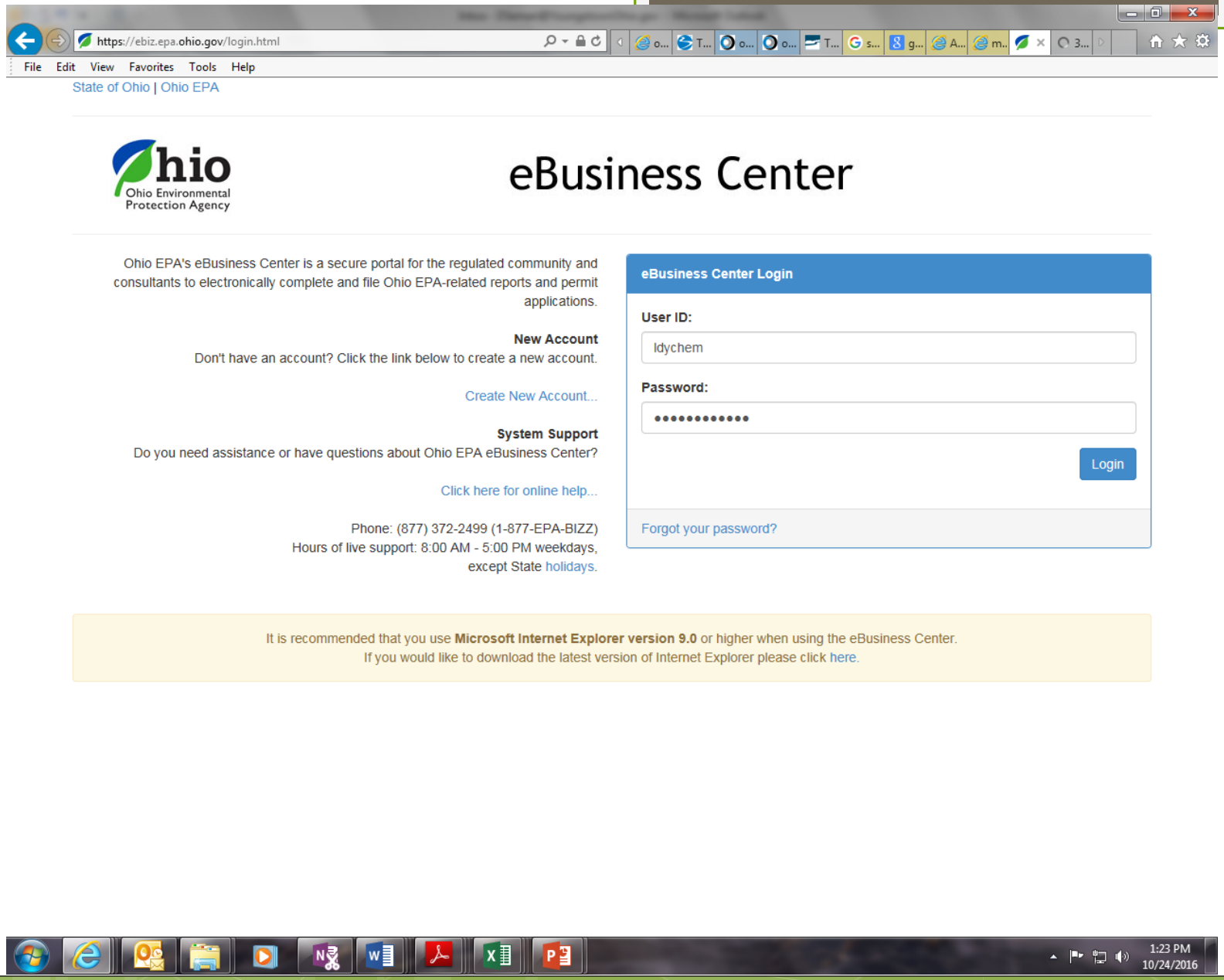
State Report Using the eDMR

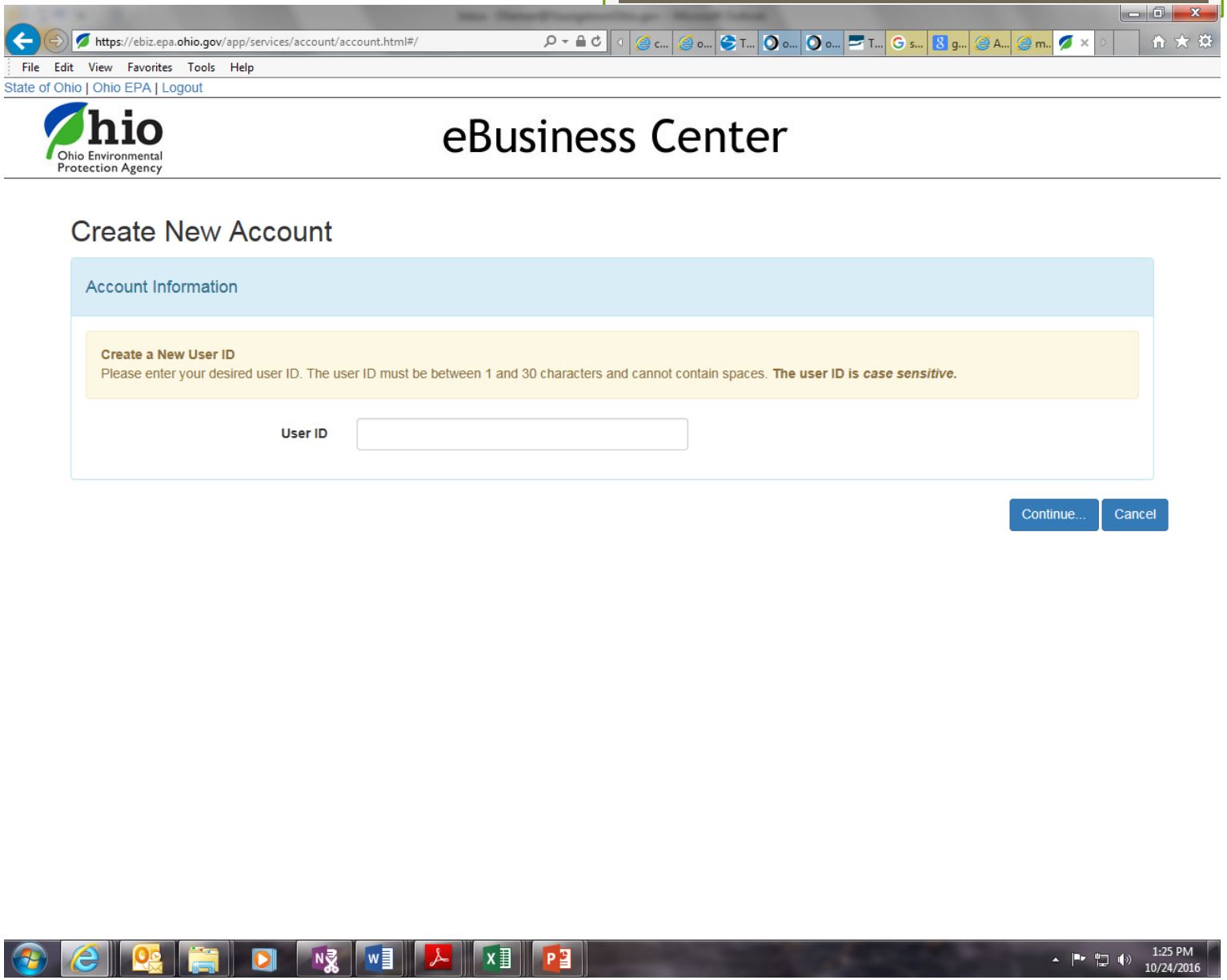
Denise Seman
City of Youngstown

Create an eBiz account (if you haven't already)

