory

- Create New Reports
- Upload XML Reports
- Retrieve Saved Reports
- View Submission
- Reference Data

Water System

- View Lab Submission
- Create New Reports
- Upload XML Reports

Search Panel

Facility: e-DMR Test Facility 2

Permit Number:

Status:  New  Open  Submitted


Monitoring Period Date: Start Date 8/12/2020 End Date 8/12/2021

Go

Action	Facility Name	Permit Number	Status	Monitoring Peri...	Due Date	Last Update	Submiss...	Last User
Action	e-DMR Test Facility 2	9DP00001*AP	Open	Jul. 2021 - Jan. 2022	01/20/2022	08/12/2021	-	ddessorir
Action	e-DMR Test Facility 2	9GS00001*AG	Open	August 2021	09/20/2021	08/11/2021	-	ddessorir

# Tips for Completing DMRs

State of Ohio | Ohio EPA | Logout

 **Ohio Environmental Protection Agency**

## eBusiness Center

eBusiness Home | My Account | Service Admin

Home | Help

Discharge Monitoring > Create New Reports > Online Entry > Form 4500

Use this screen to enter or review Form 4500 data.

1 Fill Form 2 Attachment 3 Review 4 Submit

### General Information

MONITORING POINT: 001  
MONITORING PERIOD: 2021 - 08/31/2021  
FACILITY NAME: 001  
COUNTY: 588  
REPORTING LAB:   
 NO DISCHARGE  
PERMIT NUMBER: 9GS00001\*AG  
DISTRICT: OUT-OF-STATE  
LOCATION: 123 Test St  
Testville, OH 44444  
ANALYST:

### Sample Data

Add Parameter | View A Codes | Copy and Paste

	Flow Rate	Color, Severity	Odor, Severity	Turbidity, Severity	Dissolved Oxygen
Param Name:	00056	00083	01330	01350	00300
Param Code:					
Units:	GPD	Units	Units	Units	mg/l
Frequency:	1/Day	1/Day	1/Day	1/Day	1/Month
Sample Type:	Total Estimate	Estimate	Estimate	Estimate	Grab
08/01/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/02/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- No Discharge / No Sludge Disposed of – Check No Discharge Box
- No Overflows – Enter Zero (0)
- Do NOT Leave a box Blank if Data is Expected
- Check Frequency in the Header of the Table – 1x/Day, 1x/Month...

# A Codes

Print for Reference

Choose Correct code for situation

(Difference between compliance/Non-Compliance)

## Common Issue

If analysis shows “Non-Detect” for your sample result = use

**AA** Code with Detection Limit (AA space 0.5)

## Say You Didn't Collect a Sample:

Plant not normally Staffed - Saturday, Sunday, Holiday,

Applies only to daily sampling (1/day) - **AN**

Reason Other than one Covered by a different A code (say

Tech forgot) - **AH**

Sample Site Not accessible (Flooded /Frozen over) - **AC**

Plant Not Discharging that day – **AH**

Just a few Examples...

