



Uploading DMRs from an Excel spreadsheet and adding Attachments

Step 1 - Log into your account

Click on the "Login" prompt

The screenshot shows a Windows Internet Explorer browser window with the URL <https://netweb.pca.state.mn.us/private/Login.aspx>. The page features the Minnesota Pollution Control Agency logo and the text "Online Services Portal". Below the logo, there are three links: "Login" (highlighted with a red box), "Create an account", and "Login as Guest". At the bottom, it says "Services Offered on this Portal:".

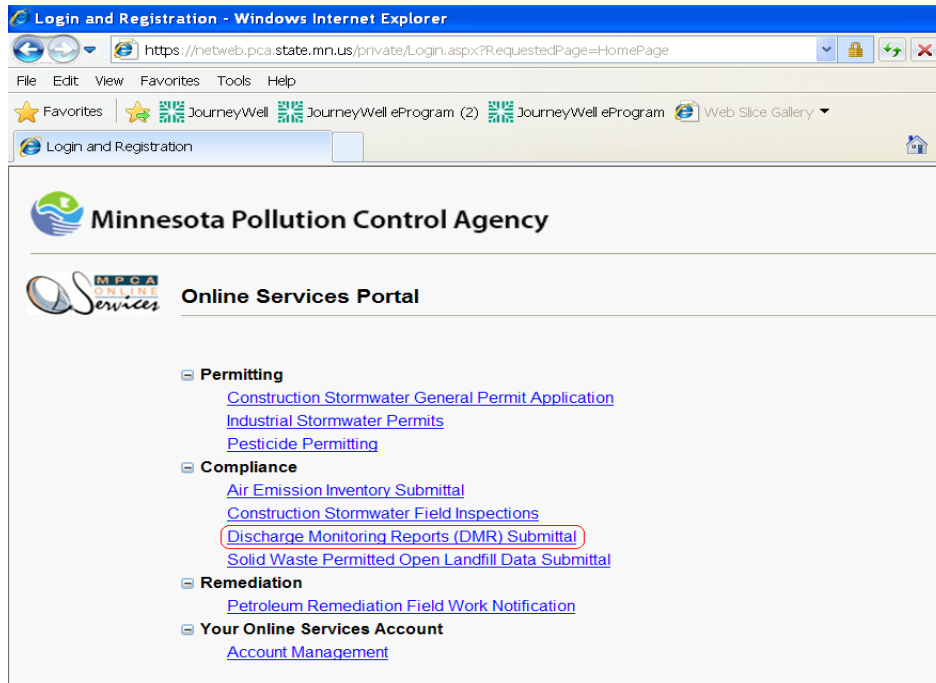
Step 2

Enter your account number and password and click the "Login" button.

The screenshot shows the same login page as before, but with the "Login" button highlighted. Below the "Login" button, there are two input fields: "Account Number:" and "Password:". Below these fields, there is a link "I forgot my password". At the bottom, there are two buttons: "Login" and "Cancel".

