



# Amending a Submitted eDMR

## 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 this, 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:".

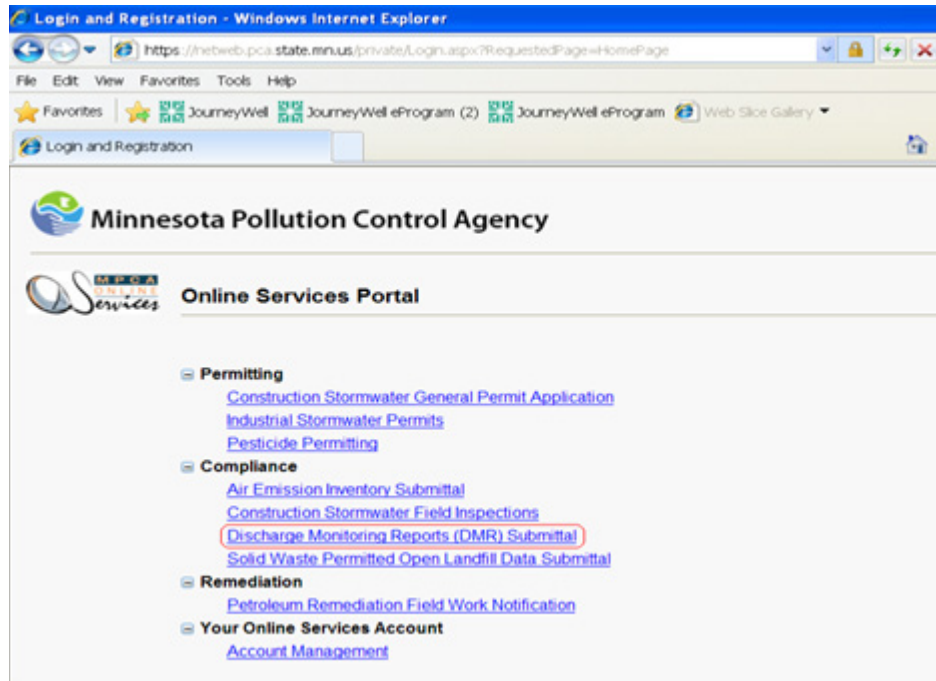
## Step 2

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

The screenshot shows the same browser window as before, but now with the "Login" button clicked. The page displays the text "Login > Login to MPCA Online Services". Below this, there are instructions: "INSTRUCTIONS: Enter your MPCA Online Services Account Number and password to log in. If you have forgotten your password, click on the 'I forgot my password' link below. If you don't know your Account Number, contact the MPCA Online Services Portal administrator at 651.757.2496, 7:00 a.m. to 4:00 CST, Monday - Friday." There are two input fields: "Account Number:" and "Password:". Below these fields is a link "I forgot my password". At the bottom, there are two buttons: "Login" and "Cancel".

