

# EzDMR Quick Guide for Reporting Analytical Monitoring Waivers for Clean Material Recovery Facilities (MRF)

Waste Recycling Facilities covered under Sector N of the Multi-Sector Generic Permit (MSGP) that receive **only** source-separated recyclable materials primarily from non-industrial and residential sources are termed Clean Material Recovery Facilities (MRFs).

Examples of source-separated recyclable materials include:

- Waste Paper
- Newspaper
- Glass Bottles
- Plastic Containers
- Aluminum and Tin Cans
- Cardboard

Clean MRFs are not subject to the analytical monitoring requirements of the MSGP. However, if a Clean MRF, at any point in time, begin receiving a mixed waste stream of non-recyclable and recyclable materials, it must immediately begin complying with the Waste Recycling Facilities requirements of Sector N.

The purpose of this document is to provide instruction to Waste Recycling Facilities (Sector N) on how to use the EzDMR system to report that they were not subject to analytical monitoring requirements during a required monitoring year because it operated solely as a Clean MRF.

**Note:** The instructions provided in this document assume the reader has already created an account in the DEP Business Portal and have all necessary authorization roles approved in EzDMR. For more information on getting started in EzDMR, click [HERE](#).

## Generating Templates

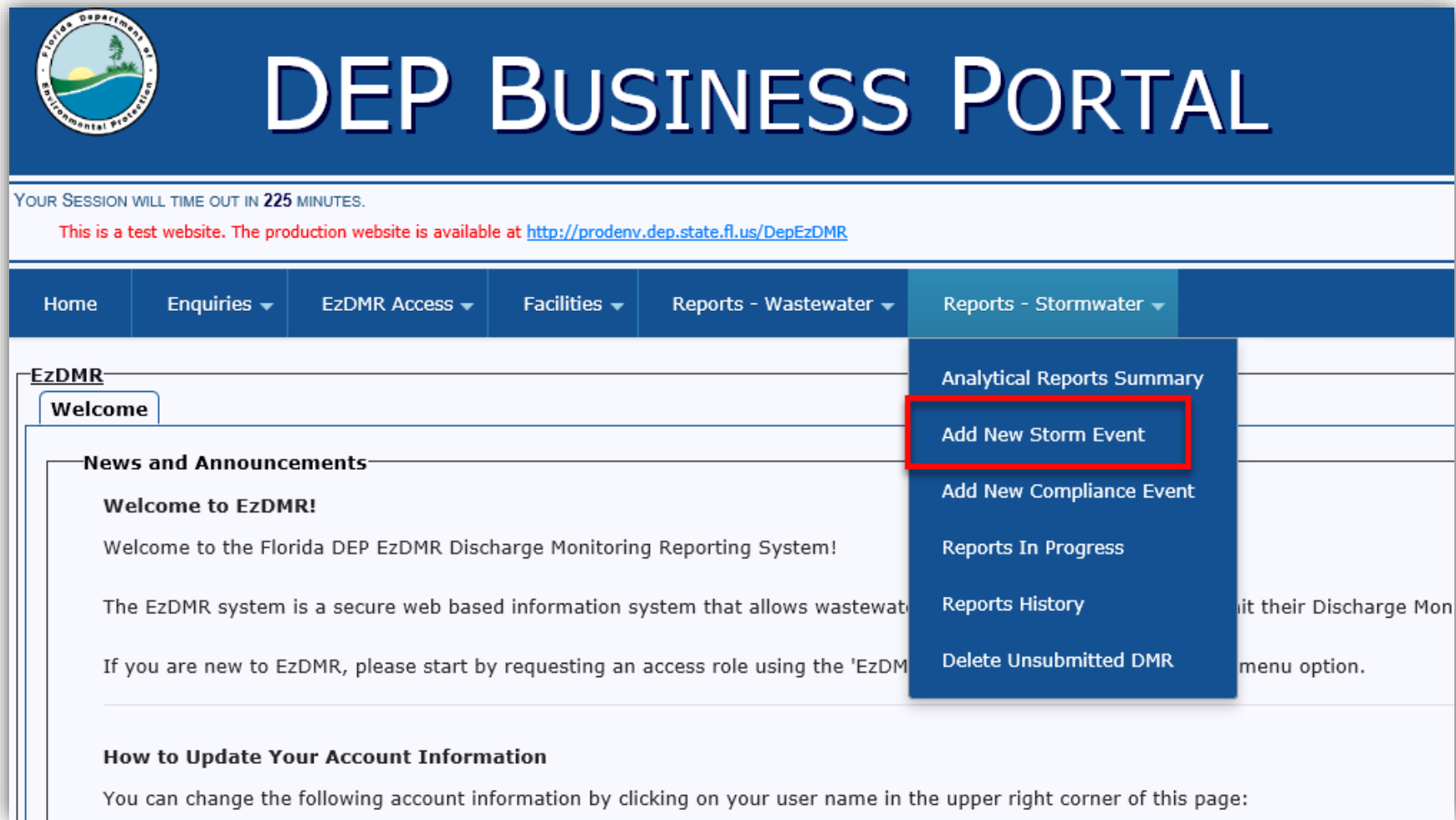
For ease of use, Clean MRFs have the option to generate all four of their quarterly templates, pre-populated with all applicable No Data Indicator (NODI) codes and certification statements regarding their waiver certification status.