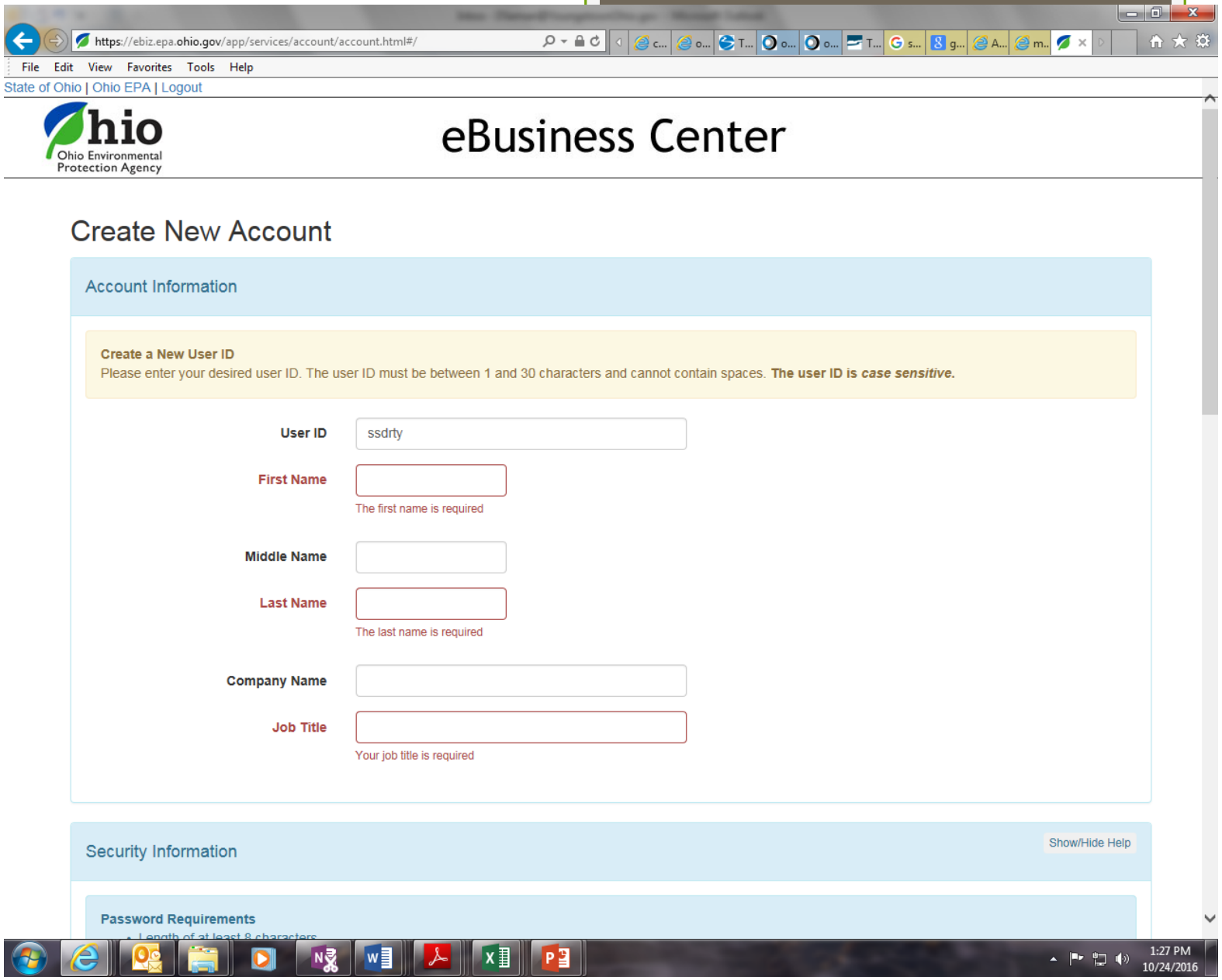
- Go to https:ebiz.epa.ohio.gov
- Click on "create new account"

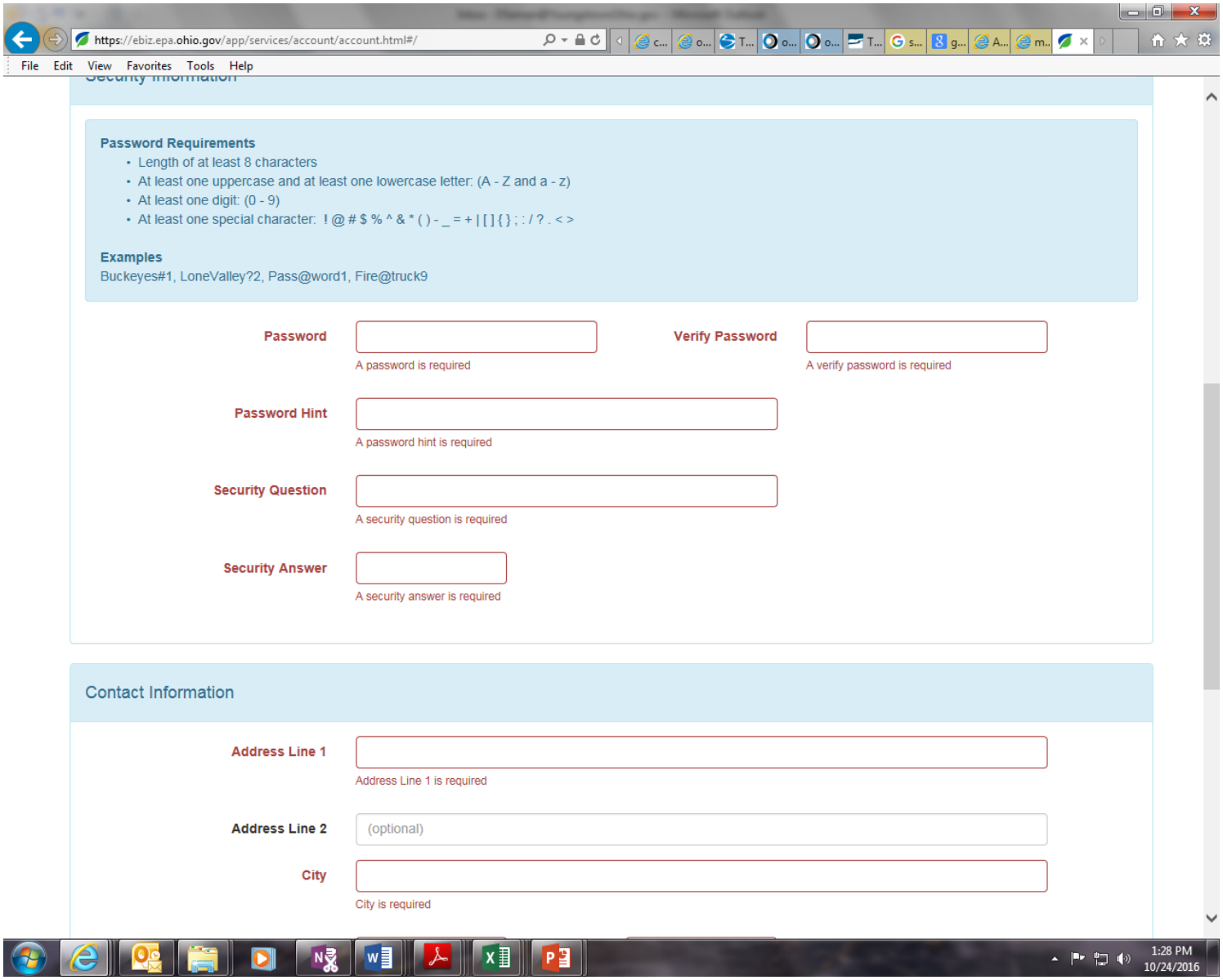

https://ebiz.epa.ohio.gov/login.html
File Edit View Favorites Tools Help
State of Ohio | Ohio EPA
Ohio Environmental Protection Agency
eBusiness Center
Ohio EPA's eBusiness Center is a secure portal for the regulated community and consultants to electronically complete and file Ohio EPA-related reports and permit applications.
New Account
Don't have an account? Click the link below to create a new account.
Create New Account...
System Support
Do you need assistance or have questions about Ohio EPA eBusiness Center?
Click here for online help...
Phone: (877) 372-2499 (1-877-EPA-BIZZ)
Hours of live support: 8:00 AM - 5:00 PM weekdays, except State holidays.
eBusiness Center Login
User ID:
ldychem
Password:
Login
Forgot your password?
It is recommended that you use Microsoft Internet Explorer version 9.0 or higher when using the eBusiness Center.
If you would like to download the latest version of Internet Explorer please click here.
1:23 PM
10/24/2016

