

# EzDMR Quick Guide for Submitting Analytical Monitoring Waivers for Air Transportation (Sector S) Facilities

Air Transportation Facilities covered under Sector S of the Multi-Sector Generic Permit (MSGP) are subject to the analytical monitoring requirements of the permit **only if**, on an average annual basis, they use:

- 100,000 gallons or more of Glycol-based deicing/anti-icing chemicals and/or
- 100 tons or more of Urea

If an Air Transportation Facility **does not** surpass the established chemical threshold, a certification of this status must be submitted to the Department in lieu of analytical data by the March 31<sup>st</sup> following a required monitoring year.

The purpose of this document is to provide instruction to Air Transportation facilities on how to use the EzDMR system to report that they **were not** subject to analytical monitoring requirements during a required monitoring year, due to not meeting the chemical quantity criteria noted above.

**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

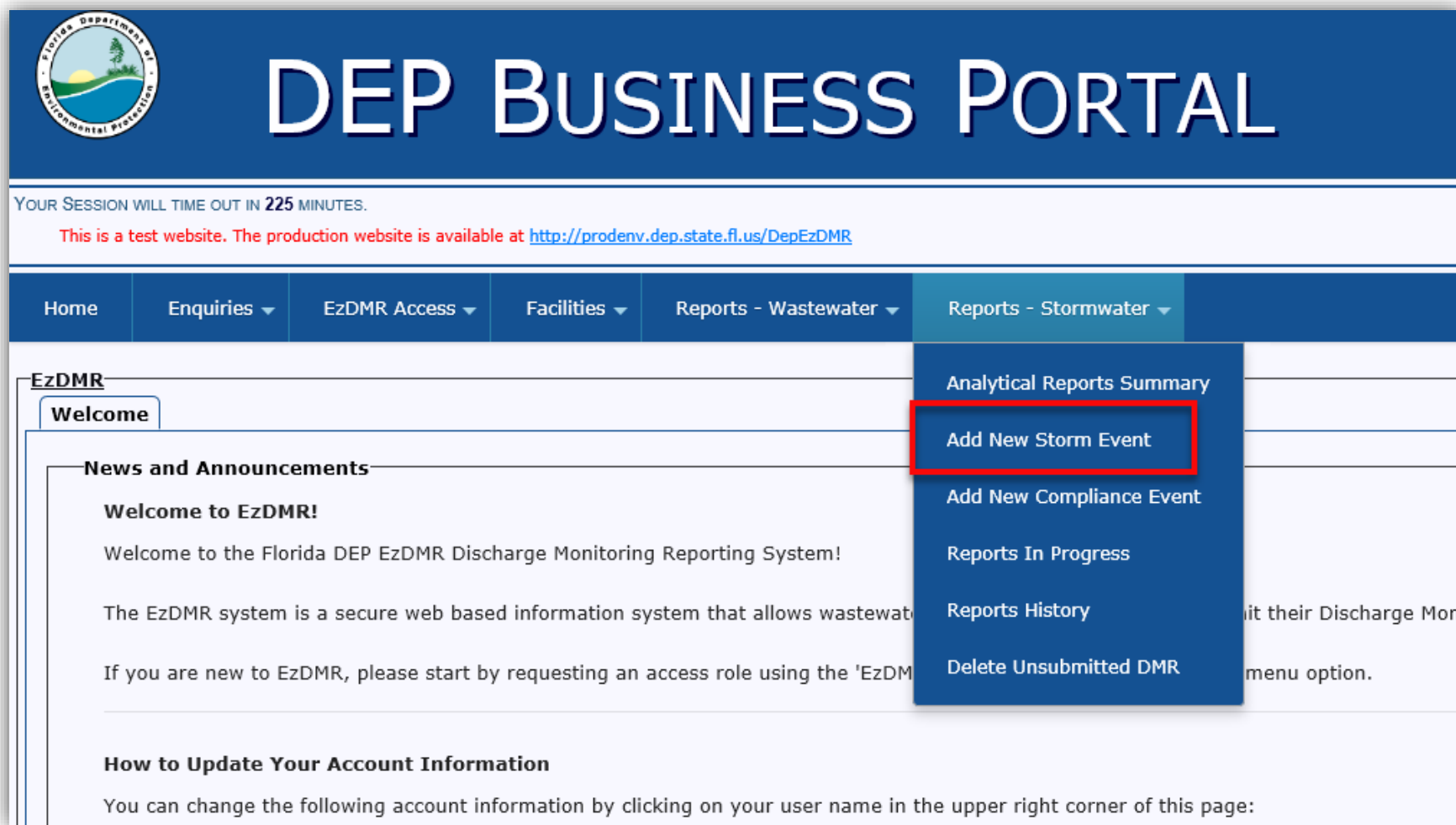
For ease of use, Air Transportation facilities have the option to generate all four of their quarterly templates, pre-populated with all applicable No Data Indicator (NODI) codes and certification statements regarding their waiver certification status.

