

Electronic Discharge Monitoring Reporting (eDMR) User's Guide

Revised July 5, 2016

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Logging into the ESS System

Website for the Electronic Submission System (ESS) to be used for electronic discharge monitoring reporting (eDMR): <https://apps.dep.wv.gov/eplogin.cfm>

Before you can log into the system, you need to register for a username and password. If you do not have an account, please refer to the “How to Sign Up for an eDMR/ePermitting Login ID and Password” document. If you have a login for ESS, you do not need to request a separate production login to completed eDMRs.



The screenshot shows the login interface for the ESS system. At the top, there is a header with the 'dep' logo on the left, the text 'Department of Environmental Protection' in the center, and 'State of West Virginia' on the right. Below the header, there is a large map of West Virginia on the left side. On the right side, there is a login form titled 'Enter Login Information:'. The form contains two input fields: 'Login:' and 'Password:'. To the right of the 'Password:' field is a button labeled 'Enter Site'. Below the input fields, there is a paragraph of text: 'Once you have successfully entered your login information, any period of inactivity for 2 hours will log you out of the system.' Below this text is a link that says 'Forgot login or password?'. The entire page is framed by a dark green border with a landscape image at the bottom.

NOTE: Once you have successfully entered your login information, any period of inactivity for two hours will log you out of the system.

Creating a New eDMR

After logging in, you will be presented with the **Selection Process** screen. This screen is considered the **Home** screen and is where you will start to create, continue, or review eDMRs.

Anytime you need to switch to a different eDMR (e.g. a different month for the same facility or an entirely different facility), you can click the **“Return Home”** button at the left to get back to the **Selection Process Home** screen.

west virginia
dep electronic submission system
selection process

Welcome MCINTOSH, TINA

Process:

Log out

Last 30 days work-in-progress

OWR	BAYER CROPSCIENCE INSTITUTE SITE	EDMR	1001 (09/24/2008)	75% completed
OWR	BAYER CROPSCIENCE INSTITUTE SITE	EDMR	001 (07/30/2008)	0% completed
HPU	BAYER CROPSCIENCE INSTITUTE SITE	EDMR	12 (08/28/2008)	67% completed

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Please use Microsoft Internet Explorer 6.0 or up

Several options are available under the **Process** field:

- **New:** create a new eDMR
- **Continue:** work on a previously created eDMR
- **Review:** bring up a read-only version of a previously submitted eDMR
- **Security:** change your account preferences

You will select the **Office** you intend to create the eDMR for. The common choices will be **Hydrologic Protection Unit (HPU)** or **Water and Waste Management (OWR)**.

west virginia
dep **electronic submission system**

selection process

Welcome MCINTOSH, TINA

Process: New

Office:

Log out

Last 30 days work-in-progress

OWR	BAYER CROPSCIENCE INSTITUTE SITE	EDMR	1001 (09/24/2008)	75% completed
OWR	BAYER CROPSCIENCE INSTITUTE SITE	EDMR	001 (07/30/2008)	0% completed
HPU	BAYER CROPSCIENCE INSTITUTE SITE	EDMR	12 (08/28/2008)	67% completed

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On the **Applicant** field, select the company or facility that you intend to create the eDMR for. You will only see companies or facilities you have access to.

west virginia
dep **electronic submission system**

selection process

Welcome MCINTOSH, TINA

Process: New

Office: Water and Waste Management (OWR)

Applicant:

Log out

Last 30 days work-in-progress

OWR	BAYER CROPSCIENCE INSTITUTE SITE	EDMR	1001 (09/24/2008)	75% completed
OWR	BAYER CROPSCIENCE INSTITUTE SITE	EDMR	001 (07/30/2008)	0% completed
HPU	BAYER CROPSCIENCE INSTITUTE SITE	EDMR	12 (08/28/2008)	67% completed

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On the **Type** field, select “**Electronic DMR – eDMR.**”

NOTE: You might see other options here if you have the security rights to create a permit (e.g. ePermitting).

The screenshot shows the 'west virginia electronic submission system' interface. The user is logged in as 'MCINTOSH, TINA'. The 'Process' is set to 'New', the 'Office' is 'Water and Waste Management (OWR)', and the 'Applicant' is 'BAYER CROPSCIENCE INSTITUTE SITE'. The 'Type' field is currently empty, and a red arrow points to it, indicating where to select 'Electronic DMR – eDMR'. A 'Help' button is next to the 'Type' field. Below the form is a 'Log out' button. A table titled 'Last 30 days work-in-progress' shows three entries with their completion percentages. At the bottom, there is a slogan 'Promoting a healthy environment.' and a note about using Microsoft Internet Explorer 6.0 or up.

west virginia
dep
electronic submission system
selection process

Welcome MCINTOSH, TINA

Process:

Office:

Applicant:

Type:

Last 30 days work-in-progress

OWR	BAYER CROPSCIENCE INSTITUTE SITE	EDMR	1001 (09/24/2008)	75% completed
OWR	BAYER CROPSCIENCE INSTITUTE SITE	EDMR	001 (07/30/2008)	0% completed
HPU	BAYER CROPSCIENCE INSTITUTE SITE	EDMR	12 (08/28/2008)	67% completed

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On the **Reference ID** field, please include your permit number and/or general permit registration number as applicable, sample period and year. Examples: WV0023205 August 2012, WVG550987 3rd Qtr 2012, WVG610897 Semi-Annual August 2012.

This will help you easily bring up and review previously submitted eDMRs when needed.

NOTE: If you have more than one NPDES permit ID number and/or general permit registration number, a separate Reference ID should be created for each.

**west virginia
dep electronic submission system**

selection process

Welcome LAYTON, MAVIS L

Process:

Office:

Applicant:

Type:

Ref. ID:

Please assure your reference id includes your permit number and/or general permit registration number as applicable, sample period and year (Examples: WV0023205 August 2012, WVG550987 3rd Qtr 2012, WVG610897 Semi-Annual August 2012).

My Account | Return Home | Log Out

You will continue to receive choices as you make each selection.

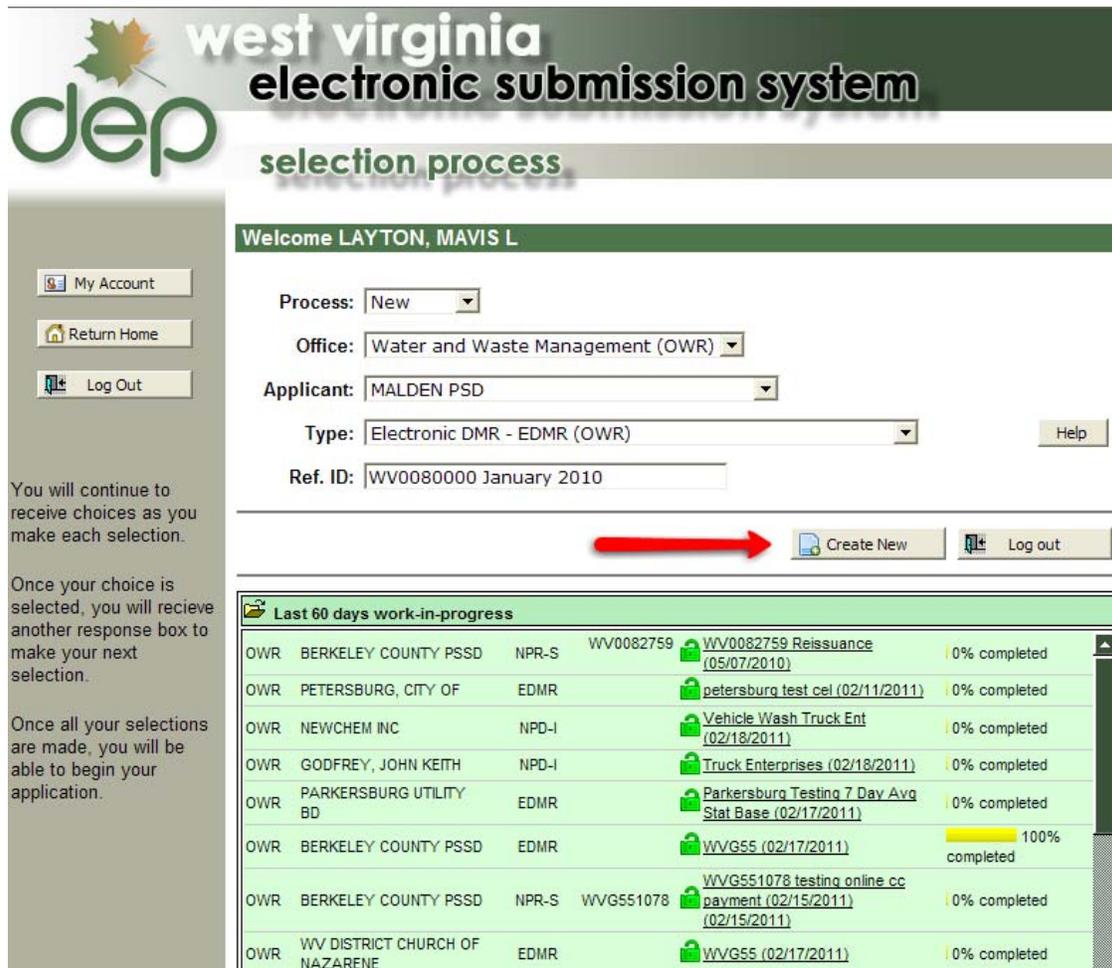
Once your choice is selected, you will receive another response box to make your next selection.

