



Florida Department of Environmental Protection Office of Technology and Information Services

Industrial and Domestic Wastewater
EzDMR
(Discharge Monitoring Reporting)
External User's Guide

Originally Prepared by: Office of Technology and
Information Services
Updated by: Water Compliance Assurance Program
Version: 2.0



EzDMR User's Guide

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Office of Technology and Information Services 2600 Blair Stone Road Tallahassee, Florida	
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1. Introduction

1. Purpose

Welcome to the User's Guide for the EzDMR system. This guide provides instructions on how to use the system to transmit electronic Discharge Monitoring Reports (DMRs) to the Department of Environmental Protection (DEP).

2. System Support

Portal Account, PIN and Password Help Desk:

Number: (850) 245-7555

Hours: Monday to Friday 7:00 am to 5:00 pm

Email: ServiceDesk@dep.state.fl.us

Permit and EzDMR Requirements Questions:

See [Section 22.6, EzDMR Contacts](#) below or the DEP Wastewater Contacts webpage, [District and Delegated Local Program Wastewater Contacts](#)

All Other Questions:

DEP EzDMR Water Compliance Assurance Staff:

Number: (850) 245-8567

Hours: Monday to Friday 8:00 am to 5:00 pm

Email: EzDMRAdmin@dep.state.fl.us

EzDMR Website: <http://www.ezdmr.dep.state.fl.us>

3. What is EzDMR?

The Electronic Discharge Monitoring system EzDMR allows facilities and DEP users to electronically transmit Discharge Monitoring Reports directly to DEP to comply with the National Pollutant Discharge Elimination System (NPDES) and Industrial and Domestic Wastewater permit requirements. This system is designed to provide an alternative to submitting hand-written or paper DMRs. It creates a signed digital document as a copy of the DMR. It is faster, more efficient, and less burdensome for both facilities and DEP. As a fully operational electronic reporting system, all the necessary legal, security, and electronic signature functionalities are included in a completely paperless reporting system.

EzDMR System is a web-based system. The system serves as an electronic filing cabinet to manage DMR reporting requirements regulated by DEP and to receive and store DMR reports submitted by facilities. Access privileges are administrated by using a username and password obtained via the DEP Business Portal. To access EzDMR, the User must first request and be granted a valid role for a facility or facilities. Based upon that role(s), the User will be granted access to specific functions and the DMRs associated with the requested facility or facilities.



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EzDMR tracks DMRs that are due or overdue for submission. It displays those DMRs by due date and facility IDs while providing editing, validation and submission capability.

User Access Roles

4. System Access Roles

There are 3 distinct User access roles that can be requested and multiple roles are permitted. See [Section 8, Request an Access Role](#) below.

Preparer:

- Can view EzDMR templates, enter data or edit EzDMR template, attach document and files in preparation of a submission, add comments to the EzDMR template, and save the EzDMR template.

Certifier:

- All the Preparer privileges listed above.
- Can certify and submit an electronic DMR with a PIN, security question and authorization by the DAR.
- Can revoke a Preparer's access.

Duly Authorized Representative (DAR):

- Can view DMR templates.
- Can manage Preparer roles and Certifier role requests

5. The Overall EzDMR Path to Submit an Electronic DMR

- [Register for a DEP Business Portal account and password](#)
- [Apply for a Personal Identification Number \(PIN\) if Certifying and Submitting DMR](#)
- [Request an Access Role](#)
- [View DMR\(s\) due](#)
- [Enter/Edit DMR\(s\)](#)
- [Attach Part B if required](#)
- [Attach other documents \(optional\)](#)
- [Certify/Submit DMR](#)

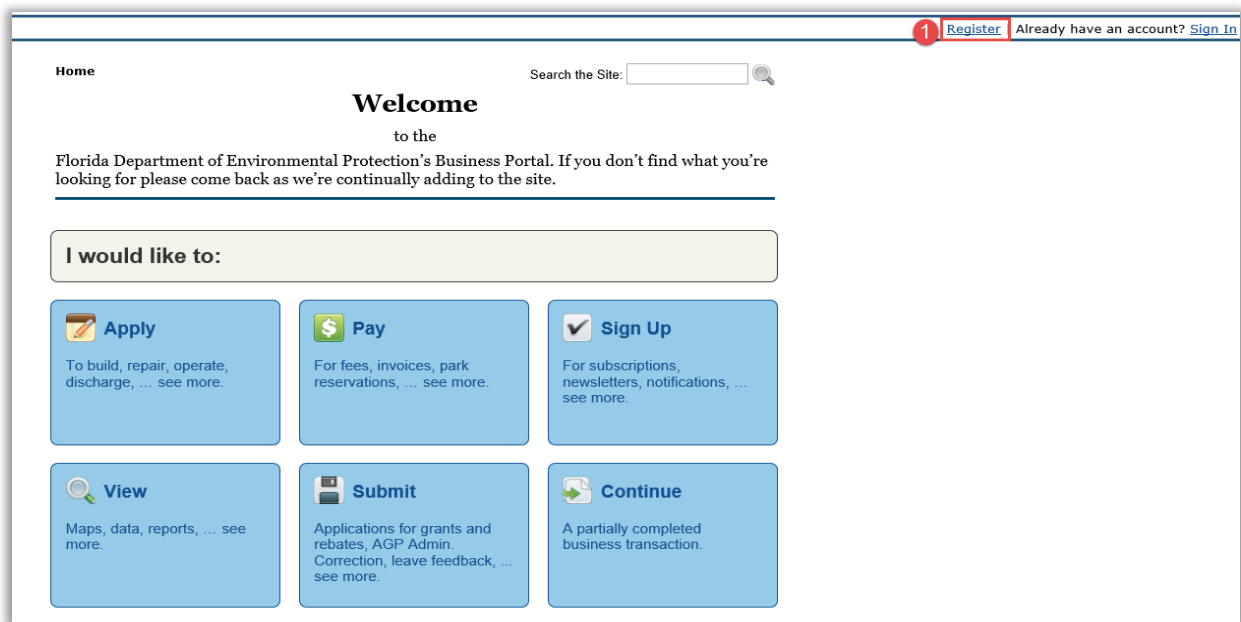


2. Registration Process

All EzDMR User must register for an account and create a password to submit DMRs. Users who intend to certify and submit DMRs electronically must also apply for a PIN.

If the User already has an account in the DEP Business Portal, Sign In to the system and proceed to Section 3 **Apply for a PIN** if a PIN is needed. If the User already has a PIN, proceed to Section 4 **Account Details (access and reset account information)**. Otherwise, follow the instructions to register below:

1. Go to the DEP Business Portal, [DEP Business Portal \(https://www.fldepportal.com/go/\)](https://www.fldepportal.com/go/)
2. Click [Register](#) (1) located in the upper right corner of the Welcome screen,





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3. Complete the required registration information form.
4. Click the **Register** button (2) located at the bottom of the screen.

Register

- If you've already registered with the DEP, then [sign in](#).
- If you haven't received your verification e-mail, then we can [re-send your verification email](#).
- If you are a registered user but have forgotten your password, then [reset your password](#).

E-mail Address*:	<input type="text" value="ezdmr@yahoo.com"/>
First Name*:	<input type="text" value="Ez"/>
Middle Name:	<input type="text"/>
Last Name*:	<input type="text" value="DMR"/>
Address (Line 1)*:	<input type="text" value="1 EzDMR Way"/>
Address (Line 2):	<input type="text"/>
City*:	<input type="text" value="Tallahassee"/>
State*:	<input type="text" value="FL"/>
Zip Code*:	<input type="text" value="32399"/>
Phone Number*:	<input type="text" value="(850) 555-5555"/>

In the event you forget your password, enter a question and answer only known to you:

Security Question*:	<input type="text" value="In what city did you meet your spouse/significant other?"/>
Security Answer*:	<input type="text" value="City"/>

(2)

5. The system will display a **Registration Complete** confirmation message.

[Home](#) » [Registration Complete](#) Search the Site:

Thanks!

Your registration is almost complete. We have sent you an e-mail in order to verify your e-mail address. Please follow the instructions in the e-mail to verify your account.

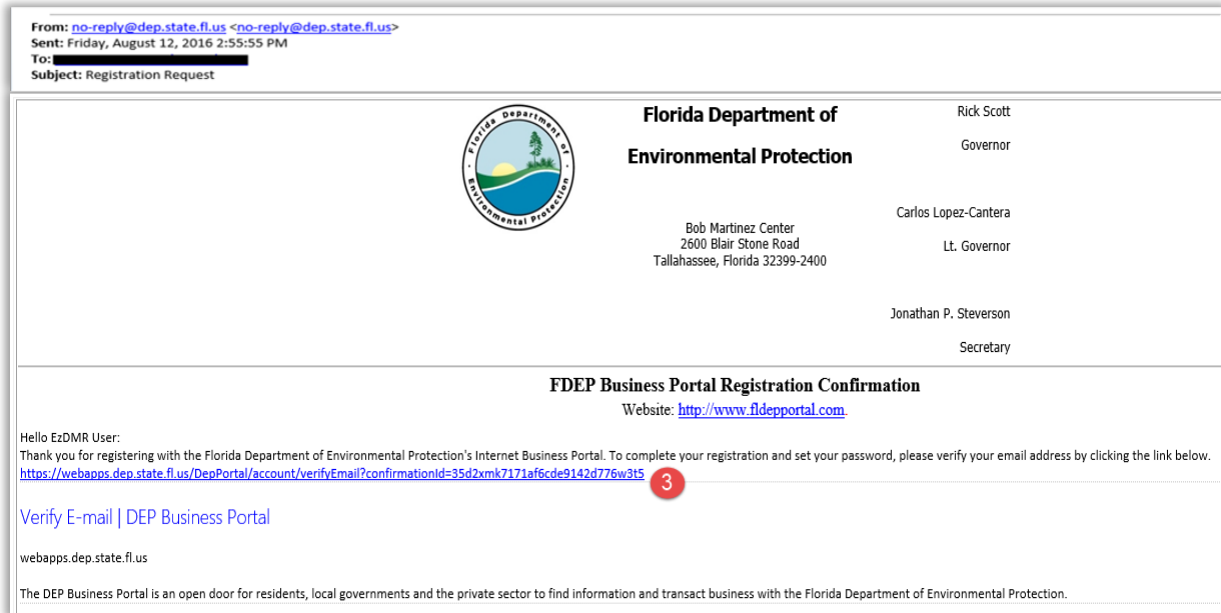
6. To verify their email account, the User should go to their email inbox and open the email from: 'no-reply@dep.state.fl.us' with the subject **Registration Request**. If this email is not



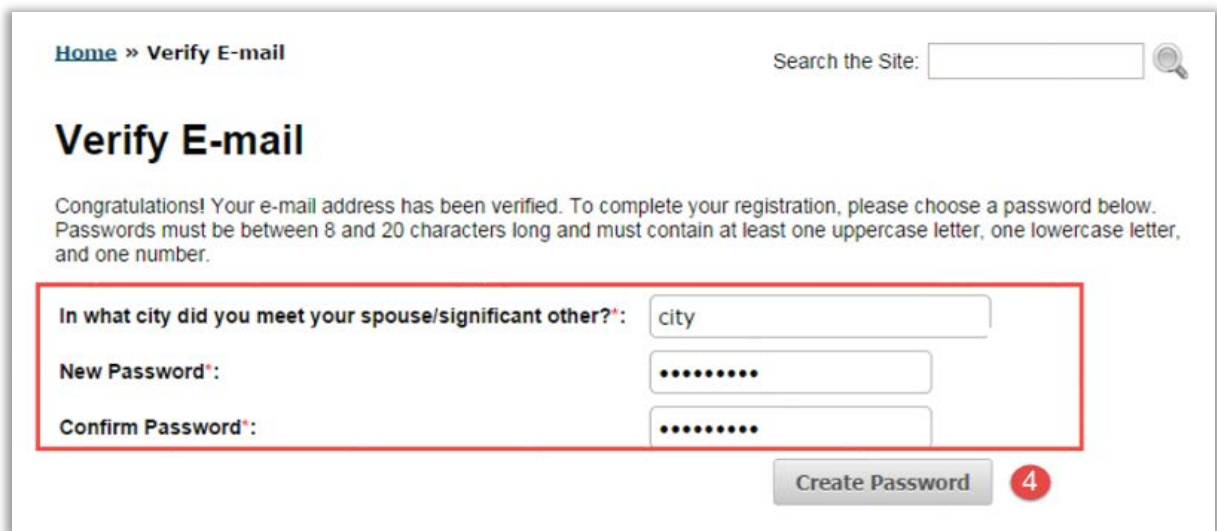
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found, it is recommended that the User look in their "Junk" mail box. If this email is not received, contact the DEP Service Desk at (850) 245-7555 or ServiceDesk@dep.state.fl.us.