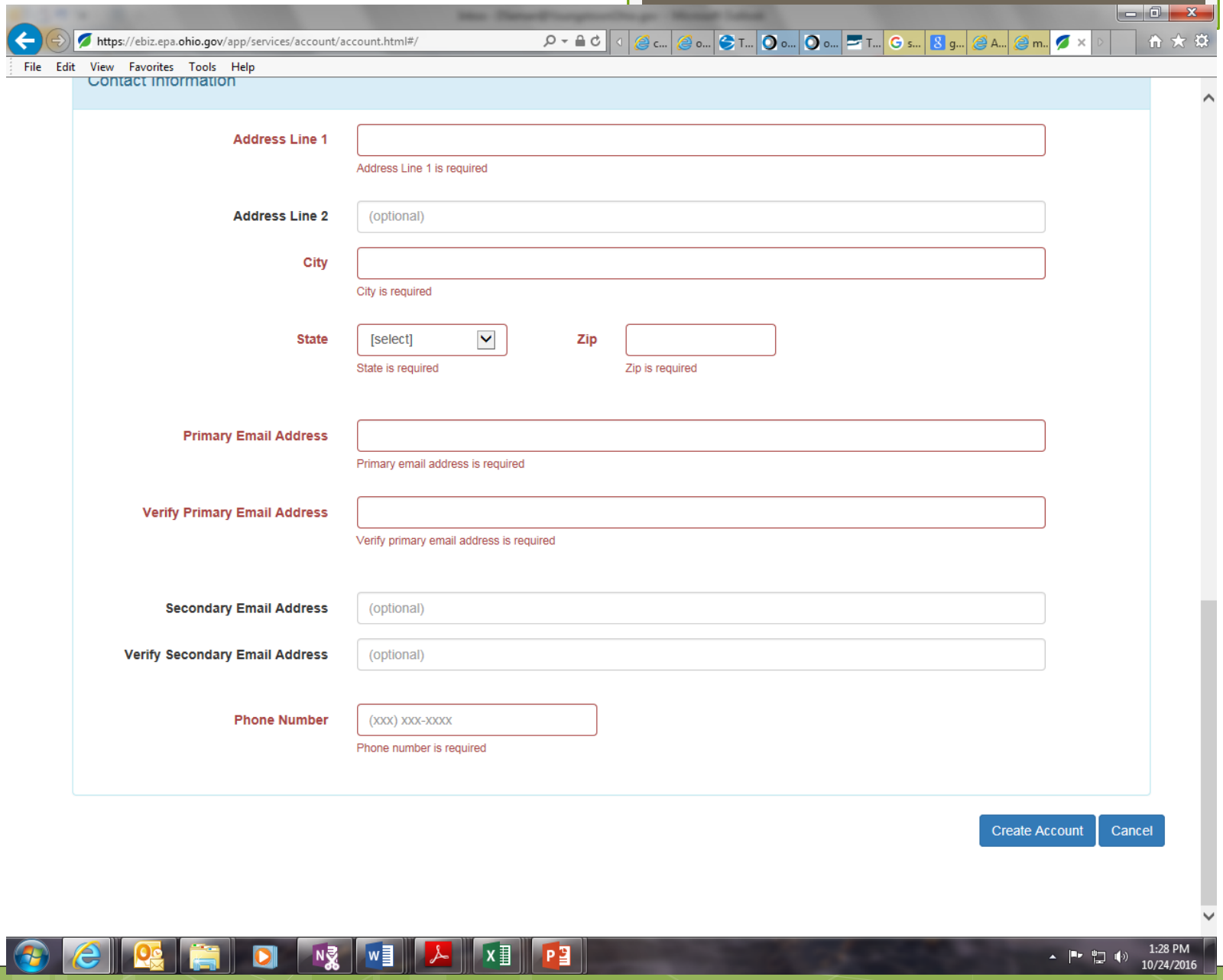
- Create a user ID and password
- Use something you will easily remember as the ID
- Eight characters for password, use Upper and lower case, a number, a special character (! @ # $ % ^ & * ( ) - _ + += { } [ ] ; : / ? < >)


https://ebiz.epa.ohio.gov/app/services/account/account.html#/
File Edit View Favorites Tools Help
State of Ohio | Ohio EPA | Logout
Ohio Environmental Protection Agency
eBusiness Center
Create New Account
Account Information
Create a New User ID
Please enter your desired user ID. The user ID must be between 1 and 30 characters and cannot contain spaces. The user ID is case sensitive.
User ID
Continue...
Cancel
1:25 PM
10/24/2016

- Enter your name, job title, company name, etc
- You will need to create a security question, and answer


https://ebiz.epa.ohio.gov/app/services/account/account.html#/
File Edit View Favorites Tools Help
State of Ohio | Ohio EPA | Logout
Ohio Environmental Protection Agency
eBusiness Center
Create New Account
Account Information
Create a New User ID
Please enter your desired user ID. The user ID must be between 1 and 30 characters and cannot contain spaces. The user ID is case sensitive.
User ID
ssdrty
First Name
The first name is required
Middle Name
Last Name
The last name is required
Company Name
Job Title
Your job title is required
Security Information
Show/Hide Help
Password Requirements
1:27 PM
10/24/2016


https://ebiz.epa.ohio.gov/app/services/account/account.html#/
File Edit View Favorites Tools Help
Password Requirements
• Length of at least 8 characters
• At least one uppercase and at least one lowercase letter: (A - Z and a - z)
• At least one digit: (0 - 9)
• At least one special character: ! @ # $ % ^ & * ( ) - _ = + | [ ] { } ; : / ? . < >
Examples
Buckeyes#1, LoneValley?2, Pass@word1, Fire@truck9
Password
A password is required
Verify Password
A verify password is required
Password Hint
A password hint is required
Security Question
A security question is required
Security Answer
A security answer is required
Contact Information
Address Line 1
Address Line 1 is required
Address Line 2
(optional)
City
City is required
1:28 PM
10/24/2016


https://ebiz.epa.ohio.gov/app/services/account/account.html#/
File Edit View Favorites Tools Help
Contact Information
Address Line 1
Address Line 1 is required
Address Line 2
(optional)
City
City is required
State
[select]
Zip
State is required
Zip is required
Primary Email Address
Primary email address is required
Verify Primary Email Address
Verify primary email address is required
Secondary Email Address
(optional)
Verify Secondary Email Address
(optional)
Phone Number
(xxx) xxx-xxxx
Phone number is required
Create Account
Cancel
1:28 PM
10/24/2016

- Click “submit”

- Congratulations!
- You now have an eBiz account

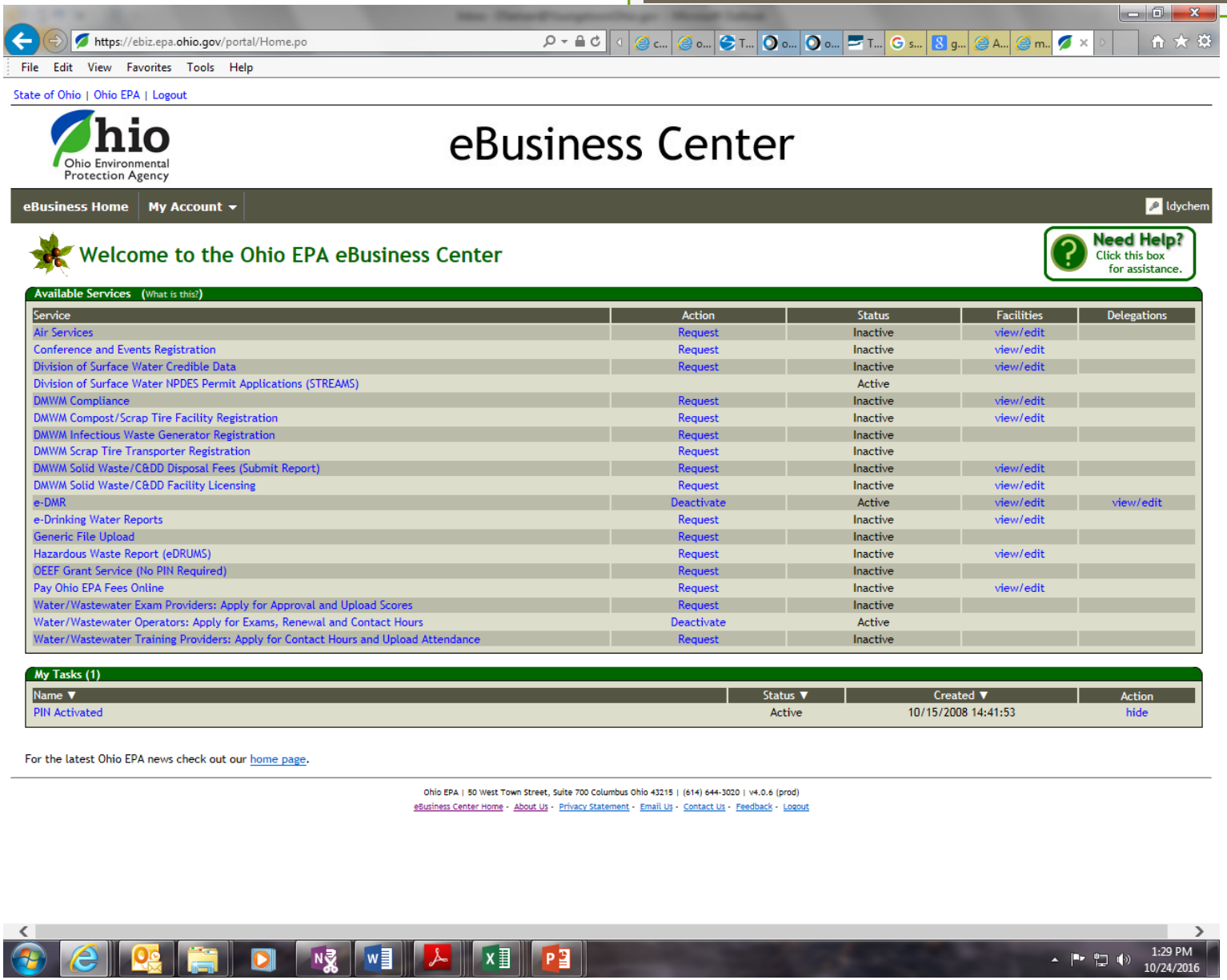
Obtain a PIN

- To submit the eDMR, you must now request a pin
- The PIN (personal Identification Number) is your electronic signature
- You will also need this for the Operator Certification section of eDMR