**Step 1:** From the EzDMR Main Menu, expand the **Reports (Stormwater)** menu by clicking the corresponding plus (+) sign.



The screenshot displays the DEP Business Portal EzDMR interface. At the top left is the Florida Department of Environmental Protection logo. The main header reads "DEP BUSINESS PORTAL". Below the header, a session timeout notice states "YOUR SESSION WILL TIME OUT IN 228 MINUTES." and a red warning message says "This is a test website. The production website is available at <http://prodenv.dep.state.fl.us/DepEzDMR>". A navigation menu contains the following items: Home, Enquiries, EzDMR Access, Facilities, Reports - Wastewater, and Reports - Stormwater. The "Reports - Stormwater" item is highlighted with a red rectangular box. Below the navigation menu, the EzDMR section is visible, featuring a "Welcome" tab and a "News and Announcements" section with the text "Welcome to EzDMR!" and "Welcome to the Florida DEP EzDMR Discharge Monitoring Reporting System!"

**Step 2:** Click **Add New Storm Event** from the submenu options.



The screenshot displays the DEP Business Portal interface. At the top left is the Florida Department of Environmental Protection logo. The main header reads "DEP BUSINESS PORTAL". Below the header, a session timeout notice states "YOUR SESSION WILL TIME OUT IN 225 MINUTES." and a note indicates "This is a test website. The production website is available at <http://prodenv.dep.state.fl.us/DepEzDMR>".

The navigation menu includes: Home, Enquiries, EzDMR Access, Facilities, Reports - Wastewater, and Reports - Stormwater. The "Reports - Stormwater" menu is expanded, showing a submenu with the following options: Analytical Reports Summary, Add New Storm Event (highlighted with a red box), Add New Compliance Event, Reports In Progress, Reports History, and Delete Unsubmitted DMR.

The main content area is titled "EzDMR" and contains a "Welcome" section. Under "News and Announcements", there is a "Welcome to EzDMR!" message: "Welcome to the Florida DEP EzDMR Discharge Monitoring Reporting System! The EzDMR system is a secure web based information system that allows wastewater... If you are new to EzDMR, please start by requesting an access role using the 'EzDM...". Below this is a section titled "How to Update Your Account Information" with the text: "You can change the following account information by clicking on your user name in the upper right corner of this page:".

**Step 2a: (Only applies to users who are affiliated with more than one facility in EzDMR) Click the Add New Storm Event button for the appropriate facility.**

**Add New Storm Event**

Use the filter box for the corresponding column to search for a specific Facility ID or Facility Name.

