



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

## **WQWebDMR User Guide**

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*Electronic Discharge Monitoring Reports*

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# **WQWebDMR User Guide**

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## **Electronic Discharge Monitoring Reports**

*by*

*Water Quality Information Services Unit*

Water Quality Program  
Washington State Department of Ecology  
Olympia, Washington

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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 outfall on the site. Each pollutant that must be measured displays in this 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.

## About the WQWebPortal

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 [SecureAccess 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 June 20, 2012, the following can be accessed through the WQWebPortal:

- Application for Construction Stormwater General Permit (electronic NOI- notice of intent)
- Application for a CNE (Conditional No Exposure Certification) for industrial facilities that have no activities or materials exposed to stormwater
- WQWebDMR (formerly WAWebDMR) for electronic entry of discharge monitoring reports (DMRs).

In the future, more functions will be added such as additional permit application; submittals (like annual reports); etc.

**Still need to register for WQWebDMR? Go to:**  
[www.ecy.wa.gov/programs/wq/permits/paris/webdmr.html](http://www.ecy.wa.gov/programs/wq/permits/paris/webdmr.html)

**1. How to get started entering your DMRs**

**1.1. Log into Secure Access Washington:** <https://secureaccess.wa.gov>

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

Service	Agency	Description	User Status	Action
<a href="#">Water Quality Permitting Portal (WQWebPortal)</a>	Department of Ecology	The WQWebPortal is the one stop site for all electronic Water Quality permit submissions including: applying for general permits and Certificate of No Exposure.	Active	<a href="#">Remove</a>

### 1.3. Click on “Discharge Monitoring Report (DMR)” link

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State of Washington

Water Quality Permitting Portal WQWebPortal Test

Home Update Profile Manage Signature Account Help

**Welcome to the WQ Permitting Portal**

The WQWebPortal allows you a single sign-on for all your electronic Water Quality permit actions. You can access and reference your electronic submissions at the WQWebPortal site anytime—day or night.

Entering your data electronically guarantees instant receipt of the data—no more mailing paper DMRs every month! It also reduces application approval times and improves the accuracy of the data.

Select one of the action below:

**Apply for:**

- [Construction Stormwater General Permit - Notice of Intent \(NOI\)](#)
- [Industrial Stormwater General Permit - Certificate of No Exposure \(CNE\)](#)

**Submit data for:**

- [Discharge Monitoring Report \(DMR\)](#)

*More functions will be added to the WQWebPortal in the future.*

*If you need any document from this site in a version for the visually impaired, call the Water Quality Program at 360-407-6401. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.*

**System Messages**

There are currently no messages.

### 1.4. Click on My Permits/DMRs

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State of Washington

Discharge Monitoring Reports WQWebDMR Test

WQWebDMR Home WQWebPortal Home Help FAQs Logout

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

**Welcome: Tonya**

**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 1 DMR to Sign. What Next?**  
**Sign my ready DMRs now.**

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 help staff at: [WQWebPortal@ecy.wa.gov](mailto:WQWebPortal@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

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

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

**Search Facilities and Permits**

Permit No:   Show Inactive Permits Facility/Site Name:

Permit Type:  Facility/Site Address:

**Search Results** Results per page 10

Permit Number	Permit Type	Facility/Site Name	Facility/Site Address	Action
WAR000001 Version 4	Construction SW GP	Test Facility	123 Sample St. Sample City, WA 98503	DMRs - View - Notifications
WAR000002 Version 2	Construction SW GP	Test Facility 2	123 Example St. City, WA 98503	DMRs - View - Notifications

**1.6. Click on “DMRs” for the Permit you want to work on**

WAWebDMR Home Help FAQs Logout

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

**Search Facilities and Permits**

Permit No:   Show Inactive Permits Facility/Site Name:

Permit Type:  Facility/Site Address:

**Search Results** Results per page 10

Permit Number	Permit Type	Facility/Site Name	Facility/Site Address	Action
WAR000002 Version 2	Construction SW GP	Test Facility 2	123 Example St. City, WA 98503	<a href="#">DMRs</a> - View - Notifications
WAR000003 Version 4	Construction SW GP	Test Facility	123 Sample St. Sample City, WA 98503	DMRs - View - Notifications

**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**

DR Search Submission History Monitoring Points

**Search DMRs**

Monitoring Period Start Date:  DMR Status:

Monitoring Period End Date:

Add or inactivate monitoring points before starting your DMR - use the Monitoring Point tab above.

**Search Results** Results per page 10

Submit	Monitoring Period	DMR Type	Due Date	DMR Status	Attachments	Messages	Action
<input type="checkbox"/>	04/01/2011 - 04/30/2011	Monthly	05/15/2011	Not Started	0	0	Edit - View
<input type="checkbox"/>	03/01/2011 - 03/31/2011	Monthly	04/15/2011	Not Started	0	0	Edit - View
<input type="checkbox"/>	02/01/2011 - 02/28/2011	Monthly	03/15/2011	Ready to Submit	0	1	Edit - View
<input type="checkbox"/>	01/01/2011 - 01/31/2011	Monthly	02/15/2011	Ready to Submit	0	1	Edit - View

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

*This function is available only to Construction Stormwater and Sand and 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 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.

WAWebDMR Home Help FAQs Logout

**DMRs for Permit WAR000003**

DMR Search Submission History **Monitoring Points**

**Search DMRs**

Monitoring Period Start Date:

Monitoring Period End Date:

DMR Status:

Add or inactivate monitoring points before starting your DMR - use the Monitoring Point tab above.

**Search Results**

Results per page 10

Submit	Monitoring Period	DMR Type	Due Date	DMR Status	Attachments	Messages	Action
	04/01/2011 - 04/30/2011	Monthly	05/15/2011	Draft	0	0	Edit - View
	03/01/2011 - 03/31/2011	Monthly	04/15/2011	Draft	0	3	Edit - View
	02/01/2011 - 02/28/2011	Monthly	03/15/2011	Not Started	0	0	Edit - View
	01/01/2011 - 01/31/2011	Monthly	02/15/2011	Submitted	0	1	Edit - View

### 2.2. Click on “Add Monitoring Point”

WAWebDMR Home Help FAQs Logout

**DMRs for Permit WAR000003**

DMR Search Submission History **Monitoring Points**

These are the monitoring points that will appear on your DMRs.

