

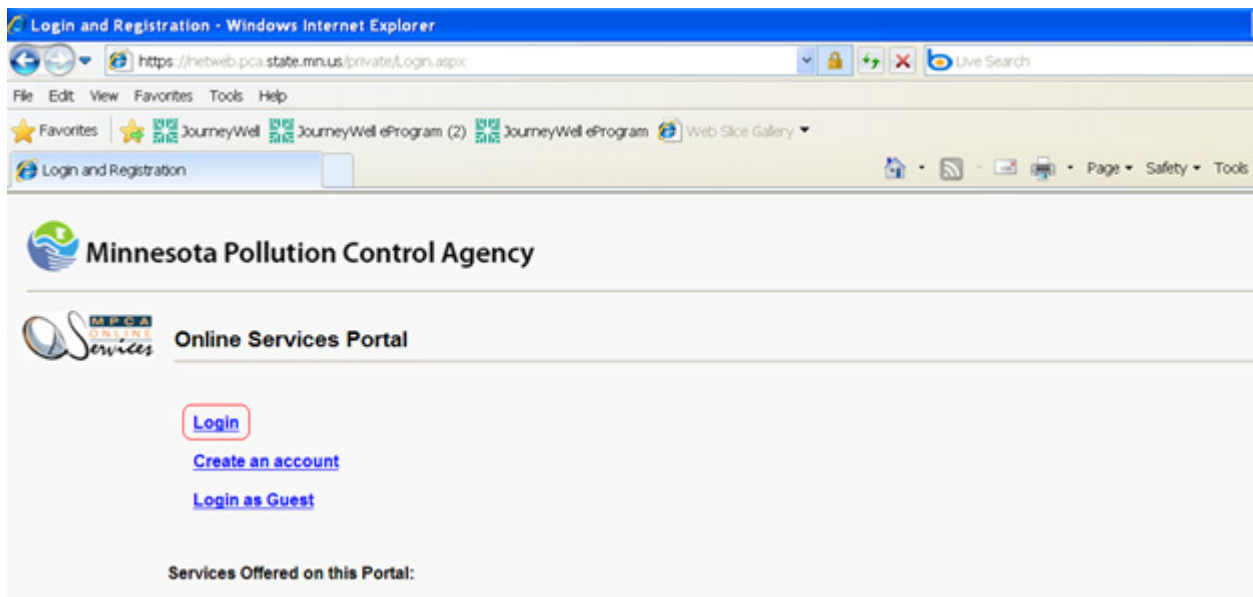


# Downloading eDMRs in Excel using the MPCA Online Services Portal

Download your DMR spreadsheet in Excel earlier in the month in order to have all the monitoring requirements easily available to you. Follow the instructions below.