Some require a specific comment, Some do not

## VIEW A CODES:

Value	Description
AA	Below Detectable Limit: Use this code when the quantitative analysis for a substance is done according to an approved analytical method and either does not detect the substance or detects it at a level below the Method Detection Limit (MDL). Enter the MDL value after the AA code separated by a single space (ex. AA 5.0). No comment is required.
AB	Analytical Data Lost: Use this code when the analytical data for a sample has been lost. This applies only to recorded data (e.g. paper records, data disks, etc.). This code is not to be used when a sample is lost. In such a case, the sample would be considered not to have been taken. The circumstances causing the use of this code should be explained in a Specific Comment on the first date of occurrence for each parameter.
AC	Plant Not Discharging: Use this code when no wastewater was discharged on that date thereby precluding the collection of samples. Enter this code for all parameters which were required on that date. No comment is required.
AD	Automatic Analyzer Out of Service: Use this code when an automatic analyzer, which is normally used to analyze samples at the treatment works, is inoperative. The circumstances causing the use of this code should be explained in a Specific Comment on the first date of occurrence for each parameter.
AE	Analytical Data Not Valid: Use this code if the analytical data for a given sample is for some reason not valid. The reason that the data is not valid should be explained in a Specific Comment on the first date of occurrence for each parameter.
AF	Sample Site Inaccessible Due to Flooding or Freezing: Use this code if a sample could not be collected because the designated sampling site was flooded or frozen-over. This code should be used for all parameters required to be sampled at the site on the day that it was inaccessible.
AH	Sample Not Taken, Explanation Included: Use this code when a required sample is not taken for a reason other than one covered by another "A" code. An explanation as to why the sample was not taken must be entered as a Specific Comment for that parameter and date.
AJ	Above Range of Automatic Analyzer: Use this code when the concentration of a substance is above the level that an automatic analyzer is capable of measuring. This code should only be used for parameters that are normally analyzed by an automatic analyzer. The upper limit of the automatic analyzer should be reported in a Specific Comment on the first date of occurrence for each parameter.
AK	Biological Sample Too Numerous to Count: Use this code when the number of bacterial colonies for each dilution tested exceeds the acceptable number of colonies given by the analytical method used. (Appropriate dilutions should be used to obtain an acceptable count of bacterial colonies.)
AL	No Discharge During Monitoring Period: This code is valid only for reports submitted on paper or via Swimware. DO NOT USE THIS CODE in e-DMR. If no discharge occurred for the full monitoring period, select the No Discharge check box at the top of the e-DMR form.
AN	Sample Not Taken, Plant Not Normally Staffed (Saturdays, Sundays, and Holidays): Use this code to indicate when samples are not collected on days that the treatment plant is not normally staffed. The use of this code is limited to Saturdays, Sundays, and officially recognized municipal holidays if the treatment plant is not normally staffed on those days. This code is only acceptable for



# Comments

## Comments Required by an “A” Code

- choose the correct column/parameter, AND correct date
- Enter reason & keep explanation short
- Do not hit return /enter key
- Do not use special characters (&, # , etc.)
- **MAKE SURE YOU CLICK ADD/SAVE Comment!!!!**

## General Comments – End of Report

- Make sure you Enter the reason - keep explanation short
- Do not hit the return /enter key
- Do not use special characters (&, # , etc.)
- **MAKE SURE YOU CLICK ADD/SAVE Comment!!!!**


Param Name:	Flow Rate	Color, Severity	Odor, Severity	Turbidity, Severity	Dissolved Oxygen
Param Code:	00056	00083	01330	01350	00300
Units:	GPD	Units	Units	Units	mg/l
Frequency:	1/Day	1/Day	1/Day	1/Day	1/Month
Sample Type:	Total Estimate	Estimate	Estimate	Estimate	Grab
08/12/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/13/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/14/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/15/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/16/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/17/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/18/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/19/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/20/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/21/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/22/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/23/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ADD SPECIFIC COMMENTS AND EXPLANATION:

COLUMN  ROW

# Validating Reports

State of Ohio | Ohio EPA | Logout



## eBusiness Center

eBusiness Home | My Account | Service Admin | ddesoir

Home | Help

Discharge Monitoring

- View Reports

Credible Data

- Create or Update Sites
- Edit Open Reports or Submit a Project
- View Reports for Submitted Projects

Laboratory

- Create New Reports
- Upload XML Reports
- Retrieve Saved Reports
- View Submission
- Reference Data

Water System

- View Lab Submission
- Create New Reports
- Upload XML Reports
- Retrieve Saved Reports
- View Submission

Discharge Monitoring > Create New Report > Online Entry > Report Review

Review the DMR report prior to submission. Check for errors or omissions.

1 Fill Form 2 Attachment 3 Review 4 Submit

### Report Summary

Monthly Discharge Report: [View Report](#)

Facility Name: e-DMR Test Facility 2

Permit Number: 9DP00001\*AP

Report Frequency: 6-Month

Report Period: 07/01/2021 - 12/31/2021

### Data Validation Summary

Data Validation: Warning: Omissions and/or possible data errors were found. [CLICK HERE](#) for a printable list.