7. Click the embedded hyperlink (3) to complete the registration and email verify process.



8. The User should complete the required information to secure a system password.
9. Click the **Create Password** button (4).



10. The system will display the E-mail Verification Complete screen. If the User will be certifying and submitting a report, they will be given an opportunity to apply for a PIN. See Section 3 below.



3. Apply for a PIN

A Personal Identification Number (PIN) is required for electronic certification of DMR submissions. Only Users who request a Certifier role will need to apply for a PIN before they can submit DMRs to DEP.

1. To apply for a PIN, click on the [you may apply here](#) hyperlink (1) located on the **E-mail Verification Complete** screen. or click the following link:
<https://www.fldepportal.com/account/signin?redirect=http%3A%2F%2Fwww.fldepportal.com%2Fpin%2Frequest>.

2. The system will display the **Sign In** screen. Enter the required information and click the **Sign In** button (2).



3. The system displays the PIN Request form.
4. The User should complete the required PIN Request information.
5. Click the **Generate PIN Application** (3) button located at the bottom of the screen.

PIN Request

In order to electronically sign documents submitted to DEP, you must obtain a PIN. To apply for a PIN, please follow the instructions below.

Verify Account Information

FL Dept. of Environmental Protection
Tallahassee, FL 32399-2400

Please make sure your account information is up to date before continuing.

PIN Security

From the list provided, please select five personal security questions that:

1. cannot be easily guessed or researched
2. don't change over time
3. are memorable to you (i.e., others in your work place would not be aware of or familiar with based on what they know about you)
4. are definitive or simple

These must be different from your account security question.

Security Question 1

Question*:

Answer*:

Security Question 2

Question*:

Answer*:

Security Question 3

Question*:

Answer*:

Security Question 4

Question*:

Answer*:

Security Question 5

Question*:

Answer*:

(3)

6. The system displays the **PIN Request** confirmation screen.



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[Home](#) » [PIN Request](#)

PIN Request

We have sent an email to ezdmr@yahoo.com with a form which must be notarized and mailed to us. Full instructions are included in the email.

- To download the **Electronic Subscriber Agreement (ESA)** and print the pdf form, the User should go to their email inbox and open the email from: *'no-reply@dep.state.fl.us'* with the subject **PIN Request**. If this email is not found, it is recommended that the User look in their "Junk" mail box. If this email is not received, contact the DEP Service Desk at (850) 245-7555 or ServiceDesk@dep.state.fl.us. The form should be completed, notarized and mailed to:

Florida Department of Environmental Protection
 Attn: ESA Processing
 2600 Blair Stone Road MS 6520
 Tallahassee, FL 32399-2400



Florida Department of Environmental Protection
Bob Martinez Center
 2600 Blair Stone Road
 Tallahassee, Florida 32399-2400

Rock Scott
Governor

Carlos Lopez-Cartera
Lt. Governor

Jonathan P. Stevenson
Secretary

Electronic Subscriber Agreement

Please complete the following form and mail to:

Florida Department of Environmental Protection
 Attn: ESA Processing
 2600 Blair Stone Road
 MS 6520
 Tallahassee, FL 32399-2400

User ID: DMR_E_1
 Name: Ez DMR
 Telephone: (850) 555-5555
 Email: ezdmr@yahoo.com
 Street Address: 1 EzDMR Way
 City: Tallahassee
 State: FL
 Zip Code: 32399

I, Ez DMR, the undersigned, am hereby submitting this Subscriber Agreement to the Florida Department of Environmental Protection (FDEP) in application for a Personal Identity Number that shall, along with my username, password and additional personal security information, serve as the Electronic Signature Device and equivalent of my handwritten signature on all electronically submitted reports, documents, applications, files and forms to the FDEP. I hereby:

1. Agree to protect my electronic signature device and security question/answer pairs from compromise and from use by any other party, including anyone who may be acting as my agent;
2. Promptly report (within 24 hours after discovery) to the FDEP any evidence of the loss, theft, or other compromise of this electronic signature device and/or security question/answer pairs;
3. Review and, if necessary, repudiate, any electronic reports, documents, applications, files and forms that may have been submitted to the FDEP after this loss, theft or compromise;
4. Promptly review (within 24 hours after discovery), the acknowledgements (email and onscreen) and copies of submitted documents using this electronic signature device, and;



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5. Promptly report (within 24 hours after discovery) evidence of discrepancy between any electronically submitted information signed using this electronic signature device and what was received by the FDEP's electronic receiving system.

I understand that I shall be held as legally bound, obligated, and responsible by the electronic signature created using this electronic signature device as by my handwritten signature.

Applicant Signature: _____
Date: _____

Notarization of Electronic Signature Device and Subscriber Agreement


In the State of: _____
and the County of: _____

On _____ before me, _____
(date of signing) (Notary's name)

personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed within this instrument and acknowledged to me that he/she executed the same in his/her authorized capacity and that by their affixed signature on this instrument do affirm their lawful execution thereof.

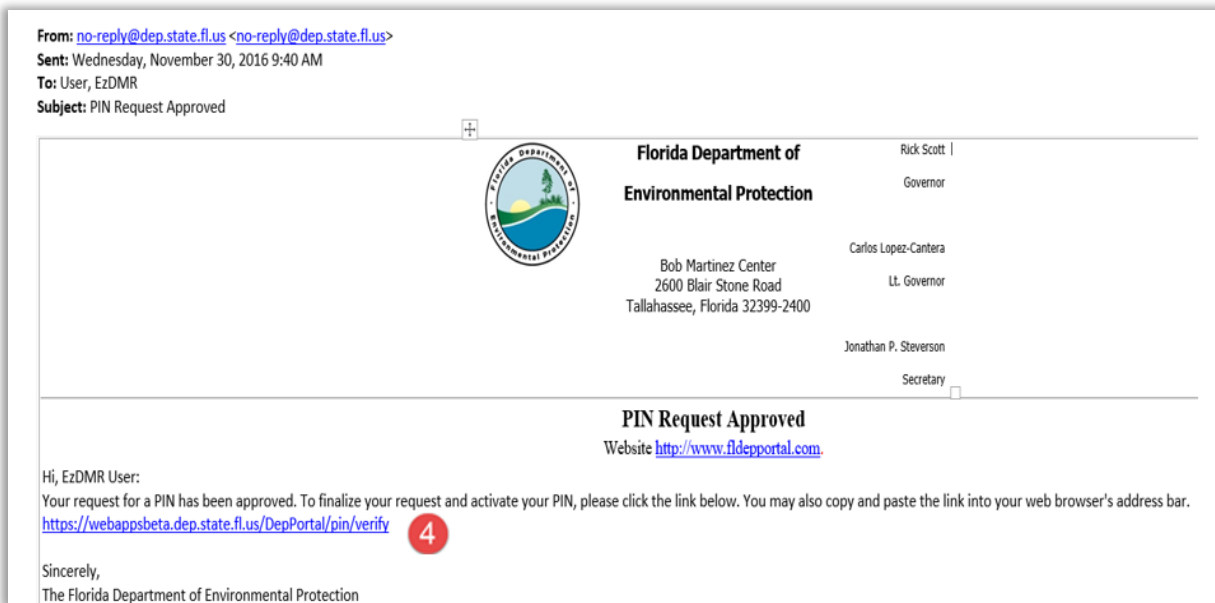
Witness therefore my hand and official seal (Notary Seal)

(Signature of Notary)

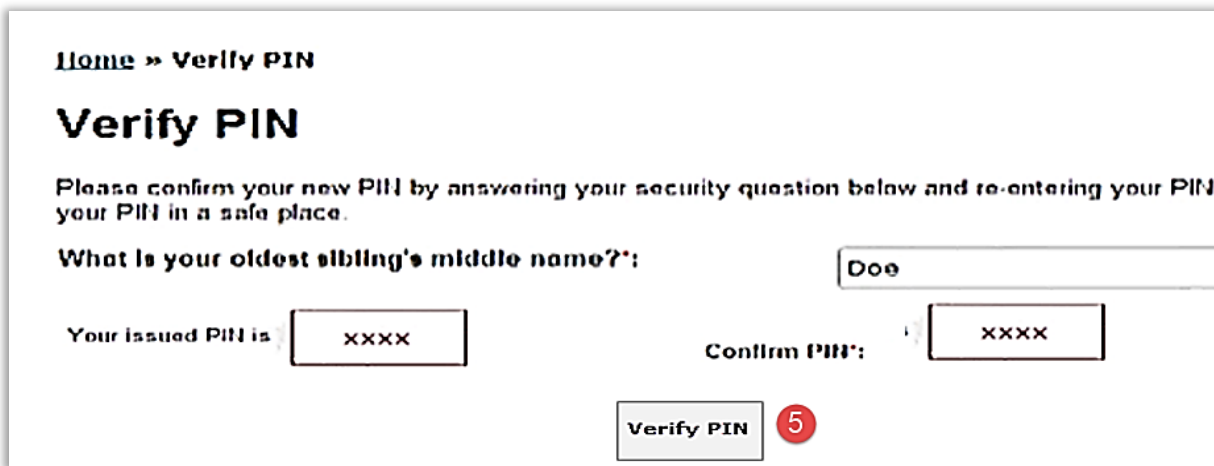
8. Once the application is received and processed, a PIN will be emailed to the User at the email address provided when registering in the DEP Business Portal. The PIN is required by the Certifier when certifying and submitting electronic DMRs in the EzDMR system.
9. The User should go to their email inbox and open the email from: '*no-reply@dep.state.fl.us*' with the subject **PIN Request Approved**. If this email is not found, it is recommended that the User look in their "Junk" mail box. If this email is not received, contact the DEP Service Desk at (850) 245-7555 or ServiceDesk@dep.state.fl.us.
10. Click the embedded hyperlink () to finalize and activate the PIN.



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11. The User will be taken to a site to verify the PIN. Complete all the required information and Click the Verify PIN button (5). If you need assistance regarding your PIN, please contact the DEP Service Desk - DEP ServiceDesk@dep.state.fl.us (850) 245-7555 Monday through Friday 7 am to 5 pm.



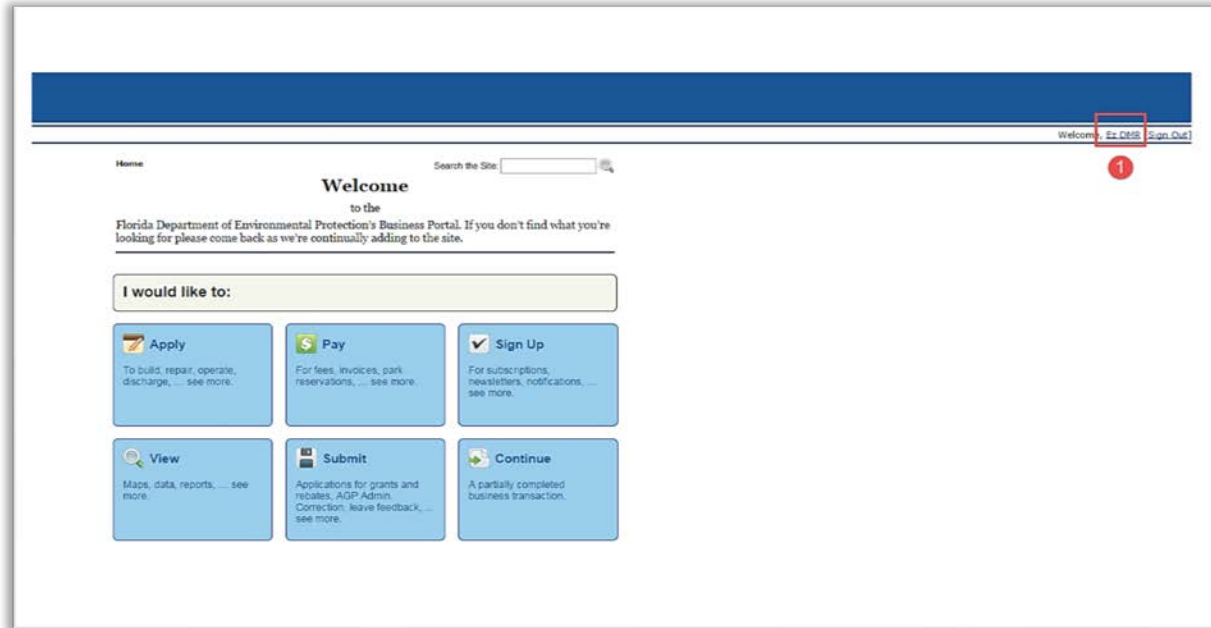
4. Account Details (access and reset account information)

There may be times when it is necessary for a User to access their DEP Business Portal account information to make updates or changes.