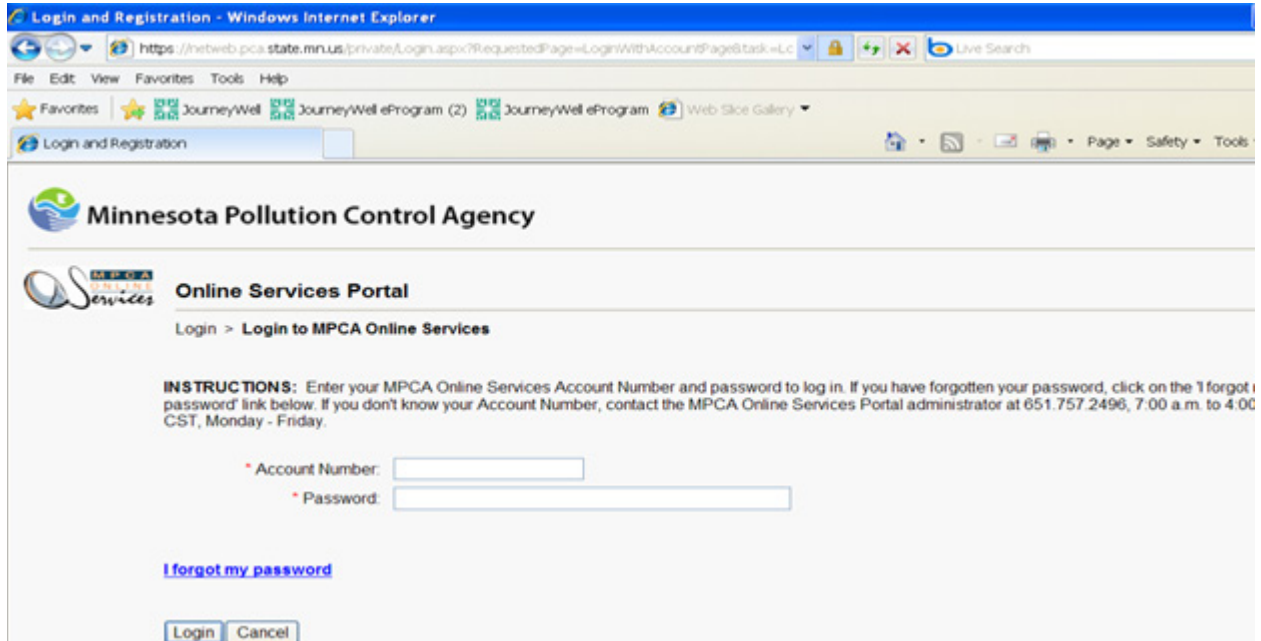
## Step 1 - Log into your account

Click on the “Login” prompt



## Step 2

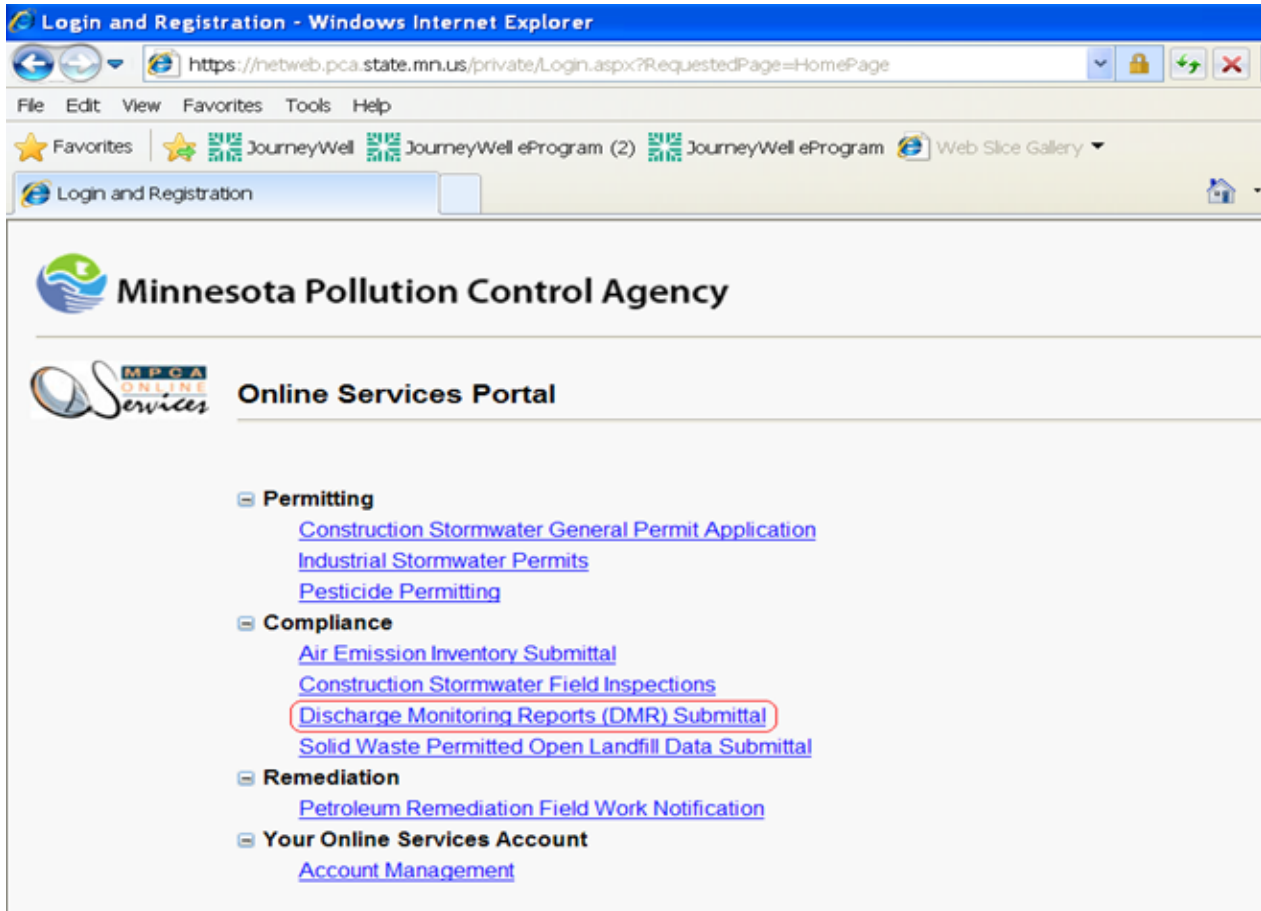
Enter your account number and password and click the “Login” button.