Once all your selections are made, you will be able to begin your application.

Create New | Log out

Office	Applicant	App Type	ID	Application Name (Ref. ID)	Progress	Submitted
OWR	PINE GROVE TOWN OF	NPD-S		wla for Pine Grove (08/30/2012)	0% completed	
OWR	PINE GROVE TOWN OF	NPM	WV0084433	WV0084433 mod test (09/12/2012)	25% completed	
OWR	MYERS SEPTIC TANK SERVICE	NPR-S	WVSG20006	WVSG20006 Reissuance 072312 (07/23/2012)	0% completed	
OWR	BEDDOW, FLOYD	NPR-S	WVSG10019	WVSG10019 Reissuance Testing (02/24/2012)	0% completed	
OWR	PARKS, TERRY	NPR-S	WVSG10053	WVSG10053 (08/12/2010)	0% completed	
OWR	PARKS, TERRY	NPR-S	WVSG10053	BC Testinq (08/13/2010)	0% completed	
OWR	MYERS SEPTIC TANK SERVICE	NPR-S	WVSG20006	WVSG20006 Sewage (09/05/2012)	0% completed	
OWR	HUFFMAN, DANNY C	EDMR		WVGS5 Huffman's MHP (09/05/2012)	0% completed	
OWR	HUFFMAN, DANNY C	EDMR		WVGS51310 Huffman MHP September 2012 (08/02/2012)	Submitted	08/02/2012

Hit the “Create New” button to create the eDMR.



The screenshot shows the 'selection process' interface of the West Virginia Electronic Submission System. The header includes the 'dep' logo and the system name. A navigation sidebar on the left contains 'My Account', 'Return Home', and 'Log Out' buttons. The main content area displays a 'Welcome LAYTON, MAVIS L' message and a form for creating a new eDMR. The form fields are: Process (New), Office (Water and Waste Management (OWR)), Applicant (MALDEN PSD), Type (Electronic DMR - EDMR (OWR)), and Ref. ID (WV0080000 January 2010). A red arrow points to the 'Create New' button. Below the form is a table titled 'Last 60 days work-in-progress' with columns for status, applicant, type, ID, description, and completion percentage.

West Virginia Electronic Submission System
selection process

Welcome LAYTON, MAVIS L

Process:

Office:

Applicant:

Type:

Ref. ID:

Last 60 days work-in-progress

OWR	BERKELEY COUNTY PSSD	NPR-S	WV0082759	WV0082759 Reissuance (05/07/2010)	0% completed
OWR	PETERSBURG, CITY OF	EDMR		petersburg test cel (02/11/2011)	0% completed
OWR	NEWCHEM INC	NPD-I		Vehicle Wash Truck Ent (02/18/2011)	0% completed
OWR	GODFREY, JOHN KEITH	NPD-I		Truck Enterprises (02/18/2011)	0% completed
OWR	PARKERSBURG UTILITY BD	EDMR		Parkersburg Testing 7 Day Avg Stat Base (02/17/2011)	0% completed
OWR	BERKELEY COUNTY PSSD	EDMR		WVG55 (02/17/2011)	100% completed
OWR	BERKELEY COUNTY PSSD	NPR-S	WVG551078	WVG551078 testing online cc payment (02/15/2011) (02/15/2011)	0% completed
OWR	WV DISTRICT CHURCH OF NAZARENE	EDMR		WVG55 (02/17/2011)	0% completed

Entering DMR Information

Below are two options for submitting an eDMR.

- Manual Entry- to enter DMR information manually
- Load from File – to upload a file that conforms to the DEP DMR file structure, visit <http://www.dep.wv.gov/WWE/permit/npdes/Documents/FileStructure2.pdf>.

NOTE: Choose only ONE method for each eDMR.

west virginia
electronic submission system

dep section list

Current User: MCINTOSH, TINA Applicant: BAYER CROPSOURCE INSTITUTE SITE
Ref. Id: REF001 (09/30/2008) Type: Electronic DMR
Status: New Permit No.: New/Pending

- eDMR - Manual Entry **(Add)**
- eDMR Load from File **(Add)**
- eDMR Required Attachments
- eDMR Worksheet Certification

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Attachments
Comments
Activities
Print
Milestones
Change Ref Id
Delete Application
Request Copy
Payment Report
Verify Signature
Return Home
Log Out

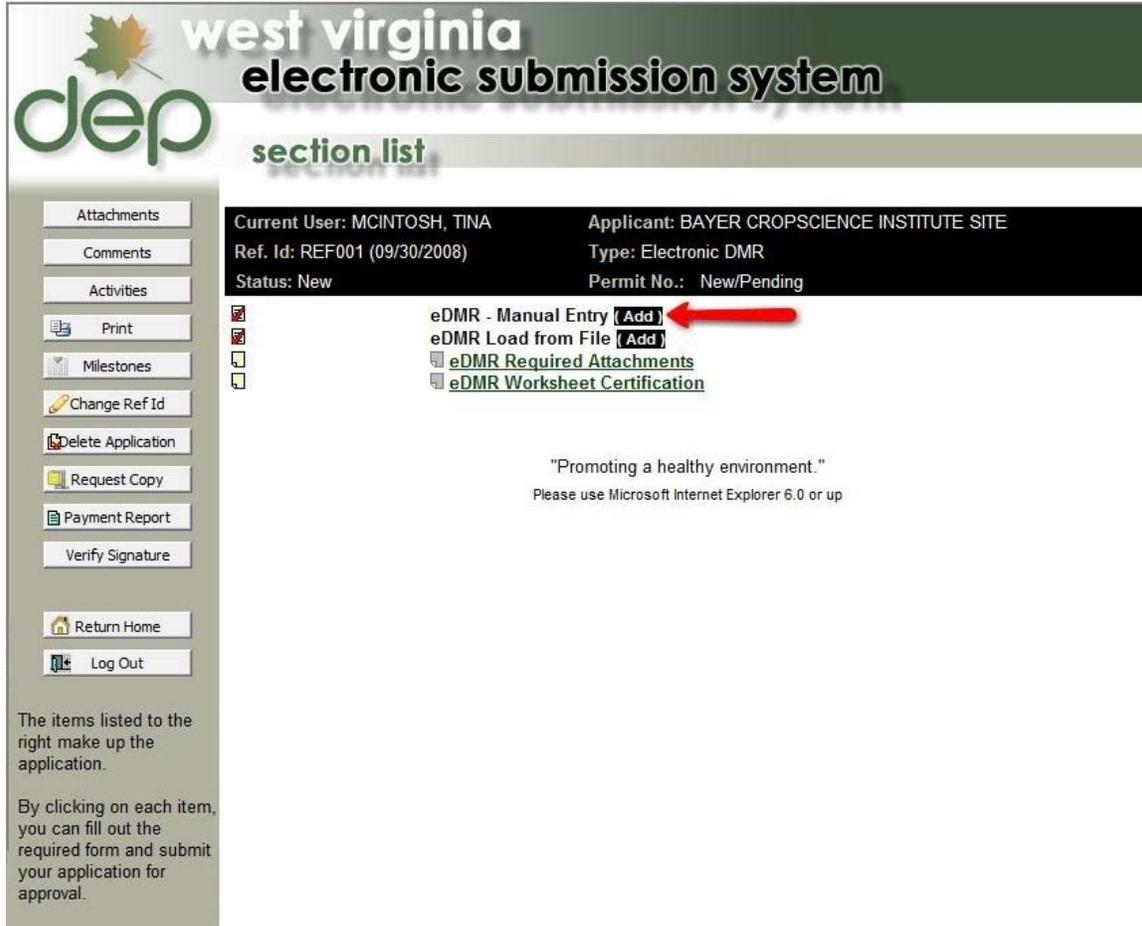
The items listed to the right make up the application.

By clicking on each item, you can fill out the required form and submit your application for approval.

