



Discharge Monitoring Report

Frequently Asked Questions and Answers about Discharge Monitoring Reports

- **Do I still have to submit forms for monitoring locations where there is no activity?**
Yes, if the monitoring location (station) is listed in your permit, you should have a form for it. All forms must be submitted for each station. If there is no activity, the "No Flow" or "No Discharge" field should say "Yes".
- **Can I send my daily value data in on my own computer form?**
Yes, you are allowed to submit your own form. It must have all the information that is requested on the Minnesota Pollution Control Agency's (MPCA's) Supplemental Report Form (SRF) pertinent to your permit.
- **Do I still need to report pond observations?**
Yes, you still need to record pond observations such as pond depth, odors, dike condition, etc., on the back side of the supplemental form, even if it is your own computer form.
- **When are quarterly influent samples required?**
Quarterly influent samples will print on the influent Discharge Monitoring Reports (DMRs) Submittal in the months of March, June, September, and December. The samples do not have to be taken in those months; they may be taken at any time during the quarter. The influent quarterly samples may be taken in any of the three months in the calendar quarter, and must be reported on the SRF for the month during which the samples were taken. Quarterly influent sample results must also be reported on the DMR for the last month of each quarter.
- **I missed my quarterly influent sampling for April through June. Can I make it up in July?**
Missed sampling in one monitoring period cannot be made up in another monitoring period. The enforcement staff assigned to your facility may ask you to take additional samples in the new quarter, but this data should be reported in the monitoring period in which it was taken. Additional sampling will not remove the violations generated for the missed sampling in the previous monitoring period. Samples may be taken anytime during the 90-day monitoring period and recorded on the SRF on the day they were taken, but they must be transferred to the DMR at the end of the quarter. (e.g., Sample taken April 22, must be recorded on the April SRF and transferred to the June DMR).
- **How do I report discharge events that happened in two consecutive months?**
For discharge events that occur in two consecutive months, summarize only the discharge samples that occur in the month being reported. The required effluent monitoring should be reported in the month in which the samples were taken. If all of the required effluent samples were taken in one of the months, then the month in which there were no effluent samples taken, but a discharge occurred, a note should be recorded on the supplemental indicating that

the required samples were reported in the previous month or will be reported on the next month's DMR.

An example of this would be if a discharge began the 27th day of the month and ended one or two days into the next month. Effluent samples could be taken at the required frequency of twice per week before the month ended. There would be no effluent samples to report in the new month, but there would still be flow reported from the discharge. A note should then be recorded on the supplemental report form stating that the required sampling was done during the previous month.

Frequently Asked Questions and Answers about Electronic Discharge Monitoring Reports

- **How do I get started?**

Sign up for an account on the MPCA Online Services Portal - <https://netweb.pca.state.mn.us/private/>.

- **How does the account process work?**

The system will guide you through setting up the account. You will have to provide your name, e-mail address, and telephone number. You will also need to answer five 'challenge' questions. Make sure the answers are something you will remember, as the answers to the challenge questions are part of your electronic signature, which is important to the submittal of the Electronic Discharge Monitoring Report (eDMR). You will then receive an e-mail from the MPCA with your account number and a link to use in activating your account. This is when you will set up your password. Keep your account number close by, you will need this to get into the system in the future.

- **Once I have the account, can I submit eDMR's?**

Not yet, once you have activated your account, access the eDMR information by clicking on the 'DMR Submittal'. With an account you will be able to view and download a blank template of your DMR in Excel. You are not able to submit any data until after we have received a completed, signed authorization form. This form is printed from the system by selecting the 'Request Authorization to Submit DMR's Online' – 'Create Submittal Agreement'. Fill in the permit number(s) you are requesting authorization for and print the form.

- **Who should sign 'Part A' of the authorization form?**

The account holder signs Part A. In most cases, the account holder will check number 5 in Part A, unless the account holder is the responsible official for signing paper DMR's. If you currently have a letter or other paper document on file with the MPCA authorizing you to sign DMR's, it does NOT allow you to check number 4 as the responsible official. The authorization form provided must be signed and submitted as if there is no authorization on file. This is due to legal and security requirements set forth in the rule governing electronic signatures.

- **Who should sign 'Part B' of the authorization form?**

As indicated above, the responsible official should sign Part B, unless he or she is the account holder. In that case, only a signature in Part A is required.

- **Can there be more than one account holder for a permit/facility?**

Yes, there can be multiple account holders for a permit/facility, each one will need a separate account and authorization form submitted.

- **Can I submit one authorization form for multiple facilities?**
That depends on the ownership and responsible official. If the authorization form is for multiple permits owned by the same company/city, with the same responsible official, the answer is yes. If this is a case where an independent operator/account holder is working for multiple organizations, the answer is no. A separate authorization form must be submitted for each legal entity applying for eDMR.
- **Can I fax or e-mail the signed form?**
No, the form must be mailed so the original is in the file. Remember to mail both pages, as Page 1 has the account holder and permit(s) listed on it.
- **When can I start to submit?**
You will receive an e-mail from the MPCA when your authorization has been approved. Authorizations should be approved one to two weeks after mailing, unless there is a question about the signatures. If this happens, you will be contacted by telephone.
- **How do I submit the eDMR?**
Three options are available. Option one is to download the spreadsheet of the DMR to your computer, complete it, and upload it. The spreadsheet is an electronic version of the paper DMR, and looks much the same. This option allows you to browse your system to select the file once it is completed. Option two is to complete the DMR online. This is live entry, using a form that mirrors the paper DMR. Option three is to submit the data in an XML format provided by the MPCA. Contact the MPCA if you wish to explore this option.
- **What about submitting the supplemental form or other attachments to the DMR?**
Any DMR related documents that would be submitted by paper can be submitted electronically. If you are submitting by eDMR the attachments must be submitted electronically also.
- **Where can I find the Supplemental Report Forms electronically?**
<http://www.pca.state.mn.us/index.php/water/water-types-and-programs/wastewater/wastewater-technical-assistance/how-to-complete-your-discharge-monitoring-report-dmr.html#edmr>.
- **I completed the eDMR, but do not see where to attach documents, how do I do this?**
You must complete the DMR first, then hit 'next'; this will take you to the screen where you add attachments. Use the 'browse' button to select the file(s) you wish to attach, one at a time. After selecting each file, you must select a 'document type' from the dropdown. You can only submit one of each document type per submittal. If no document type is listed for the attachment, it may be that the attachment must be submitted separately and by paper. Contact the MPCA if you have questions.
- **Can I view the documents I submitted?**
After all documents are attached, click 'next' to complete the submittal. Here you will find a document list where you can view what you have submitted. Select the 'human readable' document to see the DMR data. You can also view these documents any time in the future by selecting 'Manage DMR Submittals', 'View Copy of Record'.
- **How do I complete the DMR submission?**
The last page contains a required password and correct answer to a challenge question. YOU MUST COMPLETE BOTH IN ORDER FOR YOUR DMR TO BE SUBMITTED. You will receive an e-mail from the MPCA saying the DMR has been received. If you do not receive this e-mail, we did not receive the DMR, and you should contact us.

- **What if I made a mistake and need to change or add something to my submittal?**
You can do this by selecting: 'This is an amendment to a previous submittal' at the point of selecting the monitoring period. You can then make changes/additions to the submittal.
- **Will doing this make my submittal late?**
No, the system retains the received date of the first submittal. Amendments will not cause the DMR to show as late.