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1. A User can access their registration information by left mouse clicking on their login name located in the upper right corner of any screen including the Business Portal Welcome page (1).



2. On the **Your Account Details** page, the User can click on the highlighted text to edit this information.
3. The User's email address can be updated by clicking on the **E-mail Update** link (2).
4. The User's account information can be changed by clicking on the **Update** link (3) under the ACCOUNT INFORMATION heading.
5. The User's Business Portal password used to sign in to the system can be changed by clicking on the **Change Password** link (4) under SECURITY DETAILS heading.
6. The User's single Business Portal security question required when changing the PIN can be modified by clicking on the **Change Security Question** link (5) under SECURITY DETAILS heading.
7. The User's PIN can be reset by clicking on the **reset** link (6) under the PIN heading. If the User believes that their PIN has been compromised, they should report this to the Department prior to changing their PIN. This can be done by clicking on the **report it to us** link (7).
8. The User can change the 5 questions used for the electronic submission process by clicking on the **change your PIN security questions** link (8) under the PIN heading.
9. The User may view their PIN request by clicking on **Your PIN Request** (9).



[Home](#) » **Your Account Details**

Your Account Details

E-mail: EzDMR @gmail.com [Update](#) **2**

ACCOUNT INFORMATION

EzDMR
(850) 245-7555

BMC
Tallytown, FL 32399

[Update](#) **3**

SECURITY DETAILS

Password: *****
[Change Password](#) **4**

Security Question:
What was your childhood nickname? [Change Security Question](#) **5**

PIN

Your PIN has been verified and is ready for use.

- If you have forgotten your PIN, you can [reset](#) it. **6**
- If you have feel that your PIN has been compromised, [report it to us](#). **7**
- You can [change your PIN security questions](#). **8**
- You may view [Your PIN Request](#) here. **9**

10. Click on the web browser back arrow at the upper left side of the page to return to the previous screen.

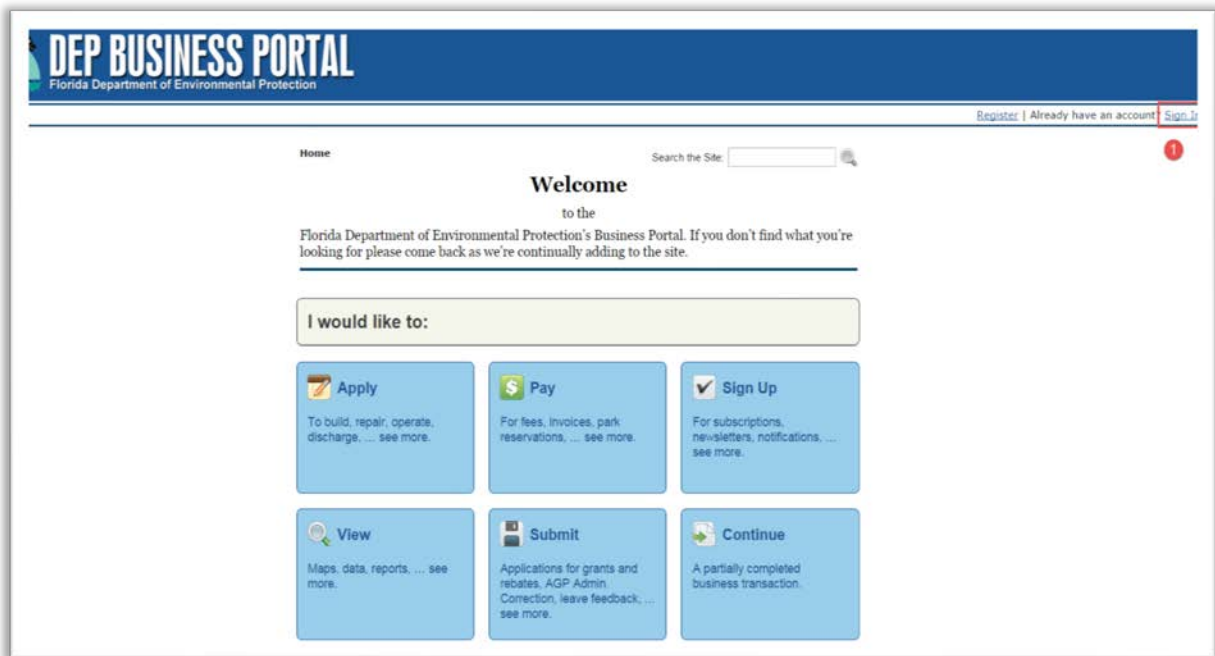
5. Access the EzDMR System

To access EzDMR, go to the DEP Business Portal or click on this link www.fldepportal.com/go/home/. It will be helpful to save this link or website.

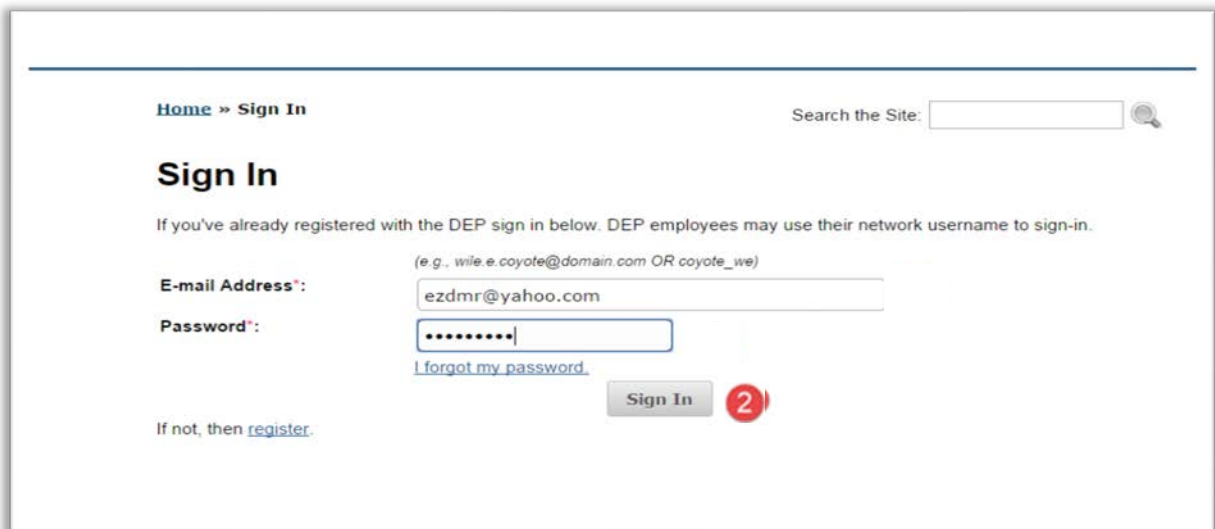
1. Click **Sign In** (**1**).



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2. Enter the required information and click the **Sign In** (2) button at the bottom of the page.



If you need login or password assistance, please contact the DEP Service Desk - ServiceDesk@dep.state.fl.us (850) 245-7555 Monday through Friday 7 am to 5 pm.

3. Click **Submit** (3) on the Welcome screen.



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DEP Business Portal

Home Search the Site:

Welcome

to the
Florida Department of Environmental Protection's Business Portal. If you don't find what you're looking for please come back as we're continually adding to the site.

I would like to:

Apply To build, repair, operate, discharge, ... see more.	Pay For fees, invoices, park reservations, ... see more.	Sign Up For subscriptions, newsletters, notifications, ... see more.
View Maps, data, reports, ... see more.	Submit 3 Applications for grants and rebates, AGP Admin. Correction, leave feedback, ... see more.	Continue A partially completed business transaction.

4. Click **Report** (4) on the following page.

Home > Submit Search the Site:

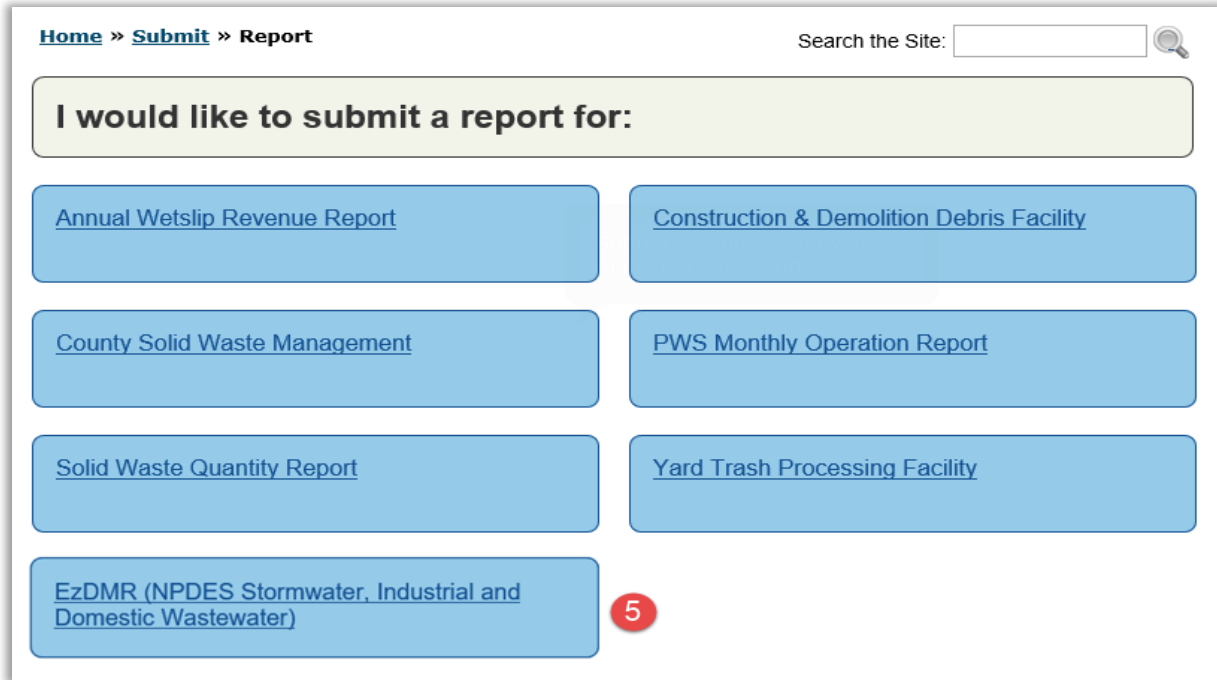
I would like to submit:

Annual Report Submit annual operating reports for facilities.	Applications Apply for grants.	Feedback Tell us what you think.
PIN Application Apply for a PIN to sign documents electronically.	Registration / Notification Submit a registration or notification.	Renewal Submit a renewal.
Report 4 Submit data to DEP.	Supporting Documentation Submit documentation for permits / exemptions in process.	Termination Submit a termination.



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5. Finally, Click **EzDMR (NPDES Stormwater, Industrial and Domestic Wastewater)** (5) of the following page to launch the system.



6. EzDMR Working Screen

The EzDMR Working Screen is the default view shown when EzDMR is first accessed. Multiple tools and functions can be accessed from this screen.