Manual Entry

Click on “Add” beside “Manual Entry” to create a new eDMR Worksheet in the **Section List** screen.

NOTE: You need to create a new eDMR Worksheet for each Permit / Outlet combination.



west virginia
electronic submission system

dep section list

Attachments
Comments
Activities
Print
Milestones
Change Ref Id
Delete Application
Request Copy
Payment Report
Verify Signature
Return Home
Log Out

Current User: MCINTOSH, TINA Applicant: BAYER CROPSCIENCE INSTITUTE SITE
Ref. Id: REF001 (09/30/2008) Type: Electronic DMR
Status: New Permit No.: New/Pending

- eDMR - Manual Entry **Add**
- eDMR Load from File **Add**
- [eDMR Required Attachments](#)
- [eDMR Worksheet Certification](#)

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The items listed to the right make up the application.
By clicking on each item, you can fill out the required form and submit your application for approval.

To start entering information, click on the green “eDMR Worksheet” link.

west virginia
electronic submission system

dep

section list

Current User: MCINTOSH, TINA Applicant: BAYER CROPSOURCE INSTITUTE SITE
Ref. Id: REF001 (09/30/2008) Type: Electronic DMR
Status: New Permit No.: New/Pending

- eDMR - Manual Entry (Add)
- eDMR Worksheet (Remove)**
- eDMR Load from File (Add)
- eDMR Required Attachments
- eDMR Worksheet Certification

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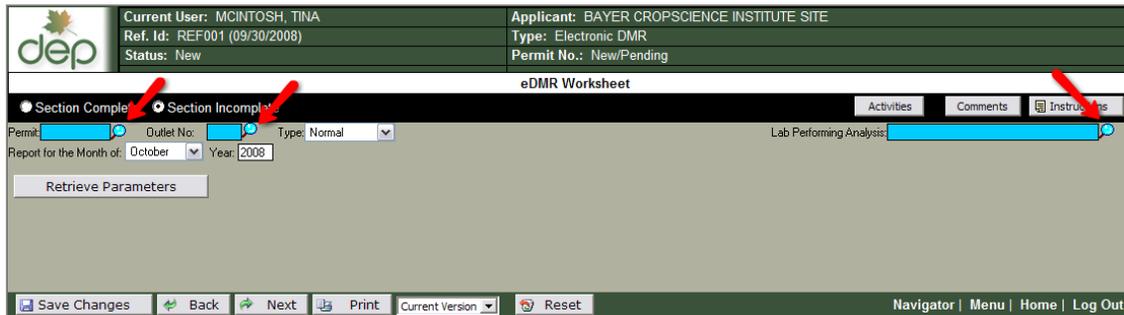
Attachments
Comments
Activities
Print
Milestones
Change Ref Id
Delete Application
Request Copy
Payment Report
Verify Signature
Return Home
Log Out

The items listed to the right make up the application.
By clicking on each item, you can fill out the required form and submit your application for approval.

NOTE: You can delete unwanted worksheets by clicking on “**Remove**” beside the worksheet link.

You are required to provide information for blue highlighted fields. Any field with a magnifying glass  beside it, is a drop-down field, which means if you click on the field, you will be able to choose from a list of options.

Specify the Permit Number, Outlet Number, Type, and the Lab that has performed the analysis for this eDMR. If the Permit Number and/or Outlet Number box doesn't show up, minimize your screen, it's probably setting behind the screen in another window. See page 13 for additional information about entering the laboratory identification.



In order to save data that has been entered, you must click the “**Save Changes**” button **at least every two hours**.



Below are examples of the choices available in the drop-down fields :

Permit – choose the permit you intend to enter information for.

Select a Permit:

- [WV0021792](#)
- [WVR100098](#)
- [WVR100384](#)

Outlet - choose the outlet you intend to enter information for.

NOTE: These outlets are filtered based on the permit you have selected.

ID	Name	Pipe Status
002	EFFLUENT BOD5 SAMPLES SHALL BE COLLECTED AT A LOCA...	Reactivated - 12/27/2005
IU01	ALLEGHENY WOOD PRODUCTS, INC. - REFER TO SECTIONS F....	
IU02	PETERSBURG WTP - REFER TO SECTIONS F.2.A.2 AND F.2.B.2 ...	
IU03	GRANT COUNTY LANDFILL - REFER TO SECTIONS F.2.A.3 AN...	
IU04	REGION VIII SWA - REFER TO SECTIONS F.2.A.4 AND F.2.B.4 F...	
IU05	ADELL POLYMERS - REFER TO SECTIONS F.2.A.5 AND F.2.B.5 ...	Reactivated - 01/09/2006
IU06	HESS OIL COMPANY (FORT HILL EXXON) - REFER TO SECTION...	
IU07	REACTIVATE PIPE AND USE THIS OUTFALL FOR NEXT INDUST...	Inactive - 01/17/2006
S01	SLUDGE	

Lab Performing Analysis – Only certified labs will be available in the drop-down field. Choose the lab that has performed the majority of the analysis. If a different lab has performed analysis for a specific parameter, you will have the opportunity to change the lab information at the parameter level.

Lab ID	Lab Name
313	A & L EASTERN AGRICULTURAL LABORATORIES INC
010	AC & S LABORATORIES
279	ACCULAB II INC
062	ACCULAB INC
329	ACCUTEST LABORATORIES
304	ACCUTEST LABS, SE
280	ADVANCED ANALYTICS LABORATORIES INC
351	ADVENT-ENVIRON

Select **Normal**, **No Flow**, **Not Analyzed**, **Conditional**, **Not Quantifiable** or **Other** on the **Type** field.

NOTE: You also can do this for individual parameters.

- **Normal** – Sampling was conducted as instructed by the permit
- **Not Analyzed** – Analysis for the required sample was not conducted
- **Conditional** – Sampling was not required this period (ex. low concentration waiver)
- **Other** – An issue prevented the required sampling from occurring (ex. lab accident, flow meter out of service)
- **Not Quantifiable** – Does not fit the other categories (ex. switched from chlorine to ultraviolet disinfection)
- When choosing **No Flow**, **Not Analyzed**, **Conditional**, **Other** or **Not Quantifiable** the **Lab Performing Analysis** will default to 000
- You are required to enter a reason if you have selected **Not Analyzed** or **Other**

The screenshot shows the 'eDMR Worksheet' interface. At the top, it displays user information: 'Current User: MCINTOSH, TINA', 'Ref. Id: REF001 (09/30/2008)', 'Status: New', 'Applicant: BAYER CROPSCIENCE INSTITUTE SITE', 'Type: Electronic DMR', and 'Permit No.: New/Pending'. Below this, there are radio buttons for 'Section Complete' and 'Section Incomplete'. The main form area includes fields for 'Permit' (WV0000086), 'Outlet No.' (001), 'Type' (Not Analyzed), and 'Reason' (a blue text box). There are also dropdowns for 'Report for the Month of' (October) and 'Year' (2008), and a 'Lab Performing Analysis' field (313 - A & L EASTERN AGRICULTURAL LA). At the bottom, there are buttons for 'Save Changes', 'Back', 'Next', 'Print', 'Current Version', and 'Reset', along with a 'Navigator | Menu | Home | Log Out' link.

Enter the appropriate month in the **Report for the Month of** field and the appropriate year.

The screenshot shows the 'eDMR Worksheet' interface. At the top, it displays user information: 'Current User: MCINTOSH, TINA', 'Ref. Id: REF001 (09/30/2008)', 'Status: New', 'Applicant: BAYER CROPSCIENCE INSTITUTE SITE', 'Type: Electronic DMR', and 'Permit No.: New/Pending'. Below this, there are radio buttons for 'Section Complete' and 'Section Incomplete'. The main form area includes fields for 'Permit' (WV0000020), 'Outlet No.' (002), 'Type' (Normal), and 'Lab Performing Analysis' (ACCULAB INC). There are also dropdowns for 'Report for the Month of' (October) and 'Year' (2008), and a 'Retrieve Parameters' button. At the bottom, there are buttons for 'Save Changes', 'Back', 'Next', 'Print', 'Current Version', and 'Reset', along with a 'Navigator | Menu | Home | Log Out' link.

The following information is provided to assist you in determining what month you are reporting.