- Once you select pin request, the screen will populate according to the information already in your account.
- Verify this information is correct
- You will need to generate 5 security question/ answer pairs at this point
- Click submit

- A new window will appear, containg a pdf of the Subscriber Agreement instructions and form. Print these out.
- Complete the form (it will need to be notarized) and mail it to the EPA
- The request should be processed within 5 business days (allow time for mail delivery)

- You will receive email notification once your PIN has been approved. The actual PIN from the EPA will be mailed to you
- Once you receive the PIN, log into eBiz and click on activate PIN. Enter your PIN and answer one of the security questions that will pop up.


https://ebiz.epa.ohio.gov/portal/Home.po
File Edit View Favorites Tools Help
State of Ohio | Ohio EPA | Logout
Ohio Environmental Protection Agency
eBusiness Center
eBusiness Home
My Account
ldychem
Welcome to the Ohio EPA eBusiness Center
Need Help? Click this box for assistance.
Available Services (What is this?)
Service | Action | Status | Facilities | Delegations
Air Services | Request | Inactive | view/edit
Conference and Events Registration | Request | Inactive | view/edit
Division of Surface Water Credible Data | Request | Inactive | view/edit
Division of Surface Water NPDES Permit Applications (STREAMS) | Active
DMWM Compliance | Request | Inactive | view/edit
DMWM Compost/Scrap Tire Facility Registration | Request | Inactive | view/edit
DMWM Infectious Waste Generator Registration | Request | Inactive
DMWM Scrap Tire Transporter Registration | Request | Inactive
DMWM Solid Waste/C&DD Disposal Fees (Submit Report) | Request | Inactive | view/edit
DMWM Solid Waste/C&DD Facility Licensing | Request | Inactive | view/edit
e-DMR | Deactivate | Active | view/edit | view/edit
e-Drinking Water Reports | Request | Inactive | 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 | Request | Inactive | view/edit
Water/Wastewater Exam Providers: Apply for Approval and Upload Scores | Request | Inactive
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours | Deactivate | Active
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance | Request | Inactive
My Tasks (1)
Name | Status | Created | Action
PIN Activated | Active | 10/15/2008 14:41:53 | hide
For the latest Ohio EPA news check out our home page.
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1:29 PM
10/24/2016

- If you aren't submitting report, you don't need the PIN
- You will have a designation as a preparer, not certifier in the system.

- Request a service to gain access to the state report forms
- Click on request next to the service you need access to
- Next you will need to search for and locate your facility in the system
- Click Add facility to activate the search function

- One of the easiest ways to locate the facility is to search for the NPDES #
- If you know the facility core ID, you can search for that
- Click on the core ID when the facility comes up
- Click next

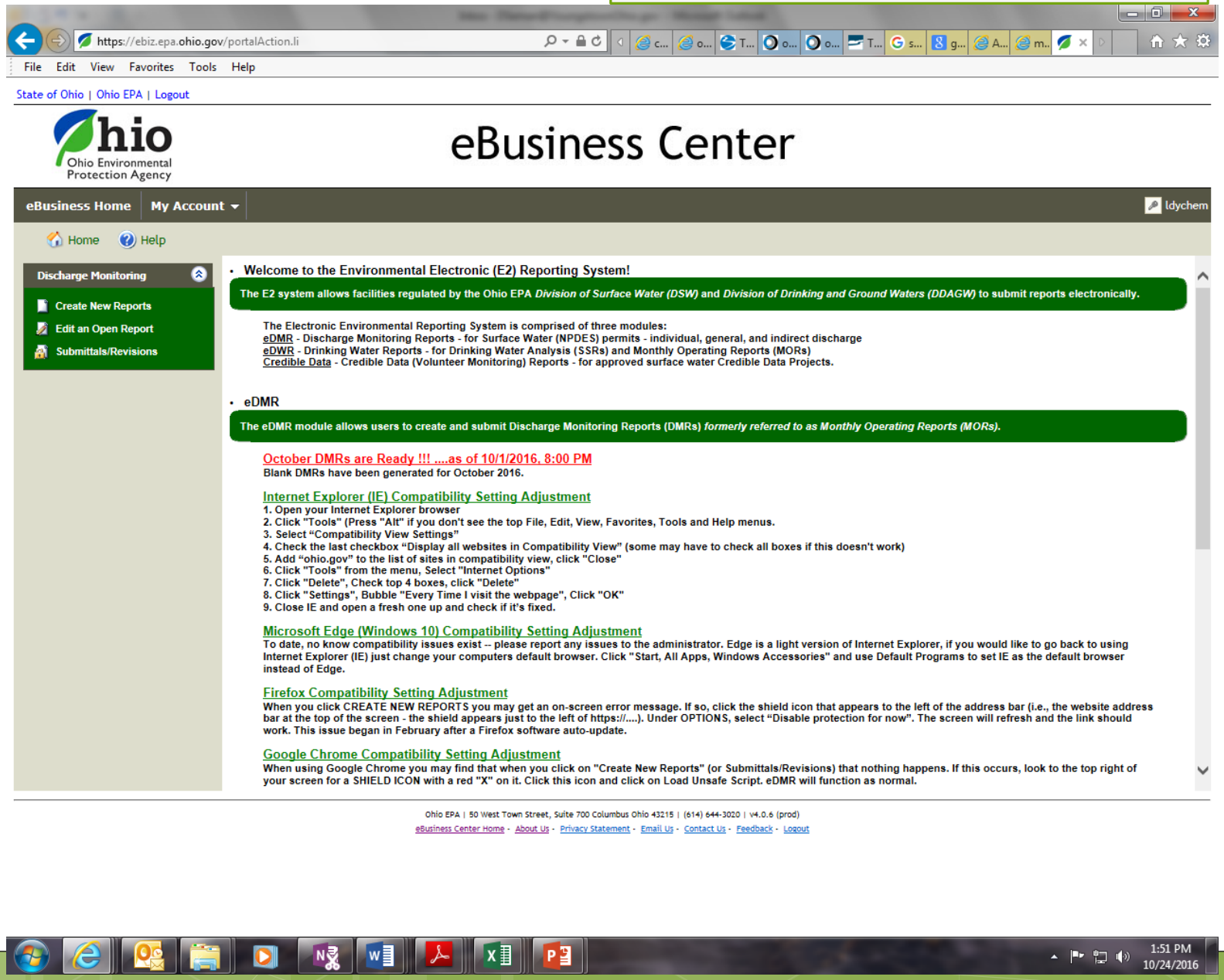
- Complete the form that pops up, and click submit
- If the EPA needs to determine if you have reporting authority, you will need confirmation from them before continuing
- If your facility already has someone designated that can delegate, you will need to wait for them to authorize you

- First user from your facility will need EPA authorization to complete the request service authorization
- If your facility has someone that has DRO access, they can authorize how much access you have to the service

