

Frequently Asked Questions

What is eDMR?

Web-based application that permitted facilities may use to electronically enter, sign and then submit their NPDES Discharge Monitoring Reports (DMRs) to the West Virginia Department of Environmental Protection (DEP).

What are the technical requirements to use eDMR?

In order to use the eDMR system, a facility must have a computer, internet access, internet browser (ex. Microsoft Internet Explorer 6.0 or greater), and an e-mail account. These tools will allow an individual to request a login and password to access our eDMR system .

Is the eDMR system secure?

Yes, the information submitted on the eDMR is secure. Communications with eDMR are secured by a password, responses to security questions, and a Secure Socket Layer (SSL) protocol (SSL is commonly used by on-line banking sites).

What will happen after the eDMR is submitted?

Once a facility submits an eDMR, the submitted data is reviewed and accepted at WVDEP. The data can then be electronically transferred to the federal PCS system, thus meeting EPA's NPDES permit reporting requirements.

What about copies that I normally have to make and send to US EPA and DEP inspection staff?

Permitted facilities will no longer have to send paper copies of the DMR to US EPA, WVDEP, or WVDEP Field Office (Inspector) if you are utilizing the eDMR system.

What type of DMRs is DEP currently accepting in electronic format?

Division of Water and Waste Management

NPDES Individual Permit -- all inspectable units (outlets) in section A of the permit

NPDES General Permit (permit number starting with WVG...)

Division of Mining

HPU NPDES Permit

General Mining Permit

General Quarry Permit

Can my laboratory enter my data from their computer?

Yes. The eDMR system can be accessed from any computer that has internet connection. The person that has applicant security rights to the permit can give anyone the right to view, enter, and/or submit data into the eDMR system. Please review the [How to Manage ePermitting Security](#) document for details.

Can more than one designated person be given security privileges to sign and submit eDMRs?

Yes. One or more persons can be setup to complete the certification (signature) page and then submit the completed DMR. The person that signs the signature block on the certification page has to be the Principal Executive Officer or Authorized Agent as specified within the permit. If the person you want to sign and submit the eDMR is not the designated Principal Executive Officer or Authorized Agent, then you can write a letter to the address below to request that the person be given Principal Executive Officer or Authorized Agent authority for the permit.

NPDES Permitting Branch
Division of Water and Waste Management
601 57th Street SE
Charleston, WV 25304

Hydrological Protection Unit
Division of Mining
601 57th Street SE
Charleston, WV 25304

Can the sample type or unit code be changed within the eDMR?

No. The sample type and unit codes are your permitted values; therefore, you must provide the data in the format as required by your permit.

Will outlets that are inactive, not constructed, or not online be on the outlet drop down menu?

There are times that a Division of Water and Waste Management NPDES permit is issued, but some of the outlets are not ready (active or online). Those outlets that are not active or not online at the time of the permit issuance will not show up until they become active.

The Division of Mining NPDES Permits will list all outlets once the permit is issued. The permitted facility must report on all outlets.

Can you enter revisions manually after utilizing the eDMR file upload?

No. If the eDMR is submitted by file upload, the corrections must be made utilizing the file upload. If the eDMR has been submitted by manual entry, you must make corrections utilizing the eDMR manual entry.

Do comments have to be submitted on a cover letter or can they be attached to the eDMR?

You are not required to provide a cover letter within eDMR. You may provide comments utilizing the “comments” within eDMR manual entry, or attach any document(s), including but not limited to, a cover letter to provide DEP with the information necessary to accept your DMR.

If I run analysis on some of my own samples (field tests), what Laboratory ID do I use in eDMR?

Select: Laboratory ID # 999 - Self Analyzed, Not Certified

NOTE: ID # 999 – Self Analyzed, Not Certified is only allowable for the following parameters:

- Flow
- pH
- DO
- TRC
- Temperature
- Sulfite
- TSS (Mining)

Is WVDEP going to make the file structure upload more user friendly?

The file structure upload offered within eDMR is a comma separated values (CSV) file. It is a type of data format in which each piece of data is separated by a comma. It is an older technology and universally recognized. The format is very simple and supported by almost all spreadsheet and database management systems. Please check the “Help” feature in your program (example: Microsoft Excel) for detailed assistance. If you want to use the file upload feature of eDMR, and are having difficulties with exporting your data from your computer program into a comma separated values (CSV) file, it may be beneficial for you to use a computer programmer to set up a simple export for you. Make sure you structure your data as described in the eDMR File Structure Document.