**To Add a Monitoring Point**

1. Click on the "Add Monitoring Point" button below.
2. Enter the monitoring point descriptive information.
3. Click a point on the map to show its location.
4. Click the "Save" button.

**To Edit a Monitoring Point**

1. Click on the "Edit" link next to the monitoring point you want to work with.
2. Modify the monitoring point descriptive information.
3. Click the "Save" button to update.

Id	Outfall	Description	Active Date	Inactive Date	Status	Action
001	UNK	Insert desc txt here	01/01/2011		Active	<a href="#">View</a> - <a href="#">Edit</a>

**2.3. Enter monitoring point ID #, Description for “Monitoring Point”, “Receiving Waterbody” and add the “Effective Date”. Then hit next**

WWebDMR Home Help FAQs Logout

### Add a Monitoring Point

For your convenience, you may use the map on the next page to find the latitude and longitude for your monitoring point.

ID:

Description:

Receiving Waterbody:

Monitoring Point Type:

Effective Date:

Inactive Date:

Notes:

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

### Locate a Monitoring Point

Use the map to show us where your monitoring point is located at your site.

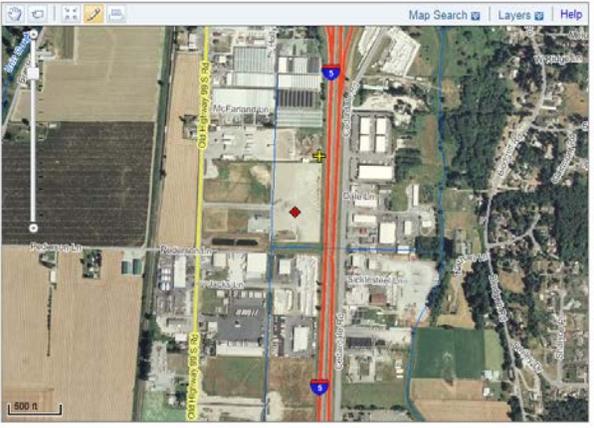
**Selecting a Point**

1. Click on the map to select a location.
2. Click the "Save" button.

**Search by Lat/Long**

1. Click on the "Search" button.
2. Click on the "By Coordinates" expand arrow.
3. Enter latitude and longitude.
4. Click on the "Find" button.

Your selected Latitude/Longitude is:  
Latitude: 40.394551  
Longitude: -122.331116



### 3. Inactivate a “Monitoring Point” when it is no longer needed

Fill in the Inactive date. Once that is done, you will no longer be required to sample at that location.

WWebDMR Home Help FAQs Logout

### Add a Monitoring Point

For your convenience, you may use the map on the next page to find the latitude and longitude for your monitoring point.

ID:

Description:

Receiving Waterbody:

Monitoring Point Type:

Effective Date:

Inactive Date:

Notes:

Cancel Next

### 4. Filling out your DMR

#### 4.1. Click on “Edit” for the monitoring period you wish to work on

WWebDMR Home Help FAQs Logout

### DMRs for Permit WAR000002

DMR Search Submission History Monitoring Points

**Search DMRs**

Monitoring Period Start Date:

Monitoring Period End Date:

DMR Status:

Search

Add or inactivate monitoring points before starting your DMR - use the Monitoring Point tab above.

**Search Results**

Results per page 10

Submit	Monitoring Period	DMR Type	Due Date	DMR Status	Attachments	Messages	Action
	04/01/2011 - 04/30/2011	Monthly	05/15/2011	Not Started	0	0	Edit - View
	03/01/2011 - 03/31/2011	Monthly	04/15/2011	Not Started	0	0	Edit - View
	02/01/2011 - 02/28/2011	Monthly	03/15/2011	Not Started	0	0	Edit - View
	01/01/2011 - 01/31/2011	Monthly	02/15/2011	Not Started	0	0	Edit - View

Sign Selected DMRs

Back

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

WWebDMR Home Help FAQs Logout

Permit Number: WAR000003 Monitoring Period: 3/1/2011 - 3/31/2011  
 Permittee: Test Facility Facility County: Thurston  
 Outfall: West Hylebos Creek - UNK  
 DMR Non-Report Reason:

Add Overall Comments  | Show Details

You must enter a value or non-report reason for each parameter at the permit specified frequency unless you entered a non-report reason for the whole DMR or a monitoring point. See examples of filled out DMRs

Monitoring Point	Parameter	001 - Insert desc txt here	Turbidity (Nephelometric)	pH (Hydrogen Ion)
	Fraction		Measured	Not Applicable
	Units		NTU	Standard Units
	Sample Frequency		Weekly	Weekly
Week 1 <input type="checkbox"/> No Discharge BMPs	3/1/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	3/2/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	3/3/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	3/4/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	3/5/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 2 <input type="checkbox"/> No Discharge BMPs	3/6/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	3/7/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	3/8/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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. Find the scenario that best describes your situation**

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

Permit Number: WAR000002 Monitoring Period: 4/1/2011 - 4/30/2011  
 Permittee: Test Facility 2 Facility County: Thurston  
 Outfall: DM1 Received Date:

DMR Non-Report Reason:

Add Overall Comments

You must enter a value or non-report reason for each parameter at the permit specified frequency unless you entered a non-report reason for the whole DMR or a monitoring point.