For permitted facilities that are required to submit a discharge monitoring report on a quarterly, semi-annual, or annual basis, the eDMR system will only allow you to submit the data in the month that it is required. Examples:

- **If your permit was effective prior to July 1, 2011 the following will apply:**
 - A quarterly reporting requirement is based on the calendar quarters; therefore, the quarterly discharge monitoring data can only be entered and submitted in eDMR in March, June, September and December.
 - If a permit requires semi-annual or annual reporting of DMR data based on **the effective date of the permit** (Individual Industrial and Municipal permits) the reporting month is as follows:
 - **Effective date** of the permit is prior to the 15th day of a month, the reporting month is determined by counting from the first day of that month forward six months (e.g., if effective date is February 11th, the reporting month is July).
 - **Effective date** of the permit is the 15th day of a month or after, the reporting month is determined by counting from the first day of the following month forward six months (e.g. if effective date is February 17th, the reporting month is August).
 - If a permit requires semi-annual or annual reporting of DMR data based on **the issued (or reissued) date of the permit registration approval** (General Permits), the reporting month is as follows:
 - **Issued (or reissued) date** of the permit is prior to the 15th day of a month, the reporting month is determined by counting from the first day of that month forward six months (e.g., if issued or reissued date is February 11th, the reporting month is July).
 - **Issued (or reissued) date** of the permit is the 15th day of a month or after, the reporting month is determined by counting from the first day of the following month forward six months (e.g. if issued or reissued date is February 17th, the reporting month is August).

- **If your permit was effective after July 1, 2011 the following will apply:**
 - A quarterly reporting requirement is based on the calendar quarters; therefore, the quarterly discharge monitoring data can only be entered and submitted in eDMR in March, June, September and December.
 - **For Individual Permits** - If a permit requires semi-annual or annual reporting of DMR data the reporting month is six or twelve months forward from the effective date of the permit (e.g., if the effective date is February 1st, the reporting month is July).
 - **For General Permits** - If a permit registration approval requires semi-annual or annual reporting of DMR data the reporting month is determined by counting from the first day of the following month past the issuance date of the permit registration approval (e.g., if the issuance date is February 17th, start your limit report period on March 1st and count forward six months, making the reporting month August).

Please refer to your permit to determine your reporting frequency of sampling analysis data.

Permittees are required to submit their eDMR 20 days following the end of the reporting period. In other words, if your reporting month is August, you have until September 20th to submit your eDMR.

Specify the reporting month and year, and hit the “**Retrieve Parameters**” button. This will bring up all the parameters that need reporting for the month and year you have specified.

The screenshot displays the 'eDMR Worksheet' interface. At the top, a header bar shows user and permit information: Current User: MCINTOSH, TINA; Ref. Id: REF001 (09/30/2008); Status: New; Applicant: BAYER CROPSOURCE INSTITUTE SITE; Type: Electronic DMR; Permit No.: New/Pending. Below this, a navigation bar includes 'Section Complete', 'Section Incomplete', 'Activities', 'Comments', and 'Instructions'. The main form area contains fields for 'Permit' (wV0000086), 'Outlet' (001), 'Type' (Normal), 'Report for the Month of' (September), and 'Year' (2008). A 'Retrieve Parameters' button is prominently displayed with a red arrow pointing to it. At the bottom, a footer bar contains 'Save Changes', 'Back', 'Next', 'Print', 'Current Version', 'Reset', and 'Navigator | Menu | Home | Log Out'.

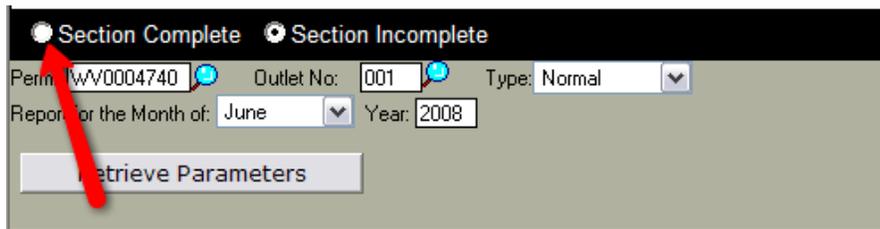
Blue fields indicate the data that **MUST** be entered for the period you have specified.

When entering your parameter data, if you have a lab that has completed analysis on a single parameter than what you entered at the outlet level, you can change the lab on that single parameter (see diagram below).

- You can mark a parameter as a **No Flow, Not Analyzed, Conditional, Other** or **Not Quantifiable**. (see page 14 for definitions)
- You are required to enter a reason if you have selected **Not Analyzed** or **Other**. (Examples: Lab Accident, Flow meter out of service, etc.)
- You are required to enter a reason if you change the **Measurement Frequency**.

Parameter		Quantity				Other Units				Units	Number Exceed	Measurement Frequency	Sample Type	Lab Test Flag
		Avg	Max	Units	Number Exceed	Min	Avg	Max	CEL*					
50050 (ML-1) RFA Flow In Conduit Or Treatment Year Round	Reported									mgd		1/month	measured	329
	Permit Limits	N/A	N/A			N/A	Rpt Only	Rpt Only				1/month		
00310 (ML-1) RFB Bod Year Round	Reported									mg/l		1/quarter	24 hr Composite	313
	Permit Limits	Rpt Only	Rpt Only	Lbs/Day		N/A	Rpt Only	Rpt Only				1/quarter		Not Analyzed
00530 (ML-1) RFB Suspended Solids, Total Year Round	Reported									mg/l		1/quarter	24 hr Composite	313
	Permit Limits	Rpt Only	Rpt Only	Lbs/Day		N/A	Rpt Only	Rpt Only				1/quarter		Other

When all the required fields (in blue) are completed, you must mark the **Section Complete**. All sections of your eDMR need to be marked as **Section Complete** before it can be submitted to DEP.



Click on **“Menu”** to return to the **Section List** screen.



Load from File

Click on “Add” to create a new eDMR Load File Worksheet in the **Section List** screen.

west virginia
electronic submission system

dep **section list**

Current User: MCINTOSH, TINA Applicant: BAYER CROPSOURCE INSTITUTE SITE
Ref. Id: REF001 (09/30/2008) Type: Electronic DMR
Status: New Permit No.: New/Pending

- eDMR - Manual Entry **(Add)**
- eDMR Load from File **(Add)**
- eDMR Required Attachments
- eDMR Worksheet Certification

"Promoting a healthy environment."
Please use Microsoft Internet Explorer 6.0 or up

Attachments
Comments
Activities
Print
Milestones
Change Ref Id
Delete Application
Request Copy
Payment Report
Verify Signature
Return Home
Log Out

The items listed to the right make up the application.

By clicking on each item, you can fill out the required form and submit your application for approval.

Then, click on the “eDMR Load File Worksheet” link.

NOTE: The eDMR Load File Worksheet function can only accept data in a comma-separated values (CSV) format that conforms to DEP’s DMR file structure. The specific requirements for the CSV file can be found at <http://www.dep.wv.gov/WWE/permit/npdes/Documents/FileStructure2.pdf>.

Click on the “Attach/View Files” button to upload a file.

On the **Attach/View Files** pop-up window, **“Browse”** for the file you want to upload, select the file and hit the **“Upload”** button.

Hit the **“Close”** button to close the pop-up window.

dep Applicant: CHEMTURA CORPORATION
Facility: REF002 (09/30/2008) Type: Electronic DMR
Status: New Permit: New/Pending

NOTE: When revising an existing attachment with an updated version, DO NOT add the file in a new row. Select the "Browse" button, beside the file being replaced, and choose the updated attachment. The new file name will now show in the "File Name/Upload Date" column and a "Files" icon will appear in the far left column. The "Files" icon indicates that there is one or more previous versions of the attachment. Click on the "Files" icon to see the previous versions.

Additional Documents you want to attach

Action	Description	Select file to Upload	File Name/ Upload Date	Version
	EDMR CSV File (Change description if necessary)	<input type="text"/> <input type="button" value="Browse..."/>		0

Additional Documents you want to attach

The file you have uploaded should now be displayed on the section form.

Click “View” to look at and verify the contents of the file. While viewing, you can filter by permit, outlet and sampling date.