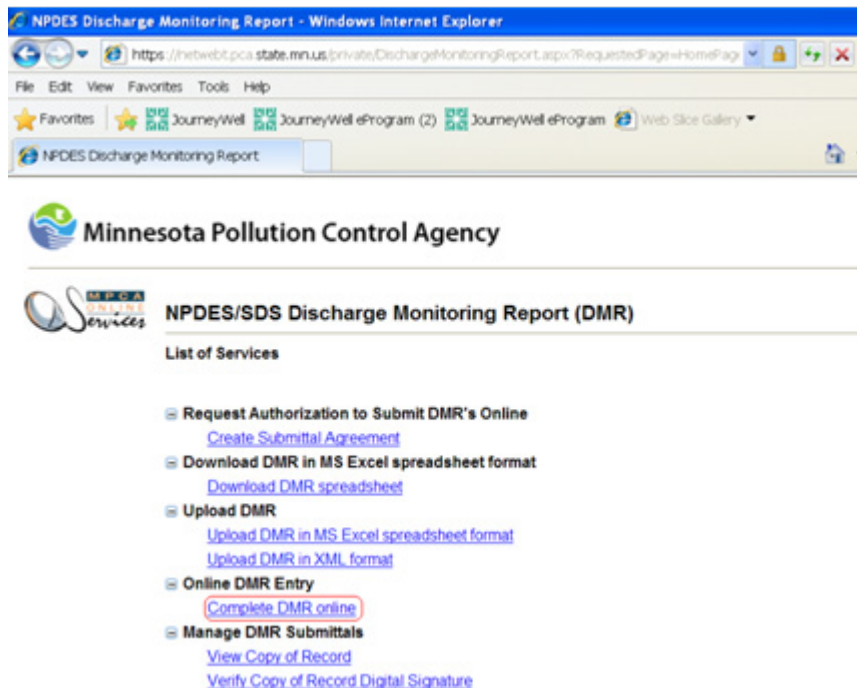
## Step3

Click on the “[Discharge Monitoring Reports \(DMR\) Submittal](#)” prompt.



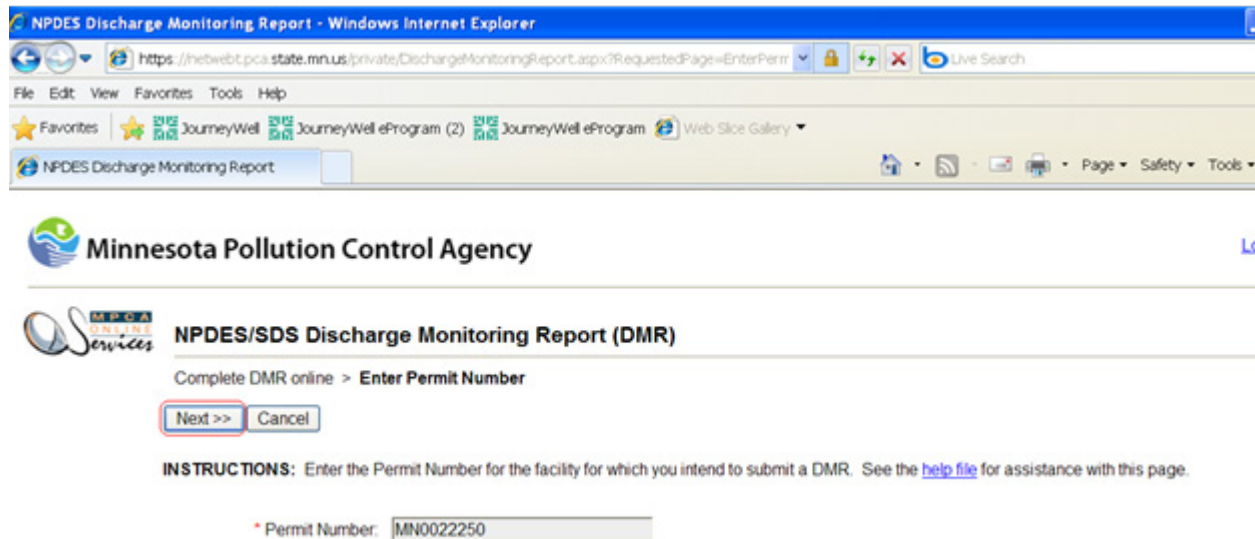
## Step 4

To use the Online method, click on the “[Complete DMR online](#)” prompt. Or ‘[Upload DMR in MS Excel spreadsheet format](#)’.



## Step 5

Enter the permit number for the facility you would like to amend a DMR and click the “Next” button.