1. The Banner (1) consistently displays during any EzDMR session. It displays the DEP logo, the system title, and a system timer that monitors the duration of your login. This security feature will automatically log the User out of the system after four hours of inactivity. The Banner also displays the user's name and a sign out link in the upper right-hand corner of the screen. Clicking on the User Name displays the User's account details and allows the User to update their email address, reset their password, reset their PIN and more.
2. The Main Menu (2) or navigation panel on the left also consistently displays during an EzDMR session. It presents the primary functions available within EzDMR. The Main Menu contains three items: **EzDMR Access**, **Reports (Wastewater)** and **Reports (Stormwater)**. Note: This guide will only address the management and electronic submission of Industrial and Domestic Wastewater Discharge Monitoring Reports. The management and electronic submission of Stormwater reports will be covered in a separate guide.
 - a. The **EzDMR Access** menu item is shown below in an expanded view. Clicking on the symbol (-) collapses the menu. Clicking on the (+) symbol opens the menu. When opened, it displays 3 option:



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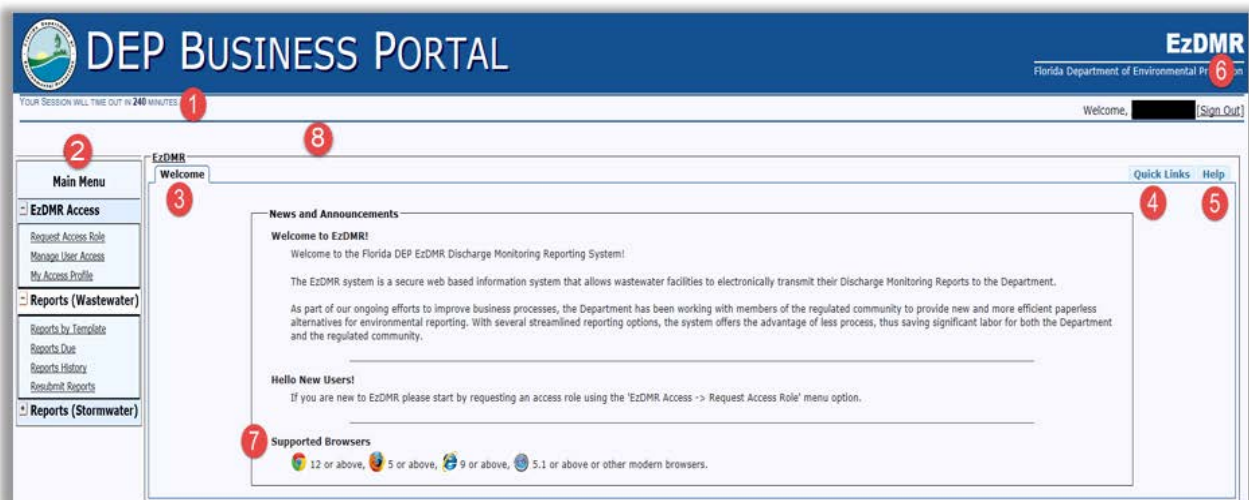
- Request Access Role
- Manage User Access
- My Access Profile

b. The **Reports (Wastewater)** menu item is shown below in an expanded view. Clicking on the symbol (-) collapses the menu. Clicking on the (+) symbol opens the menu.

When opened, it displays 4 option:

- Reports by Template
- Reports Due
- Reports History
- Resubmit Reports

3. The Working Area (3) is where EzDMR functions are performed. The Welcome tab is located within the Working Area and is managed by the DEP. It displays News and important Announcements.
4. The **Quick Links** tab (4) found near the upper right-hand corner on the page provides the email addresses of important contacts such as who to contact for assistance, and the District Offices and Delegated Local Programs.
5. The **Help** tab (5) is found just to the right of the Quick Links tab. When clicked, helpful information is displayed which is related to a User's location in the system. In addition, a link is provided to the online version of the User Guide.
6. When the User is finished using EzDMR, they can click **Sign Out** (6) located in the upper right corner.
7. For the best display of the EzDMR system, the User should be utilizing the web browsers displayed in this area (7) which include Microsoft Internet Explorer 9.0 or higher, Mozilla Firefox 5.0 or higher, Chrome 12 or higher and Safari 5.1 or higher. The system may be accessible using other web browsers, however, they have not been tested by the Department.





7. Securing an Access Role

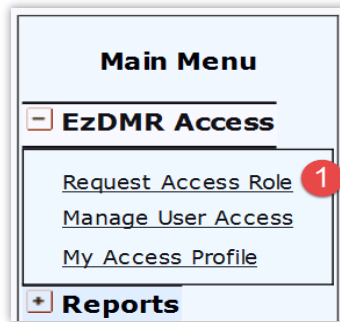
If the User is new to EzDMR, they will need to request one or more of the 3 available access roles for each of the facilities they intend to manage.

1. The following access roles may be requested:
 - a. **Preparer:**
 - If the User only enters data for a facility or facilities, the Preparer role should be selected.
 - The Preparer can view DMR templates, enter data, edit DMRs, add comments, attach forms and files, and save DMRs.
 - b. **Certifier:**
 - If the User enters data and submits DMRs on behalf of a facility or facilities, the Certifier role should be selected.
 - The Certifier has all Preparer privileges AND the ability to certify and submit DMRs.
 - The Certifier also can revoke a Preparer's facility access.
 - It is very important to notify the facilities' DAR(s) that they will be receiving auto-generated emails from DEP (do-not-reply@dep.state.fl.us) concerning any Certifier requests. To approve these requests, the DAR will need to register in the DEP Business Portal and request the DAR role. See below.
 - c. **Duly Authorized Representative (DAR):**
 - A DAR is an individual who can approve the request of a Certifier to submit electronic DMRs on behalf of a facility. This role can ONLY approve, deny or ban a Certifier role request, and view or print reports. A DAR CANNOT enter data or submit DMRs. The DAR can manage Preparer roles and Certifier role requests.
 - A DAR is a Permittee, Owner, Responsible Official, Corporate Officer or Authorized Representative who is recognized as such by the appropriate DEP regulatory office and is listed in the DEP Wastewater Facility Regulation (WAFR) database.
 - It is important that a DAR affiliation role be listed in WAFR for a facility prior to requesting a DAR or Certifier access role in EzDMR. Therefore, please be sure that the District Permitting staff are made aware of any authorization changes made since the facility's last permit renewal or modification including Permittee, Owner, Responsible Official, Corporate Office or Authorized Representative. If at the time, a Certifier requests role access to a facility, and there is no DAR access role assigned to that facility, there will be no one to approve the Certifier's access role request. If this happens, please contact the appropriate District Office.
2. District permitting staff must be notified of any personnel changes that would affect the permitting or compliance process, including email addresses. If this is not updated in a timely manner, it could affect the DMR submission process.

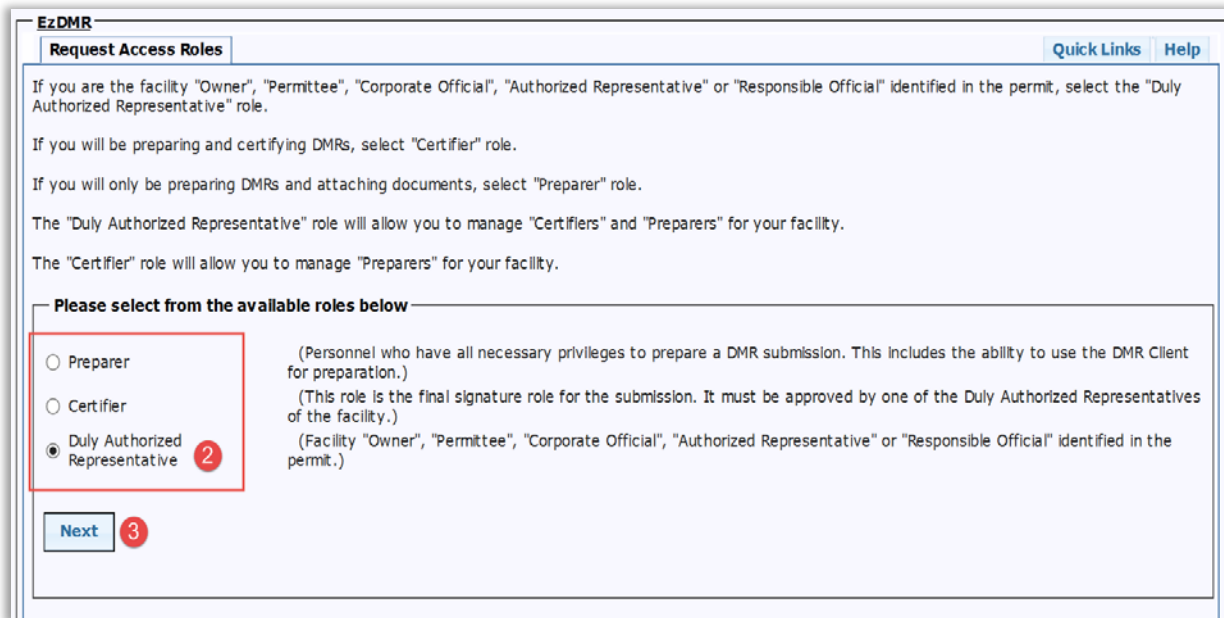


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- 3. Based on a User's level of responsibility, they may need to request multiple access roles. For example, a Duly Authorized Representative (DAR) may also be responsible for Certifying (submitting) DMRs. In this example, the DAR would need to request two access roles: DAR and Certifier. At the same time, a Certifier does not need to also request a Preparer access role as a Certifier can also prepare a report.
- 4. The User can now request an access role.
 - a. Under Main Menu on the left side of the screen, click on **Request Access Role** (1).



- b. The system displays the **Request Access Roles** screen.
- c. Select an access role (2). The **Preparer** role is selected by default.
- d. Click the **Next** button (3).





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- e. The system displays the Request Access Role/Facility Search screen. This screen is used to search for one or more facilities you intend to request access to. Enter the facility ID(s) and/or facility name(s) separating multiple IDs/names with a space or comma. You may also search for a facility by entering a partial facility ID and/or facility name. Optional: Select a county from the County drop down list to be included in your facility search. The drop-down list defaults to 'All' counties.
- f. Enter the Facility ID(s) and/or Facility Name(s) (4). Multiple facilities for a given role can be requested at the same time. However, the system does not permit duplicate access roles to be requested at the same time. Multiple access roles such as a DAR and Preparer or a DAR and Certifier can be requested one at a time.
- g. Click the Search button (5).

EzDMR

Request Access Role

Enter permit ids and/or names for the facilities that you would like to request 'Preparer' access to. You may enter multiple facility names.

When entering partial facility ids or names please use at least 4 characters.

The search can be further restricted by choosing a county from the County dropdown list.

Facility ID(s): (4)

And/Or

Facility Name(s):

County:

(5)

- h. The system displays a list of facilities that meet the search criteria. Select the Request Role? check box (6) for the facility or facilities to be accessed.
 - i. The status message "Already Requested" is displayed in the Request Role? column for any previously requested facility role(s) accessed. Click the Request Role button (7) at the bottom of the screen
- If the results are not as expected, click the **Modify Search** button (8) to return to the **Request Access Role** screen.



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EzDMR

Search results Quick Links Help

The following facilities match your search criteria.

Check the 'Request Role?' boxes for the facilities you would like to be approved for.

Facility ID	Facility Name	Permittee	Office	County	Request Role?
FL0000000	EzDMR Water Site 1	Mr EzDMR	TAL	Leon	<input checked="" type="checkbox"/> 6
FL0000000	EzDMR Water Site 1	Mr EzDMR	TAL	Leon	<input checked="" type="checkbox"/>
FL0000000	EzDMR Water Site 1	Mr EzDMR	TAL	Leon	Already Requested

7 Request Role
8 Modify Search

j. The system displays the status of your access role request(s).

PENDING REQUESTS

Access Role	Access Type	Access Value	Office	Requested on
Duly Authorized Representative	Facility	FL0000000	TAL	09/29/14 15:20:56
Duly Authorized Representative	Facility	FL0000000	TAL	09/29/14 15:20:54

- k. Additional access roles can be requested by repeating steps 1-8 above.
- l. A User's current role access status can be reviewed by clicking on **My Access Profile** which can be found under the **EzDMR Access** dropdown menu option.
- m. Duly Authorized Representative (DAR) role requests are auto-approved if the facility's representative is properly setup in WAFR, the Department's Wastewater Facility Regulation database. If not, WAFR will need to be updated by the appropriate District Office or Delegated Local Program before the DAR is approved in EzDMR. The User should be prepared provide documentation that the DAR is authorized to represent the facility.
- n. Preparer and Certifier access role requests are 'Auto Provisioned.' This means that the role requests are automatically given the following limited functions: view templates, data entry, attach files, and save updates to the DMR templates. Both roles can be revoked by the DAR at any time. The Certifier access role will need to be approved by a facility's DAR before they are granted the ability to certify and submit an electronic DMR on behalf of the facility.



8. Manage User Access

The **Manage User Access** function is used by Certifiers and DARs to Approve, Deny, Ban, Revoke or Resubmit access role requests for their facilities. This functionality is not available to Preparers. The DAR can manage access for Certifiers and Preparers while the Certifier can manage Preparer access.

1. Available Actions
 - Approve: permits access to requested role for a facility
 - Deny: does not permit access to requested role for a facility
 - Ban: cancels a role request for a facility
 - Revoke: removes access to requested role for a facility
 - Resubmit: permits role access approval for a previously banned role request

2. Manage Access

User access roles can be managed by following the steps below:

- a. Click **Manage User Access** (1) found under the **EzDMR Access** pulldown. The system displays the Pending Access Requests.