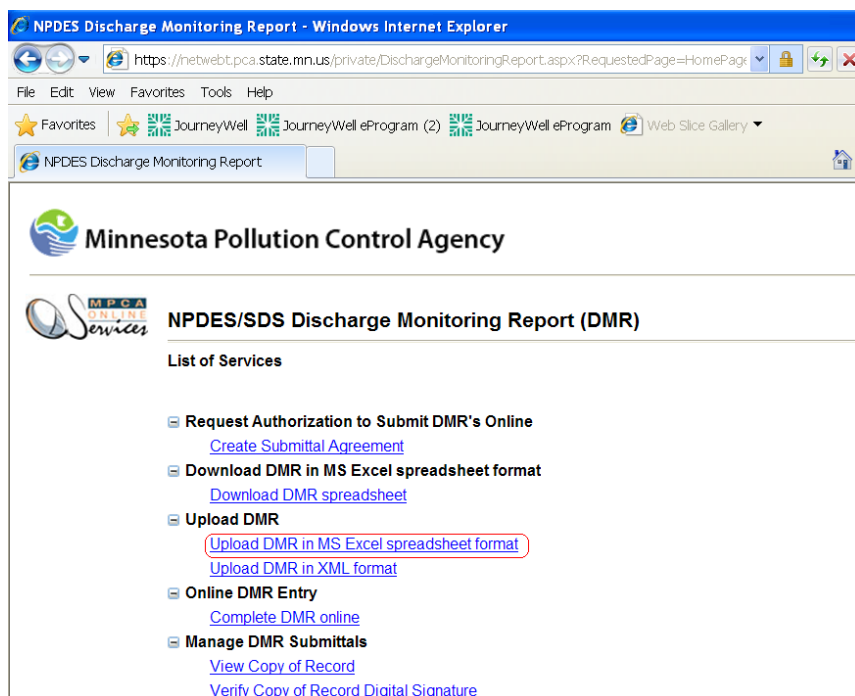
Step3

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



Step 4

Click on the “Upload DMR in MS Excel spreadsheet format” prompt



Step 5

Click the “Browse” button. The system will show your local drive on your computer. Find the file that you want to upload, highlight it and click ‘open’. The name of the file will appear in the ‘Select file’ box. Click the “Next” button.

NPDES Discharge Monitoring Report - Windows Internet Explorer

https://netwebt.pca.state.mn.us/private/DischargeMonitoringReport.aspx?RequestedPage=SelectExcel

File Edit View Favorites Tools Help

MPCA ONLINE Services

NPDES/SDS Discharge Monitoring Report (DMR)

Upload DMR in MS Excel spreadsheet format > **Select Your Discharge Monitoring Report Spreadsheet (MS Excel)**

INSTRUCTIONS: Use the 'Browse' button to locate the MS Excel spreadsheet you want to upload, then click the 'Next' button to continue. To use this service, you should have already used the Download MS Excel Spreadsheet service. NOTE: File extension must be '.xls' (Excel 97-2003) or '.xlsx'. See the [help file](#) for assistance with this page.

* Select File:

☐ This is an amendment to a previous submittal

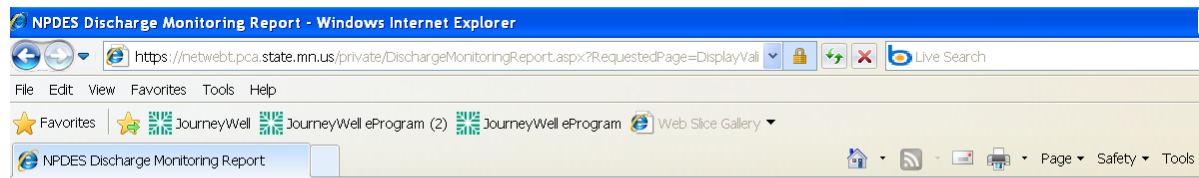
Step 6

The eDMR system will first validate the file structure to make sure the information will store correctly. If you get an error message, it means there is something wrong with the file. Only numbers are allowed in the data fields (empty white spaces). If you have entered other characters or letters in these fields you will not be able to continue until it is fixed. If you need to write notes, do so in the empty white space at the bottom of the Excel page opposite the ‘Comments’ label. If you cannot get the error messages to disappear you will have to contact the MPCA. The system will inform you if the validation was successful.

Each station has a separate tab in the spreadsheet.

The system will also provide information on any missing values. These messages are for information only; the system will allow you to continue to submit your DMR, but it allows you the opportunity to correct missing data before it gets to the MPCA.

Once you have confirmed the proper data was uploaded click on the “Next” button.



NPDES/SDS Discharge Monitoring Report (DMR)

Upload DMR in MS Excel spreadsheet format > **Review Validation Results**

[<< Back](#) [Next >>](#) [Cancel](#)

INSTRUCTIONS: Review the validation warnings, if any. If you want to fix something, hit the Back button. See the [help file](#) for assistance with this page.