NPDES Discharge Monitoring Report - Windows Internet Explorer

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

File Edit View Favorites Tools Help

NPDES Discharge Monitoring Report

Minnesota Pollution Control Agency

NPDES/SDS Discharge Monitoring Report (DMR)

Complete DMR online > Enter Permit Number

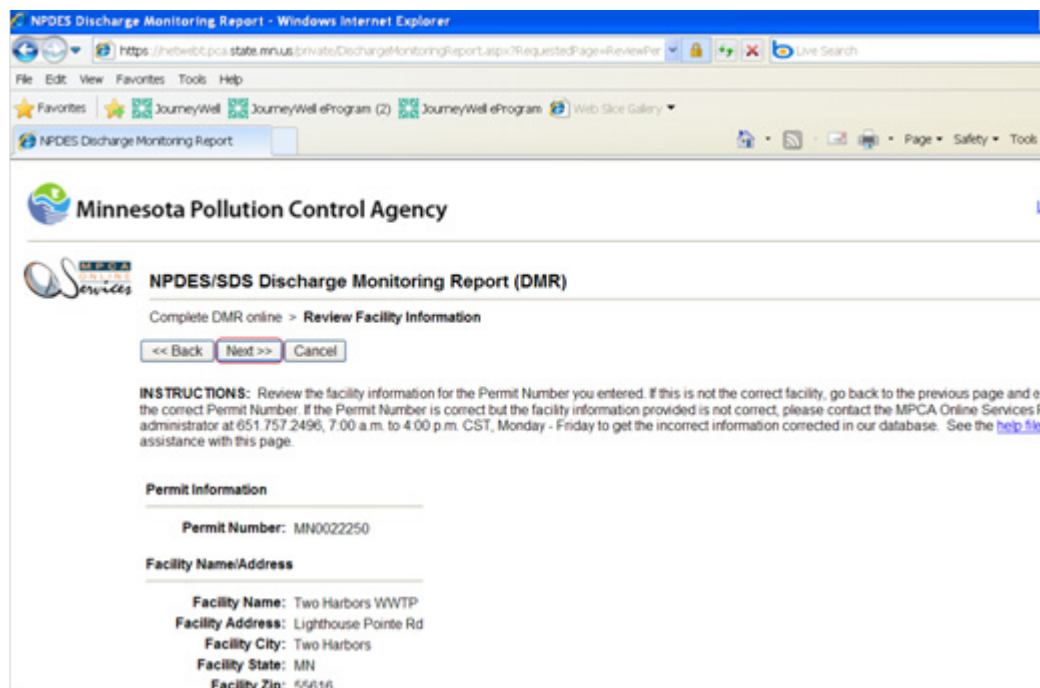
Next >> Cancel

INSTRUCTIONS: Enter the Permit Number for the facility for which you intend to submit a DMR. See the [help file](#) for assistance with this page.

\* Permit Number: MN0022250

## Step 6

Review the facility information and click the “Next” button.



NPDES Discharge Monitoring Report - Windows Internet Explorer

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

File Edit View Favorites Tools Help

NPDES Discharge Monitoring Report

Minnesota Pollution Control Agency

NPDES/SDS Discharge Monitoring Report (DMR)

Complete DMR online > Review Facility Information

<< Back Next >> Cancel

INSTRUCTIONS: Review the facility information for the Permit Number you entered. If this is not the correct facility, go back to the previous page and enter the correct Permit Number. If the Permit Number is correct but the facility information provided is not correct, please contact the MPCA Online Services administrator at 651.757.2496, 7:00 a.m. to 4:00 p.m. CST, Monday - Friday to get the incorrect information corrected in our database. See the [help file](#) for assistance with this page.

Permit Information

Permit Number: MN0022250

Facility Name/Address

Facility Name: Two Harbors WWTP  
Facility Address: Lighthouse Pointe Rd  
Facility City: Two Harbors  
Facility State: MN  
Facility Zip: 55616

## Step 7

First click on the radio button for the DMR monitoring period you want to amend. Next check the box for “This is an amendment to a previous submittal” and then click on the “Next” button.