- b. Click one of the available Actions (2): **Approve, Deny, Ban, Revoke, and Resubmit.**

Access Roles for which you can approve access:

Requester	Requested on	Access Role	Access Type	Access Value	Actions
ezdmr_1_	09/22/14 09:27:40	Certifier	Facility	FL1234567	Approve Deny Ban
ezdmr_1	09/24/14 15:52:45	Certifier	Facility	FLA890ABC	Approve Deny Ban

You can manage access for these users:

User ID	Effective Date	Access Role	Access Type	Access Value	Status	Actions
ezdmr_1	05/16/14 13:19:35	Preparer	Facility	FLAAAAAAAA	APPROVED	Revoke
ezdmr_1	09/22/14 09:56:27	Certifier	Facility	FLAAAAAAAA	BANNED	Resubmit



9. My Access Profile

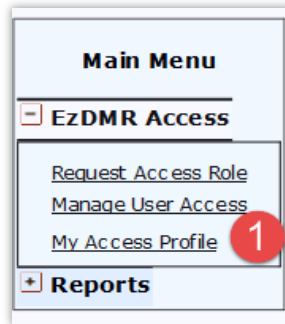
My Access Profile is an informational screen. It is specific to your account and provides the status details for each role request made under your account.

1. Access Requests

This screen may contain one to four sections:

 - Roles for which you have been granted access
 - Role request(s) you've made which are pending approval
 - Role request(s) which have been revoked
 - Role request where you have been banned.

2. View Role Request(s) Status
 - a. Click **My Access Profile** (1) menu option.



The system displays the User Access Profile screen.

Section 1

Roles, facilities and/or groups of facilities for which you currently have access.

Access Role	Access Type	Access Value	Office	Granted on
Duly Authorized Representative	Facility	FLAAAAAA	TAL	09/24/14 15:51:39
Duly Authorized Representative	Facility	FLAAAAAAB	TAL	09/24/14 15:51:37

Section 2

PENDING REQUESTS

Access Role	Access Type	Access Value	Office	Requested on
Certifier	Facility	FLAAAAAAC	TAL	09/24/14 15:52:45
Certifier	Facility	FLAAAAAAB	TAL	09/24/14 10:22:49



Section 3

REVOKED REQUESTS				
Access Role	Access Type	Access Value	Office	Revoked on
Certifier	Facility	FLAAAAAAD	TAL	07/25/14 13:36:19
Certifier	Facility	FLAAAAAAE	TAL	09/08/14 08:02:03

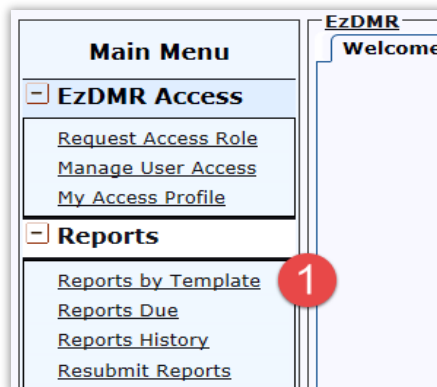
Section 4

BANNED REQUESTS				
Access Role	Access Type	Access Value	Office	Banned on
Certifier	Facility	FLAAAAAAF	TAL	09/22/14 10:06:23
Certifier	Facility	FLAAAAAAG	TAL	09/22/14 09:56:27

10. Reports by Template

The **Reports by Template** function displays a summary list of DMR templates for all of the facilities you have been authorized to access. The list is sorted by Facility ID, Monitoring Frequency, DMR Part, and Reporting Timeframe. When selected, the Reports Due button located in the Actions column will display DMR templates that are due for a specific facility/frequency/part/monitoring timeframe. Note that this will filter DMRs due based on the template chosen.

1. View all Templates with Access Authorization
 - To see a summary list of all the DMR templates that are due:
 - a. Click the **Reports by Template** (1) menu option.



- b. The system displays **Reports by Template** screen.
2. The **Reporting Timeframe** is the monitoring start and end date of the permit.



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- a. Under the **Action** header, click on the **Reports Due** button (2) to see the DMR Template Reports that are Due.

EzDMR

DMR Reports Quick Links Help

Reports by Template provides a summary of Templates for which you have been granted access. The Templates are listed by Facility ID, Frequency and Part. Clicking the "Reports Due" Action button lists individual templates for a Facility ID, Frequency and Part as you would find them under the Reports Due menu.

Reports by Template Name

Facility ID	Frequency	Part	Part B	Reporting Timeframe	Last Update	Updated By	Actions
FF	Monthly	A	N	Nov/01/2007 - Sep/03/2012	Sep/02/2015 15:29:43		Reports Due
FL00	Monthly	A	N	Nov/01/2011 - Sep/26/2016	Jul/14/2015 18:28:21		Reports Due
FL00	Toxicity	A	N	Nov/01/2011 - Sep/26/2016	Jul/14/2015 18:28:22		Reports Due
FL00	Twice Per Year	D	N	Nov/01/2011 - Sep/26/2016	Jul/14/2015 18:28:22		Reports Due
FL00	Annually	A	N	Nov/01/2011 - Sep/26/2016	Jul/14/2015 18:28:23		Reports Due
FL00	Monthly	A	N	Nov/01/2014 - Sep/16/2019	Dec/04/2015 16:05:32		Reports Due

- b. The system displays the **DMRs Due** screen, filtering based on the template chosen.

DMRs Due

Month/Year/Frequency/Part: / / /

Facility ID: [Apply Filters](#) [Clear Filters](#)

Facility ID	Frequency	Part	Part B	Reporting Period	Due Date. ↑	Last Update	Updated By	Actions	Issues
FL00	Monthly	A	N	Aug/01/2016 Aug/31/2016	Sep/28/2016			Edit DMR Preview PDF Export Data Import Data	N/A
FL00	Toxicity	A	N	Aug/01/2016 Aug/31/2016	Sep/28/2016			Edit DMR Preview PDF Export Data Import Data	N/A
FL00	Twice Per Year	D	N	Jul/01/2016 Dec/31/2016	Jan/28/2017			Edit DMR Preview PDF Export Data Import Data	N/A
FL00	Annually	A	N	Jan/01/2016 Dec/31/2016	Jan/28/2017			Edit DMR Preview PDF Export Data Import Data	N/A

11. Reports/DMRs Due

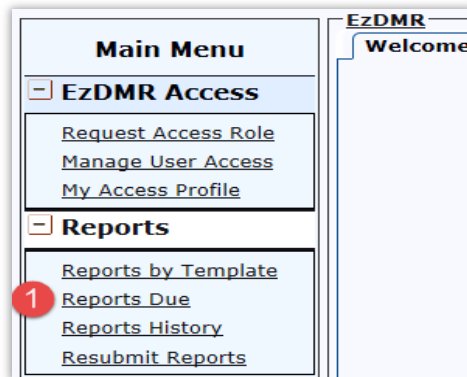
When granted an access role to a facility, a list of DMR templates that are due and overdue for submission are displayed on the **Reports Due** screen.

1. View the DMRs Due



EzDMR User's Guide

- a. Click the **Reports Due** (1) menu option to display those reports that are due.



- b. The DMRs due list is displayed and sortable by the column headers: Facility ID, Frequency, Part (A or D), Part B, Reporting Period, Due Date, Last Update and Updated By. To sort this information, click on the underlined column header (2). Click once to sort ascending to descending. Click again to sort descending to ascending.

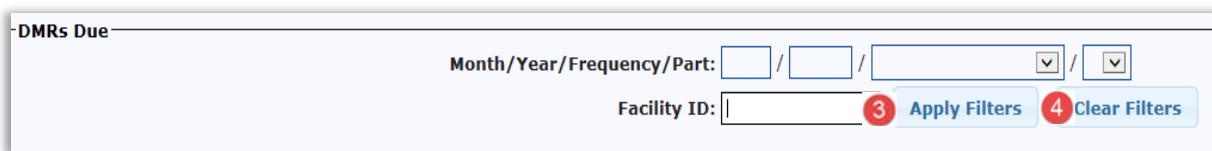
DMRs Due

Month/Year/Frequency/Part: / / /

Facility ID:

Facility ID	Frequency	Part	Part B	Reporting Period	Due Date	Received On	Last Update	Updated By	Actions	Issues
FL0	Monthly	A	N	Jan/01/2016 Jan/31/2016	Feb/28/2016				Edit DMR Receive DMR Preview PDF Export Data Import Data	N/A
FL0	Toxicity	A	N	Jan/01/2016 Jan/31/2016	Feb/28/2016				Edit DMR Receive DMR Preview PDF Export Data Import Data	N/A
FL0	Quarterly	A	N	Jan/01/2016 Mar/31/2016	Apr/28/2016				Edit DMR Receive DMR Preview PDF Export Data Import Data	N/A
FL0	Quarterly	D	N	Jan/01/2016 Mar/31/2016	Apr/28/2016				Edit DMR Receive DMR Preview PDF Export Data Import Data	N/A

- c. DMR templates can be filtered by Month, Year, Frequency, Part and Facility ID using the filter feature at the top of the page. Type in the desired filter or use the drop down menu box to choose a filtering option. Click the **Apply Filters** button (3). To remove the filter, click the **Clear Filters** button (4).





EzDMR User's Guide

2. Part B DMR

If the facility requires a Part B DMR, Part B will be available to upload as an attachment after completing Part A. The **Part B** column (5) will indicate if a **Part B** DMR is required to be uploaded and submitted with the Part A DMR. A 'Y' indicates that a **Part B** report will be required to be attached and uploaded before continuing with the DMR submission. An 'N' indicates that Part B is not required. Information on Uploading a Part B report can be found below in Section 14.

DMR Reports - DMRs Due Quick Links Help

Month/Year/Frequency/Part: / / /

Facility ID: Apply Filters Clear Filters * Please hover over Issues icon for details

Facility ID	Frequency	Part	Part B	Reporting Period	Due Date	Last Update	Updated By	Actions	Issues
FLA0	Twice Per Year	D	N	Jan/01/2011 Jun/30/2011	Jul/28/2011	May/31/2016 16:18:59		Edit DMR Preview PDF Export Data Import Data	
FLA0	Twice Per Year	D	N	Jul/01/2011 Dec/31/2011	Jan/28/2012			Edit DMR Preview PDF Export Data Import Data	N/A
FLA0	Monthly	A	Y	Jun/01/2015 Jun/30/2015	Jul/28/2015	May/02/2016 12:19:17		Edit DMR Preview PDF Export Data Import Data	
FLA0	Monthly	A	Y	Jul/01/2015 Jul/31/2015	Aug/28/2015	Nov/30/2016 10:15:12		Edit DMR Preview PDF Export Data Import Data	
FLA0	Monthly	A	Y	Jul/01/2015 Jul/31/2015	Aug/28/2015			Edit DMR Preview PDF Export Data Import Data	N/A

3. Actions

The **Actions** column displays the following features which are explained later in the guide:

- [Edit DMR \(section12\)](#)
- [Preview PDF](#)
- [Export Data](#)
- [Import Data](#)

4. Issues

The Issues column (6) is a feature that allows you to quickly view problems associated with the DMR. There are 5 possible scenarios:

- N/A indicates no data has been saved in the DMR.
- A check mark in a green circle indicates the DMR has been completed and there are no data entry issues. The User can proceed with the submission process.
- A check mark in an orange circle indicates the DMR has a warning and should be reviewed before proceeding with the submission process. The warning typically means one or multiple parameters are flagged as having an excursion from the permit limit.



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- An exclamation point in a yellow triangle indicates empty field(s) in the DMR template. The report cannot be submitted with any empty fields.
- An exclamation point in red triangle indicates an error(s) in the DMR template. The report cannot be submitted with errors.

DMRs Due

Month/Year/Frequency/Part: / / /

Facility ID: [Apply Filters](#) [Clear Filters](#)

6
* Please hover over issues icon for details

Facility ID	Frequency	Part	Part B	Reporting Period	Due Date ¹	Last Update	Updated By	Actions	Issues
FL <input type="text"/>	Monthly	A	N	Jun/01/2015 Jun/30/2015	Jul/28/2015			Edit DMR Preview PDF Export Data Import Data	N/A
FL <input type="text"/>	Toxicity	A	N	Jun/01/2015 Jun/30/2015	Jul/28/2015	Aug/19/2016 15:21:08	<input type="text"/>	Edit DMR Preview PDF Export Data Import Data	✓
FL <input type="text"/>	Quarterly	A	N	Apr/01/2015 Jun/30/2015	Jul/28/2015	Aug/19/2016 15:23:14	<input type="text"/>	Edit DMR Preview PDF Export Data Import Data	✓
FL <input type="text"/>	Monthly	A	N	Jul/01/2015 Jul/31/2015	Aug/28/2015	Aug/19/2016 15:23:55	<input type="text"/>	Edit DMR Preview PDF Export Data Import Data	⚠
FL <input type="text"/>	Toxicity	A	N	Jul/01/2015 Jul/31/2015	Aug/28/2015	Aug/19/2016 15:24:20	<input type="text"/>	Edit DMR Preview PDF Export Data Import Data	⚠

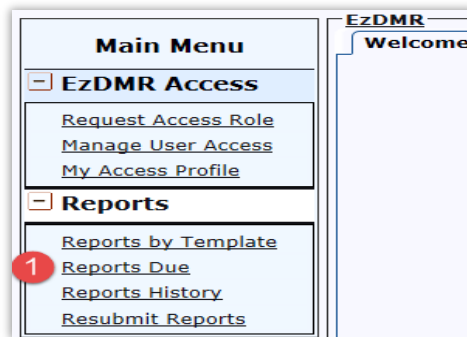


12. Edit a DMR Template

The Edit function allows a User who has been granted facility specific access in EzDMR to enter data, edit data and/or save a DMR template. When **Edit DMR** is clicked under the **Actions** column, the DMR template is opened in edit mode. Only Users with an approved Preparer or Certifier role can edit a template. DAR's are not able to edit a template without also having one of the other two roles.

