

## What do I need to use the WQWebDMR system?

The WQWebDMR system requires a few common computer components:

- PC or Mac.
- DSL or Broadband Internet connection.
- Web browser (Internet Explorer 7.0 or higher, Chrome, Firefox, etc.).
- Personal e-mail account.
- Printer.

## How do I get started?

Step by step registration instructions, with screen shots, are provided at:

[www.ecy.wa.gov/programs/wq/permits/paris/wq\\_bdmr.html](http://www.ecy.wa.gov/programs/wq/permits/paris/wq_bdmr.html)

Click on the “How to register for WQWebDMR” link to download the registration instructions.

The steps are summarized here:

1. Sign up for a Secure Access Washington (SAW) account or use an existing SAW account.
2. In SAW, register for a new service: Water Quality Permitting Portal (WQWebDMR).
3. Define a “role” under your permit.
4. Create an electronic signature account (if required).
5. Fill out the electronic signature agreement form (ESAF), print it, and mail to Ecology (if required).
6. Look for your approval e-mail and follow the instructions contained in it.

## Need help?

Please feel free to contact Ecology if you have any questions about WQWebDMR.

For technical assistance and help getting registered, contact the WQWebDMR help staff at:

E-mail: [WQWebPortal@ecy.wa.gov](mailto:WQWebPortal@ecy.wa.gov)

Phone: 1-800-633-6193/Option 3  
or 360-407-7097 (Olympia Area)

For permit-specific or urgent issues, please contact the one of the Ecology offices:

Central Regional Office - Yakima  
[WQWebDMR-CRO@ecy.wa.gov](mailto:WQWebDMR-CRO@ecy.wa.gov)

Eastern Regional Office - Spokane  
[WQWebDMR-ERO@ecy.wa.gov](mailto:WQWebDMR-ERO@ecy.wa.gov)

Northwest Regional Office - Bellevue  
[WQWebDMR-NWRO@ecy.wa.gov](mailto:WQWebDMR-NWRO@ecy.wa.gov)

Southwest Regional Office - Lacey  
[WQWebDMR-SWRO@ecy.wa.gov](mailto:WQWebDMR-SWRO@ecy.wa.gov)

Major Industrial Unit (Ecology HQ)  
[WQWebDMR-Industrial@ecy.wa.gov](mailto:WQWebDMR-Industrial@ecy.wa.gov)

Stormwater Unit (Ecology HQ)  
[WQWebDMR-Stormwater@ecy.wa.gov](mailto:WQWebDMR-Stormwater@ecy.wa.gov)

*To request ADA accommodation for disabilities, call the Water Quality Program at Ecology, 360-407-6600. Persons with impaired hearing may call Washington Relay Service at 711. Persons with speech disability may call TTY at 877-833-6341.*

# Water Quality Permitting Portal (WQWebDMR)



## Washington State Department of Ecology



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

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## What is WQWebDMR?

WQWebDMR is a tool for submitting your Discharge Monitoring Reports (DMRs) to the Department of Ecology. Unlike the current paper method, this new system is fast, available 24/7 over the Internet, and customized for your facility and permit(s).

There is no longer a need to calculate the delay for mailing your paper DMRs. Instead, log onto the Internet, select your permit information, select the begin date, enter your values, and then submit the data. We'll even store your data for you after you submit the DMR, just in case you need to redo or reprint it.

## How much does it cost?

There are no fees for registering for and using the WQWebDMR system.

## Must all DMR submittals be by WQWebDMR?

As Ecology reissues permits it is requiring the use of WQWebDMR; for example, facilities covered by the Construction Stormwater, Sand and Gravel, and Industrial General Permits must submit DMRs electronically. We encourage all facilities to try WQWebDMR and find out how easy it is to submit a DMR.

## Who can have access and what does that access allow?

There are four different roles to choose from when you sign up for WQWebDMR. They are:

**Facility Coordinator** – Can assign staff to the signer and preparer roles to work on DMRs, and can sign and prepare DMRs themselves. Examples: permittee, responsible official, delegated authority (environmental manager).

**Facility Signer** – Can sign and prepare DMRs, and is usually granted access to WQWebDMR by a Facility Coordinator. Example: delegated authority (plant supervisor, CESCL).

**Facility Preparer** – Can prepare DMRs and is granted access to WQWebDMR only by a Facility Coordinator. Examples: contractors, secretaries, data entry staff.

**Facility Administrator** – Can assist Facility Coordinator with assigning others to prepare and sign DMRs and can also prepare DMRs. Examples: administrative assistant and project leads.

## If I sign DMRs for more than one facility/permit, do I need a WQWebDMR account for each?

You can register more than one facility/permit under one account. When you register (as a coordinator or signer), provide proof that you are responsible for each of your listed facilities/permits.

## What sort of proof do I need to register?

Proof comes in the form of a copy of one of the following:

- A previously submitted DMR
- A permit's cover sheet
- A permit's letter of coverage
- Mail from Ecology that includes both the facility's name and the permit number
- Signature authority delegation letter signed by the permittee (responsible official)

## What do I get out of this?

With this system you will have the following benefits:

- Available 24/7.
- Enter both daily and summarized data together.
- Enter your data over time or all at once.
- No delay between mailing the DMR and Ecology receiving it.
- Fill in the data at one location then inform your supervisor in another location to view and submit the DMR.
- Electronic DMRs are customized for both the facility and the permit, including specific reporting requirements for your permit.
- Person signing DMR gets immediate e-mail confirmation.
- Submitted DMRs can be accessed online for re-printing or re-submitting.
- You can add attachments (lab sheets, etc.) to your DMR submission.
- System tracks by whom and when a DMR was submitted.
- Notifies signatory the DMR is ready to sign.
- Add monitoring points when you need them (construction stormwater and sand and gravel general permits only).

### Electronic Reporting Waiver

Permittees that are required to use WQWebDMR may request an electronic reporting waiver. **Ecology typically only grants waivers to permittees that do not have a computer, printer, or internet connection.** You can get an Electronic Waiver Request form by contacting your Ecology permit administrator.