DEPARTMENT OF
ECOLOGY
State of Washington

WQWebDMR User Guide

Electronic Discharge Monitoring Reports

Publication and Contact Information

WQWebDMR User Guide

Electronic Discharge Monitoring Reports

by

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Summary

Facilities with NPDES or State Waste Discharge permits are required to monitor the discharge from their facility and to submit reports to Ecology about this discharge. These reports, known as DMRs or Discharge Monitoring Reports, include information about the quantity of pollutants released into the environment. The report requirements differ by permit type and receiving water body.

Historically facilities sent paper DMRs to Ecology, which then entered the information into the database. Last spring, Ecology transitioned to a system that allows facilities to enter their DMRs electronically. This new system, WQWebDMR, will allow all permit types (except for aquatics) to enter data into a secure on-line system. It contains validation routines so users can verify data accuracy and will provide a message to the user when permit requirements have not been met. Once submitted, the system automatically generates a report and emails it to them.

WQWebDMR looks very similar to paper DMRs; there is a separate form for each monitoring point on the site. Each pollutant that must be measured displays in an electronic form (like a table) where the quantity measured and the sample date can be entered. WQWebDMR includes a check box for "No discharge for this monitoring period" similar to the paper DMR. If needed, there is a notation box to explain the monitoring results.

The WQWebDMR system has been designed to accommodate each unique DMR and facility's situation. As such, WQWebDMR allows facilities to enter DMR data in three different ways. These are:

- Manually typing one monitoring point at a time through an online data entry form.
  - *Most useful for:* Small DMRs with a couple of parameters to report such as Construction Stormwater Coverages.
- Copy and paste data from a spreadsheet into the online data entry form.
  - *Most useful for:* Medium size DMRs that probably have 1/day (daily) reporting requirements and/or facilities that use spreadsheets to track their DMR data. Examples are small municipal facilities
- Bulk uploading data through an extensible markup language (XML) file.
  - *Most useful for:* Large DMRs with many monitoring points and multiple parameters that probably have 1/day (daily) reporting, and facilities that have large data management systems that track DMR data within their facility.

The Water Quality Web Permitting Portal (WQWebPortal) is one location for users to access Ecology's water quality permit e-business. It allows for a single user name and password for Secure Access Washington (SAW) and CROMERR. At this time, a number of data entry components are available in the WQWebPortal. In the future, additional functions (applications/data submittals) will be added, eventually incorporating all water quality permitting on-line data entry business.

As of September 2016, the following can be accessed through the WQWebPortal:

- **Application for Permit Coverage Notice of Intent (NOI)** for the following permit type:
  - Construction Stormwater General Permit
  - Industrial Stormwater Permit General Permit
  - Sand and Gravel General Permit
  - Upland Fin-Fish Hatching and Rearing General Permit
  - Water Treatment Plant General Permit
  - Boatyard General Permit
- **Renewal Application** for the following permit type (only displays during renewal period):
  - Construction Stormwater General Permit
  - Industrial Stormwater General Permit
  - Sand and Gravel and Portable General Permit
  - Upland Fin-Fish Hatching and Rearing General Permit
  - Water Treatment Plant General Permit
  - Boatyard General Permit
- **Application for a CNE** (Conditional No Exposure Certification) for industrial facilities that have no activities or materials exposed to stormwater
- **Discharge Monitoring Report (DMR)**
- **Permit Submittals** (Annual Reports, SWPPP, etc.)

> **Still need to register for WQWebDMR?**
> **Go to: https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Water-quality-permits-guidance/WQWebPortal-guidance**

1. How to get started entering your DMRs

1.1. Log into SecureAccess Washington (SAW): https://secureaccess.wa.gov

1.2. Click on Water Quality Permitting Portal (WQWebPortal) under the "My Services" tab

1.3. Click on "Discharge Monitoring Report (DMR) link

1.4. Click on My Permits/DMRs

1.5. This will list the permits you have been approved to access

1.6. Click on "DMRs" for the Permit you want to work on

1.7. The "Search Results" page lists the monitoring periods and the DMR due dates for this permit. When a "Due Date" is red, the DMR is past due

2. Have your sampling locations (monitoring points) changed?

This function is available only to Construction Stormwater and Sand & Gravel permits – all others go to #4.

If you are collecting samples from new locations for this monitoring period you must add new monitoring points before you fill out the DMR. Similarly, if some sampling locations are no longer used, you must inactivate those monitoring points. (All active monitoring points will require a DMR; if one is skipped it will create a violation). Sampling locations may change when, for example, a construction project completes and stabilizes on part of the property and moves to a new section OR the gravel operation has moved to a new location.