[Apply Filters](#) [Clear Filters](#)

Facility ID <sup>↑</sup>	Facility Name	Action
<input type="text"/>	<input type="text"/>	
FLR05A088	Butler Auto Recycling Inc	<a href="#">Add New Storm Event</a>
FLR05A461	Airport Recycling Specialists, Inc	<a href="#">Add New Storm Event</a>
FLR05F591	Landers Auto Recycling	<a href="#">Add New Storm Event</a>
FLR05G199	Southland Recycling Service	<a href="#">Add New Storm Event</a>
FLR05G728	WM Recycling Naples	<a href="#">Add New Storm Event</a>
FLR05H015	AAA Auto Recycling LLC	<a href="#">Add New Storm Event</a>

**Step 3a:** Select the monitoring year for which you are reporting.

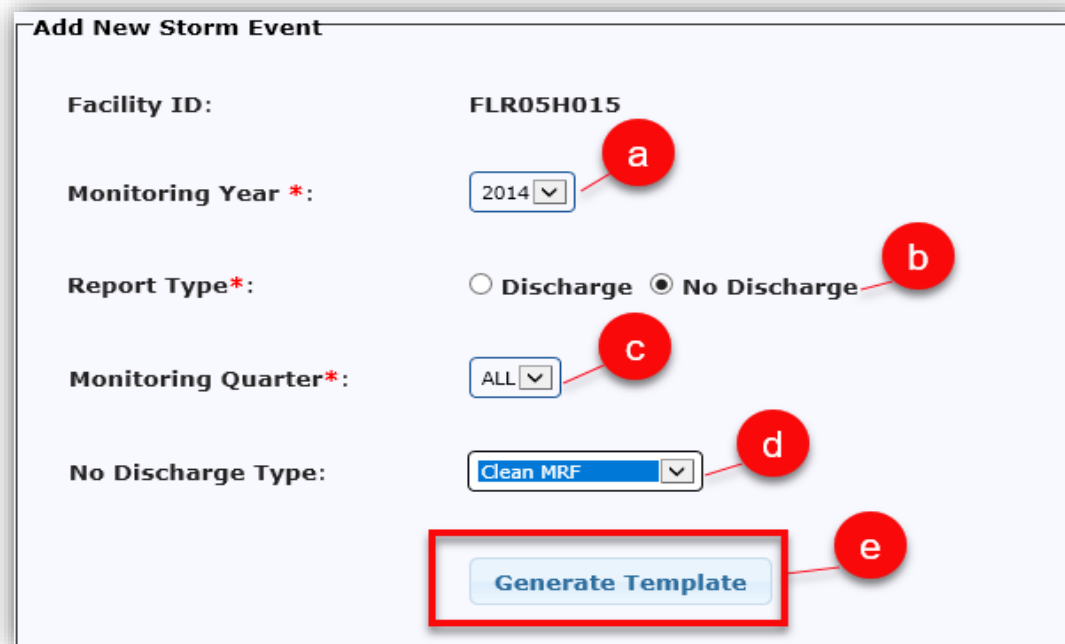
**Step 3b:** Click the **No Discharge** radio button.

**Step 3c:** When the **No Discharge** radio button is selected, a drop-down menu will appear to select a monitoring quarter. From the **Monitoring Quarter** drop down menu, select “ALL.”

**Note:** If at least one quarterly template was previously generated for the same year, the “ALL” option will not be available for selection. The previously generated template(s) will need to be deleted by using the **Delete Unsubmitted DMR** feature under the **Reports (Stormwater)** menu.

**Step 3d:** Select “Clean MRF” from the **No Discharge Type** drop down menu.

**Step 3e:** Click the **Generate Template** button.



The screenshot shows a web form titled "Add New Storm Event" with the following fields and annotations:

- Facility ID:** FLR05H015
- Monitoring Year \*:** 2014 (annotated with 'a')
- Report Type\*:**  Discharge  No Discharge (annotated with 'b')
- Monitoring Quarter\*:** ALL (annotated with 'c')
- No Discharge Type:** Clean MRF (annotated with 'd')
- Generate Template** button (annotated with 'e')

After the **Generate Template** button is clicked, the system will navigate to the **Reports Summary** screen with a message confirming the successful generation of all templates. The green checks in the **Issues** column indicate that the reports are ready to be submitted.

**Recommended:** Before certifying and submitting data, click the **Edit DMR** button in a corresponding column to verify data in each quarterly template. (see below).





Successfully generated no discharge DMR for Q1, Q2, Q3 and Q4 of monitoring year 2014.