Current User: SUPLIDO, REGGIE
Ref. Id: 004 (10/27/2008)
Status: New

Applicant: PETERSBURG, CITY OF
Type: Electronic DMR
Permit No.: New/Pending

eDMR Load File Worksheet

Section Complete | Section Incomplete | Activities | Attachments | Comments | Instructions

#	File Name	Validated
1	southnov.csv	
2	test1_B.csv	
3	test1_A.csv	Validate

Filter Parameters:
 Permit: WV0095869 | Outlet: All | Go

Permit: WV0095869 | Outlet: 001 | Sampling Date: 11/30/2006

Line #	Parameter	Reported	Quantity			Units	Number Exceed	Other Units			Units	Number Exceed	Measurement Frequency	Sample Type
			Permit Limits	Min	Avg			Max	Min	Avg				
1	1105 Aluminum, Total (As Al)	Reported	N/A	N/A	N/A		0	0.04	0.04	0.04	MG/L	0	Semi-monthly	Grab
2	1045 Iron, Total (As Fe)	Reported	N/A	N/A	N/A		0	0.07	0.105	0.14	MG/L	0	Semi-monthly	Grab
3	1055 Manganese, Total	Reported	N/A	N/A	N/A		0	0.02	0.03	0.04	MG/L	0	Semi-monthly	Grab
4	3654400	Reported					0	8.06	8.08	8.1		0		
5	530 Suspended Solids, Total	Reported	N/A	N/A	N/A		0	< 1	< 1	< 1	MG/L	0	Semi-monthly	Grab
6	58 Flow	Reported	30	30	30	GPM	0	N/A	N/A	N/A		0	Semi-monthly	Estimated

Permit: WV0095869 | Outlet: 010 | Sampling Date: 11/30/2006

Line #	Parameter	Reported	Quantity			Units	Number Exceed	Other Units			Units	Number Exceed	Measurement Frequency	Sample Type
			Permit Limits	Min	Avg			Max	Min	Avg				
7	1105 Aluminum, Total (As Al)	Reported	N/A	N/A	N/A		0	0.04	0.05	0.06	MG/L	0	Semi-monthly	Grab
8	1045 Iron, Total (As Fe)	Reported	N/A	N/A	N/A		0	0.04	0.045	0.05	MG/L	0	Semi-monthly	Grab
9	1055 Manganese, Total	Reported	N/A	N/A	N/A		0	0.01	0.01	0.01	MG/L	0	Semi-monthly	Grab
10	400 Ph	Reported	N/A	N/A	N/A		0	7.72	7.975	8.23	Std Units	0	Semi-monthly	Grab
11	530 Suspended Solids, Total	Reported	N/A	N/A	N/A		0	< 1	< 1	< 1	MG/L	0	Semi-monthly	Grab
12	58 Flow	Reported	5	7.5	10	GPM	0	N/A	N/A	N/A		0	Semi-monthly	Estimated

Permit: WV0095869 | Outlet: 014 | Sampling Date: 11/30/2006

Line #	Parameter	Quantity	Other Units	Measurement Frequency	Sample Type
13	No Flow				

Permit: WV0095869 | Outlet: 003 | Sampling Date: 11/30/2006

Line #	Parameter	Quantity	Other Units	Measurement Frequency	Sample Type
14	No Flow				

Permit: WV0095869 | Outlet: 004 | Sampling Date: 11/30/2006

Line #	Parameter	Quantity	Other Units	Measurement Frequency	Sample Type
15	No Flow				

Permit: WV0095869 | Outlet: 006 | Sampling Date: 11/30/2006

Line #	Parameter	Quantity	Other Units	Measurement Frequency	Sample Type
16	No Flow				

Permit: WV0095869 | Outlet: DAC | Sampling Date: 11/30/2006

Line #	Parameter	Reported	Quantity	Other Units	Measurement Frequency	Sample Type
17	1105 Aluminum, Total (As Al)	Reported	N/A	N/A	N/A	0

Save Changes | Back | Next | Print | Current Version | Reset | Navigator | Menu | Index | Home | Log Out

This is how the work-in-progress File Upload Viewer will look like.

Legend:

1. Select All or specific Permit – Outlet – Sampling Date combination
2. Viewer will group report by Permit – Outlet – Sampling Date
3. The actual permit limits of each chemical will be shown, along with the limits being reported
4. Chemicals being reported that are not part of the permit will be highlighted in pink.
5. Outlets declared as a “No Flow” will be highlighted in pink.

Click on “**Validate**” to check the file for accuracy.

Depending on the size of the file, validation can take between a few seconds to a few minutes.

#	File Name	Validated
1	southnov.csv View	 Validate
2	test1.csv View	

A properly validated file will show a green circle with a check on the **Validated** field. Files that did not pass validation will show a red icon. You can click on the “**View Validation Report**” to display the problems encountered in the file.

#	File Name	Validated
1	southnov.csv View	 Validate View Validation Report
2	test1.csv View	

A sample **Validation Report** is shown below.

Rows that have passed will have a green “**Pass**” beside them.

Rows that were rejected will have details of the problem(s). You will need to correct these rows, then re-upload and re-verify your file.

Records Found: 19

Row: 1 **Pass**
Row: 2 **Fail**

Quantity Average' must be a numeric value, and can not equal zero. If below detectable level, please use '<' (less than) sign for 'Quantity Average Flag' column.

Row #	Sampler ID		Outlet	Sampling Date	Qty Code	Qty Min Flag	Qty Avg Flag	Qty Max Flag	Conc Code	Conc Min Flag	Conc Avg Flag	Conc Max Flag	Sample Freq	Qty Exceed	Rainfall Inch	Frozen Cond	Discharge Flag
	NPDES No	Quality				Mon Loc	Qty Min	Qty Avg		Qty Max	Conc Min	Conc Avg		Conc Max	Sample Type	Conc Exceed	
2	060		001	06/30/2008	26		<	<	19		<	<	01/90				
	WV0004740	00310	1				0	4			2	2		24			

Row: 3 **Fail**

Quantity Maximum' must be a numeric value, and can not equal zero. If below detectable level, please use '<' (less than) sign for 'Quantity Maximum Flag' column.

Row #	Sampler ID		Outlet	Sampling Date	Qty Code	Qty Min Flag	Qty Avg Flag	Qty Max Flag	Conc Code	Conc Min Flag	Conc Avg Flag	Conc Max Flag	Sample Freq	Qty Exceed	Rainfall Inch	Frozen Cond	Discharge Flag
	NPDES No	Quality				Mon Loc	Qty Min	Qty Avg		Qty Max	Conc Min	Conc Avg		Conc Max	Sample Type	Conc Exceed	
3	060		001	06/30/2008	26				19				01/90				
	WV0004740	00340	1				166	0			82	82		24			

Row: 4 **Pass**
Row: 5 **Pass**
Row: 6 **Pass**
Row: 7 **Pass**
Row: 8 **Pass**
Row: 9 **Pass**

Once all the files have passed validation, you must mark the “**Section Complete.**”

NOTE: All the sections need to be marked as complete before they can be submitted to DEP.



Click on “**Menu**” to return to the **Section List** screen.



If you need to replace a file that you have uploaded, please see page 27 for instructions.

Required Attachments

The **eDMR Required Attachments** section is where you upload other documents that need to be submitted.

Municipal facilities may be required to submit a **Sludge Management Report and/or ES-59 Summary of Wastewater Treatment Plant Operations**. Please refer to your permit to determine what you are required to submit by attachment.

Annual certification form, laboratory results, etc. may also be attached.

The screenshot shows the 'west virginia electronic submission system' interface. On the left is a sidebar with buttons for Attachments, Comments, Activities, Print, Milestones, Change Ref Id, Delete Application, Request Copy, and Payment Report. The main content area displays user information: 'Current User: MCINTOSH, TINA', 'Applicant: BAYER CROPSCIENCE INSTITUTE SITE', 'Ref. Id: REF001 (09/30/2008)', 'Type: Electronic DMR', 'Status: New', and 'Permit No.: New/Pending'. Below this, there are four links: 'eDMR - Manual Entry (Add)', 'eDMR Load from File (Add)', 'eDMR Required Attachments', and 'eDMR Worksheet Certification'. A red arrow points to the 'eDMR Required Attachments' link. At the bottom, there is a slogan 'Promoting a healthy environment.' and a note: 'Please use Microsoft Internet Explorer 6.0 or up'.

To upload files, click on the “**Attachments**” button.

The screenshot shows the 'eDMR Required Attachments' page. At the top, it displays user information: 'Current User: LAYTON, MAVIS L', 'Applicant: RIDGE CARE LLC', 'Ref. Id: 0316-00-055 Annual Report 2012 (03/09/2012)', 'Type: Electronic DMR', 'Status: New', and 'Permit No.: New/Pending'. Below this is a navigation bar with buttons for 'Section Complete', 'Section Incomplete', 'Activities', 'Attachments', 'Comments', and 'Instructions'. A red arrow points to the 'Attachments' button. The main content area contains instructions for municipal and industrial facilities. For municipal facilities, the required attachments are: Sludge Management Report (If required), Laboratory Results (Optional), Cover Letter (Optional), and ES-59 (Health Dept. requirement - they will view thru our webportal). For industrial facilities, the required attachments are: Laboratory Results (Optional) and Cover Letter (Optional). A note at the bottom states: 'NOTE: To upload files or view previously uploaded files, click on the 'Attach/View Files' button at the upper right of the screen.'

On the **Attachments** pop-up window, click **“Browse”** to find the files from your computer that you want to upload. Select the file and hit the **“Upload”** button. Hit the **“Close”** button to close the pop-up window.