Validation was successful, but produced the following warning messages:

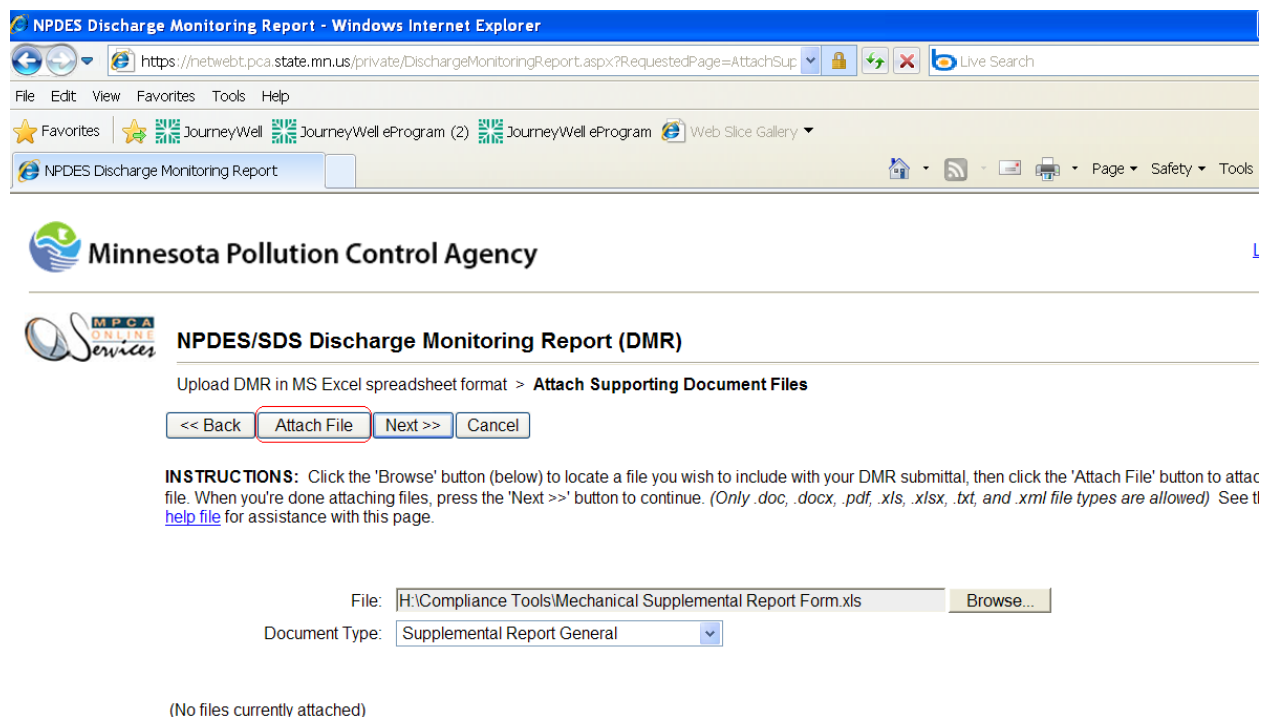
Missing value for Station: WS-1 Parameter: 00193 (N) Limit Type: CalMoTot Units: in
Missing value for Station: WS-2 Parameter: 50050 (N) Limit Type: CalMoTot Units: MG
Missing value for Station: WS-2 Parameter: 50050 (N) Limit Type: CalMoAvg Units: mgd

Step 7

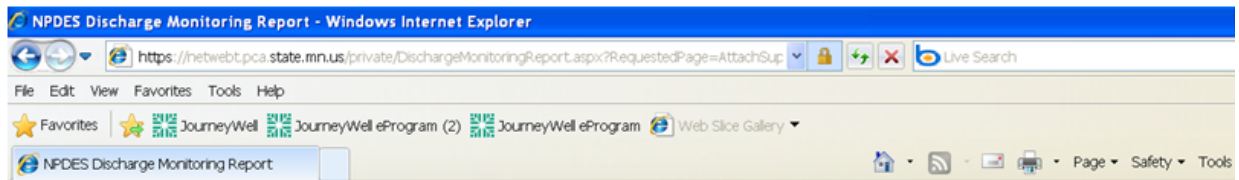
The next screen is where you will attach supporting document files to your DMR submittal. Example of this are supplemental report forms, release sampling reports, lab sheets, TTO certifications, or any other attachment you would normally send with a print DMR. Click the “Browse...” button to search for your file. Find the file that you want to upload, highlight it and click ‘open’. The name of the file will appear in the ‘File’ box. Select the document type using the dropdown list. You may only have one of each document type. If you have multiple files of one document type, you must combine them into one file prior to using this attachment screen. Click on the “Attach File” button. Continue to do this process until you have attached all your documents.