2.1. If editing your sampling locations, click on "Monitoring Points" tab before you start entering your data

2.2. Click on "Add Monitoring Point"

2.3. **Enter monitoring point ID, Description for Monitoring Point, Receiving Waterbody and verify the Effective Date is correct. Then hit next.**

2.4. **Select the "Monitoring Point" location on the map then hit "Save"**

3. Inactivate a "Monitoring Point" when it is no longer needed

Fill in the Inactive Date. Once completed, you will no longer be required to sample at that location.

4. Filling out your DMR

4.1. Click "Edit" for the monitoring period you wish to work on

4.2.   To view example of a DMR for your permit type, click on "See examples of filled out DMRs"

5. When you have no discharge (or other reason you cannot collect a sample)

If you have a permit, you are required to submit DMRs even if there is no discharge from your site or your construction project has not started. Described below are ways you can submit your DMRs indicating that you did not have a discharge on site. Follow the directions for the scenario that best describes your situation.

5.1.   No discharge from the facility or site for the entire reporting period
This applies to all monitoring points. Click on the appropriate reason from the drop down list.

5.2. If there is no discharge for this "Outfall: - then mark "No Discharge" here

5.3. Click on the white square to open the "Add/Edit Monitoring Point Note." Select the appropriate reason

If you have no discharge (or other non-reporting reason such as frozen conditions) for part, but not all of the reporting period *and you are required to sample more than once during the report period*, you can add a non-report reason for every time you could not collect a sample. In these cases, add the information when you collect the data.

6. Adding a note on the information you enter

6.1. Click here to "Add Overall Comments"

6.2. For comments that apply to one sample only
As in the previous example with the non-report reason for daily sampling requirements, use the notes box on the day level to add comments on your sample**.**

7. Entering BMPs (Best Management Practices)

This function is available only to Construction Stormwater permits – all others go to #8.

If a BMP applies for an entire month, enter the BMP at the monitoring point level (dark blue header). If the BMP changes during the month, mark them "Week by Week".

8. When DMR is completed

8.1. If you are not ready to submit click "Save." If you would like to validate report only click "Validate." If you would like to clear your data click "Clear"

8.2. When DMRs is complete go to the bottom of the page and check the "Mark as ready to Submit" box and click "Save and Done"

8.3. When you hit "Save and Done" this message box will appear, click "OK" to run validations routine
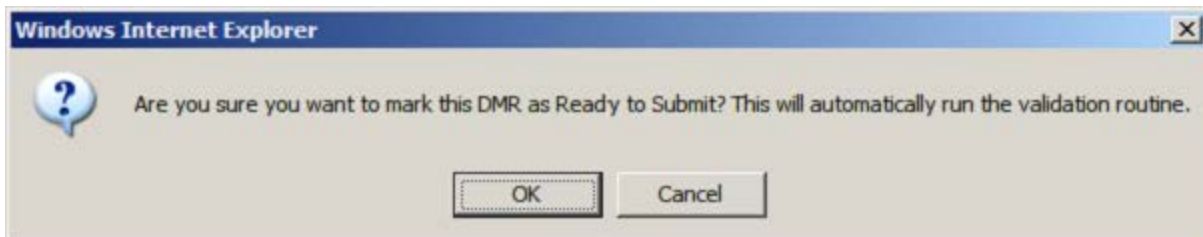
NOTE: You will see the Validation Report display only if the Red Error Message comes up. If you are not able to see the Validation Report then click on Pop up Blocker and mark Always Allow. You can set it back to 'block pop-ups' when you are done with this step.

8.4. Check for messages or violations before submitting your DMRs

9. Signing the DMRs

9.1. There are two ways to sign the DMRs

Select the DMRs to sign by clicking the appropriate box(es) in the submit column; then click on "Sign Selected DMRs."

9.2. Click "View" to review your DMRs before signing. If everything is correct, click "Continue" but if changes are needed then click "Back" button

9.3. You can sign all your DMRs from the WQWebDMR Home. Click on "Sign my Ready DMRs"

9.4. Click "View" to review your DMRs before signing. If everything is correct, click "Continue"

10. How to sign in to your Signature Account

10.1. Log into "Signature Account"

10.2. Enter "User Name" and "Password" for your "Electronic Signature Account"

10.3. Answer the "Security Question."

If you do not answer the question successfully, a new question will come up. After 3 unsuccessful tries your account will be locked. If you lock your account, contact us at WQWebPortal@ecy.wa.gov.