Additional Documents you want to attach

Help Upload Comments Close

Action	Description	Select file to upload	File name/ Upload date	Version
	Sludge Management Report (Change description if necessary)	<input type="text"/> Browse...		0
	ES-59 (Change description if necessary)	<input type="text"/> Browse...		0
	Laboratory Results (Change description if necessary)	<input type="text"/> Browse...		0
	Cover Letter (Change description if necessary)	<input type="text"/> Browse...		0

Additional Documents you want to attach

Help Upload Comments Close

If you need to attach additional files, you may do so by selecting the number of additional files you want to attach to the eDMR.

Additional Documents you want to attach

An additional set of rows will then appear at the bottom of the window to let you attach the additional files. Select the **Type** of file you are uploading and enter a short description of the file. Hit **“Browse”** to locate the file you want to upload.

Type	Description	Select File to Upload
Other	Additional Attachment #1	<input type="text"/> Browse...
Other	Additional Attachment #2	<input type="text"/> Browse...

To replace an attached file with another, click **“Replace this File”** and choose the new file from your computer that you want to upload. To delete an attachment that you no longer wish to include, click **“Undo”**.

Action	Description	Select file to upload	File name/ Upload date	Version	CBI?
	Sludge Management Report	Replace this file	CSE.doc 12/06/2013	0	<input type="checkbox"/>
	ES-59 (Change description if necessary)	<input type="text"/> Browse...		0	
	Laboratory Results (Change description if necessary)	<input type="text"/> Browse...		0	
	Cover Letter (Change description if necessary)	<input type="text"/> Browse...		0	

Once all the files have been added, select the **“Upload”** button and hit the **“Close”** button to close the pop-up window.



After closing the **Additional Attachments** screen, you must mark **“Section Complete”** on the **Required Attachments** screen. If you are not required to attach any documents, and have not uploaded any documents on the **eDMR Required Attachments** screen, you still must mark **“Section Complete.”** All sections must be marked as complete, before they can be submitted to DEP.



Click on **“Menu”** to return to the **Section List** screen.



Replacing “Load from File” .CSV File

To replace a file attachment, go to the **Section List** screen and click on “eDMR Load File Worksheet” or “eDMR Required Attachments.”

west virginia
dep electronic submission system

section list

Current User: CARR, JAMES B Applicant: ALLEGHENY ENERGY SUPPLY COMPANY, LLC
Ref. Id: WV0005339 April (05/24/2012) Type: Electronic DMR # 9726
Status: ERS - Admin. Carr Intermission Begin Permit No.: EDMR

- eDMR - Manual Entry
- eDMR Load from File
 - eDMR Load File Worksheet
 - eDMR Required Attachments
 - eDMR Worksheet Certification

"Promoting a healthy environment."
Please use Microsoft Internet Explorer 6.0 or up

On the next screen, click on “Attachments.”

Applicant: ALLEGHENY ENERGY SUPPLY COMPANY, LLC
Type: Electronic DMR #9726
Permit No.: EDMR

eDMR Load File Worksheet

Activities Attachments Comments Instructions

On the screen that appears, click on the **red lock** under **Action**.

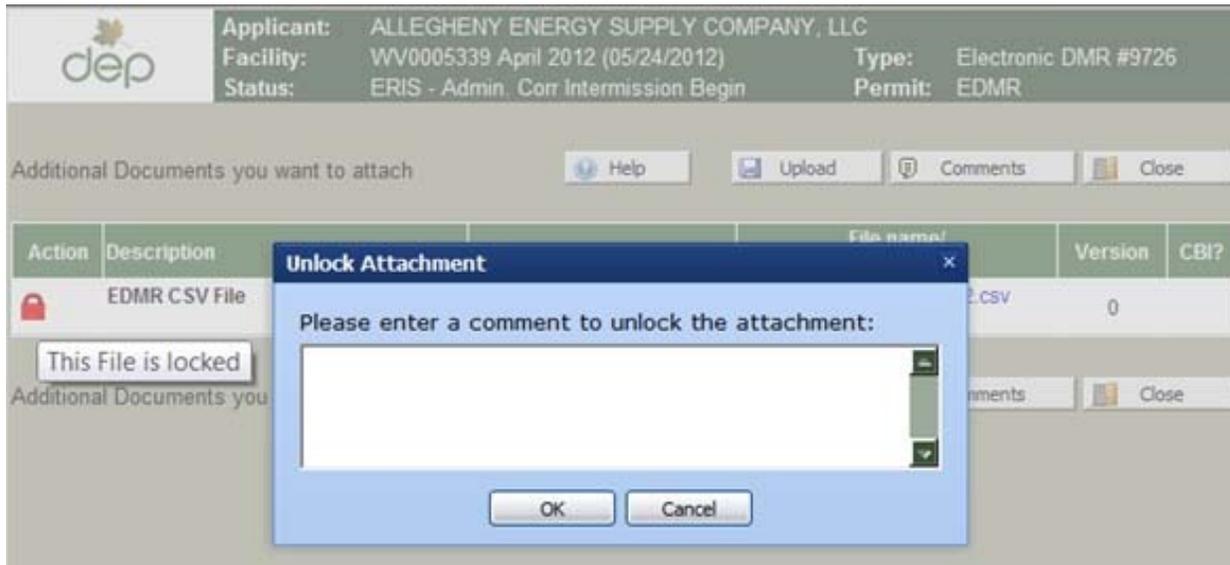
Applicant: ALLEGHENY ENERGY SUPPLY COMPANY, LLC
Facility: WV0005339 April 2012 (05/24/2012) Type: Electronic DMR #9726
Status: ERS - Admin. Corr Intermission Begin Permit: EDMR

Additional Documents you want to attach Help Upload Comments Close

Action	Description	Select file to upload	File name/ Upload date	Version	CBI?
	EDMR CSV File		WV0005339 4_2012.csv 05/24/2012	0	

Additional Documents you want to attach Help Upload Comments Close

A small blue box appears for you to type a reason. Then click on the “Ok” button.



Click on “Replace this file.”



Click on the **“Browse”** button to find the replacement file.

Applicant: ALLEGHENY ENERGY SUPPLY COMPANY, LLC
Facility: WV0005339 April 2012 (05/24/2012)
Status: ERIS - Admin. Corr Intermission Begin
Type: Electronic DMR #9726
Permit: EDMR

Additional Documents you want to attach [v] [Help] [Upload] [Comments] [Close]

Action	Description	Select file to upload	File name/ Upload date	Version	CBI?
 	EDMR CSV File	Cancel EDMR CSV File Browse...	WV0005339 4_2012.csv 05/24/2012	0	

Don't forget to click the Upload button before closing the window

After you select the file, you must click on the **“Upload”** button.

Applicant: ALLEGHENY ENERGY SUPPLY COMPANY, LLC
Facility: WV0005339 April 2012 (05/24/2012)
Status: ERIS - Admin. Corr Intermission Begin
Type: Electronic DMR #9726
Permit: EDMR

Additional Documents you want to attach [v] [Help] [Upload] [Comments] [Close]

Action	Description	Select file to upload	File name/ Upload date	Version	CBI?
  	EDMR CSV File	Replace this file	WV0005339 4_2012.csv 10/16/2012	1	

Additional Documents you want to attach [v] [Help] [Upload] [Comments] [Close]