Preparing the report

- Log into eBiz
- Click on eDMR

- The following screen will appear


https://ebiz.epa.ohio.gov/portalAction.li
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Home
Help
Discharge Monitoring
Create New Reports
Edit an Open Report
Submittals/Revisions
Welcome to the Environmental Electronic (E2) Reporting System!
The E2 system allows facilities regulated by the Ohio EPA Division of Surface Water (DSW) and Division of Drinking and Ground Waters (DDAGW) to submit reports electronically.
The Electronic Environmental Reporting System is comprised of three modules:
eDMR - Discharge Monitoring Reports - for Surface Water (NPDES) permits - individual, general, and indirect discharge
eDWR - Drinking Water Reports - for Drinking Water Analysis (SSRs) and Monthly Operating Reports (MORs)
Credible Data - Credible Data (Volunteer Monitoring) Reports - for approved surface water Credible Data Projects.
eDMR
The eDMR module allows users to create and submit Discharge Monitoring Reports (DMRs) formerly referred to as Monthly Operating Reports (MORs).
October DMRs are Ready !!! ....as of 10/1/2016, 8:00 PM
Blank DMRs have been generated for October 2016.
Internet Explorer (IE) Compatibility Setting Adjustment
1. Open your Internet Explorer browser
2. Click "Tools" (Press "Alt" if you don't see the top File, Edit, View, Favorites, Tools and Help menus.
3. Select "Compatibility View Settings"
4. Check the last checkbox "Display all websites in Compatibility View" (some may have to check all boxes if this doesn't work)
5. Add "ohio.gov" to the list of sites in compatibility view, click "Close"
6. Click "Tools" from the menu, Select "Internet Options"
7. Click "Delete", Check top 4 boxes, click "Delete"
8. Click "Settings", Bubble "Every Time I visit the webpage", Click "OK"
9. Close IE and open a fresh one up and check if it's fixed.
Microsoft Edge (Windows 10) Compatibility Setting Adjustment
To date, no know compatibility issues exist -- please report any issues to the administrator. Edge is a light version of Internet Explorer, if you would like to go back to using Internet Explorer (IE) just change your computers default browser. Click "Start, All Apps, Windows Accessories" and use Default Programs to set IE as the default browser instead of Edge.
Firefox Compatibility Setting Adjustment
When you click CREATE NEW REPORTS you may get an on-screen error message. If so, click the shield icon that appears to the left of the address bar (i.e., the website address bar at the top of the screen - the shield appears just to the left of https://....). Under OPTIONS, select "Disable protection for now". The screen will refresh and the link should work. This issue began in February after a Firefox software auto-update.
Google Chrome Compatibility Setting Adjustment
When using Google Chrome you may find that when you click on "Create New Reports" (or Submittals/Revisions) that nothing happens. If this occurs, look to the top right of your screen for a SHIELD ICON with a red "X" on it. Click this icon and click on Load Unsafe Script. eDMR will function as normal.
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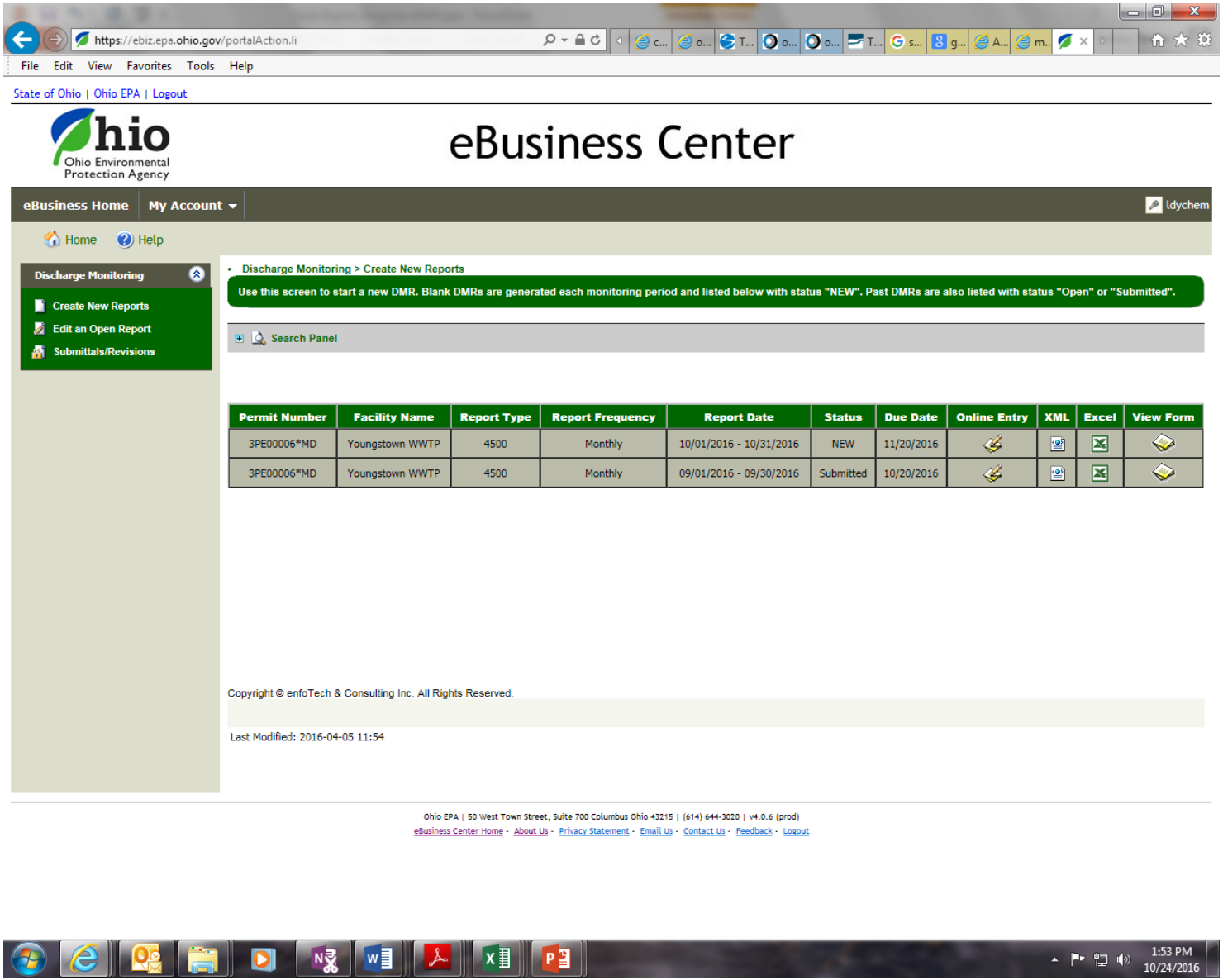
1:51 PM
10/24/2016

- Click on create new report in the upper left hand box
- A screen listing the reports available will appear


https://ebiz.epa.ohio.gov/portalAction.li
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Home
Help
Discharge Monitoring
Create New Reports
Edit an Open Report
Submittals/Revisions
Discharge Monitoring > Create New Reports
Use this screen to start a new DMR. Blank DMRs are generated each monitoring period and listed below with status "NEW". Past DMRs are also listed with status "Open" or "Submitted".
Search Panel
Permit Number | Facility Name | Report Type | Report Frequency | Report Date | Status | Due Date | Online Entry | XML | Excel | View Form
3PE00006*MD | Youngstown WWTP | 4500 | Monthly | 10/01/2016 - 10/31/2016 | NEW | 11/20/2016
3PE00006*MD | Youngstown WWTP | 4500 | Monthly | 09/01/2016 - 09/30/2016 | Submitted | 10/20/2016
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Last Modified: 2016-04-05 11:54
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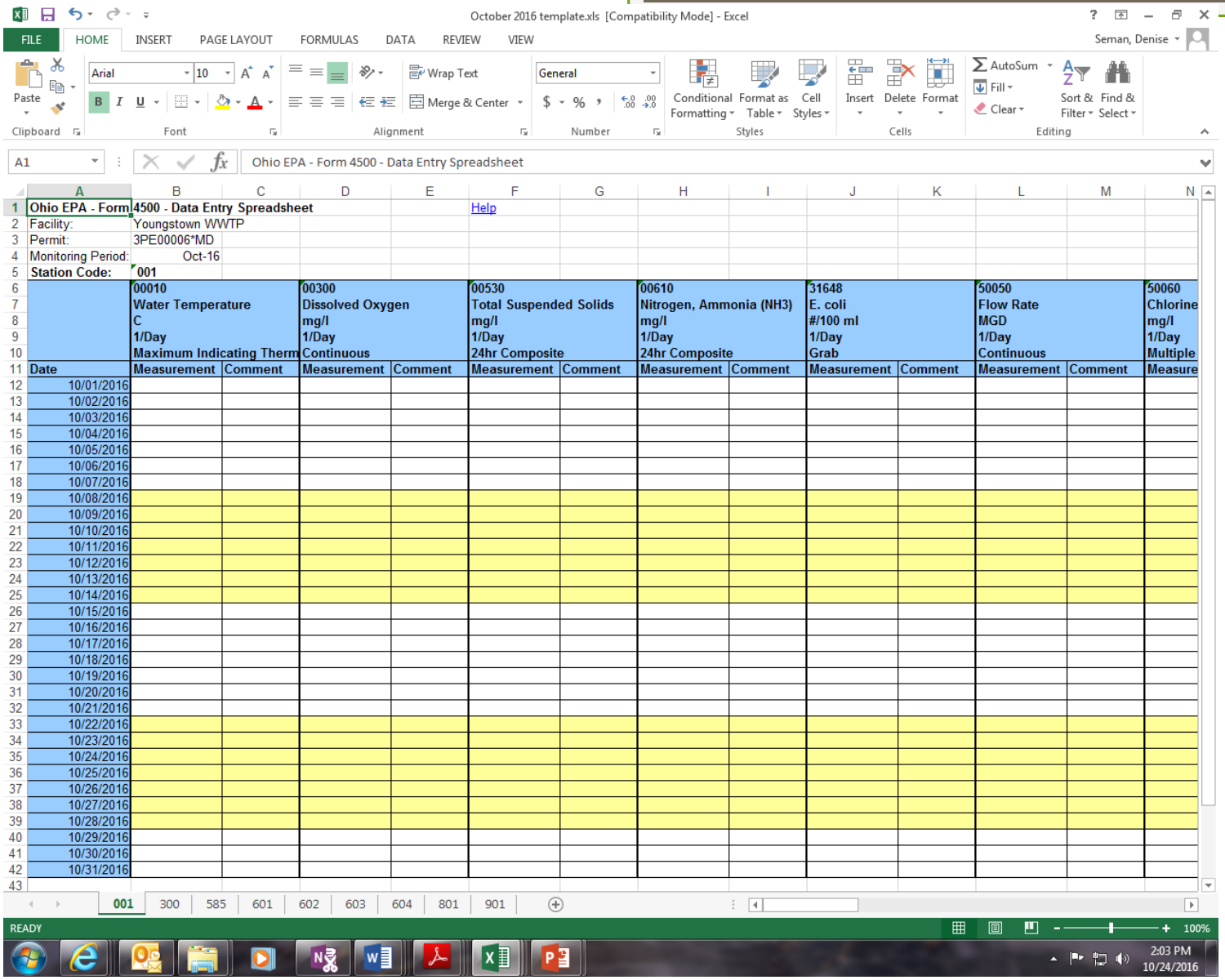
1:53 PM
10/24/2016