NPDES Discharge Monitoring Report - Windows Internet Explorer


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

File Edit View Favorites Tools Help


Favorites JourneyWell JourneyWell eProgram (2) JourneyWell eProgram Web Slice Gallery

NPDES Discharge Monitoring Report

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

Complete DMR online > **Select Reporting Period** for Permit: MN0022250

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**INSTRUCTIONS:** Select the reporting period from the table of reporting periods for this permit, below

2 ☒ This is an amendment to a previous submittal

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

## Step 8

To amend the DMR using the Online Submittal method, enter the amended data in the appropriate DMR station. At the bottom of the screen you can enter a note to why you are amending the DMR. You can move from one station to the next by clicking on the “Next Station” button and go back to a previous station by clicking the “Previous Station” button.

NPDES Discharge Monitoring Report - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Minnesota Pollution Control Agency

NPDES/SDS Discharge Monitoring Report (DMR)

Complete DMR online > **DMR Online Entry Form For Permit MN0022250**

<< Back **Next Station >>** Cancel

**INSTRUCTIONS:** Complete the data entry for this station. Click the 'Next Station' button (or the 'Next' button if this is the last station) to continue. Hover for more information. See the [help file](#) for assistance with this page.

☐ No Discharge

**Station SD-004 (Total Facility Discharge) Surface Discharge, Effluent To Surface Water**

Parameter	Avg Quan	Max Quan	Quan Units	Min Conc	Avg Conc	Max Conc	Conc U
BOD, Carbonaceous 05 Day (20 Deg C) (80082 )	6.1	6.6	kg/day	*****	3.2	3.5	mg/l
BOD, Carbonaceous 05 Day (20 Deg C) Percent Removal (80091 )	*****	*****	****	98	*****	*****	%
Solids, Total Suspended (TSS) (00530 )	9	10	kg/day	*****	4	5	mg/l

## Step 9

When you have completed entering the data and advanced to the last DMR station the portal will review the data and bring you to the validation screen. Click on the “Next” button.

NPDES Discharge Monitoring Report - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Minnesota Pollution Control Agency

NPDES/SDS Discharge Monitoring Report (DMR)

Complete DMR online > **Review Validation Results**

<< Back **Next >>** Cancel

**INSTRUCTIONS:** Review the validation warnings, if any. If you want to fix something, hit the Back button.

**Validation was successful**

The MD5 hash of the file we received is: d1e87af5f8164cfba6b65fbc637c1f20



## Step 10

To amend a DMR using the Excel spreadsheet method, select the link for 'Upload DMR in MS Excel spreadsheet format'. Find the file in your computer using the 'Browse' button, select the file and click 'open'. Check the box below which states 'This is an amendment to a previous submittal'. Continue as you would for an upload of a DMR.

NPDES Discharge Monitoring Report - Windows Internet Explorer

https://netweb01.pca.state.mn.us/private/DischargeMonitoringReport.aspx?RequestedPage=SelectExcelFile&id=UploadExcelFileTask

File Edit View Favorites Tools Help

Minnesota Pollution Control Agency

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

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

Next >> Cancel

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: H:\Electronic reporting\DMR\feb2011.xls Browse...

☒ This is an amendment to a previous submittal

Next >> Cancel

For help using this Web application, contact us by email at [Online Services Support](#)  
For immediate assistance, call the MPCA Online Services Portal administrator at 651.757.2496, 7:00 a.m. to 4:00 p.m. CST, Monday - Friday.  
[MPCA Privacy Policy](#)

## Step 11

The portal will give you the option to attach any supporting documents if needed. You do not need to attach documents already submitted if they have not been changed. If you have no documents to attach simply click the "Next" button. If you have documents to attach, please attach them and then click the "Next" button.

## Step 12

The portal will then bring you back to the certification statement and will prompt you to enter your password and answer a challenge question. Enter them and click on the "Submit" button. The portal will validate the submittal and send an email to your account. Click on the "Finished" button and it will be completed.