10.4. Click on "Ready to Sign"

10.5. Read the "Signatory Attestation."

You will not be able to click "Sign" until you have checked the boxes verifying that you have read the "Signatory Attestation" and that you have reviewed your DMRs.

Signatory Attestation

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I further certify that I:
   a. Have the authority to submit this document and all attached documents on behalf of {YOUR COMPANY NAME} in accordance with appropriate reporting requirements.
   b. Have not violated any of the terms in my Washington State Department of Ecology Electronic Signing Agreement,
   c. Fully understand the use of my signing credential.
   d. Am the owner of the signatory credential used to electronically sign this document and all the attachments in this submission.
   e. Am without any reason to believe that the confidentiality of my signatory credential has been compromised now or at any time prior to this submission and that the use of my signatory credential constitutes an electronic signature equivalent to my written signature.

I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

☑ I have read and understand the above certifications
☑ I have had the opportunity to review all pertinent documents and data associated with this submission.

[Sign] [Cancel]

10.6. Click "Sign."

You and the Department of Ecology will receive an email with the submitted DMRs.

Signatory Attestation

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

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   d. Am the owner of the signatory credential used to electronically sign this document and all the attachments in this submission.
   e. Am without any reason to believe that the confidentiality of my signatory credential has been compromised now or at any time prior to this submission and that the use of my signatory credential constitutes an electronic signature equivalent to my written signature.
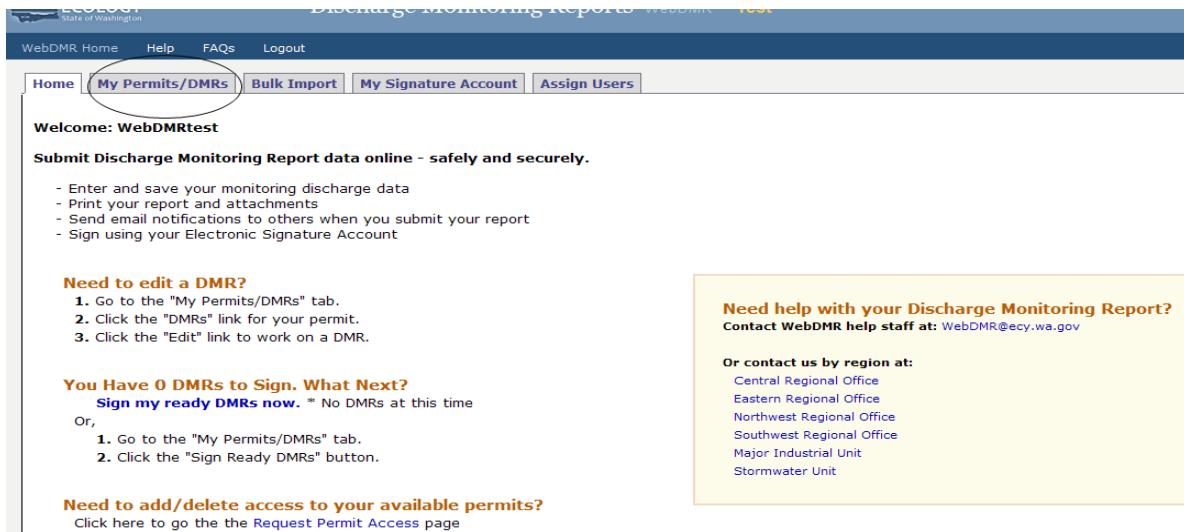
I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