- Select the report you need to prepare, which method of preparation you plan to use:
- XML, Online entry, excel file

- I use Excel: download the file and save it with the appropriate month/ year title

- I download the file as soon as it is available, and will enter data as we accumulate it
- You can gather your data and enter it directly online, saving the file as you go


October 2016 template.xls [Compatibility Mode] - Excel
Seman, Denise
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Paste
Arial
10
Wrap Text
General
Merge & Center
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
A1
Ohio EPA - Form 4500 - Data Entry Spreadsheet
Ohio EPA - Form 4500 - Data Entry Spreadsheet
Help
Facility: Youngstown WWTP
Permit: 3PE00006*MD
Monitoring Period: Oct-16
Station Code: 001
00010
Water Temperature
C
1/Day
Maximum Indicating Therm
00300
Dissolved Oxygen
mg/l
1/Day
Continuous
00530
Total Suspended Solids
mg/l
1/Day
24hr Composite
00610
Nitrogen, Ammonia (NH3)
mg/l
1/Day
24hr Composite
31648
E. coli
#/100 ml
1/Day
Grab
50050
Flow Rate
MGD
1/Day
Continuous
50060
Chlorine
mg/l
1/Day
Multiple
Date
Measurement
Comment
10/01/2016
10/02/2016
10/03/2016
10/04/2016
10/05/2016
10/06/2016
10/07/2016
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10/26/2016
10/27/2016
10/28/2016
10/29/2016
10/30/2016
10/31/2016
001
300
585
601
602
603
604
801
901
READY
100%
2:03 PM
10/24/2016

- By downloading the file, I can work offline, and can re-locate the spreadsheet to a station in the lab for data to be entered by others

The “A” codes

- Use of AN for Friday creates an error, you must enter AH if you are required to sample daily and sample Sunday through Thursday
- Any “A” code other then AN or AA requires you to explain in the comment column next to the code

Below detection limits

- Values below the detection limit must be entered in the proper format to avoid an error:

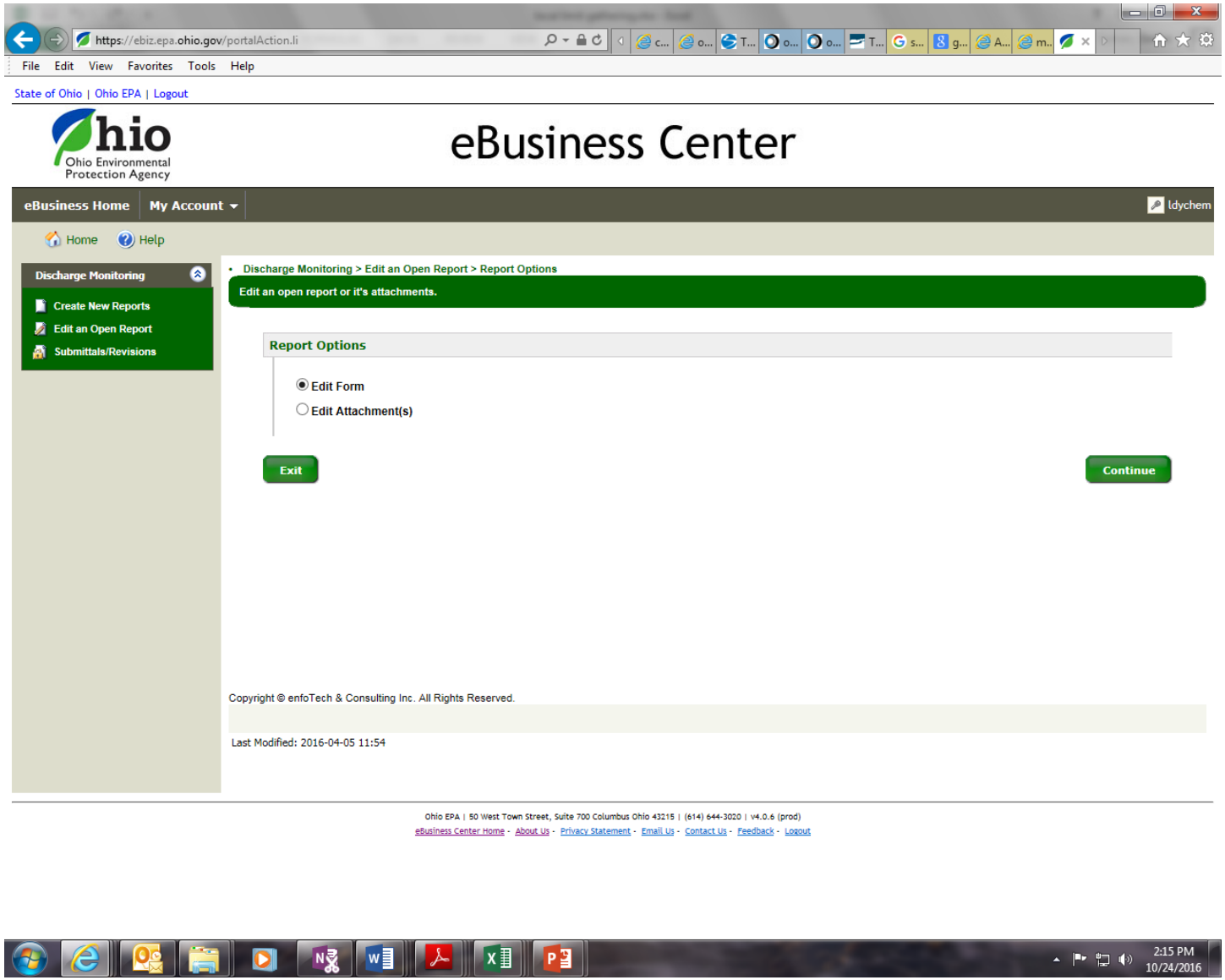
- AA (for none detected)
- ONE space after, then detection limit
- Detection limits less than 1 MUST be preceeded by a 0 to avoid an error

- If your analysis is required to be completed daily – EVERY day in the column MUST have an entry, even if it is AN for holidays and weekends

- Your weekly values should fall within the different colored bands on the spreadsheet. These are set up to match the EPA designation for weeks: 1-7, 8-14, 15-21, 22-28
- The weekly sampling doesn't need to be conducted during the "bonus" days of 29, 30, 31…but your daily sampling does