As you attach your supporting document files a list of the attached documents will be provided. This list will give you the option to remove any of the attached documents. When you have added all of the documents you want submitted click on the “Next” button.

If you do not have any attachments, simply click ‘Next’ when you get to this screen.



The screenshot shows a web browser window titled "NPDES Discharge Monitoring Report - Windows Internet Explorer". The address bar shows the URL: <https://netwebt.pca.state.mn.us/private/DischargeMonitoringReport.aspx?RequestedPage=AttachSup>. The browser's address bar and menu bar are visible. Below the browser window, the Minnesota Pollution Control Agency (MPCA) logo is displayed. The main heading is "NPDES/SDS Discharge Monitoring Report (DMR)". Below this, the text "Upload DMR in MS Excel spreadsheet format > Attach Supporting Document Files" is shown. A navigation bar contains four buttons: "<< Back", "Attach File" (highlighted with a red box), "Next >>", and "Cancel". Below the navigation bar, the "INSTRUCTIONS" section states: "Click the 'Browse' button (below) to locate a file you wish to include with your DMR submittal, then click the 'Attach File' button to attach file. When you're done attaching files, press the 'Next >>' button to continue. (Only .doc, .docx, .pdf, .xls, .xlsx, .txt, and .xml file types are allowed) See the [help file](#) for assistance with this page." Below the instructions, there is a "File:" label followed by a text box containing the path "H:\Compliance Tools\Mechanical Supplemental Report Form.xls" and a "Browse..." button. Below the "File:" label, there is a "Document Type:" label followed by a dropdown menu showing "Supplemental Report General". At the bottom, the text "(No files currently attached)" is displayed.



NPDES/SDS Discharge Monitoring Report (DMR)

Upload DMR in MS Excel spreadsheet format > **Attach Supporting Document Files**

<< Back Attach File **Next >>** Cancel

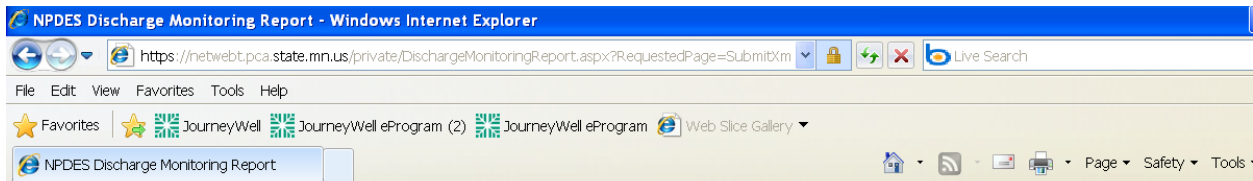
INSTRUCTIONS: Click the 'Browse' button (below) to locate a file you wish to include with your DMR submittal, then click the 'Attach File' button to attach file. When you're done attaching files, press the 'Next >>' button to continue. (Only .doc, .docx, .pdf, .xls, .xlsx, .txt, and .xml file types are allowed) See the [help file](#) for assistance with this page.

File: Browse...
Document Type:

Currently Attached Files		
	Document Type	File Name
Remove	SupplementalReportGeneral	H:\Compliance Tools\Mechanical Supplemental Report Form.xls

Step 8

The last screen has a certification statement. Please review the certification statement as well as the document list. Next provide your password and answer the challenge question and click on the "Submit" button. This final step is your electronic signature. If you do not provide it, the submittal will not be received by the MPCA.



NPDES/SDS Discharge Monitoring Report (DMR)

Upload DMR in MS Excel spreadsheet format > **Submit Completed DMR with Electronic Signature**

<< Back **Submit** Cancel

INSTRUCTIONS: If you agree to the Certification Statement below, enter your password and answer the following security challenge question to verify your ownership of this account, then press the Submit button to submit your completed DMR in XML format, with attached files. **WARNING:** You will have three chances to correctly enter your password and the challenge question, after which this account will be locked. See the [help file](#) for assistance with this page.