**Reports Summary** Quick Links Help

Below is a summary of the Analytical Reports for the year displayed. See the **Actions** column for the available options related to the quarter or the report.  
All reports are due by March 31 following the Monitoring Year.

Facility ID:	FLR05H015
Facility Name:	AAA Auto Recycling LLC
Location:	4410 45th St, Vero Beach, FL- 32967 1180

< 2014 >

Quarter	Storm Event Date	Discharge	Status	Last Update	Modified By	Actions	Issues
Q1 Jan/01 - Mar/31						<a href="#">Add New Storm Event</a> <a href="#">Preview Quarter Results</a>	N/A
		No	DRAFT	Apr/18/2018 16:44:50	PARCHMENT_M_1	 <a href="#">Edit DMR</a> <a href="#">Upload Attachments</a>	✓
Q2 Apr/01 - Jun/30						<a href="#">Add New Storm Event</a> <a href="#">Preview Quarter Results</a>	N/A
		No	DRAFT	Apr/18/2018 16:44:50	PARCHMENT_M_1	 <a href="#">Edit DMR</a> <a href="#">Upload Attachments</a>	✓
Q3 Jul/01 - Sep/30						<a href="#">Add New Storm Event</a> <a href="#">Preview Quarter Results</a>	N/A
		No	DRAFT	Apr/18/2018 16:44:50	PARCHMENT_M_1	 <a href="#">Edit DMR</a> <a href="#">Upload Attachments</a>	✓
Q4 Oct/01 - Dec/31						<a href="#">Add New Storm Event</a> <a href="#">Preview Quarter Results</a>	N/A
		No	DRAFT	Apr/18/2018 16:44:50	PARCHMENT_M_1	 <a href="#">Edit DMR</a> <a href="#">Upload Attachments</a>	✓

Click 'Preview Annual DMR' to review annual calculation. Click 'Annual Completion' when all reports for the year are ready for submission.

[Preview Annual DMR](#)
[Annual Completion](#)

From within the DMR template, confirm that the Monitoring Not Required (MNR) No Data Indicator (NODI) Codes and comments (yellow text bubble) have been populated for each parameter.

Go to Outfall:

**DEPARTMENT OF ENVIRONMENTAL PROTECTION STORM WATER DISCHARGE MONITORING REPORT**

PERMIT NUMBER: FLR05H015 PERMITTEE NAME: AAA Auto Recycling LLC ADDRESS: 812 NW 1st St Fort Lauderdale, FL 33311 1180  FACILITY: AAA Auto Recycling LLC LOCATION: 4410 45th St Vero Beach, FL 32967 1180  COUNTY: INDIAN RIVER	FACILITY TYPE: MSP REPORT: Per rain event OUTFALL: D-001 DESCRIPTION: Outfall Indian River County MS4  DISCHARGE: No MONITORING PERIOD: 01/01/2014 - 03/31/2014  ESTIMATED RAINFALL (in.): <span style="background-color: #90EE90;">MNR</span> ESTIMATED DISCHARGE VOLUME (gal.): <span style="background-color: #90EE90;">0</span>	GROUP: Industrial LAT/LONG:
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Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type	Comments
	<input type="text" value="MNR"/> <input type="text" value="NODI FILL"/>							
Chemical Oxygen Demand PARM Code 81017 1 SIC Code: 5093	Sample Measurement Permit Requirement		→ <span style="background-color: #90EE90;">MNR</span>	mg/L	0	ONCE/RAIN EV	Grab	→
Total Recoverable Aluminum PARM Code 01104 1 SIC Code: 5015, 5093	Sample Measurement Permit Requirement		→ <span style="background-color: #90EE90;">MNR</span>	mg/L	0	ONCE/RAIN EV	Grab	→
Total Recoverable Copper PARM Code 01119 1 SIC Code: 5093	Sample Measurement Permit Requirement		→ <span style="background-color: #90EE90;">MNR</span>	mg/L	0	ONCE/RAIN EV	Grab	→
Total Recoverable Iron PARM Code 00980 1 SIC Code: 5015, 5093	Sample Measurement Permit Requirement		→ <span style="background-color: #90EE90;">MNR</span>	mg/L	0	ONCE/RAIN EV	Grab	→
Total Recoverable Lead PARM Code 01114 1 SIC Code: 5015, 5093	Sample Measurement Permit Requirement		→ <span style="background-color: #90EE90;">MNR</span>	mg/L	0	ONCE/RAIN EV	Grab	→
Total Recoverable Zinc PARM Code 01094 1 SIC Code: 5093	Sample Measurement Permit Requirement		→ <span style="background-color: #90EE90;">MNR</span>	mg/L	0	ONCE/RAIN EV	Grab	→
Total Suspended Solids PARM Code 00530 1 SIC Code: 5015, 5093	Sample Measurement Permit Requirement		→ <span style="background-color: #90EE90;">MNR</span>	mg/L	0	ONCE/RAIN EV	Grab	→