### Attachment Summary

None

# Validating Reports

Cells highlighted **Green** – Warning - data outside limits

Example -Range is 0.05 - 0.08 ug – Result of 0.102 exceeds that range and it may be an effluent violation)

Cell highlighted **Red** – Error – Cannot Submit until Corrected

- Check units – gpd vs. mgd, mg vs ug
- Check comments
  - Is a comment required? (**AH Code for that parameter required a comment**)
  - Proper code used? AA has to include the detection limit
  - Did you use a special character?
  - Did you hit enter/return key?
  - Comments too long? “ & “), AA code requires a space and then the MDL to be entered

	Phosphorus, Total (P)	Fluoride, Total (F)	Zinc, Total Recoverable	Copper, Total Recoverable	Total Toxic Organics
Param Name:	00665	00951	01054	01115	82050
Param Code:	mg/l	mg/l	ug/l	ug/l	ug/l
Units:	1/Month	1/Month	1/Month	1/Month	1/Month
Frequency:	Composite	Composite	Composite	Composite	Grab
Sample Type:					
04/01/2021	AC	AC	AC	AC	AC
04/02/2021	AC	AC	AC	AC	AC
04/03/2021			AN	AN	AN
04/04/2021			AN	AN	AN
04/05/2021	AC	AC	AC	AC	AC
04/06/2021	AC	AC	AC	AC	AC
04/07/2021	AC	AC	AC	AC	AC
04/08/2021	AA 5	0.28	.102	AA .01	AH
04/09/2021			AC	AC	AC
04/10/2021			AN	AN	AN
04/11/2021			AN	AN	AN
04/12/2021			AC	AC	AC

ADD SPECIFIC COMMENTS AND EXPLANATION:

COLUMN  ROW

# Verify DMR was Transferred to SWIMS

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Ohio Environmental Protection Agency

eBusiness Center

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Home Help

Discharge Monitoring

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Water System

Discharge Monitoring > Submittals/Revisions > View Submissions > View Detail > View Receipt

Confirmation of submission receipt

Submission Successful! Please go to 'View Reports' page to check the submission status later.

Submission ID: 1140015  
Certifier's Name: Donna Dessoir  
Certifier's TCP/IP address: 10.181.8.49  
Date and time file was sent: 04/25/2022 15:44:09 (Based on local server time)  
Date and time file was received: 04/25/2022 15:44:09 (Based on local server time)  
Date and time acknowledgement was sent: 04/25/2022 15:44:10 (Based on local server time)

Please Read ALL Messages Carefully!

Always check your table to make sure it says

“Submitted (Transferred to SWIMS)”

If there are any problems, reach out to us at [dsw.ebizhelp@epa.ohio.gov](mailto:dsw.ebizhelp@epa.ohio.gov)

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Ohio Environmental Protection Agency

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Water System

Facility: e-DMR Test Facility 2

Permit Number:

Status:  New  Open  Submitted

Start Date: 4/25/2021 End Date: 4/25/2022

Monitoring Period Date: 4/25/2021 4/25/2022

Go

Action	Facility Name	Permit Number	Status	Monitoring Period Date	Due Date	Last Update	Submission ID	Last User
Action	e-DMR Test Facility 2	9GS00001*AG	Submitted (Later Revised)	January 2022	02/20/2022	01/30/2022	1117159	cmillerohioepa
Action	e-DMR Test Facility 2	9DP00001*AP	Open	Jul. 2021 - Jan. 2022	01/20/2022	04/07/2022	-	10202932
Action	e-DMR Test Facility 2	9GS00001*AG	Submitted (Transferred to SWIMS)	December 2021	01/20/2022	01/30/2022	1117170	cmillerohioepa
Action	e-DMR Test Facility 2	9GS00001*AG	Submitted (Transferred to SWIMS)	November 2021	12/20/2021	01/30/2022	1117160	cmillerohioepa

Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | 614 644 3333 | v13.2.2 (beta)

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# Need Help?



**Need Assistance? Start here!**

## eBiz Help Wizard

- Login assistance
- Contacts for services
- Help with PIN

## OHJID eBusiness Center FAQ

**eBiz live help available**

Weekdays 8AM - 5PM

except state holidays

[ebizhelpdesk@epa.ohio.gov](mailto:ebizhelpdesk@epa.ohio.gov)

(877) 372-2499 | (877) EPA-BIZZ

**eDMR / STREAMS**

[Dsw.ebizhelp@epa.ohio.gov](mailto:Dsw.ebizhelp@epa.ohio.gov)

**Certified Operator Minimum Staffing Reporting Service**

**Wastewater**

[OpCert.DSW@epa.ohio.gov](mailto:OpCert.DSW@epa.ohio.gov)

# Questions?



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