Submitting report

- Once your data has been completed in the spreadsheet, you will need to "upload" it
- Log into eBiz
- Click on create new reports
- Select the correct month
- Click on online entry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Edit an Open Report
Submittals/Revisions
Discharge Monitoring > Edit an Open Report > Report Options
Edit an open report or it's attachments.
Report Options
Edit Form
Edit Attachment(s)
Exit
Continue
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2:15 PM
10/24/2016

- Select continue
- The online template will open
- Click on copy and paste
- A pop up window will open

ebiz.epa.ohio.gov/portalAction.li

vorites Tools Help

A | Logout

eBusiness Center

My Account

ldycher

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: 10/01/2016 - 10/31/2016

FACILITY NAME: Youngstown WWTP

COUNTY: Mahoning

NO DISCHARGE

PERMIT NUMBER: 3PE00006*MD

DISTRICT: NEDO

LOCATION: 725 Poland Ave
Youngstown, OH 44502

REPORTING LAB:

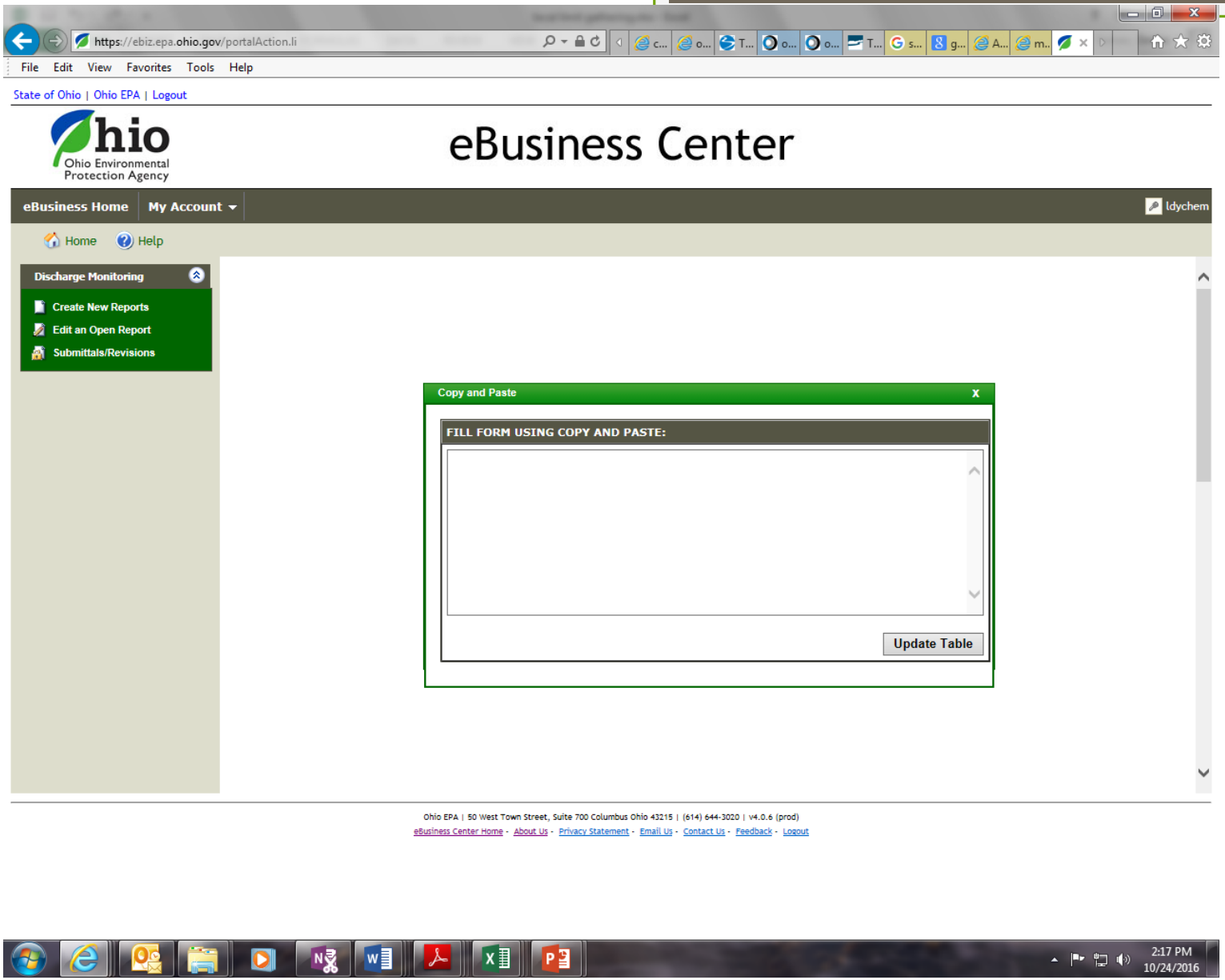
ANALYST:

Sample Data

Add Parameter View A Codes Copy and Paste

Prev 1 2 3 4 5 6 Next

Param Name:	Water Temperature	Dissolved Oxygen	Total Suspended Solids	Nitrogen, Ammonia (NH3)	E. coli
Param Code:	00010	00300	00530	00610	31648
Units:	C	mg/l	mg/l	mg/l	#/100 ml
Frequency:	1/Day	1/Day	1/Day	1/Day	1/Day
Sample Type:	Maximum Indicating Thermometer	Continuous	24hr Composite	24hr Composite	Grab


https://ebiz.epa.ohio.gov/portalAction.li
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Help
Discharge Monitoring
Create New Reports
Edit an Open Report
Submittals/Revisions
Copy and Paste
FILL FORM USING COPY AND PASTE:
Update Table
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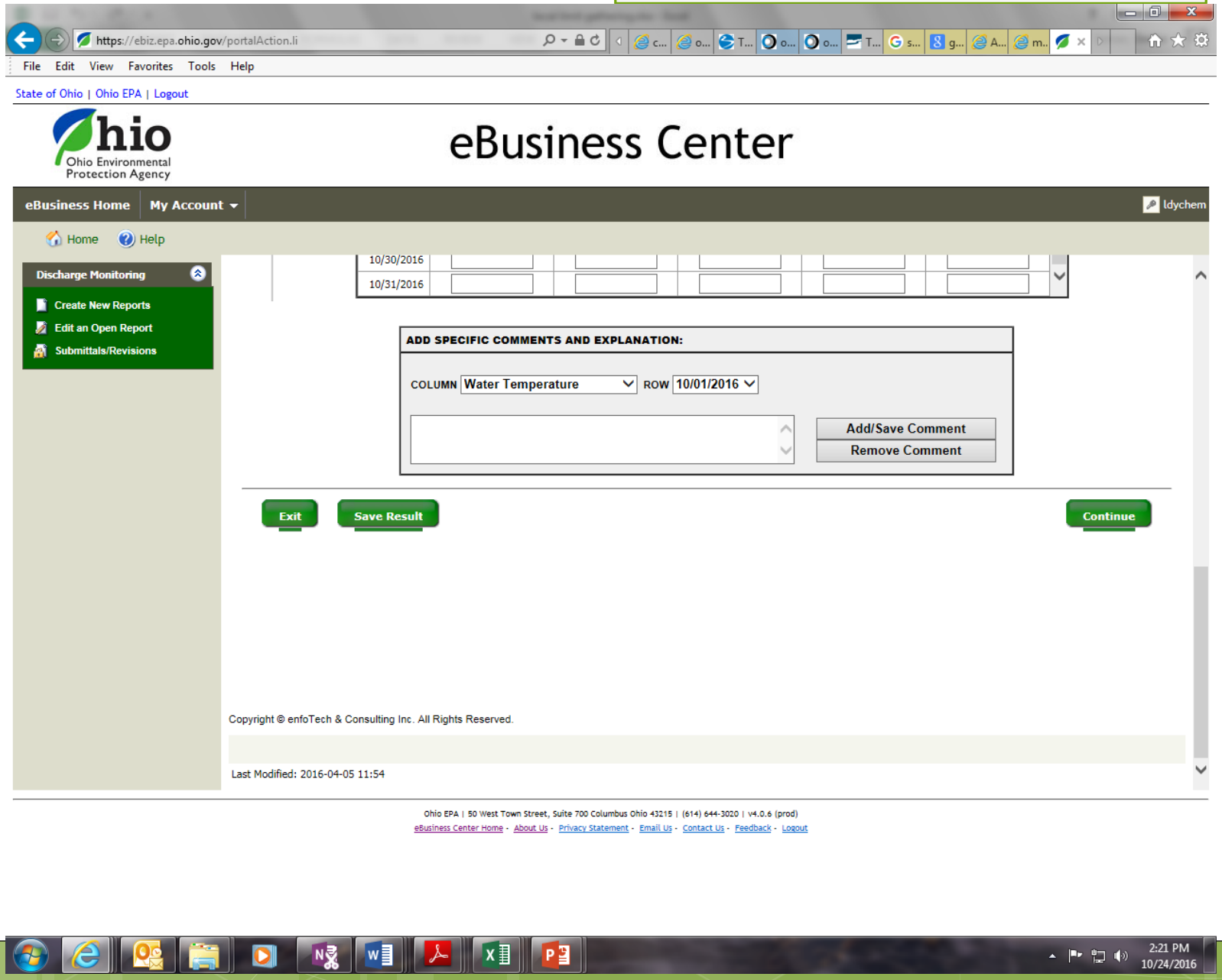
2:17 PM
10/24/2016