The comments section for each parameter includes a certification statement regarding the chemical threshold. To view this statement, click on a yellow text bubble in the **Comments** column of the template.

DEPARTMENT OF ENVIRONMENTAL PROTECTION STORM WATER DISCHARGE MONITORING REPORT

FACILITY TYPE: MSP  
 g LLC  
 FL 33311 1180  
 g LLC  
 967 1180

REPORT: Per rain event  
 OUTFALL: D-001  
 DESCRIPTION: Outfall Indian River County MS4

DISCHARGE: No  
 MONITORING PERIOD: 01/01/2014 - 03/31/2014

ESTIMATED RAINFALL (in.): MNR ESTIMATED DISCHARGE VOLUME:

	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis
	MNR	NODI FILL				
Sample Measurement				mg/L	0	ONCE/RAIN E
Permit Requirement						
Sample Measurement				mg/L	0	ONCE/RAIN E
Permit Requirement						
Sample Measurement				mg/L	0	ONCE/RAIN E
Permit Requirement						
Sample Measurement				mg/L	0	ONCE/RAIN E
Permit Requirement						
Sample Measurement				mg/L	0	ONCE/RAIN E
Permit Requirement						
Sample Measurement				mg/L	0	ONCE/RAIN E
Permit Requirement						

**Please enter a comment for PARAM Code: 81017 1: 'Chemical Oxygen Demand'**

I certify that the facility received only source-separated recyclable materials primarily from non-industrial and/or residential sources during the monitoring period. The Clean MRF status for this facility waives the requirement to monitor for this parameter.

Clear Done



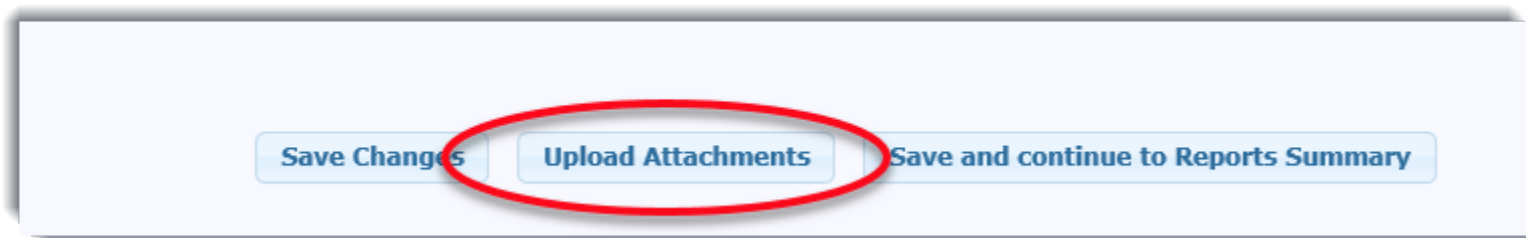
## Uploading Exemption Letter (Optional)

Additional documentation (e.g. letter) may be uploaded to EzDMR to further explain the facility's waiver status. Ensure that any documentation references the Facility ID Number, is signed by a principal executive officer or their authorized agent and contains the following certification statement in accordance with Part VII.G. of the MSGP:

*I certify under penalty of law that this document and all attachments were prepared under my 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 submitted 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 fine and imprisonment for knowing violations.*

To upload additional documentation:

**Step 12:** Click the **Upload Attachments** button located at the bottom of any DMR template.  
Note: The document will be uploaded to the whichever quarterly template was selected.



