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.

So how do I get started?

Step by step registration instructions, with screen shots, are provided at:
www.ecy.wa.gov/programs/wq/permits/paris/webdmr.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
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 below:

Central Regional Office - Yakima
WQWebDMR-CRO@ecy.wa.gov

Eastern Regional Office - Spokane
WQWebDMR-ERO@ecy.wa.gov

Northwest Regional Office - Bellevue
WQWebDMR-NWRO@ecy.wa.gov

Southwest Regional Office - Lacey
WQWebDMR-SWRO@ecy.wa.gov

Major Industrial Unit (Ecology HQ)
WQWebDMR-Industrial@ecy.wa.gov

Stormwater Unit (Ecology HQ)
WQWebDMR-Stormwater@ecy.wa.gov

If you need this document in a version for the visually impaired, call the Water Quality Program at 360-407-6600.. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.

Water Quality Permitting Portal (WQWebDMR)

Washington State Department of Ecology

DEPARTMENT OF
ECOLOGY
State of Washington

What is WQWebDMR?

WQWebDMR is a new approach to 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?

The WQWebDMR is currently voluntary for most permits. As Ecology reissues permits it is requiring use of WQWebDMR; for example facilities covered by the construction stormwater general permit 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 & 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. All we ask is that when you register (as a coordinator or signer), you 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 & gravel general permits only).

> **NOTE: The WAWebDMR name changed to WQWebDMR on June 20**
> - The banner on the main WQWebDMR page has changed
> - New web address is https://secureaccess.wa.gov/ecy/wqwebportal