1. Opening the Template

- a. Click the **Reports Due (1)** menu option.



- b. Click **Edit DMR (2)** on the **DMRs Due** screen.

Facility ID	Frequency	Part	Part B	Reporting Period	Due Date	Last Update	Updated By	Actions	Issues
FL00	Monthly	A	N	Aug/01/2016 Aug/31/2016	Sep/28/2016			Edit DMR ² Preview PDF Export Data Import Data	N/A
FL00	Toxicity	A	N	Aug/01/2016 Aug/31/2016	Sep/28/2016			Edit DMR Preview PDF Export Data Import Data	N/A
FL00	Twice Per Year	D	N	Jul/01/2016 Dec/31/2016	Jan/28/2017			Edit DMR Preview PDF Export Data Import Data	N/A
FL00	Annually	A	N	Jan/01/2016 Dec/31/2016	Jan/28/2017			Edit DMR Preview PDF Export Data Import Data	N/A

- c. The DMR template displayed is similar to the paper DMR. The DMR at this point is considered a template.



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Number of empty fields: 12
Please hover the mouse pointer over the error or warning cell for more details.

DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

PERMITTEE NAME: ADDRESS:						PERMIT NUMBER: LH#T:			
FACILITY: LOCATION:						FACILITY TYPE: MONITORING GROUP:			
COUNTY:						DESCRIPTION:			
						MONITORING PERIOD:			

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type	Comments
	MNR					0			
	NODI FILL					FILL			
Flow PARM Code 50050 1 Mon. Site: EFF-2	Sample Measurement								
	Permit Requirement	Report (Mo Avg)	40.0 (Daily Mx)	MGD			1 Continuous	Meter	
Solids, Total Suspended PARM Code 00530 1 Mon. Site: EFF-2	Sample Measurement								
	Permit Requirement			20.0 (Mo Avg)	30.0 (Daily Mx)	mg/L	1 Weekly	24-hr Flow Proportioned Composite	
Iron, Total Recoverable PARM Code 00980 1 Mon. Site: EFF-2	Sample Measurement								
	Permit Requirement			1.0 (Mo Avg)	1.0 (Daily Mx)	mg/L	1 Weekly	24-hr Flow Proportioned Composite	
pH PARM Code 00400 1 Mon. Site: EFF-2	Sample Measurement								
	Permit Requirement			6.0 (Daily Mx)	8.5 (Daily Mx)	%-IL	1 Continuous	Meter	

Number of empty fields: 12
Please hover the mouse pointer over the error or warning cell for more details.

d. Yellow highlighted boxes indicate that the cell is blank and ready for data entry. Data is required in each of these cells in order to submit the report.

2. NODI Codes

The NODI (No Discharge Indicator) Code drop-down box (3), located above the NODI FILL button, enables the User to see all the allowable NODI codes for data entry.

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type	Comments
	3					0			
	FILL					FILL			
Flow PARM Code 50050 Y Mon. Site: FLW-01	Sample Measurement	NOD				0			
	Permit Requirement	0.015 (Annl Avg)		MGD			1 Monthly	NA-Mathematically Calculated	
Flow PARM Code 50050 1 Mon. Site: FLW-01	Sample Measurement	NOD				0			
	Permit Requirement	Report (Mo Avg)		MGD			5 Days/Week	Elapsed Time Measurement on Pump (Pump Log)	
BOD, Carbonaceous 5 day, 20C PARM Code 80082 Y Mon. Site: EFA-01	Sample Measurement			NOD		0			
	Permit Requirement			20.0 (Annl Avg)		MG/L	1 Monthly	NA-Mathematically Calculated	

- A NODI Code can be manually entered in any of the boxes intended for monitoring data.
- If the same code is to be entered in each box for a given monitoring group, the **NODI FILL** button (4) can be used.



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Parameter	4	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type	Comments
	OTH ▾ NODI FILL					0 FILL			
Flow PARM Code 50050 Y Mon. Site: FLW-01	Sample Measurement							NA- Mathematically Calculated	
	Permit Requirement	0.015 (Annl Avg)	MGD				1 Monthly		
Flow PARM Code 50050 1 Mon. Site: FLW-01	Sample Measurement							Elapsed Time Measurement on Pump (Pump Log)	
	Permit Requirement	Report (Mo Avg)	MGD				5 Days/Week		
BOD, Carbonaceous 5 day, 20C PARM Code 80082 Y Mon. Site: EFA-01	Sample Measurement							NA- Mathematically Calculated	
	Permit Requirement			20.0 (Annl Avg)	MG/L		1 Monthly		

- Using the NODI Code drop-down box, select the single code to be used in the monitoring group.
- Clicking the **NODI FILL** button automatically fills all the monitoring data highlighted boxes with the selected code.
- Hovering over a NODI Code in each box, displays the code description.
- If the OTH (Other) NODI Code is used, a comment is required to be added to the corresponding parameter.

3. Template Issues Indicators

- When a template is opened prior to any data entry, all data entry cells will be yellow. As data is entered and saved in the template, the highlighted data entry boxes will change colors.

	MNR ▾ NODI FILL					0 FILL			
Flow PARM Code 50050 Y Mon. Site: FLW-01	Sample Measurement					0		NA- Mathematically Calculated	
	Permit Requirement	0.015 (Annl Avg)	MGD				1 Monthly		
Flow PARM Code 50050 1 Mon. Site: FLW-01	Sample Measurement	4.0				0		Elapsed Time Measurement on Pump (Pump Log)	
	Permit Requirement	Report (Mo Avg)	MGD				5 Days/Week		
BOD, Carbonaceous 5 day, 20C PARM Code 80082 Y Mon. Site: EFA-01	Sample Measurement			21		0		NA- Mathematically Calculated	
	Permit Requirement			20.0 (Annl Avg)	MG/L		1 Monthly		
BOD, Carbonaceous 5 day, 20C PARM Code 80082 A Mon. Site: EFA-01	Sample Measurement			30+	no data	0		NA- Mathematically Calculated	
	Permit Requirement			30.0 (Mo Avg)	60.0 (Maximum) MG/L		1 Monthly	Grab	

- Yellow indicates that data is required in this cell. A report cannot be submitted if any cells are yellow (empty).
- Green indicates a valid data entry and within the parameter's limits. A report with all green cells indicates no issues and therefore can be submitted.



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- Orange indicates a warning and is an excursion from the permitted limit. Even though the value falls outside of the expected limit, it is a valid data entry. that. A report with 1 or more orange cells but no yellow or red cells can be submitted.
 - Red indicates an invalid data entry. A report cannot be submitted with any red cells
- Greater-than, less-than and negative signs can be used in data entry cells for all parameters except No. Ex. (number of excursions).
 - Empty and/or invalid entries in a template will result in an error messages display at the top and bottom of the DMR template. These errors must be fixed before a file can be attached or the report certified and submitted.

4. Number of Excursions

Information on the number of sample measurements that exceed the permit limit for each parameter during the monitoring period is entered in this column (5). Data may be entered in the highlighted boxes manually or the FILL button may be used to automatically fill all these boxes in the Monitoring Group. To use the FILL function, enter the Number of Excursions in the blank box above the FILL button.

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex. (5)	Frequency of Analysis	Sample Type	Comments (6)
	<input type="text" value="NODI FILL"/>					<input type="text" value="FILL"/>			
Flow	Sample Measurement	<input type="text" value=""/>				<input type="text" value=""/>			
PARM Code 50050 Y Mon. Site: FLW-01	Permit Requirement	0.015 (Annl Avg)	MGD				1 Monthly	NA- Mathematically Calculated	
Flow	Sample Measurement	<input type="text" value=""/>				<input type="text" value=""/>			
PARM Code 50050 1 Mon. Site: FLW-01	Permit Requirement	Report (Mo Avg)	MGD				5 Days/Week	Elapsed Time Measurement on Pump (Pump Log)	
BOD, Carbonaceous 5 day, 20C	Sample Measurement			<input type="text" value=""/>		<input type="text" value=""/>			
PARM Code 80082 Y Mon. Site: EFA-01	Permit Requirement			20.0 (Annl Avg)	MG/L		1 Monthly	NA- Mathematically Calculated	

5. Comments

The Comments bubble (6), allows comments to be entered by Parameter. To enter comments, click on the bubble to open a comments box. When finished click **Done** to close the box or **Clear** to delete any comments (7). To see the comments in a PDF format, click 'Preview PDF' on the **DMRs Due** screen. Any comments provided are located on the last page of the monitoring group.



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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="NODI FILL"/>								
Flow	Sample Measurement							NA - Mathematically Calculated	
Flow	Permit Requirement							NA - Mathematically Calculated	
Flow	Sample Measurement							Elapsed Time Measurement on Pump (Pump Log)	
Flow	Permit Requirement							NA - Mathematically Calculated	
BOD, Carbonaceous 5 day, 20C	Sample Measurement			20.0 (Annl Avg)				1 Monthly	
BOD, Carbonaceous 5 day, 20C	Permit Requirement							1 Monthly	

6. Go to Monitoring Group

The **Go to Monitoring Group** dropdown (8) allows the user to go directly to a chosen monitoring group without having to scroll through the template. At the upper right corner of the page for each monitoring group a yellow pull down labeled **Go To Monitoring Group** can be found. Click on the down arrow and select the monitoring group of choice. The template will move to the monitoring group selected.

Go to Monitoring Group:

DEPARTMENT OF ENVIRONMENTAL PROTECTION DISCHARGE MONITORING REPORT - PART A

PERMITTEE NAME:	PERMIT NUMBER:	REPORT:	Monthly	
ADDRESS:	LIMIT:	FINAL	GROUP:	Industrial
FACILITY:	FACILITY TYPE:	TW	MONITORING GROUP:	D-001
LOCATION:	DESCRIPTION:	Outfall D-001 discharges		
COUNTY:	HARDEE	MONITORING PERIOD: From: 05/01/2010 To: 05/31/2010		

Parameter		Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type	Comments
	<input type="text" value="NODI FILL"/>					0			
Flow	Sample Measurement					0			
Flow	Permit Requirement	Report (Mo Avg)	Report (Daily Pbc)	MGD			1 Continuous	Recorder	

7. Save and Continue

There are three useful buttons located below the template (9). The **Save Changes** button allows the latest data entries to be saved. The **Continue** button is enabled only after no data cells are empty and there are no errors. Clicking it will save the report and open the **Upload Attachments** screen. The **Go Back** button does not save the latest data entries and takes the User back to the **DMRs Due** screen.

Biosolids Quantity (Transferred)	Sample Measurement		NOD					0			
PARM Code B0007 + Mon. Site: RMP-1	Permit Requirement	Report (Mo Total)	ton (d)					1 Monthly	Calculated		
Biosolids Quantity (Landfilled)	Sample Measurement		NOD					0			
PARM Code B0008 + Mon. Site: RMP-2	Permit Requirement	Report (Mo Total)	ton (d)					1 Monthly	Calculated		

Please Note: This DMR requires a Part B which can be attached when you continue to the next screen.



13. Upload Attachments

While in the template, clicking the enabled **Continue** button will open the **Upload Attachments** screen. Here, the User can attach one or more files, including the Part B report to the template prior to submission.

1. Upload the Part B Report

If submission of the Part B report is required, it must be uploaded as an attachment.

- a. To upload the Part B file, click the **Choose File** button (1) to locate the file to be attached. Once the file has been chosen, it appears just to the right of the **Choose File** button.
- b. Clicking the **Upload Part B** button (2) will upload and attach the file to the report.