☑ I have read and understand the above certifications
☑ I have had the opportunity to review all pertinent documents and data associated with this submission.
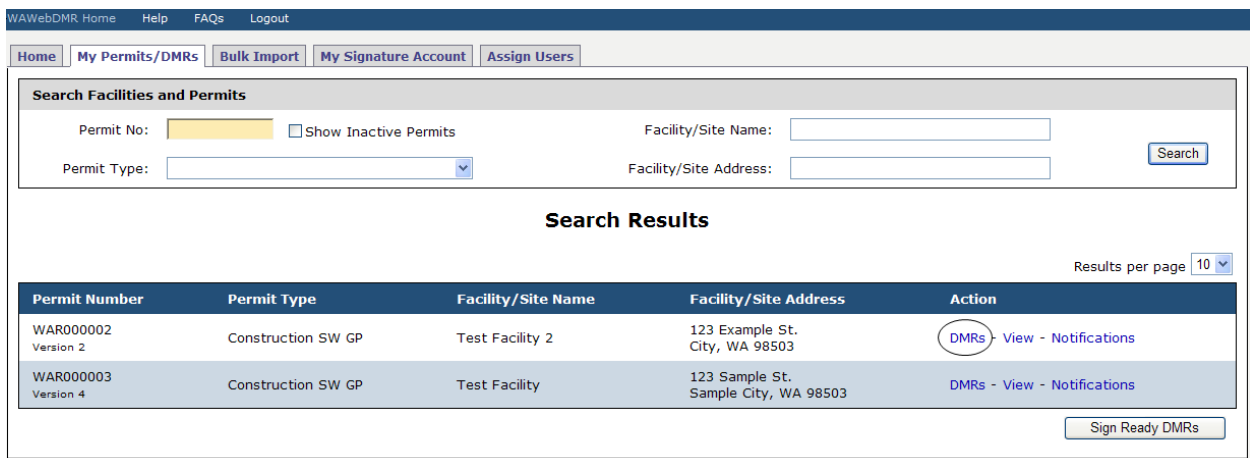
[Sign] [Cancel]

Appendix – Additional Features from WQWebDMR Home Page

How do I edit a DMR that has already been submitted?

Click on the "My Permits/DMRs" tab.

For the permit you want to edit, click on "DMRs."

Click on "Edit."

Want a reminder to submit your DMRs on time?

Can't remember when your DMRs are due? Click on the "Remind Me" button to have the
system send reminder email 7 days prior to report due date.

No longer want to receive the reminder emails? Click on "Stop Reminder."

How do I add or delete access to permits?

(This function is available only to Facility Coordinators and Signers.)

Enter the Permit # and click on "Search."

My signature account is locked. How do I unlock it?

You will need to contact us at WQWebPortal@ecy.wa.gov to have a temporary password sent to your email address.

When you receive temporary password from CROMERR you will enter "User Name" and temporary "Password" then hit "Login."

Enter the temporary password where it says "Current Password." Then create a new password following the criteria. Click on "Submit Change Password Request".

My email address has changed. Is there a way for me to change it?

Once you have successfully logged in you can click on the link to the right.

I can't remember my answers to the security questions. Is there a way for me to see my answers or update them?

Once you have successfully logged in you can click on the link to the right. If you do not know the answers, contact us via email at WQWebPortal@ecy.wa.gov.

Copy/Paste Feature

The copy/paste bulk upload DMR data option is for permittees that have a large amount of data to collect and report, and use Microsoft Excel to format and report their data. https://secureaccess.wa.gov/ecy/wqwebportal/wqwebdmr/HelpPages/HelpPage.aspx
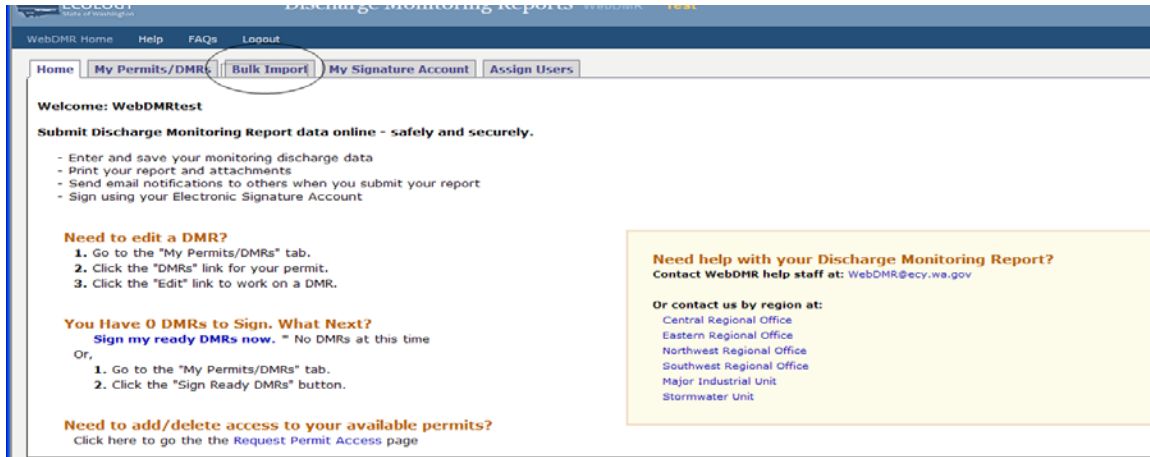
Can I upload DMR data from my company's computer system?