The screenshot shows a Windows Internet Explorer browser window with the URL <https://netweb.pca.state.mn.us/private/Login.aspx?RequestedPage=LoginWithAccountPage&task=Lc>. The page title is "Login and Registration - Windows Internet Explorer". The main content area features the Minnesota Pollution Control Agency logo and the "Online Services Portal" heading. Below the heading, there is a "Login > Login to MPCA Online Services" link. A section titled "INSTRUCTIONS:" provides guidance on logging in, including a link for "I forgot my password". Below the instructions, there are two input fields: "Account Number:" and "Password:". At the bottom of the form, there are "Login" and "Cancel" buttons.

## Step3

Click on the “Discharge Monitoring Reports (DMR) Submittal” prompt.



The screenshot shows the same Windows Internet Explorer browser window, but the URL is <https://netweb.pca.state.mn.us/private/Login.aspx?RequestedPage=HomePage>. The page title is "Login and Registration - Windows Internet Explorer". The main content area features the Minnesota Pollution Control Agency logo and the "Online Services Portal" heading. Below the heading, there is a list of links organized into categories: "Permitting", "Compliance", "Remediation", and "Your Online Services Account". The "Discharge Monitoring Reports (DMR) Submittal" link is highlighted with a red box.

## Step 4

Click on the “[Download DMR Spreadsheet](#)” prompt.


NPDES Discharge Monitoring Report - Windows Internet Explorer


https://netwebit.pca.state.mn.us/private/DischargeMonitoringReport.aspx?RequestedPage=HomePage

File Edit View Favorites Tools Help

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NPDES Discharge Monitoring Report

 **Minnesota Pollution Control Agency**

 **NPDES/SDS Discharge Monitoring Report (DMR) -**

**List of Services**

- [-] **Request Authorization to Submit DMR's Online**  
[Create Submittal Agreement](#)
- [-] **Download DMR in MS Excel spreadsheet format**  
[Download DMR spreadsheet](#)
- [-] **Upload DMR**  
[Upload DMR in MS Excel spreadsheet format](#)  
[Upload DMR in XML format](#)
- [-] **Online DMR Entry**  
[Complete DMR online](#)
- [-] **Manage DMR Submittals**  
[View Copy of Record](#)  
[Verify Copy of Record Digital Signature](#)

## Step 5

Enter the permit number of the facility you want to download DMRs for and then click on “Next” button.

NPDES Discharge Monitoring Report - Windows Internet Explorer

https://netweb1.pca.state.mn.us/private/DischargeMonitoringReport.aspx?RequestedPage=EnterPermit

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NPDES Discharge Monitoring Report

Minnesota Pollution Control Agency

NPDES/SDS Discharge Monitoring Report (DMR)

Download DMR spreadsheet > Enter Permit Number

Next >> Cancel

INSTRUCTIONS: Enter Permit Number See the [help file](#) for assistance with this page.

\* Permit Number:

Next >> Cancel

## Step 6

Select the monitoring period for which you want to download DMR's by checking the radio button; click on the “Download” button

NPDES Discharge Monitoring Report - Windows Internet Explorer

https://netweb1.pca.state.mn.us/private/DischargeMonitoringReport.aspx?RequestedPage=Download

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NPDES Discharge Monitoring Report

Minnesota Pollution Control Agency

NPDES/SDS Discharge Monitoring Report (DMR)