- c. The system displays 'Part B' as the file name when the Part B file is successfully attached to the DMR (3).
- d. The Part B file can be deleted by clicking on the **Delete Part B Attachment** button (4).
- e. Using the tools at the page, the User can conduct several tasks:
 - **Upload Attachment**, allows the User to upload an attachment(s) other than Part B in various file formats (5). The process is described in the next section.
 - **Edit DMR** button, takes the User back template to review or edit (6)
 - **Reports Due** button, returns the User to the **Reports Due** page (7)
 - **Continue** button, takes the User to the Certify DMR process (8) which can only be completed by an approved Certifier with a PIN.



EzDMR User's Guide

EzDMR Quick Links Help

Upload Attachments

Report Details:

Report Identifier :	MO_A::2015::Jun::557	Errors : 0
Report Period :	06/01/2015 - 06/30/2015	Missing Entries : 0
Report Due Date :	07/28/2015	Warnings : 0

Part-B File Attachment :

File Name	Action
3 PartB.pdf	4 Delete Part B Attachment

5 Upload Attachment:

Instructions:

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

Short file name*: Choose File No file chosen Upload Attachment

6 Edit DMR 7 Reports Due 8 Continue

2. Upload Attachment(s) other than Part B

After completing data entry, clicking on the **Continue** button takes the User to the **Upload Attachments** screen to attach one or more files to the submission. If a Part B report is required, it should be attached as described above. Once attached or if a Part B report is not required and other documents or reports are to be attached, they can be uploaded at this point.

- a. To upload a file, enter a required short file name in the text box provided (9),
- b. Click the **Choose File** button (10) to locate the file to be attached and click **Open** in the browser box that opens to select the file,
- c. Clicking the **Upload Attachment** button (11) will upload and attach the file to the report.

EzDMR Quick Links Help

Upload Attachments

Report Details:

Report Identifier :	QU_A::2015::Jul::487	Errors : 0
Report Period :	07/01/2015 - 09/30/2015	Missing Entries : 0
Report Due Date :	10/28/2015	Warnings : 0

Upload Attachment:

Instructions:

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

Short file name*: 9 10 Choose File Electronic Rep...July 2013_.pdf 11 Upload Attachment

Edit DMR Reports Due Continue



EzDMR User's Guide

- d. Once correctly attached, a **File uploaded successfully!** message will be displayed at the top of the **Upload Attachments** page (12).
- e. Additional attachments can be uploaded by following the process described above.
- f. The attachment can be deleted by clicking on the **Delete Attachment** button (13) under the **Action** header.
- g. As outlined above, the User can conduct several tasks using the **Edit DMR** button, the **Reports Due** button or the **Continue** button (14).



14. Certify and Submit a DMR

A user who has requested a Certifier access role can enter data; however, they can only certify and submit a report if the facility's Duly Authorized Representative has approved their request and they have an approved PIN. Refer to page 9, [PIN Application Process](#) for instructions on how to apply for a PIN.

1. Certify a DMR

Once all data is correctly entered in the template, click the Certify button (1) located at the bottom of the Certify DMR screen.



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EzDMR
Certify DMR

Report Summary

Certify capability is available only to the Certifier role. Once you have reviewed the DMR you may certify it by clicking the Certify button located at the bottom of the screen. The back button reverts to the Upload Attachments screen.

Report Details

Report Alias :
Report Start Date :
Report End Date :
Report Due Date :

Uploaded Report Details

Error count of the report : 0
Warnings count of the report : 0

Part-B File Attachment Details

Is Part-B File attached to this report file? **YES**

Attachments

No additional attachments included.

Back Certify **1**

2. Electronically Sign

The system displays the **Electronically Sign** screen which offers a secure way to submit a DMR(s).

- To electronically sign a report, the user must first answer the presented security question (**2**). This will be one of the 5 questions setup during the PIN request process and the answer must be identical to the one originally submitted.
- Enter the PIN (**3**). If forgotten, it needs to be reset by left mouse clicking on the **EzDMR User** button located in the upper right corner of the screen.
- Click the **Sign** button (**4**) to certify and electronically submit the DMR.
- Or click the **Cancel** button (**5**) to return to the Certify DMR screen.

Welcome, USER [\[Sign Out\]](#)

Electronically Sign

I understand that I shall be held as legally bound, obligated and responsible by the electronic signature created using this electronic signature device as by my handwritten signature. Additionally, I certify that I have not violated any terms in my Electronic Signature Agreement and that I have no reason to believe that the confidentiality of my electronic signature device and security question/answer pairs have been compromised now or at any time prior to this submission.

In what city did you meet your spouse/significant other?*: **2**

PIN*: **3**

4 Sign **5** Cancel

3. Successfully Certified DMR

If the DMR submission was successful, the Certifier will be taken to the **DMR History** screen and the confirmation message **Successfully certified DMR!** (**6**) will be displayed. The submission listing will also be seen with the most recent submission at the top.



EzDMR User's Guide

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6 Successfully certified DMR!

DMR Reports Quick Links Help

Displays reports that have been submitted. Search options include the facility Id, monitoring period start month (Jan, Feb, etc.), year, report frequency, and report part (A or D).
 Sort the list of reports submitted by clicking any column header except the Actions column
 In the "Actions" column, you have the option to:
 View PDF - See what your submitted DMR looks like in a printable view that looks much like a paper DMR.

DMR History

Month/Year/Frequency/Part: / / /

Facility ID: Apply Filters Clear Filters

Facility ID	Frequency	Part	Part B	Reporting Period	Due Date	Submitted On	Submitted By	Actions
	Monthly	A	Y	Jul/01/2016 Jul/31/2016	Aug/28/2016	Aug/17/2016 15:51:28		View DMR View Attachments

4. Confirmation Email

The Certifier will also be sent a confirmation email which will include a PDF copy of the certified DMR (7). To view the report, the Certifier should click on the email attachment.

7

PDF FLA _MO_A.pdf 302 bytes

----- Original message -----
 From: Florida DEP EzDMR <nc-reply@dep.state.fl.us>
 Date: 12/22/16 9:33 AM (GMT-05:00)
 To: EZDMR USER <User@gmail.com>
 Subject: FDEP EzDMR - FLA _MO_A::2015::Jun::557 - Report Submission

**Florida Department of
Environmental Protection**

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

Rick Scott
Governor

Carlos Lopez-Cantera
Lt. Governor

Jonathan P. Steverson
Secretary

DMR Report Submission <http://www.fdepportal.com>

Dear Certifier EzDMR USER,
 Attached you will find a copy of your report submission.
 The Report Submission Details are:
 Facility Id: FLA
 Report Frequency: MO
 Report Part: A
 Reporting Period: 06/01/2015 - 06/30/2015

5. View Historic Reports

All submitted reports can also be viewed by clicking on the **Reports History** option found under the **Reports (Wastewater)** pull down of the **Main Menu**. Additional information can be see below.



15. Groundwater DMR (Part D)

Groundwater or Part D DMR templates are listed under **Reports Due** just like Part A; however, they have several features that differ from the monthly reports.

1. Go to Specific Well

The **Go to Monitoring Well Id** dropdown menu is located at the top of each template (1). Clicking on the dropdown arrow lists all the monitoring wells for the DMR. Clicking on a monitoring well will take the User to that part of the DMR.

2. Sampling Information

Two items must be completed at the top of the DMR template:

- The question **Was the well purged before sampling?** (2) must be answered for each monitoring well.
- The **Sample Date** and **Sample Time** fields (3) must be completed for each monitoring well.

3. Additional Required Fields

Four additional data fields are required to be completed for each parameter (4): **Detection Limits, Analysis Method, Sampling Equipment Used** and **Samples Filtered**. If these fields are completed correctly, they will only be required the first time the template is submitted. These fields will pre-populate on any future groundwater templates.

GROUND WATER MONITORING REPORT - PART D											
Facility Name: MHP WWTF Permit Number: DWF Facility County: CITRUS Office: SWD				Monitoring Well Id: MWB-01 Well Type: BW-1, background Report Frequency: Twice Per Year Program: Domestic							
Was the well purged before sampling? <input type="radio"/> Yes <input checked="" type="radio"/> No				Monitoring Period: From: 01/01/2011 To: 06/30/2011 Sample Date: <input type="text"/> Sample Time: <input type="text"/>							
Parameter	PARAM Code	Sample Measurement	Permit Requirement	Units	Sample Type	Frequency of Analysis	Detection Limits	Analysis Method	Sampling Equipment Used	Samples Filtered (L/F/N)	Comments
		MNR NODI FILL								N FILL	
Water Level Relative to NGVD	82545	11	Report (MxSinSam)	FEET	In Situ	1 Semi-Annually; twice per year	detection 1	method 1	equipment 1	N	
Nitrogen Nitrate, Total (as N)	00620		Report (MxSinSam)	MG/L	Grab	1 Semi-Annually; twice per year	detection 2	method 2	equipment 2	N	
Solids, Total Dissolved (TDS)	70295		Report (MxSinSam)	MG/L	Grab	1 Semi-Annually; twice per year	detection 3	method 3	equipment 3	N	

16. Preview an Un-submitted DMR Template

The blank or edited DMR template can be viewed in a PDF format by first clicking **Reports Due**, (1), entering a facility ID (2) and clicking **Preview PDF**, (3).



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 - Reports History
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- Reports (Stormwater)**

EzDMR

DMR Reports - DMRs Due Quick Links Help

Month/Year/Frequency/Part: [] / [] / [] / []

Facility ID: [] Apply Filters Clear Filters

* Please hover over issues icon for details

Facility ID	Frequency	Part	Part B	Reporting Period	Due Date	Last Update	Updated By	Actions	Issues
FLA0	Twice Per Year	D	N	Jan/01/2011 Jun/30/2011	Jul/28/2011	Dec/23/2016 14:50:57	P_1	Edit DMR Preview PDF Export Data Import Data	
FLA0	Twice Per Year	D	N	Jul/01/2011 Dec/31/2011	Jan/28/2012			Edit DMR Preview PDF Export Data Import Data	N/A
FLA0	Monthly	A	Y	Jul/01/2015 Jul/31/2015	Aug/28/2015	Nov/30/2016 10:15:12	NES_L	Edit DMR Preview PDF Export Data Import Data	

17. Export Data - Import Data Functions

These data functions provide the ability to export a blank or edited DMR template to a comma separated values (CSV) file. This file can be opened in an Excel format where data can be added to column N (Measured Value) and saved outside of the EzDMR system. If the column headers are cut-off, the column widths can be expanded. Import data function allows you to import/upload a DMR template file back into EzDMR. Once this is done, the DMR data can be found in the EzDMR template for further editing if needed.

1. Export DMR Template

- Under **Reports (Wastewater)**, click the **Reports Due** menu option (1).
- Click **Export Data** (2) to download the CSV file.

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 - Reports Due** (1)
 - Reports History
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- Reports (Stormwater)**

EzDMR

DMR Reports - DMRs Due Quick Links Help

Month/Year/Frequency/Part: [] / [] / [] / []

Facility ID: [] Apply Filters Clear Filters

* Please hover over issues icon for details

Facility ID	Frequency	Part	Part B	Reporting Period	Due Date	Last Update	Updated By	Actions	Issues
FLA0	Twice Per Year	D	N	Jan/01/2011 Jun/30/2011	Jul/28/2011	Dec/23/2016 14:50:57	P_1	Edit DMR Preview PDF Export Data (2) Import Data	
FLA0	Twice Per Year	D	N	Jul/01/2011 Dec/31/2011	Jan/28/2012			Edit DMR Preview PDF Export Data Import Data	N/A
FLA0	Monthly	A	Y	Jul/01/2015 Jul/31/2015	Aug/28/2015	Nov/30/2016 10:15:12	NES_L	Edit DMR Preview PDF Export Data Import Data	

- Click on the file to open the DMR template in an Excel format. Be sure to only edit column N (Measured Value). Any other changes may produce errors in the import



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file. Save the file to preserve the format. Once completed, the DMR template file will need to be imported back to EzDMR for use and report submission.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	FOR INTERNAL USE ONLY	FACILITY ID	FREQ	PART	GROUP	SITE	PARAM	PARAM D/FCS	SB	STAT BASUOM	LIMIT	MEASURED	VALUE		
2															
3	##### I-016 #####														
4	##### 00600 - Nitrogen, Total #####														
6	{FL000...YR_A_I016_EFF2_00600_1AD2m}		YR	A	I-016	EFF-2	600 Nitrogen,		1 AD	Annl Tot	lb/yr	40 MNR			
7	{FL000C...YR_A_I016_EFF2_00600_1c}		YR	A	I-016	EFF-2	600 Nitrogen,		1	exceedan	count	0			
8															
9	##### 00665 - Phosphorus, Total (as P) #####														
10	{FL0000...YR_A_I016_EFF2_00665_1AD2m}		YR	A	I-016	EFF-2	665 Phosphori		1 AD	Annl Tot	lb/yr	20 MNR			
11	{FL0000...YR_A_I016_EFF2_00665_1c}		YR	A	I-016	EFF-2	665 Phosphori		1	exceedan	count	0			

2. Import DMR Template

- Under **Reports (Wastewater)**, click the **Reports Due** menu option (3).
- Click **Import Data** (4) to begin the upload process.