Certification Statement

The Minnesota Pollution Control Agency (MPCA) has established MPCA-CROMERR for the use of businesses or entities required to file reports or other data pursuant to federal and state laws and regulations. By affixing my electronic signature to this document and by choosing to submit this document through the MPCA Online Services Portal, I certify, acknowledge, and/or agree as follows:

- That I am the duly authorized representative of the business or entity associated with the electronic signature credential assigned to me by the MPCA and that I am uniquely entitled to use the signature device;
- That I have not violated any term in my Subscriber Agreement;
- That my current password is not compromised now or at any time prior to the submittal;
- That providing the account password to sign the document constitutes an electronic signature equivalent to my written signature;
- That this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and is true to the best of my knowledge;
- That I may be subject to civil or administrative enforcement and penalties for failure to comply with reporting requirements under regulatory programs applicable to the business or entity I represent; and
- That I may be subject to criminal liability for false certification of the data submitted.

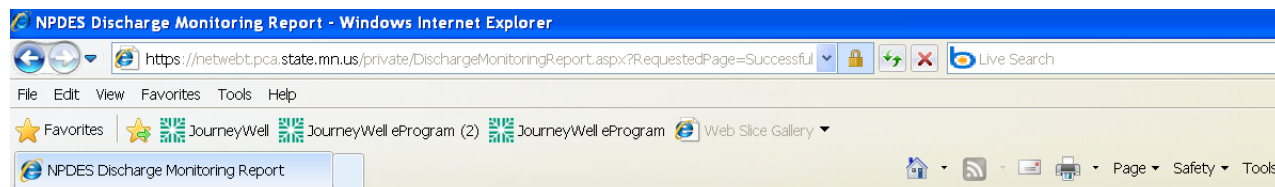
Document List		
	Document Type	File Name
View	DataDocument	H:\eDMR Team\Test 2 DMR.xls
View	HumanReadableDataDocument	HumanReadableDMR.txt
View	SupplementalReportGeneral	H:\Compliance Tools\Mechanical Supplemental Report Form.xls

* Password:

* What is your oldest sibling's middle name?:

Step 9

Once the data has been submitted a new screen will appear stating that the DMR was successful submitted. The system also will generate a confirmation email and send to the users email account. To complete the process, simply click on the “Finished” button.



NPDES/SDS Discharge Monitoring Report (DMR)

Upload DMR in MS Excel spreadsheet format > **Successful Submittal**

INSTRUCTIONS: Your Discharge Monitoring Report has been successfully submitted. You will receive a confirmation email shortly. See the [help file](#) for assistance with this page.

The email will look similar to the one below and have the Date, Time as well as confirmation number for the submittal of the DMR.

From: "MPCA_Online Services Support" Sent: Tue 3/1/2011
To: Logelin, Jaramie (MPCA)
Cc:
Subject: MPCA Online Services Notice of Receipt (TEST)

This message is to confirm that a Discharge Monitoring Report (DMR) was submitted successfully on 3/1/2011 at 2:52 PM. The confirmation number for this submittal is: 59360347.

Our records indicate that Jaramie Logelin initiated this transaction on behalf of Two Harbors WWTP for permit number MN0022250.

You can view and download the Copy of Record for this submittal on the MPCA Online Services Portal at: <https://netweb.pca.state.mn.us/private/login.aspx>. Log in and navigate to the Discharge Monitoring Reports (DMR) Submittal service and then, on the next page, choose 'View Copy of Record' under 'Manage DMR Submittals'.

If we have received this submittal in error, or if it needs to be repudiated, please contact the MPCA Online Services Portal administrator at 651.757.2496, 7:00 a.m. to 4:00 p.m. CST, Monday - Friday.

Thank you for using the MPCA Online Services Portal.

MPCA Online Services Staff

You can reply to this email with any questions or issues, or contact the MPCA Online Services Portal administrator at 651.757.2496, 7:00 a.m. to 4:00 p.m. CST, Monday - Friday.