- Open your finished spreadsheet
- Verify you are using the correct station number to match the page you have open on the website
- Highlight the data only (no blue headings/ columns) and click copy

- Place curser in the pop up box on the website and click paste to transfer the data
- Click update table
- Enter the lab and analysts in the appropriate boxes
- Click save!
- Click continue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Home
Help
Discharge Monitoring
Create New Reports
Edit an Open Report
Submittals/Revisions
10/30/2016
10/31/2016
ADD SPECIFIC COMMENTS AND EXPLANATION:
COLUMN Water Temperature
ROW 10/01/2016
Add/Save Comment
Remove Comment
Exit
Save Result
Continue
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2:21 PM
10/24/2016

- Repeat the copy and paste until all stations have been completed
- If you have an overflow you are reporting, and there was no discharge, click in the no discharge box in the page heading

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: 10/01/2016 - 10/31/2016

FACILITY NAME: Youngstown WWTP

COUNTY: Mahoning

NO DISCHARGE

PERMIT NUMBER: 3PE00006*MD

DISTRICT: NEDO

LOCATION: 725 Poland Ave
Youngstown, OH 44502

REPORTING LAB:

ANALYST:

Sample Data

Add Parameter View A Codes Copy and Paste

Prev 1 2 3 4 5 6 Next

Param Name:	Water Temperature	Dissolved Oxygen	Total Suspended Solids	Nitrogen, Ammonia (NH3)	E. coli
Param Code:	00010	00300	00530	00610	31648
Units:	C	mg/l	mg/l	mg/l	#/100 ml
Frequency:	1/Day	1/Day	1/Day	1/Day	1/Day
Sample Type:	Maximum Indicating Thermometer	Continuous	24hr Composite	24hr Composite	Grab
10/01/2016					

- Once all components have been completed, you will reach the review stage
- Enter the required information (if you can)
- And continue

General Information

MONITORING PERIOD:	10/01/2016 - 10/31/2016		
PERMIT NAME:	Youngstown WWTP	PERMIT NUMBER:	3PE00006*MD
COUNTY:	Mahoning	DISTRICT:	NEDO
MAILING ADDRESS:		LOCATION:	725 Poland Ave
			OH, 44502

General Comments

GENERAL REPORT COMMENTS AND EXPLANATION:

Operator Information:

Operator Name	Operator Certification Number	Operator Phone Number

- 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: Youngstown WWTP

Permit Number: 3PE00006*MD

Report Frequency: Monthly

Report Period: 10/01/2016 - 10/31/2016

Data Validation Summary

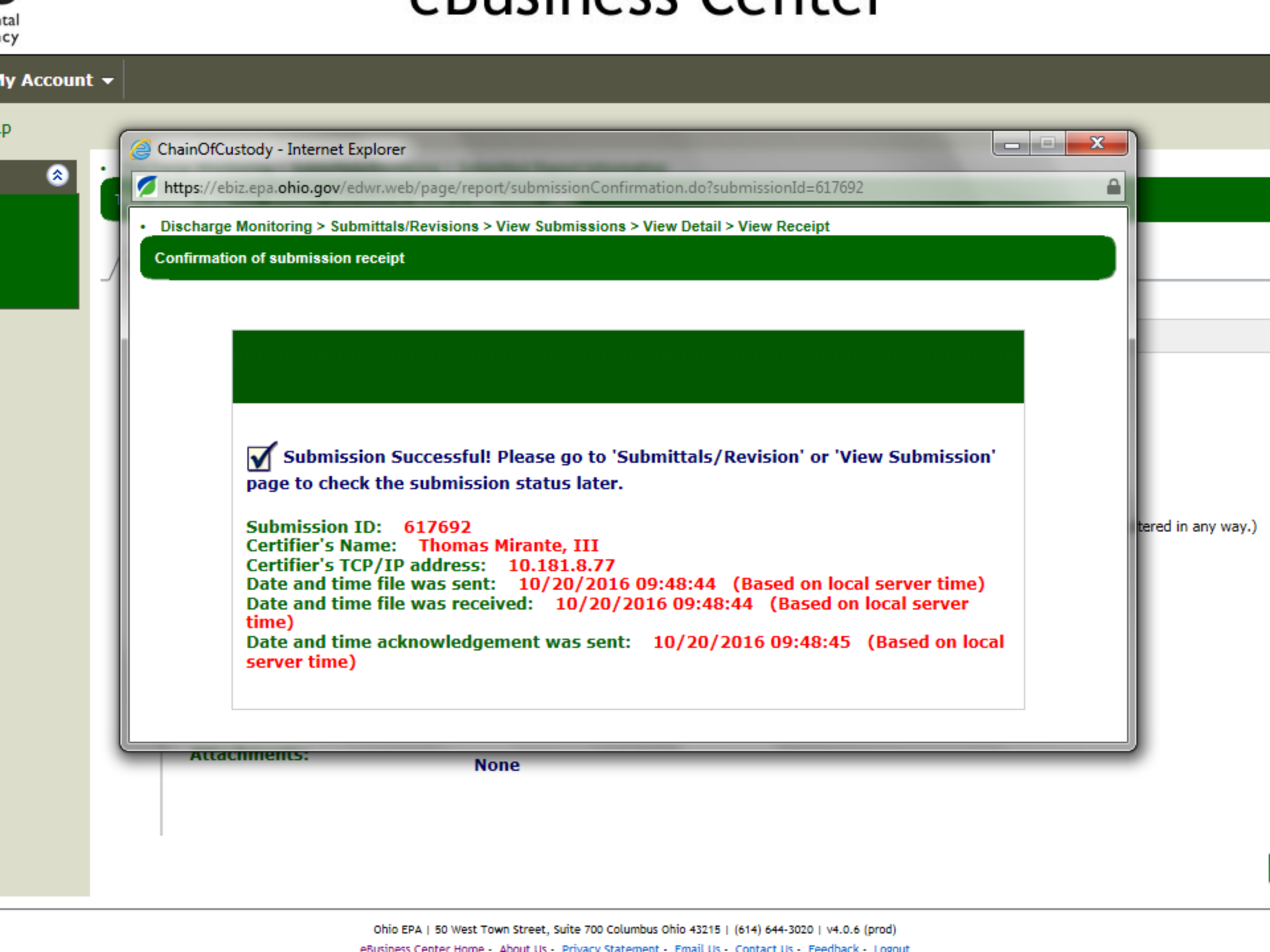
Data Validation: Error was found, please CLICK HERE to correct it.
Warning: Omissions and/or possible data errors were found. CLICK HERE for a printable list.

Attachment Summary

None

- If you have errors and/ or omissions…they will be pointed out here
- Click on the “click here” and it will take you to the “offending” part
- Correct any errors/ omissions and repeat the save/ continue process until you reach the page with a statement of nor errors or omissions found

- At this point, the report is ready for verification/ submittal
- Only an authorized certifier may submit the report
- Once the report has been submitted, you see a receipt showing successful submission.


eBusiness Center
My Account
ChainOfCustody - Internet Explorer
https://ebiz.epa.ohio.gov/edwr.web/page/report/submissionConfirmation.do?submissionId=617692
Discharge Monitoring > Submittals/Revisions > View Submissions > View Detail > View Receipt
Confirmation of submission receipt
Submission Successful! Please go to 'Submittals/Revision' or 'View Submission' page to check the submission status later.
Submission ID: 617692
Certifier's Name: Thomas Mirante, III
Certifier's TCP/IP address: 10.181.8.77
Date and time file was sent: 10/20/2016 09:48:44 (Based on local server time)
Date and time file was received: 10/20/2016 09:48:44 (Based on local server time)
Date and time acknowledgement was sent: 10/20/2016 09:48:45 (Based on local server time)
Attachments:
None
tered in any way.)
Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020 | v4.0.6 (prod)
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- Questions?

- Contact info:
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