**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 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 note indicates "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, containing a "Welcome" tab, "News and Announcements", and a message: "Welcome to EzDMR! 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 facilities to submit and track their Discharge Monitoring Reports (DMR). If you are new to EzDMR, please start by requesting an access role using the 'EzDMR Access' menu option." 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.**

**EzDMR**  
DMR Reports - Select 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](#)

<u>Facility ID</u> ↑	<u>Facility Name</u>	<u>Action</u>
<input type="text"/>	<input type="text"/>	
FLR05A536	Southern Lumber & Treating Co	<a href="#">Add New Storm Event</a>
FLR05A775	Metalplate Galvanizing, Inc	<a href="#">Add New Storm Event</a>
FLR05A776	Tallahassee Regional Airport	<a href="#">Add New Storm Event</a>
FLR05A783	Herlong Airport	<a href="#">Add New Storm Event</a>
FLR05A784	Craig Airport	<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 “Sector S” from the **No Discharge Type** drop down menu.

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

Facility ID: FLR05A776

Monitoring Year\*: 2017  **a**

Report Type\*:  Discharge  No Discharge **b**

Monitoring Quarter\*: ALL  **c**

No Discharge Type: Sector S  **d**

**Generate Template** **e**

The screenshot shows a web form with five red callouts labeled 'a' through 'e'. Callout 'a' points to the 'Monitoring Year' dropdown menu showing '2017'. Callout 'b' points to the 'No Discharge' radio button. Callout 'c' points to the 'Monitoring Quarter' dropdown menu showing 'ALL'. Callout 'd' points to the 'No Discharge Type' dropdown menu showing 'Sector S'. Callout 'e' points to the 'Generate Template' button, which is circled in red.

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).

EzDMR

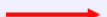



Successfully generated no discharge DMR for Q1, Q2, Q3 and Q4 of monitoring year 2016.

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.

<b>Facility ID:</b>	FLR05H239
<b>Facility Name:</b>	Cayman Airways - Tampa International Airport
<b>Location:</b>	4100 George J Bean Pkwy Ste 2251, Tampa Intl Airport, Tampa, FL- 33607 5913

< 2016

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	Feb/13/2018 12:55:47	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	Feb/13/2018 12:55:47	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	Feb/13/2018 12:55:47	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	Feb/13/2018 12:55:47	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: FLR05H239 PERMITTEE NAME: Cayman Airways ADDRESS: Po Box 23505 Tampa, FL 33626 5913	FACILITY TYPE: MSP FACILITY: Cayman Airways - Tampa International Airport LOCATION: 4100 George J Bean Pkwy Ste 2251 Tampa Intl Airport Tampa, FL 33607 5913 COUNTY: HILLSBOROUGH	REPORT: Per rain event OUTFALL: D-001 DESCRIPTION: Outfall City of Tampa - MS4 DISCHARGE: No MONITORING PERIOD: 01/01/2016 - 03/31/2016 ESTIMATED RAINFALL (in.): <input type="text" value="MNR"/> ESTIMATED DISCHARGE VOLUME (gal.): <input type="text" value="0"/>	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"/>							
Ammonia PARM Code 00610 1 SIC Code: 4512	Sample Measurement Permit Requirement		→ <input type="text" value="MNR"/>	mg/L	0	ONCE/RAIN EV	Grab	→
Biochemical Oxygen Demand PARM Code 85002 1 SIC Code: 4512	Sample Measurement Permit Requirement		→ <input type="text" value="MNR"/>	mg/L	0	ONCE/RAIN EV	Grab	→
Chemical Oxygen Demand PARM Code 81017 1 SIC Code: 4512	Sample Measurement Permit Requirement		→ <input type="text" value="MNR"/>	mg/L	0	ONCE/RAIN EV	Grab	→
pH PARM Code 00400 1 SIC Code: 4512	Sample Measurement Permit Requirement		<input type="text" value="MNR"/> → <input type="text" value="MNR"/>	s.u.	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.