Facility ID	Frequency	Part	Part B	Reporting Period	Due Date	Last Update	Updated By	Actions	Issues
FLA0	Twice Per Year	D	N	Jan/01/2011 Jun/30/2011	Jul/28/2011	Dec/23/2016 14:50:57	P_1	Edit DMR Preview PDF Export Data Import Data	⚠
FLA0	Twice Per Year	D	N	Jul/01/2011 Dec/31/2011	Jan/28/2012			Edit DMR Preview PDF Export Data Import Data	N/A
FLA0	Monthly	A	Y	Jul/01/2015 Jul/31/2015	Aug/28/2015	Nov/30/2016 10:15:12	NES_L	Edit DMR Preview PDF Export Data Import Data	✅

- An **Upload** screen will appear with detailed information on the template. Click the **Choose File** button (5) to browse and upload the CSV/Excel file edited and saved.
- Once a file has been chosen, it will appear to the right of the **Choose File** button (6).
- Click the **Upload Data** button (7) to upload the DMR template back into EzDMR.



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EzDMR [Help](#)

Upload

Upload Discharge Monitoring Report

Facility ID:

Report Frequency:

Report Part:

Report Period:

Due Date:

5 **6** **7**



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- e. If the upload was successfully submitted, the system will display the confirmation message: **Report data uploaded successfully!** (8) as well as the Upload Results. If the DMR template needs to be edited and submitted, click the **Edit DMR** button (9) located on the Upload screen. Note: The DMR template still needs to be certified before the submission is complete.

The screenshot shows the EzDMR web application interface. At the top, a blue notification bar displays the message "Report data uploaded successfully!" with a red circle containing the number 8. Below this, the "Upload" section contains a form for "Upload Discharge Monitoring Report" with fields for Facility ID (FLA0), Report Frequency (SA), Report Part (D), Report Period (01/01/2011 - 06/30/2011), and Due Date (07/28/2011). A "Choose File" button shows "No file chosen" and an "Upload Data" button is present. Below the form, the "UPLOAD RESULTS" section displays the following data:

UPLOAD RESULTS	
Skipped Lines (empty or #comment lines):	103
Total lines read:	400
Optional values found:	0 out of 48
Required values found:	193 out of 249
Total values found:	193

An "Edit DMR" button with a red circle containing the number 9 is located below the results. At the bottom, the "LINE DESCRIPTION" section lists several warning messages, such as "Warning: empty value for {FLA0 _SA_D_MWB01wp}" and "Warning: empty value for {FLA0 _SA_D_MWB01sd}".

18. Application Programming Interface (API)

The Application Programming Interface (API) is an alternative way to import data into EzDMR. This functionality allows the user to take DMR data stored in a separate web application or system and automatically import the data into EzDMR. The EzDMR API is a collection of commands with structured formats that allow a programmer's application to interact with the EzDMR Web Application. For more information on how to utilize the API, please contact the DEP Service Desk at ServiceDesk@dep.state.fl.us.



19. Reports History

The **Reports History** function provides a list of successfully submitted DMRs for the facility or facilities a User has been authorized to access.

1. To see submitted DMRs and associated attachment(s), click **Reports History (1)**, found under **Reports (Wastewater)**.
2. The system displays the DMR History screen which can be filtered by any one or a combination of criteria headers except Actions (2).
3. Click **View DMR (3)** to download a PDF of the submitted DMR; then click on the file (4) to open it.
4. Click **View Attachments (5)** to go to the **View Report Attachments** link.

Facility ID	Frequency	Part	Part B	Reporting Period	Due Date	Submitted On	Submitted By	Actions
FLA0	Monthly	A	Y	Jun/01/2015 Jun/30/2015	Jul/28/2015	Dec/22/2016 09:33:58	G_ _	View DMR View Attachments
FLA0	Monthly	A	Y	Jul/01/2016 Jul/31/2016	Aug/28/2016	Sep/15/2016 15:16:42	G_ _	View DMR View Attachments
FL00	Monthly	A	Y	Aug/01/2016 Aug/31/2016	Sep/28/2016	Jul/14/2016 14:26:31	SH_	View DMR View Attachments

5. On the **View Reports Attachments** page, click on the **View Attachment** button associated with the attachment (6) other than a Part B report to download the file; then click on it (7) to open.
6. If a Part B report was attached to the submission, click on the **Part-B Attachment** button (8) to download the file; then click on it (9) to open.
7. Click **Go Back (10)** to go back to DMR History.



Report Details:

Report Identifier : FL0 _MO_A::2016::Jul::4249 Errors : 0
Report Period : 07/01/2016 - 07/31/2016 Missing Entries : 0
Report Due Date : 08/28/2016 Warnings : 0

Part-B File Attachment Details:

Is Part-B File attached to this report file? **YES** 8 [Part-B Attachment](#)

Attachment(s):

To view the attachment, click the **View Attachment** button associated with the file.

File Name	Action
Attachment1.pdf	6 View Attachment

10 [Go Back](#)

7 Attachment1.pdf 9 PartB (1).xlsx

20. Resubmit Reports

The **Resubmit Reports** function allows for the resubmission of a previously submitted DMR. A resubmission will only change the report data. It will not affect the date of the original submission.

1. To resubmit a DMR that was previously submitted, click **Resubmit Reports** (1).
2. Complete the required search fields indicated by an asterisk and click **Search** (2).

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 - 1 Resubmit Reports
- Reports (Stormwater)

EzDMR Search

Please enter a nine character Facility Id, Report Frequency, Report Part and Due Date.

Search for a previously submitted DMR

Facility ID*:

Report Frequency*:

Report Part*:

Due Date*:

[Clear](#) 2 [Search](#)

3. The DMR submission search results will be displayed in a search results screen. Select the correct DMR to be resubmitted by clicking on the **Select** radio button (3),
4. Click the **Resubmit Report** button (4).



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Search Results

Search Criteria

Facility Id: FLA
 Report Frequency: Monthly
 Report Part: A
 Due Date: 08/28/2016

Previously Submitted DMRs

Select	Facility ID	Frequency	Part	Reporting Period	Due Date	Submitted On	Submitted By	Actions
<input type="radio"/>	FLA	MO	A	Jul/01/2016 Jul/31/2016	Aug/28/2016	Aug/17/2016 15:51:28		View DMR View Attachments

[Resubmit Report](#)

5. A final confirmation request will appear. To stop this resubmission, click the **Cancel** button (5). To proceed to the previously submitted template, click the **Yes** button (6).

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- EzDMR Access
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- Reports (Stormwater)

EzDMR

Search Results

Search Criteria

Facility Id: FLA
 Report Frequency: Monthly
 Report Part: A
 Due Date: 08/28/2016

Previously Submitted DMRs

Select	Facility ID	Frequency	Part	Reporting Period	Due Date	Submitted On	Submitted By	Actions
<input type="radio"/>	FLA	MO	A	Jul/01/2016 Jul/31/2016	Aug/28/2016	Dec/30/2016 09:59:58	G_...1	View DMR View Attachments
<input checked="" type="radio"/>	FLA0	MO	A	Jul/01/2016 Jul/31/2016	Aug/28/2016	Sep/15/2016 15:16:42	G_...1	View DMR View Attachments

[Resubmit Report](#)

Confirm Report Resubmission

Please confirm resubmission of report 'FLA010979_MO_A' for the monitoring period of 07/01/2016 - 07/31/2016. When this new report is submitted it will override the previous DMR.

Continue with resubmission?

- 6. The DMR template will open and contain all the previously submitted DMR data which can be edited. The template can also be saved and will be displayed on the **Reports Due** screen until resubmitted.
- 7. Once the template has been edited, it can be submitted as it was originally. See Section 14. The resubmitted DMR data will override the original data submission; however, the original DMR submission date will be used for compliance purposes.

21. Troubleshooting

1. Unable to Locate a DMR Template

If DMR templates cannot be found using the **Reports by Template**, **Reports Due** or **Reports History** functions, try the following:

- a. Confirm management access by opening **EzDMR Access** and clicking on **My Access Profile**. The User must have one or more of the access roles for a facility in order to



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see and access any templates. Refer to Section 7, **Request an Access Role** to establish a facility specific access role.

- b. If there is no approved DAR in the system for this facility or it is incorrectly setup, the templates will not be generated. If the facility DAR is unknown, please contact the appropriate District Office or Delegated Local Program listed below.
- c. If a DMR has been submitted, it will no longer be found in **Reports by Template** or **Reports Due**. Look in **Reports History** for the missing report.
- d. If DMR templates still cannot be found, please contact the appropriate District Office, Delegated Local Program or the Water Compliance Assurance Program staff listed below.

2. **The DMR template is Incorrect**

If the monitoring/reporting period or monitoring requirements of the DMR template do not appear to agree with the facility's current active permit, please contact the appropriate District Office or Delegated Local Program listed below.

3. **Unable to Submit a Report**

There are several reasons why a report cannot be submitted:

- a. Make sure that there are no errors or blank cells in the template. While in the data entry template, look at the top or bottom for an **Errors** or **Empty Fields** message. While in **Reports Due** screen, find the report that cannot be submitted. Hover the cursor over the symbol found under the **Issues** field for that report. Information will appear with the number of **Errors** or **Empty Fields**. These issues must be fixed before a submission can be attempted. A submission can be attempted if a **Warning** message is displayed. This indicates that the data provided does not comply with the permit requirement. If a submission can still not be made, see 2. below.
- b. Only a facility specific Certifier approved by a facility's DAR can attempt to submit a report. The Certifier will also need a PIN and must correctly answer 1 of 5 security questions that the User setup up during the PIN application process. Refer to Section 3, **Apply for a PIN**.
- c. If a submission can still not be made, please contact the appropriate District Office, Delegated Local Program or the Water Compliance Assurance Program staff listed below.

4. **Receive an Error Message**

If at any time an error message is received, please contact the appropriate District Office, Delegated Local Program or the Water Compliance Assurance Program staff listed below.



22. Additional Assistance

USEFUL TERMS AND ACRONYMS

Certifier: The individual responsible for obtaining a PIN and certifying/submitting DMRs.

CSV: Comma separated values. It allows data to be saved in a table structured format.

DLP: Delegated Local Program.

DMRs: Discharge Monitoring Reports.

District / Office: District, Program, County or Branch office.

Duly Authorized Representative (DAR): One of the following: Permittee, Owner, Responsible Official, Corporate Officer, or Authorized Representative identified in the permit. Individuals responsible for managing both Preparer and Certifier role requests.

Excursion: The number of sample measurements during the monitoring period that exceeded the permit limit for each parameter.

EzDMR: Ez Discharge Monitoring Report.

Headquarters: DEP Tallahassee Staff.

PDF: Portable Document Format.

Preparer: Prepares DMRs for submission only.

Role: A set of rights associated with EzDMR access to different functions in the system.

Template: A Discharge Monitoring Report (DMR) data entry form prior to submission.



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EZDMR CONTACTS

DEP Service Desk account and password issues

Service Desk
(850) 245-7555
ServiceDesk@dep.state.fl.us

Delegated Local Program Staff for permit requirement issues

Southeast Miami Dade
riverr@miamidade.gov
Southeast Palm Beach
SEPB.EZDMRAdmin@dep.state.fl.us
Southwest Hillsborough
SWHI.EZDMRAdmin@epchc.org
Southwest Sarasota
WastewaterPermits@scgov.net

Regulatory Offices for permit requirement issues

Central District
CD.EZDMRAdmin@dep.state.fl.us
Northeast District
NED.EZDMRAdmin@dep.state.fl.us
Northwest District
NWD.EZDMRAdmin@dep.state.fl.us
Power Plant Section
PPW.EZDMRAdmin@dep.state.fl.us
South District
SD.EZDMRAdmin@dep.state.fl.us
Southeast District
SED.EZDMRAdmin@dep.state.fl.us
Southwest District
SWD_WF_Permitting@dep.state.fl.us
Southwest Phosphate Management
SWPM.EZDMRAdmin@dep.state.fl.us

Program Office

DEP EzDMR Water Compliance Assurance Staff
(850) 245-8567
EZDMRAdmin@dep.state.fl.us
DEP EzDMR Website
www.ezdmr.dep.state.fl.us