Yes, facilities or companies with either many DMRs or very complex DMRs can use an extensible markup language (XML) file to upload their DMR data into WQWebDMR. For more information click here: https://secureaccess.wa.gov/ecy/wqwebportal/wqwebdmr/helppages/helppage.aspx#BulkDMRXML

Or contact us at WQWebPortal@ecy.wa.gov or 1-800-633-6193/options 3.

How can I assign additional users?

(This function is available only to Facility Coordinators and Administrators.)

Using the Non-Report Reason Code of "Other"

On June 29, 2011 a change was made for the Non Report Reason Code "Other." From June 30 forward, use of that code will generate a Violation. Only use "Other" when you cannot find a more appropriate code to select.

Notifying the signer that DMRs are ready to sign

When the Preparer has completed the DMR, click "Mark as Ready to Submit" and then "Notify Signer" to run the validation routine. This will send an email to the signer to let them know DMR is ready to sign and submit.

When the DMR is in "Ready to Submit" status you will see this box and click "OK" to notify signer and run validation routine.

Here is an example of the email the signer will receive:

> This is a discharge monitoring report (DMR) notification from Washington State Department of Ecology.
>
> You have a DMR for permit number WAR000003 that is ready for you to sign.
>
> Please use the following link to log into https://secureaccess.wa.gov/ecy/wqwebportal

If the DMR has red error messages, the system will not send the email to the Signer. Close the DMR Validation Messages box and edit the DMR to resolve the red error messages. Then repeat "Notify Signer" instructions on previous page.

DMR Validation Messages

Want to print this report?
1. Click the 🖨 button.

Want to export this report to excel?
1. Select "Excel" from the export drop down list.
2. Click the "Export" link.

⚠ **Important**
You cannot submit a DMR if this validation report has any errors.

You may submit a DMR that has violation and/or warning messages. These violation and/or warning messages may result in actual violations.

| ◄◄ ◄ 1 of 1 ► ►► | 100% ▼ | | Find | Next | Select a format ▼ Export 🔃 🖨 |

Validation Report
Facility: Test Facility - Permit: WAR000003
Monitoring Period: 05/01/2011 to 05/31/2011

Validation Message Type: Error

Outfall	Monitoring Point	Parameter	Units	Sample Date/ Statistical Base	Value Entered	Limit/Benchmark	Error Message
		Overall DMR					You need to provide BMPs for outfall UNK .

Validation Message Type: Violation

Outfall	Monitoring Point	Parameter	Units	Sample Date/ Statistical Base	Value Entered	Limit/Benchmark	Error Message
		Overall DMR					The DMR will be late. This will create a violation.

Report Date: 6/21/2011 12:21:39 PM   Page 1 of 1

Need Help? Who do I contact?

WebDMR Home   Help   FAQs   Logout

Home | My Permits/DMRs | Bulk Import | My Signature Account | Assign Users

Welcome: WebDMRtest

Submit Discharge Monitoring Report data online - safely and securely.

- Enter and save your monitoring discharge data
- Print your report and attachments
- Send email notifications to others when you submit your report
- Sign using your Electronic Signature Account

Need to edit a DMR?
1. Go to the "My Permits/DMRs" tab.
2. Click the "DMRs" link for your permit.
3. Click the "Edit" link to work on a DMR.

You Have 0 DMRs to Sign. What Next?
  Sign my ready DMRs now. * No DMRs at this time
Or,
1. Go to the "My Permits/DMRs" tab.
2. Click the "Sign Ready DMRs" button.

Need to add/delete access to your available permits?
  Click here to go the the Request Permit Access page

Need help with your Discharge Monitoring Report?
Contact WebDMR help staff at: WebDMR@ecy.wa.gov

Or contact us by region at:
  Central Regional Office
  Eastern Regional Office
  Northwest Regional Office
  Southwest Regional Office
  Major Industrial Unit
  Stormwater Unit

Helpful links for WQWebDMR
(These links are also at the bottom of each page)

Help Page with Step-by-Step instructions:
https://secureaccess.wa.gov/ecy/wqwebportal/wqwebdmr/HelpPages/HelpPage.aspx

Frequently Asked Questions
https://secureaccess.wa.gov/ecy/wqwebdmr/wqwebdmr/HelpPages/FAQ.aspx