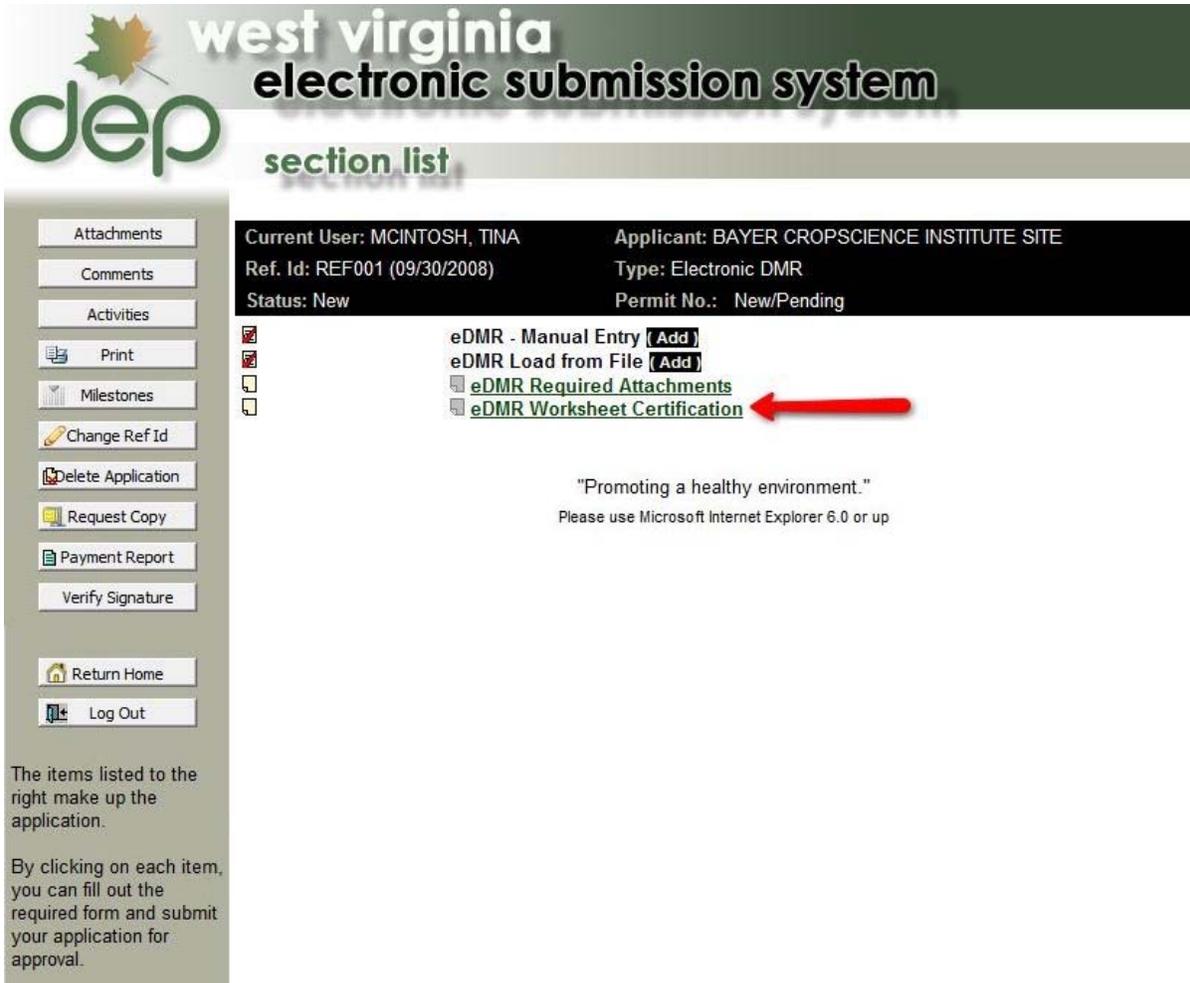
At this point click on the **“Close”** button.

Action	Description	Select file to upload	File name/ Upload date	Version	CBI?
  	EDMR CSV File	Replace this file	WV0005339 4_2012.csv 10/16/2012	1	

Additional Documents you want to attach [v] [Help] [Upload] [Comments] [Close]

Worksheet Certification

The eDMR Worksheet Certification screen is also known as the **Signature** page.



The screenshot displays the 'west virginia electronic submission system' interface. The header includes the DEP logo and the text 'west virginia electronic submission system'. Below the header is a 'section list' area. On the left, there is a vertical sidebar with various action buttons: Attachments, Comments, Activities, Print, Milestones, Change Ref Id, Delete Application, Request Copy, Payment Report, Verify Signature, Return Home, and Log Out. The main content area shows application details: Current User: MCINTOSH, TINA; Applicant: BAYER CROPSCIENCE INSTITUTE SITE; Ref. Id: REF001 (09/30/2008); Type: Electronic DMR; Status: New; Permit No.: New/Pending. Below this, there is a list of sections: eDMR - Manual Entry (Add), eDMR Load from File (Add), eDMR Required Attachments, and eDMR Worksheet Certification. A red arrow points to the 'eDMR Worksheet Certification' link. At the bottom of the main content area, there is a message: "Promoting a healthy environment." Please use Microsoft Internet Explorer 6.0 or up.

west virginia
dep electronic submission system

section list

Attachments
Comments
Activities
Print
Milestones
Change Ref Id
Delete Application
Request Copy
Payment Report
Verify Signature
Return Home
Log Out

Current User: MCINTOSH, TINA Applicant: BAYER CROPSCIENCE INSTITUTE SITE
Ref. Id: REF001 (09/30/2008) Type: Electronic DMR
Status: New Permit No.: New/Pending

eDMR - Manual Entry **(Add)**
 eDMR Load from File **(Add)**
 eDMR Required Attachments
 eDMR Worksheet Certification ←

"Promoting a healthy environment."
Please use Microsoft Internet Explorer 6.0 or up

The items listed to the right make up the application.

By clicking on each item, you can fill out the required form and submit your application for approval.

The **Principal Executive Officer** of the facility must complete this section.

	Current User: MCINTOSH, TINA	Applicant: ACME CORPORATION
	Ref. Id: ACME Test 001 (02/05/2009)	Type: Electronic DMR
	Status: New	Permit No.: New/Pending

eDMR Worksheet Certification	
<input type="radio"/> Section Complete <input checked="" type="radio"/> Section Incomplete	
Activities Attachments Comments Instructions	
I certify under penalty of law that this document and all attachments were prepared under the direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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 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 a fine and imprisonment for knowing violations.	
Name of Signee:	<input type="text" value=""/>
	Principal Executive Officer
Title:	<input type="text" value=""/>
Date:	<input type="text" value=""/> 

Save Changes	Back	Next	Print	Current Version	Reset	Navigator Menu Index Home Log Out
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Once all the information has been entered, you must mark the “**Section Complete.**”

NOTE: All sections must be marked as complete, before they can be submitted to DEP.



Click on “**Menu**” to return to the **Section List** screen.



Submitting the eDMR to DEP

After marking all sections complete, a “**Submit Application**” button will appear on the **Section List** screen (see diagram below).

NOTE: Only the users who have security rights to submit applications to DEP will see this button.

west virginia
electronic submission system

section list

Current User: MCINTOSH, TINA Applicant: CHEMTURA CORPORATION
Ref. Id: REF002 (09/30/2008) Type: Electronic DMR
Status: New Permit No.: New/Pending

- [eDMR - Manual Entry \(Add\)](#)
- [eDMR Worksheet \(Remove\)](#)
- [eDMR Load from File \(Add\)](#)
- [eDMR Required Attachments](#)
- [eDMR Worksheet Certification](#)

SUBMIT APPLICATION

"Promoting a healthy environment."
Please use Microsoft Internet Explorer 6.0 or up

Attachments
Comments
Activities
Print
Milestones
Change Ref Id
Delete Application
Request Copy
Payment Report
Verify Signature
Return Home
Log Out

The items listed to the right make up the application.

By clicking on each item, you can fill out the required form and submit your application for approval.

Clicking the “Submit Application” button requires the user to answer a security question in order to submit the eDMR.

The screenshot displays the 'west virginia electronic submission system' interface. At the top left is the DEP logo. The main header reads 'west virginia electronic submission system' and 'section list'. A navigation sidebar on the left contains buttons for Attachments, Comments, Activities, Print, Milestones, Change Ref Id, Delete Application, Request Copy, Payment Report, Verify Signature, Return Home, and Log Out. The main content area shows application details: Current User: PHILLIPS, TANYA; Applicant: ACME CORPORATION; Ref. Id: jj (01/22/2009); Type: Electronic DMR; Status: New; Permit No.: New/Pending. A 'SUBMIT' button is visible. A security dialog box is open, titled 'Notice', with the following text: 'This Electronic DMR may be submitted now pending DEP review. In accordance to the US EPA Cross-Media Electronic Reporting Regulation (CROMERR), electronic submittals must be provided with the same level of legal dependability as the corresponding paper submittals. By submitting this electronic report, you are acknowledging that you have thoroughly reviewed its contents and you have the authority to submit electronic reports to DEP. To verify your identity, you need to answer the following question: Who was your childhood best friend?'. Below the question is a text input field and 'Submit' and 'Cancel' buttons. The date 'uesday March 03, 2009' is visible on the right side of the dialog box.

Submitting the eDMR will automatically lock the sections from being changed; however, viewing the sections will still be possible.

west virginia
electronic submission system

dep

section list

Attachments
Comments
Activities
Print
Milestones
Change Ref Id
Delete Application
Request Copy
Payment Report
Verify Signature

Return Home
Log Out

The items listed to the right make up the application.

By clicking on each item, you can fill out the required form and submit your application for approval.