No Discharge  
 Construction Not Started  
 Discharge Point Issues  
 Unsigned Or No Signature Authority  
 Multiple Sites On One DMR  
 Date Issues  
 Analysis Not Complete/ Not Conducted/Not Reported  
 Monitoring Is Conditional/Not Req This Mp  
 Data Not Summarized  
 Frozen Conditions/Unsafe conditions  
 DMR Not Submitted  
 Other (See Comments)  
 Report Disapproved/Inadequate

Monitoring Point	Parameter	DM1 - DM1 Monitoring Point	Turbidity (Transparency Tube)	pH (Hydrogen Ion)
	Fraction		Measured	Not Applicable
	Units		Centimeters	Standard Units
	Sample Frequency		Weekly	Weekly
Week 1 <input type="checkbox"/> No Discharge BMPs	4/2/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4/3/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4/4/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4/5/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4/6/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 2 <input type="checkbox"/> No Discharge BMPs	4/7/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4/8/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4/9/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Outfall:

DMR Reporting Codes:

[Add Overall Comments](#) | [Show Details](#) | [Paste Data From Excel](#)

You must enter a value or non-report reason for each parameter at the permit specified frequency unless you entered a non-report reason for the whole DMR or a monitoring point. See examples of filled out DMRs

Monitoring Point	Parameter	Turbidity (NTU) †	pH Daily Max †
Fraction	Measured		
Units	NTU		Standard Units
Sample Frequency	Weekly		Weekly
Week 1			
<input type="checkbox"/> No Discharge BMPs	5/1/2012	<input type="text" value="001 - UNKNOWN"/>	<input type="text" value=""/>
	5/2/2012	<input type="text" value=""/>	<input type="text" value=""/>
	5/3/2012	<input type="text" value=""/>	<input type="text" value=""/>
	5/4/2012	<input type="text" value=""/>	<input type="text" value=""/>
	5/5/2012	<input type="text" value=""/>	<input type="text" value=""/>

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

**Add/Edit Monitoring Point Note**

**Monitoring Point Notes**

**Monitoring Point Notes (Ecology)**

**Reporting Codes:**

**BMPs Used:**

- Check Dams
- Construction Stormwater Chemical Treatment
- Gravel Filter Berm

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”

Permit Number: WAR000002 Monitoring Period: 4/1/2011 - 4/30/2011  
 Permittee: Test Facility 2 Facility County: Thurston  
 Outfall: DM1 Received Date:

DMR Non-Report Reason:

[Add Overall Comments](#) | [Show Details](#) | [View Paper DMR](#)

You must enter a value or non-report reason for each parameter at the permit specified frequency unless you entered a non-report reason for the whole DMR or a monitoring point. See examples of filled out DMRs

Monitoring Point	DM1 - DM1 Monitoring Point		
Parameter	Turbidity (Nephelometric)	Turbidity (Transparency Tube)	pH (Hydrogen Ion)
Fraction	Measured	Measured	Not Applicable
Units	NTU	Centimeters	Standard Units
Sample Frequency	Weekly	Weekly	Weekly
Week 1	4/1/2011	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> No Discharge BMPs	4/2/2011	<input type="text"/>	<input type="text"/>

### 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.

WAWebDMR Home Help FAQs Logout

Permit Number: WAR000002 Monitoring Period: 4/1/2011 - 4/30/2011  
 Permittee: Test Facility 2 Facility County: Thurston  
 Outfall: DM1 Received Date:

DMR Non-Report Reason:

[Add Overall Comments](#) | [Show Details](#) | [View Paper DMR](#)

You must enter a value or non-report reason for each parameter at the permit specified frequency unless you entered a non-report reason for the whole DMR or a monitoring point. See examples of filled out DMRs

Monitoring Point	DM1 - DM1 Monitoring Point		
Parameter	Turbidity (Nephelometric)	Turbidity (Transparency Tube)	pH (Hydrogen Ion)
Fraction	Measured	Measured	Not Applicable
Units	NTU	Centimeters	Standard Units
Sample Frequency	Weekly	Weekly	Weekly
Week 1	4/1/2011	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> No Discharge BMPs	4/2/2011	<input type="text"/>	<input type="text"/>
Week 2	4/3/2011	<input type="text"/>	<input type="text"/>
	4/4/2011	<input type="text"/>	<input type="text"/>
	4/5/2011	<input type="text"/>	<input type="text"/>
	4/6/2011	<input type="text"/>	<input type="text"/>
	4/7/2011	<input type="text"/>	<input type="text"/>
	4/8/2011	<input type="text"/>	<input type="text"/>
	4/9/2011	<input type="text"/>	<input type="text"/>

## 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”.

WAWebDMR Home Help FAQs Logout

Permit Number: WAR000002 Monitoring Period: 4/1/2011 - 4/30/2011  
 Permittee: Test Facility 2 Facility County: Thurston  
 Outfall: DM1 Received Date:

DMR Non-Report Reason:

[Add Overall Comments](#) | [Show Details](#) | [View Paper DMR](#)

You must enter a value or non-report reason for each parameter at the permit specified frequency unless you entered a non-report reason for the whole DMR or a monitoring point. See examples of filled out DMRs

Monitoring Point		DM1 - DM1 Monitoring Point		
Parameter		Turbidity (Nephelometric) ▶	Turbidity (Transparency Tube) ▶	pH (Hydrogen Ion) ▶
Fraction		Measured	Measured	Not Applicable
Units		NTU	Centimeters	Standard Units
Sample Frequency		Weekly	Weekly	Weekly
Week 1	4/1/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> No Discharge	4/2/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>BMPs</b>				
Week 2	4/3/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> No Discharge	4/4/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>BMPs</b>	4/5/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4/6/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4/7/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4/8/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>
	4/9/2011	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Add/Edit Monitoring Point Note

**Monitoring Point Notes**

Non-Report Reason:

**BMPs Used:**

- Check Dams
- Construction Stormwater Chemical Treatment
- Gravel Filter Berm

## 8. When DMR is completed

8.1. If you are not ready to submit, mark “Save” if you would like to validate report only click “Validate”. If you would like to clear your data click “Clear”

<input type="checkbox"/> No Discharge BMPs	5/29/2011	<input type="text"/>	<input type="text"/>
	5/30/2011	<input type="text"/>	<input type="text"/>
	5/31/2011	<input type="text"/>	<input type="text"/>

Your session will timeout after 15 minutes of inactivity. Please remember to use the save button below.