**Step 13a:** Enter a friendly name for the attachment in the **Short File Name** field.

**Step 13b:** Click the **Browse** button to select the appropriate file.

**Step 13c:** Click the **Upload Attachment** button.

(For more information on uploading attachments, click the **Help** tab in the upper right corner of the Uploads Attachments screen.)

The screenshot shows the 'EzDMR Upload Attachments' interface. At the top, there is a 'Report Details' section with the following information:

Report Identifier : FLR05H015_PR_A::2014::Mar::20090	Errors : 0
Report Period : 01/01/2014 - 03/31/2014	Missing Entries : 0
Discharge : No	Warnings : 0
Report Due Date : 03/31/2015	

Below this is the 'Upload Attachment' section. It includes instructions:

Instructions:  
1. Enter a short file name in the text box.  
2. Click browse/choose file to locate and select a file to attach.  
3. Click 'Upload Attachment' button.

The form contains the following elements:

- Short file name\*:** A text input field containing 'FLR05H015\_Waiver'. A red callout 'a' points to this field.
- Browse...:** A button to select a file. A red callout 'b' points to this button.
- Upload Attachment:** A button to submit the attachment. A red callout 'c' points to this button.
- Edit DMR** and **Continue to Reports Summary:** Two buttons at the bottom. A red callout 'd' points to the 'Continue to Reports Summary' button.

**Step 14:** When the attachment has been successfully uploaded, click the **Continue to Reports Summary** button.

**Upload Attachments** [Quick Links](#) [Help](#)

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**Report Details:**

<b>Report Identifier :</b> FLR05A776_PR_A::2015::Mar::10873	<b>Errors :</b> 0
<b>Report Period :</b> 01/01/2015 - 03/31/2015	<b>Missing Entries :</b> 0
<b>Discharge :</b> No	<b>Warnings :</b> 0
<b>Report Due Date :</b> 03/31/2016	

**Upload Attachment:**

Instructions:  
1. Enter a short file name in the text box.  
2. Click browse/choose file to locate and select a file to attach.  
3. Click 'Upload Attachment' button.

Short file name\*:

File Name	Action
FLR05A776_Exemption.docx	<input type="button" value="Delete Attachment"/>

When all four quarterly templates have been drafted, click the **Annual Completion** button at the bottom right corner of the **Reports Summary** screen and follow the prompts to begin the certification/submittal process.

(For more information on certifying and submitting reports, click the **Help** tab in the upper right corner of the **Reports Summary** screen.)

Quarter	Storm Event Date	Discharge	Status	Last Update	Modified By	Actions
Q1 Jan/01 - Mar/31						<a href="#">Add New Storm Event</a> <a href="#">Preview Quarter Results</a>
		No	DRAFT	Feb/15/2017 09:49:19	PARCHMENT_M	<a href="#">Edit DMR</a> <a href="#">Upload Attachments</a>
Q2 Apr/01 - Jun/30						<a href="#">Add New Storm Event</a> <a href="#">Preview Quarter Results</a>
		No	DRAFT	Feb/15/2017 09:51:12	PARCHMENT_M	<a href="#">Edit DMR</a> <a href="#">Upload Attachments</a>
Q3 Jul/01 - Sep/30						<a href="#">Add New Storm Event</a> <a href="#">Preview Quarter Results</a>
		No	DRAFT	Feb/15/2017 09:52:40	PARCHMENT_M	<a href="#">Edit DMR</a> <a href="#">Upload Attachments</a>
Q4 Oct/01 - Dec/31						<a href="#">Add New Storm Event</a> <a href="#">Preview Quarter Results</a>
		No	DRAFT	Feb/15/2017 09:50:29	PARCHMENT_M	<a href="#">Edit DMR</a> <a href="#">Upload Attachments</a>

Click 'Preview Annual DMR' to review annual calculation. Click 'Annual Completion' when all reports for the year are ready for submission.

[Preview Annual DMR](#)

[Annual Completion](#)

# END