Download DMR spreadsheet > Download DMR Spreadsheet for Permit: MN0022250

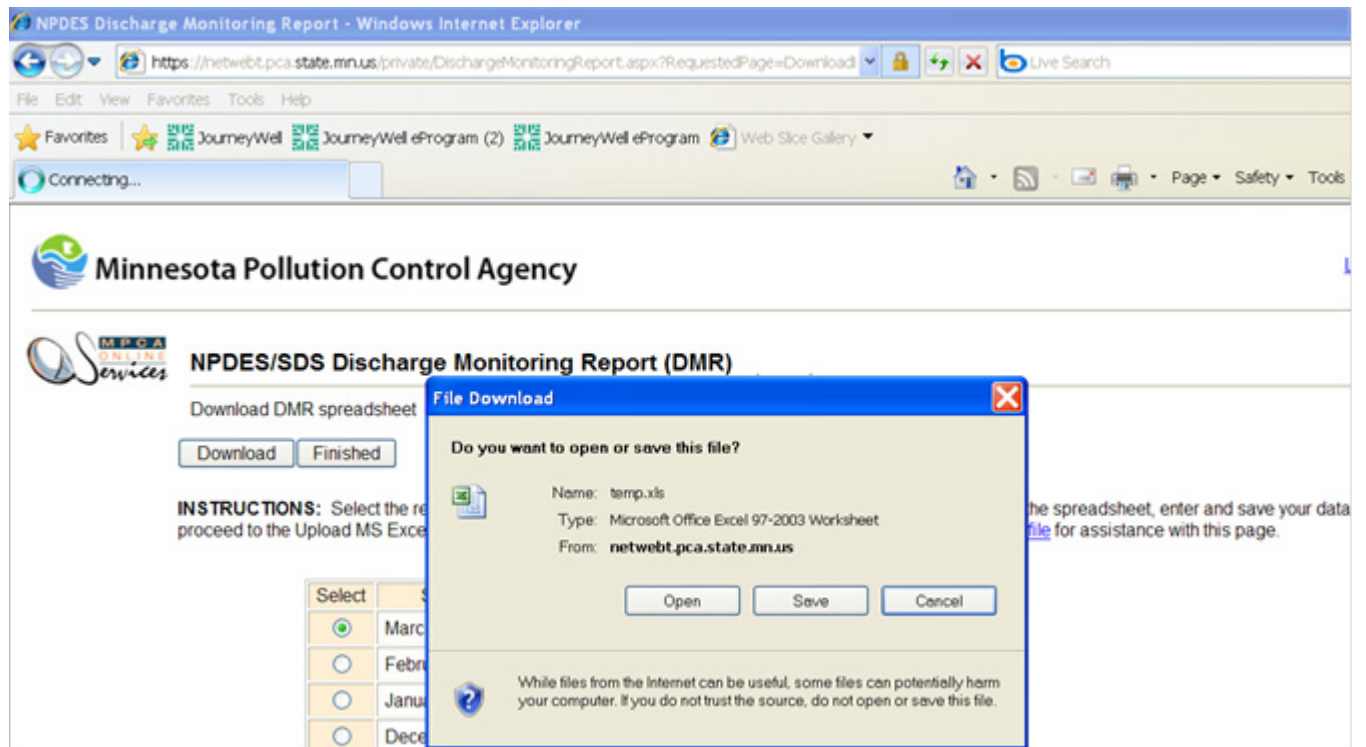
Download Finished

INSTRUCTIONS: Select the reporting period from the table of reporting periods for this permit, below. Save the spreadsheet, enter and save your data proceed to the Upload MS Excel Spreadsheet service found on the DMR List of Services Page. See the [help file](#) for assistance with this page.

Select	Start Date	End Date
<input checked="" type="radio"/>	March 1, 2011	March 31, 2011
<input type="radio"/>	February 1, 2011	February 28, 2011
<input type="radio"/>	January 1, 2011	January 31, 2011
<input type="radio"/>	December 1, 2010	December 31, 2010

## Step 7

This page allows you to download an Excel spreadsheet that is similar in appearance to the DMR paper form. Save it to your computer.



You can either enter your monitoring results manually into this spreadsheet or transfer data from your existing database into this spreadsheet. Make sure you have the right data in the right fields before you try to use this file to upload a completed DMR in the Excel Spreadsheet format. Do not enter anything other than numbers in the white boxes.

temp[1].xls [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Paragraph Alignment Number Styles Cells Editing

A1 FACILITY NAME/ADDRESS:

1 FACILITY NAME/ADDRESS:

2 Two Harbors WWTP

3 Lighthouse Pointe Rd

4 Two Harbors, MN 55616

5

6 STATION INFORMATION:

7 SD-004 (Total Facility Discharge)

8 Surface Discharge, Effluent To Surface Water

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10 No Discharge ("Yes" or "No"): No

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WASTEWATER TREATMENT  
DISCHARGE MONITORING REPORT

PERMIT# LIMIT STATUS FORMER #

MN0022250 INTERIM

MONITORING PERIOD

YEAR|MO|DAY YEAR|MO|DAY

FROM: 2011-03-01 TO: 2011-03-31

PARAMETER	SAMPLE	QUANTITY	UNITS	CONCENTRATION
BOD, Carbonaceous 05 Day (20 Deg C)	VALUE			*****
80082	PERMIT	132	kg/day	*****
	REQ	CalMoAvg		25
BOD, Carbonaceous 05 Day (20 Deg C)	SAMPLE			*****
Percent Removal	VALUE	*****	****	*****
80091	PERMIT	*****		85
	REQ			MnCalMoAvg
Solids, Total Suspended (TSS)	SAMPLE			*****
00530	PERMIT	158	kg/day	*****
	REQ	CalMoAvg		30
Solids, Total Suspended (TSS) Percent	SAMPLE			*****
Removal	VALUE	*****	****	*****
81011	PERMIT	*****		85
	REQ			MnCalMoAvg
pH	SAMPLE	*****		*****
00400	PERMIT	*****		6.0
	REQ			CalMoMin
				9.0
				CalMoMax

SD-004 SD-005 SD-006 WS-001 WS-002 WS-003

Ready

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