Mark as Ready to Submit:

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”

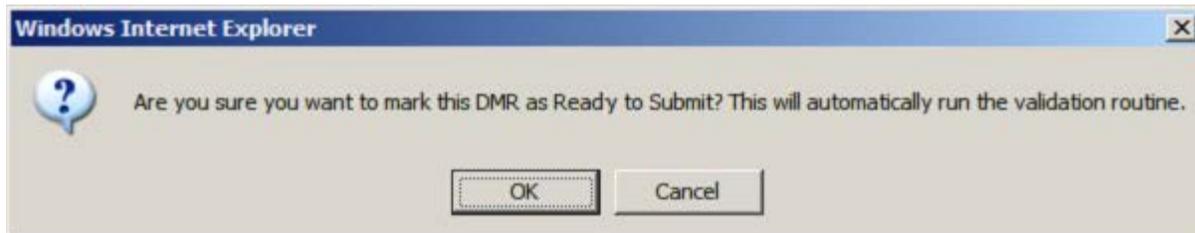
<input type="checkbox"/> No Discharge BMPs	2/27/2011	<input type="text"/>	<input type="text"/>
	2/28/2011	<input type="text"/>	<input type="text"/>

Your session will timeout after 15 minutes of inactivity. Please remember to use the save button below.

Mark as Ready to Submit:

[Ecology Home](#) | [WAWebDMR Home](#) | [Help](#) | [FAQs](#) | [Release Notes](#) | [Contact Us](#)

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 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 violations or messages before submitting your DMRs

DMRs for Permit WAR000002

DMR Search | Submission History | Monitoring Points

**Search DMRs**

Monitoring Period Start Date:

Monitoring Period End Date:

DMR Status:

DMR Type:

Add or inactivate monitoring points before starting your DMR - use the Monitoring Point tab above.

**Search Results**

Results per page 10

Submit	Monitoring Period	DMR Type	Due Date	DMR Status	Attachments	Violations/ Messages	Action
	06/01/2011 - 06/30/2011	Monthly	07/15/2011	Not Started	0	0	Edit - View
	05/01/2011 - 05/31/2011	Monthly	06/15/2011	Not Started	0	0	Edit - View
	04/01/2011 - 04/30/2011	Monthly	05/15/2011	Not Started	0	0	Edit - View
<input type="checkbox"/>	03/01/2011 - 03/31/2011	Monthly	04/15/2011	Ready to Submit	0	4	Edit - View
<input type="checkbox"/>	02/01/2011 - 02/28/2011	Monthly	03/15/2011	Ready to Submit	0	1	Edit - View
<input type="checkbox"/>	01/01/2011 - 01/31/2011	Monthly	02/15/2011	Ready to Submit	0	1	Edit - View

## 9. Signing the DMRs

### 9.1. There are two ways to sign the DMR(s)

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

WWebDMR Home | Help | FAQs | Logout

DMRs for Permit WAR000002

DMR Search | Submission History | Monitoring Points

**Search DMRs**

Monitoring Period Start Date:

Monitoring Period End Date:

DMR Status:

Add or inactivate monitoring points before starting your DMR - use the Monitoring Point tab above.

**Search Results**

Results per page 10

Submit	Monitoring Period	DMR Type	Due Date	DMR Status	Attachments	Messages	Action
	04/01/2011 - 04/30/2011	Monthly	05/15/2011	Not Started	0	0	Edit - View
	03/01/2011 - 03/31/2011	Monthly	04/15/2011	Not Started	0	0	Edit - View
<input type="checkbox"/>	02/01/2011 - 02/28/2011	Monthly	03/15/2011	Ready to Submit	0	1	Edit - View
<input type="checkbox"/>	01/01/2011 - 01/31/2011	Monthly	02/15/2011	Ready to Submit	0	1	Edit - View

- 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

WAWebDMR Home Help FAQs Logout

### Review DMRs

Review your "Ready to Submit" Discharge Monitoring Reports before signing.

Facility/Site Name	Permit Number	Permit Type	Monitoring Period	Due Date	Messages	Action
Test Facility 2	WAR000002	Construction SW GP	01/01/2011 - 01/31/2011	02/15/2011	1	<a href="#">View</a> - <a href="#">Remove</a>
Test Facility 2	WAR000002	Construction SW GP	02/01/2011 - 02/28/2011	03/15/2011	1	<a href="#">View</a> - <a href="#">Remove</a>

10. You can sign all your DMRs from the WQWebDMR Home. Click on “Sign my Ready DMRs”

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

Welcome: Tonya Wolfe

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 1 DMR to Sign. What Next?**  
[Sign my ready DMRs now.](#)

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 WAWebDMR help staff at: [WAWebDMR@ecy.wa.gov](mailto:WAWebDMR@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

**System Messages**

Message	Expire Date
WebDMR will be changing its name to WAWebDMR starting 3/31/11. All shortcut links will still work after the name change.	04/20/2011

11. Click “View” to review your DMRs before signing. If everything is correct, click “Continue”

12. How to sign in to your “Signature Account”

WAWebDMR Home Help FAQs Logout

### Review DMRs

Review your "Ready to Submit" Discharge Monitoring Reports before signing.

Facility/Site Name	Permit Number	Permit Type	Monitoring Period	Due Date	Messages	Action
Test Facility 2	WAR000002	Construction SW GP	01/01/2011 - 01/31/2011	02/15/2011	1	<a href="#">View</a> - <a href="#">Remove</a>
Test Facility 2	WAR000002	Construction SW GP	02/01/2011 - 02/28/2011	03/15/2011	1	<a href="#">View</a> - <a href="#">Remove</a>

## 12.1. Log into “Signature Account”

WAWebDMR Home Help FAQs Logout

### Certify and Sign DMRs

**If you are ready to sign your DMR(s)**

1. Click the "Log into Signature Account" button.
2. Complete the log on process and click the "Done Viewing" button.
3. Click the "Ready to Sign" button.
4. Read the certification attestation.
5. Click the "Sign" button.

If you have any problems with your signature account, please contact WAWebDMR help staff at: [WAWebDMR@ecy.wa.gov](mailto:WAWebDMR@ecy.wa.gov)

**Important**  
Remember to take time to review your DMR(s) before signing. Use the "Back" button to return to the Review DMR screen.

Once you have signed your DMR(s), it becomes an official record at Washington State Department of Ecology.