Current User: SUPLIDO, REGGIE Applicant: PETERSBURG, CITY OF
Ref. Id: s007 (01/10/2009) Type: Electronic DMR #14
Status: ERIS - Pending Permit No.: EDMR

This Application was submitted on 01/13/2009 13:37:48 and changes are not allowed currently.

eDMR - Manual Entry
eDMR Worksheet -- WV0021792 - 001

eDMR Load from File
eDMR Required Attachments
eDMR Worksheet Certification

Thursday February 05, 2009

"Promoting a healthy environment."
Please use Microsoft Internet Explorer 6.0 or up

Once the eDMR is submitted, DEP and facility personnel involved with processing the eDMR will be notified via e-mail. Any status change on the submitted eDMR will also trigger an e-mail notification.

If you receive an e-mail requesting a correction or clarification of your submitted eDMR, you will have to log into eDMR. On the **Selection Process** screen, choose **Continue** in the drop-down menu, and then select the **Office, Applicant** and **Type**. A **Ref. ID** section will appear. Click on the eDMR that needs correction. This will bring you to the **Section List** screen where you will select a worksheet to modify.

The screenshot shows the 'west virginia electronic submission system' logo with a green leaf icon and the 'dep' logo. Below the logo is the text 'selection process'. A green banner displays 'Welcome MCINTOSH, TINA'. On the left sidebar, there are three buttons: 'My Account', 'Return Home', and 'Log Out'. Below these buttons are three paragraphs of instructional text. The main content area contains several dropdown menus: 'Process' (set to 'Continue'), 'Office' (set to 'Water and Waste Management (OWR)'), 'Applicant' (set to 'BAYER CROPSCIENCE INSTITUTE SITE'), and 'Type' (set to 'Electronic DMR - EDMR (OWR)') with a 'Help' button. Below these is a 'Ref. ID' section with a search bar and radio buttons for 'Open' (selected) and 'Closed'. A table shows '1 found' results with a header 'Ref. ID' and one entry 'REF001 (9/20/2008)'. At the bottom right, there is a 'Log out' button.

west virginia
electronic submission system

dep

selection process

Welcome MCINTOSH, TINA

My Account
Return Home
Log Out

You will continue to receive choices as you make each selection.

Once your choice is selected, you will receive another response box to make your next selection.

Once all your selections are made, you will be able to begin your application.

Process:

Office:

Applicant:

Type:

Ref. ID: Open Closed 1 found

Ref. ID
REF001 (9/20/2008)

Deleting eDMRs Created in Error

An eDMR application that has been created in error can only be deleted by the person who is listed as the Applicant Security for the electronic submission of the eDMR.

View: 3 users

Login id	User Name	Application Security	Master Consultant	Submit
CleveR82	CLEVENGEREXT, RENEE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes <input type="button" value="v"/>
LaytoM86	LAYTON, MAVIS L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes <input type="button" value="v"/>
PhillT82	PHILLIPS, TONYA R	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes <input type="button" value="v"/>

The person(s) with these rights can delete an eDMR by bringing up the eDMR on the **Section List** screen. From there, click on the **Delete Application** button on the left side of the screen (shown below).

The screenshot shows the 'West Virginia electronic submission system' interface. The main heading is 'section list'. On the left, there is a sidebar with several buttons: Attachments, Comments, Activities, Print, Milestones, Change Ref Id, **Delete Application** (highlighted with a red arrow), Request Copy, Payment Report, Verify Signature, Return Home, and Log Out. The main content area displays user information: Current User: SUPLIDO, REGGIE; Ref. Id: 1 (02/14/2012); Status: New; Applicant: [blank]; Type: Elec; Permit No.: [blank]. Below this, there are several links: eDMR - Manual Entry [Add], eDMR Load from File [Add], eDMR Load File Worksheet [Remove], eDMR Required Attachments, and eDMR Worksheet Certification. At the bottom right, there is a small text: "Promoting a healthy Please use Microsoft Intern".

A pop-up warning will appear. You must complete the information requested on the pop-up and click **Delete**.

WARNING:

You are about to delete this application. Before finalizing the delete, please be advised that once the application is deleted, the consequences are irreversible. WVDEP cannot in any way recover the data once the delete has been completed. Please be for certain that you no longer and will never need to further pursue this application and will never need to add or make changes to it.

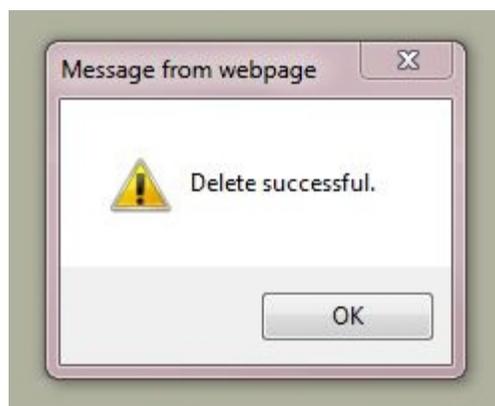
To confirm that you are certain that you desire to delete this application, and that you understand the finality of this action, please type "YES" in response to the question below, then type your name to verify that you are the person who is deleting the application along with a reason for deletion.

By typing "YES" in the space adjacent, I affirm the above admonition and accept any responsibilities thereof.

I, , do hereby acknowledge that I do wish to delete application **WV0001279 (03/21/2012)**, and that once this delete is completed, the entire contents of it are extinct and completely unrecoverable, and that any consequences of deletion, along with any re-entry and reconstruction of the data within is the sole responsibility of the responsible party for this application which I represent.

Please give a reason for or other comments about deletion.

A message will then confirm that you have successfully deleted your application.



Miscellaneous Reports (Electronic Reports)

If you need to submit a report or information required by your permit but do not need to submit a DMR, you should use the Electronic Reports Type option in ESS. You still have the option to attach them to your eDMR submissions, but can no longer submit Attachments Only (without DMR data) when selecting Electronic DMR as the Type.

To submit a miscellaneous reports using Electronic Reports, log in to ESS and choose the following:

Process: New

Office: Water and Waste Management (OWR)

Applicant: Select the company or owner of the permit

Type: Electronic Reports – ERPT (OWR)

Permit: Select the permit number associated with your report

Ref. ID: Enter a name or description of the report

When finished, click **Create New**.

selection process

Welcome SMITH, MEGAN EXT

Process:

Office:

Applicant: (Who is this?)

Type:

Permit:

Ref. ID:

There are only two sections that need completed. Click **eRPT Required Attachments** to upload the reports or information you wish to attach.

Current User: SMITH, MEGAN EXT	Applicant: TERRA ALTA TOWN OF
Ref. Id: Sludge Report (07/08/2015)	Type: Electronic Reports
Status: New	Permit No.: WV0033804

New Module: [eRPT Required Attachments](#) ←
 New Module: [eRPT Certification](#)

There will be a list of common reports that often are required to be submitted, but you can attach anything you wish using the Attachments button in the upper right corner. See page 24 for detailed instructions on attaching documents. Be sure to hit **Section Complete** when finished.

New Module: eRPT Required Attachments

Section Complete Section Incomplete

Please provide any of the following attachments or add additional attachments:

- HAU Service/Inspection Form
- Laboratory Results
- Sewage Sludge Management Report
- MS4 Annual Reporting Form
- Vehicle Wash Maintenance Log
- Septic Hauler Identification and Tracking Report
- Combined Sewer Overflow (CSO) Report
- Infiltration & Inflow (I & I) Report
- UIC Annual Report
- Oil Water Separator Log (a few industrial users)
- Silver Recovery Unit Log (a few industrial users)
- Funeral Home Log for Formalin usage (a few industrial users)
- Funeral Home Log for Glutaraldehyde usage (a few industrial users)
- Operations Log (First Half)
- Operations Log (Second Half)
- Maintenance Contract (for HAU Rollover Reissuance Only)
- Disclosure Form (for HAU Rollover Reissuance Only)
- Hydrostatic GP Termination Request

NOTE: To upload files or view previously uploaded files, click on the 'Attachments' button at the upper right of the screen.

Click **Next** when finished to enter the **eRPT Certification** section where you'll input your Name, Title and Date. Be sure to hit **Section Complete** when finished, then hit **Next**.

New

Section Complete Section Incomplete

I certify under penalty of law that this document and all attachments were prepared under the direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate 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 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 a fine and imprisonment for knowing violations.

Name of Signee:
Principal Executive Officer or Authorized Agent

Title:

Date: 

Click the **Submit Application** button when you are ready to submit, answer a Security Question you've established and click **Submit** again to complete the transaction.

Current User: SMITH, MEGAN EXT	Applicant: MIKE FERRELL FORD LINCOLN MERCURY
Ref. Id: test (07/08/2015)	Type: Electronic Reports
Status: New	Permit No.: WV0115541

[New Module:](#)
[New Module:](#)

[eRPT Required Attachments](#) 
[eRPT Certification](#)

Contact Information

Division of Water and Waste Management (DWWM)

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For general questions regarding DEP's Electronic Submission System (ESS), login processing, or security administration:

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