PERMIT NUMBER: FLR05H239      FACILITY TYPE: MSP PERMITTEE NAME: Cayman Airways ADDRESS: Po Box 23505 Tampa, FL 33626 5913		REPORT: Per rain event OUTFALL: D-001 DESCRIPTION: Outfall City of Tampa - M54		GROUP: Industrial LAT/LONG:	
FACILITY: Cayman Airways - Tampa International Airport LOCATION: 4100 George J Bean Pkwy Ste 2251 Tampa Intl Airport Tampa, FL 33607 5913 COUNTY: HILLSBOROUGH		DISCHARGE: No MONITORING PERIOD: 01/01/2016 - 03/31/2016		ESTIMATED RAINFALL (in.): MNR      ESTIMATED DISCHARGE VOLUME (gal.): 0	
Parameter	Units	No. Ex.	Frequency of Analysis	Sample Type	Comments
Ammonia PARM Code 00610 1 SIC Code: 4512	mg/L	0	ONCE/RAIN EV	Grab	
Biochemical Oxygen Demand PARM Code 85002 1 SIC Code: 4512	mg/L	0	ONCE/RAIN EV	Grab	
Chemical Oxygen Demand PARM Code 81017 1 SIC Code: 4512	mg/L	0	ONCE/RAIN EV	Grab	
pH PARM Code 00400 1 SIC Code: 4512	s.u.	0	ONCE/RAIN EV	Grab	

Please enter a comment for PARAM Code: 00610 1: 'Ammonia'

I certify that on an average annual basis the facility did not use 100,000 gallons or more of glycol-based deicing/anti-icing chemicals, and/or did not use 100 tons or more of urea during the monitoring period. Not exceeding the thresholds defined in the MSGP, waives the requirement to monitor for this parameter.

Clear    Done



## Uploading Exemption Letter (Optional)

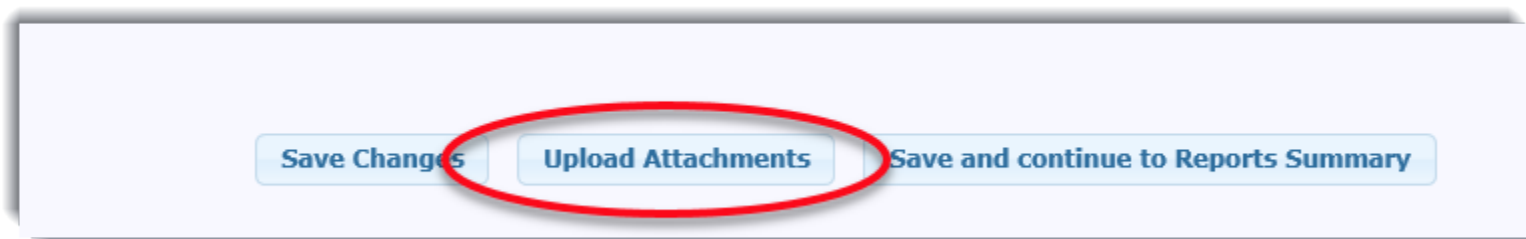
Additional documentation (e.g. letter) may be uploaded to EzDMR to further explain the facility's waiver status. Ensure that any documentation references the Facility ID Number, **is signed by a principal executive officer or their authorized agent** and contains the following certification statement 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 right, there are 'Quick Links' and 'Help' buttons. The 'Report Details' section contains the following information:

<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	

The 'Upload Attachment:' section includes 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.

Below the instructions, there is a 'Short file name\*' field containing 'FLR05A776\_Exemption', a 'Browse...' button, and an 'Upload Attachment' button. Red arrows labeled 'a', 'b', and 'c' point to the 'Short file name\*' field, the 'Browse...' button, and the 'Upload Attachment' button, respectively.

**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