[Log into Signature Account](#)

[Back](#)

## 12.2. Enter User “Name” and “Password” for your “Electronic Signature Account”

WAWebDMR Home Help FAQs Logout

### Certify and Sign DMRs

**If you are ready to sign your DMR(s)**

1. Click the "Log into Signature Account" button.
2. Complete the log on process and click the "Done Viewing" button.
3. Click the "Ready to Sign" button.
4. Read the certification attestation.
5. Click the "Sign" button.

If you have any problems with your signature account, please contact WAWebDMR help staff at: [WAWebDMR@ecy.wa.gov](mailto:WAWebDMR@ecy.wa.gov)

**Important**  
Remember to take time to review your DMR(s) before signing. Use the "Back" button to return to the Review DMR screen.

Once you have signed your DMR(s), it becomes an official record at Washington State Department of Ecology.

#### my Electronic Signature Account

Enter User Name:

Enter Password:

[Forgot my password](#)

[View recent activity on my account](#)

[Update my security questions](#)

[Update my profile](#)

[Change my password](#)

Don't have an account? [Create one](#)

[Leave a comment](#)

 You must have an Electronic Signature Account and be logged into it to be able to sign submissions.

**12.3. Answer the “Security Question.”** If you answer the question successfully the first time then you move on. If not, then another 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](mailto:WQWebPortal@ecy.wa.gov)

**If you are ready to sign your DMR(s)**

1. Click the "Log into Signature Account" button.
2. Complete the log on process and click the "Done Viewing" button.
3. Click the "Ready to Sign" button.
4. Read the certification attestation.
5. Click the "Sign" button.

If you have any problems with your signature account, please contact WebDMR help staff at: [WebDMR@ecy.wa.gov](mailto:WebDMR@ecy.wa.gov)

**⚠ Important**  
Remember to take time to review your DMR(s) before signing. Use "Back" button to return to the Review DMR screen.

Once you have signed your DMR(s), it becomes an official record at Washington State Department of Ecology.

**Security Questions**

**Please answer the security question:**

**Instructions:**

- You must correctly answer a security question to continue.
- The question is chosen randomly from the five you selected.
- If you miss the question, you will get a second question.
- If you miss both questions your account will be locked.

Who was your CHILDHOOD HERO?

**12.4. Click on “Ready to Sign”**

**Certify and Sign DMRs**

**If you are ready to sign your DMR(s)**

1. Click the "Log into Signature Account" button.
2. Complete the log on process and click the "Done Viewing" button.
3. Click the "Ready to Sign" button.
4. Read the certification attestation.
5. Click the "Sign" button.

If you have any problems with your signature account, please contact WAWebDMR help staff at: [WAWebDMR@ecy.wa.gov](mailto:WAWebDMR@ecy.wa.gov)

**⚠ Important**  
Remember to take time to review your DMR(s) before signing. Use the "Back" button to return to the Review DMR screen.

Once you have signed your DMR(s), it becomes an official record at Washington State Department of Ecology.

**⚠ Your signature is valid until 2:34 PM**

- 12.5. 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.

Signer's Attestation -- Webpage Dialog  
https://test-secureaccess.wa.gov/ecy/webdmr/SignersModalWindow.aspx

### 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:

- Have the authority to submit this document and all attached documents on behalf of {COMPANY NAME} in accordance with appropriate reporting requirements.
- Have not violated any of the terms in my Washington State Department of Ecology Electronic Signing Agreement,
- Fully understand the user of my signing credential.
- Am the owner of the signatory credential used to electronically sign this document and all the attachments in this submission.
- 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.

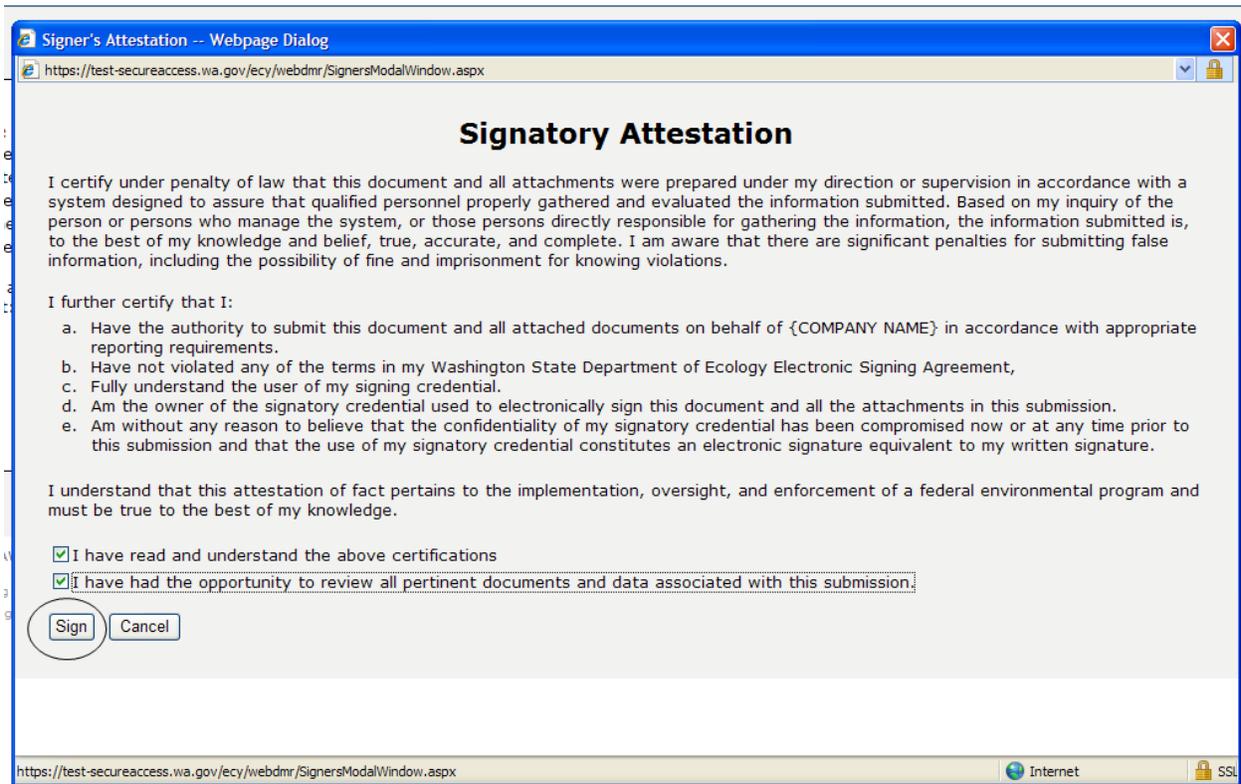
I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

I have read and understand the above certifications

I have had the opportunity to review all pertinent documents and data associated with this submission.

https://test-secureaccess.wa.gov/ecy/webdmr/SignersModalWindow.aspx Internet SSL

**12.6. Click “Sign”.** You and the Department of Ecology will receive an email with the submitted DMRs.



*This page purposely left blank*

## 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.

**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](mailto: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

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

**Search Facilities and Permits**

Permit No:   Show Inactive Permits Facility/Site Name:

Permit Type:  Facility/Site Address:

**Search Results**

Results per page 10

Permit Number	Permit Type	Facility/Site Name	Facility/Site Address	Action
WAR000002 Version 2	Construction SW GP	Test Facility 2	123 Example St. City, WA 98503	<a href="#">DMRs</a> - View - Notifications
WAR000003 Version 4	Construction SW GP	Test Facility	123 Sample St. Sample City, WA 98503	DMRs - View - Notifications

Click on “Edit.”

WWebDMR Home Help FAQs Logout

### DMRs for Permit WAR000002

DMR Search | Submission History | Monitoring Points

**Search DMRs**

Monitoring Period Start Date:   DMR Status:    
 Monitoring Period End Date:

Add or inactivate monitoring points before starting your DMR - use the Monitoring Point tab above.

**Search Results**

Results per page

Submit	Monitoring Period	DMR Type	Due Date	DMR Status	Attachments	Messages	Action
	04/01/2011 - 04/30/2011	Monthly	05/15/2011	Not Started	0	0	<a href="#">Edit</a> - <a href="#">View</a>
	03/01/2011 - 03/31/2011	Monthly	04/15/2011	Not Started	0	0	<a href="#">Edit</a> - <a href="#">View</a>
	02/01/2011 - 02/28/2011	Monthly	03/15/2011	Not Started	0	0	<a href="#">Edit</a> - <a href="#">View</a>
	01/01/2011 - 01/31/2011	Monthly	02/15/2011	Not Started	0	0	<a href="#">Edit</a> - <a href="#">View</a>

**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.

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

**Search Facilities and Permits**

Permit No:   Show Inactive Permits Facility/Site Name:   
 Permit Type:   Facility/Site Address:

**Search Results**

Results per page

Permit Number	Permit Type	Facility/Site Name	Facility/Site Address	Action
WAR000002 Version 2	Construction SW GP	Test Facility 2	123 Example St. City, WA 98503	<a href="#">DMRs</a> - <a href="#">View</a> - <a href="#">Notifications</a> - <a href="#">Remind Me</a>
WAR000003 Version 4	Construction SW GP	Test Facility	123 Sample St. Sample City, WA 98503	<a href="#">DMRs</a> - <a href="#">View</a> - <a href="#">Notifications</a> - <a href="#">Remind Me</a>

No longer want to receive the reminder emails then click on “Stop Reminder”.

WAWebDMR Home Help FAQs Logout

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

**Search Facilities and Permits**

Permit No:   Show Inactive Permits Facility/Site Name:

Permit Type:  Facility/Site Address:

**Search Results** Results per page 10

Permit Number	Permit Type	Facility/Site Name	Facility/Site Address	Action
WAR000002 Version 2	Construction SW GP	Test Facility 2	123 Example St. City, WA 98503	DMRs - View - Notifications - Remind Me
WAR000003 Version 4	Construction SW GP	Test Facility	123 Sample St. Sample City, WA 98503	DMRs - View - Notifications - <b>Stop Reminder</b>

How do I add or delete access to permits?

*This function is available only to Facility Coordinators.*

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

Welcome: Tonya Wolfe

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 1 DMR to Sign. What Next?**  
Sign my ready DMRs now.

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 WAWebDMR help staff at: [WAWebDMR@ecy.wa.gov](mailto:WAWebDMR@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

**System Messages**

Message	Expire Date
WebDMR will be changing its name to WAWebDMR starting 3/31/11. All shortcut links will still work after the name change.	04/20/2011

Enter the Permit # and click on “Search”.

The screenshot shows the WQWebDMR application interface. At the top, there are navigation links for "Home", "Help", "FAQs", and "Logout". Below this, there are two tabs: "Request New Permits" and "My Permits".

**To Request Access to a Permit**

1. Search for the permit you want access to. [Search Tips](#)
2. Select the role you want to request from the drop down list.
3. Click the "Request" link.

Note: An email will be sent to the Department of Ecology when you click the "Request" link.

**To Remove Access to a Permit**

1. Click on the "My Permits" tab.
2. Click the "Remove" link next to the permit you want to remove.

**What role should I request?**

**Role Definitions**

- Facility Coordinator
- Facility Signer
- Facility Preparer

**Find a Facility/Permit**

Permit Number:

Facility/Site Name:

Permit Type:

Facility/Site Address:

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

You will need to contact us at: [WQWebPortal@ecy.wa.gov](mailto:WQWebPortal@ecy.wa.gov) to have a temporary password sent to your email address.

The screenshot shows the "my Electronic Signature Account" login page. The page title is "my Electronic Signature Account".

The Supplied Password was invalid for the 3rd time. The account is locked. Please contact the program system administrator for assistance.

Enter User Name:

Enter Password:

Don't have an account? [Create one](#)

[Forgot my password](#)

[View recent activity on my account](#)

[Update my security questions](#)

[Update my profile](#)

[Change my password](#)

[Leave a comment](#)

**Your Electronic Signature account has been locked. Please contact your program system administrator for assistance.**

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

Enter 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 “Update my Profile”.

WAWebDMR Home Help FAQs Logout

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

Your Electronic Signature Account is a separate account from your SecureAccess Washington (SAW) account and must be managed within the WAWebDMR system. Please use this tab to manage anything related to your electronic signature.

If you have any problems with your signature account, please contact WAWebDMR help staff at: [WAWebDMR@ecy.wa.gov](mailto:WAWebDMR@ecy.wa.gov)

### my Electronic Signature Account

Please enter your user name and password to login:

Enter User Name:

Enter Password:

Forgot my password  
View recent activity on my account  
Update my security questions  
Update my profile  
Change my password

Don't have an account? [Create one](#)

Leave a comment

You must have an Electronic Signature Account and be logged into it to be able to sign submissions.

## 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 then contact us: [WQWebPortal@ecy.wa.gov](mailto:WQWebPortal@ecy.wa.gov).

WAWebDMR Home Help FAQs Logout

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

Your Electronic Signature Account is a separate account from your SecureAccess Washington (SAW) account and must be managed within the WAWebDMR system. Please use this tab to manage anything related to your electronic signature.

If you have any problems with your signature account, please contact WAWebDMR help staff at: [WAWebDMR@ecy.wa.gov](mailto:WAWebDMR@ecy.wa.gov)

### my Electronic Signature Account

Please enter your user name and password to login:

Enter User Name:

Enter Password:

Forgot my password  
View recent activity on my account  
Update my security questions  
Update my profile  
Change my password

Don't have an account? [Create one](#)

Leave a comment

You must have an Electronic Signature Account and be logged into it to be able to sign submissions.

## Copy/Paste Feature

The copy/paste bulk upload DMR data option is for permittees who 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#BulkDMRCopyPaste>

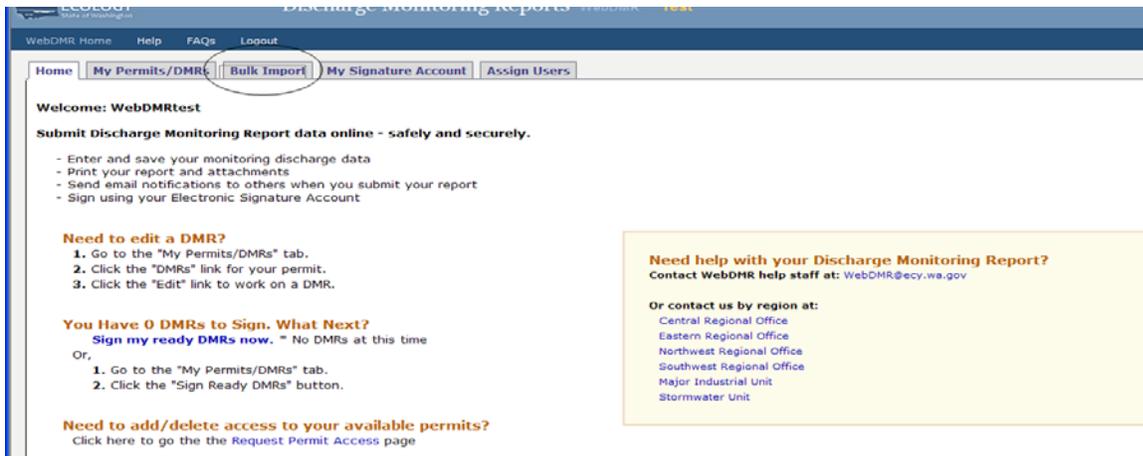
Or contact us at: [WQWebPortal@ecy.wa.gov](mailto:WQWebPortal@ecy.wa.gov) or 1-800-633-6193/options 3.

## 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>

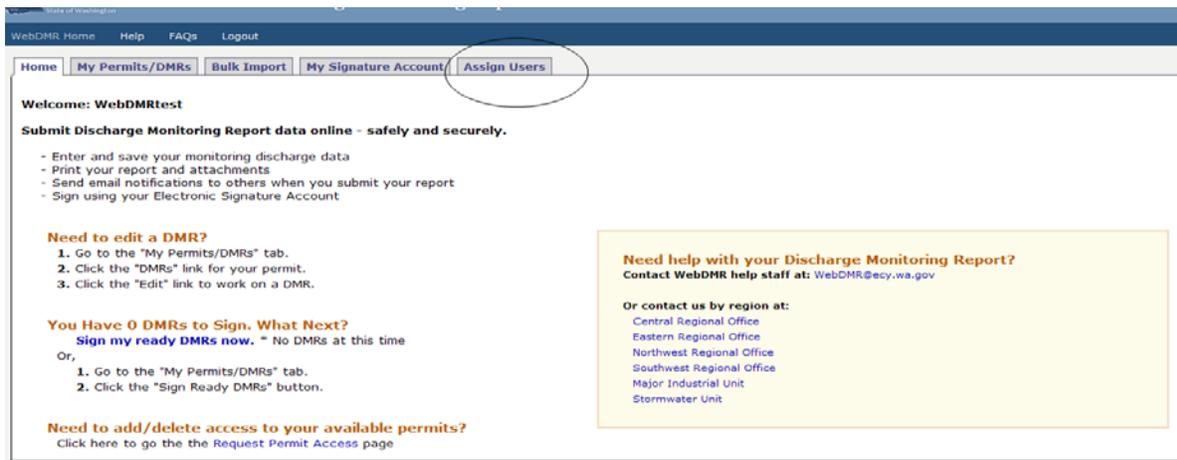
Or contact us at [WQWebPortal@ecy.wa.gov](mailto:WQWebPortal@ecy.wa.gov) or 1-800-633-6193/options 3.



The screenshot shows the WQWebDMR user interface. At the top, there is a navigation bar with links for 'Home', 'My Permits/DMRs', 'Bulk Import', 'My Signature Account', and 'Assign Users'. The 'Bulk Import' link is circled in red. Below the navigation bar, the main content area displays a welcome message and instructions for submitting discharge monitoring report data online. It includes a list of steps for editing a DMR and a section for users with no DMRs to sign. A yellow box on the right provides contact information for help with discharge monitoring reports, including regional offices and a stormwater unit.

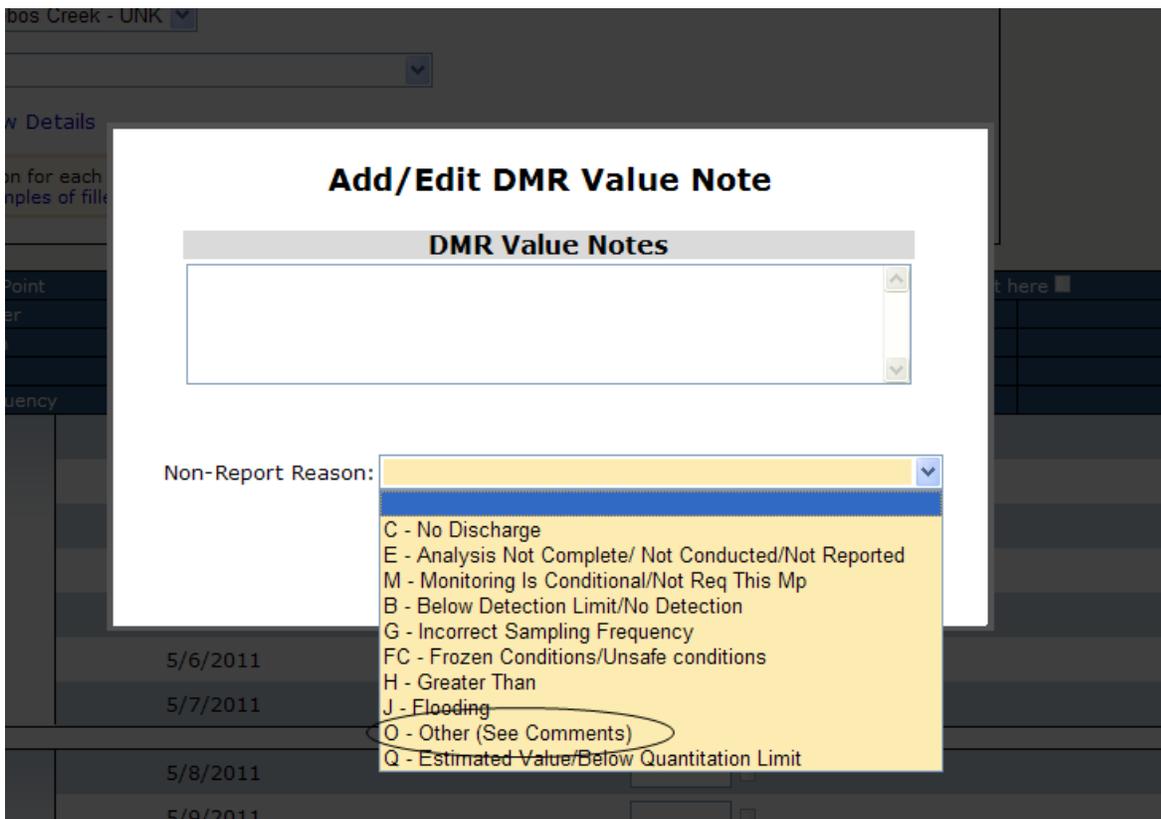
## How can I assign additional users?

*This function is available only to Facility Coordinators.*



## 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 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.

	5/17/2011	<input type="checkbox"/>	<input type="checkbox"/>
	5/18/2011	<input type="checkbox"/>	<input type="checkbox"/>
	5/19/2011	<input type="checkbox"/>	<input type="checkbox"/>
	5/20/2011	<input type="checkbox"/>	<input type="checkbox"/>
	5/21/2011	<input type="checkbox"/>	<input type="checkbox"/>
▲▼			
Week 4 <input type="checkbox"/> No Discharge BMPs	5/22/2011	<input type="checkbox"/>	<input type="checkbox"/>
	5/23/2011	<input type="checkbox"/>	<input type="checkbox"/>
	5/24/2011	<input type="checkbox"/>	<input type="checkbox"/>
	5/25/2011	<input type="checkbox"/>	<input type="checkbox"/>
	5/26/2011	<input type="checkbox"/>	<input type="checkbox"/>
	5/27/2011	<input type="checkbox"/>	<input type="checkbox"/>
	5/28/2011	<input type="checkbox"/>	<input type="checkbox"/>
▲▼			
Week 5 <input type="checkbox"/> No Discharge BMPs	5/29/2011	<input type="checkbox"/>	<input type="checkbox"/>
	5/30/2011	<input type="checkbox"/>	<input type="checkbox"/>
	5/31/2011	<input type="checkbox"/>	<input type="checkbox"/>

Your session will timeout after 15 minutes of inactivity. Please remember to use the save button below.

Mark as Ready to Submit:

Save Save and Done **Notify Signer** Validate Cancel Clear

[Ecology Home](#) | [WAWebDMR Home](#) | [Help](#) | [FAQs](#) | [Release Notes](#) | [Contact Us](#)

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

5/21/2011	<input type="checkbox"/>	<input type="checkbox"/>
▲▼		
5/27/2011		
<input type="checkbox"/>		

Windows Internet Explorer

Are you sure you want to mark this DMR as Ready to Submit and notify a signer? This will automatically run the validation routine.

5/27/2011	<input type="checkbox"/>	<input type="checkbox"/>
-----------	--------------------------	--------------------------

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 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.

**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?

The screenshot shows the WebDMR user interface. At the top, there are navigation tabs: Home, My Permits/DMRs, Bulk Import, My Signature Account, and Assign Users. Below the tabs, the main content area contains several sections:

- 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

On the right side, there is a yellow callout box with a black border and a black oval around it. The text inside the box reads:

**Need help with your Discharge Monitoring Report?**  
Contact WebDMR help staff at: [WebDMR@ecy.wa.gov](mailto: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/webdmr/HelpPages/HelpPage.aspx>

### Frequently Asked Questions

<https://secureaccess.wa.gov/ecy/wqwebportal/webdmr/HelpPages/FAQ.aspx>