

E2 Reporting System

User Guide and Test Case Training Scenarios: Entering Data into the e2 System

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ADEM

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I. Introduction

A. *Electronic Reporting and the e2 Reporting System:*

The e2 Reporting System is a Web and XML-based information system that allows wastewater facilities to electronically send Discharge Monitoring Reports (DMRs) and Sanitary Sewer Overflow (SSO) reports to ADEM. This system is designed to provide an alternative to submitting hand-written or paper-based Reports that is faster, more efficient, and less burdensome for both the regulated facilities and the Department. As a fully operational electronic reporting system, all of the necessary legal, security, and electronic signature functionalities have been included for this system to serve as a completely paperless reporting system.

B. *e2 Reporting System Goals and Benefits:*

There are a number of beneficial goals that have been considered and which have guided the development of the e2 Reporting System. Among them are:

- Support online availability of up-to-date DMR reporting requirements and tracking status of submitted DMRs and SSO Reports.
- Improve the accuracy of compliance data by eliminating potential errors that would otherwise be introduced through manual data entry.
- Improve the security of Report submissions from wastewater facilities.
- Reduce the wastewater discharge facility's compliance costs by offering a streamlined reporting method using readily available computer tools.
- Save ADEM administration and compliance costs by reducing, and eventually better utilizing resources required for managing paper-based DMR and SSO reports.
- Improve the overall effectiveness of wastewater discharge programs with faster responses for data analyses, compliance assessment, enforcement support, and decision-making.

C. *Overview of the e2 Reporting System:*

The e2 Reporting System is a Web-based application accessible to the participating wastewater facilities via the Internet. The system will serve as an electronic file cabinet to manage reporting requirements provided by ADEM, and to receive / store reports submitted by wastewater facilities.

Wastewater facility access privileges are administrated through the use of a PIN, username, and password. All Report submissions are verified via PIN authentication with software security to ensure that the content of the data is original, truthful, legitimate, and unaltered. A complete chain-of-custody of all records will be maintained in the e2 server.

The system makes available up-to-date reporting requirements from ADEM's centralized data system, allowing wastewater facilities to submit original or revised Reports, and allows for reviewing previously submitted reports on-line.

Reports received at the Server are uploaded to the Data Exchange System for use by ADEM to support compliance, permitting, and environmental planning programs.

D. Minimum System Requirements

Wastewater facilities will need to have the ability to access the Department's e2 Reporting System web site through the Internet. Typically, such access is available either through a dedicated connection through the wastewater facility's local area network or through a connection to an Internet Service Provider.

In addition to the Internet connection, the wastewater facility will need an Internet browser program. The e2 application is verified to work with Microsoft Internet Explorer Version 6.0 or greater, which can be downloaded for free from <http://www.microsoft.com/downloads>. Facilities may find that other Internet browsers may work but the Department cannot ensure that all of the features of the e2 web system will be available.

In summary, to use the e2 Reporting System, a facility participant will need:

- A Computer/Laptop
- Internet Access
- Microsoft Internet Explorer, version 6.0 or greater

II. Using the e2 Reporting System

A. E2 Website Login

By using an Internet connection, and Internet Explorer version 6.0 or higher, an e2 facility participant logs into the e2 Reporting System website. After entering the appropriate website address, the participant is greeted by the login screen. To enter the System, the facility participant will have to enter a valid user ID and password on the e2 Reporting System Login screen shown below.

USER LOGIN

To access the E2 System, please enter your username and password.

Username

Password

Help

- [Forgot Your Password?](#)
- [New to e-DMR/e-SSO?](#)
- [ADEM Form 511-E2 Registration](#)
- [ADEM Form 512-ESA](#)
- [ADEM Form 513-E2 Deactivation](#)
- [Facility Participation Package](#)

Overview

The Alabama Department of Environmental Management (ADEM) is providing a web-enabled electronic environmental (E2) reporting system to streamline the management of discharge monitoring reports (DMRs) and Sanitary Sewer Overflow (SSO) reports required under wastewater regulation program.

The E2 DMR and SSO system provides wastewater facilities with an alternative way to submit DMR and SSO data and allow the ADEM to validate the data, acknowledge receipt, and upload data to state's central wastewater database.

Implementing this new system will reach the goal of improving the management of data associated with the Department's wastewater monitoring. The E2 system will:

- Save wastewater treatment facilities compliance costs with a streamlined reporting method and readily available computer tools.
- Save programmatic costs by reducing resources required for managing paper-based DMR and SSO reports.
- Improve the accuracy of compliance data by eliminating potential errors that will be otherwise introduced through manual data entry.
- Improve the state wastewater discharge treatment programs' overall effectiveness while offering alternatives for less process to the community.

If you have questions or problems with the e2 system please contact the e2 Admin at e2admin@adem.state.al.us.

Please contact ADEM immediately

When a user logs in using the user ID and password received from ADEM to login for the first time, the system will prompt the user to select a new password as shown below. The new user-defined, case-sensitive password must consist of 8-15 alphanumeric characters (i.e. A-Z, a-z, and 0-9).

e2MR Home > User Information > New Password

New Password

Edit your password below.

New Password for: e2demo

Old Password

New Password

Retype New Password

Note that access to the e2 Reporting System will only be allowed after the password has been changed.

If the user is a certifier, the user must change their personal identification number (PIN) upon initial entry into the e2 Reporting System. The new user-defined, case-sensitive PIN must consist of 8-15 alphanumeric characters (i.e. A-Z, a-z, and 0-9).

 **Please change your pin!**

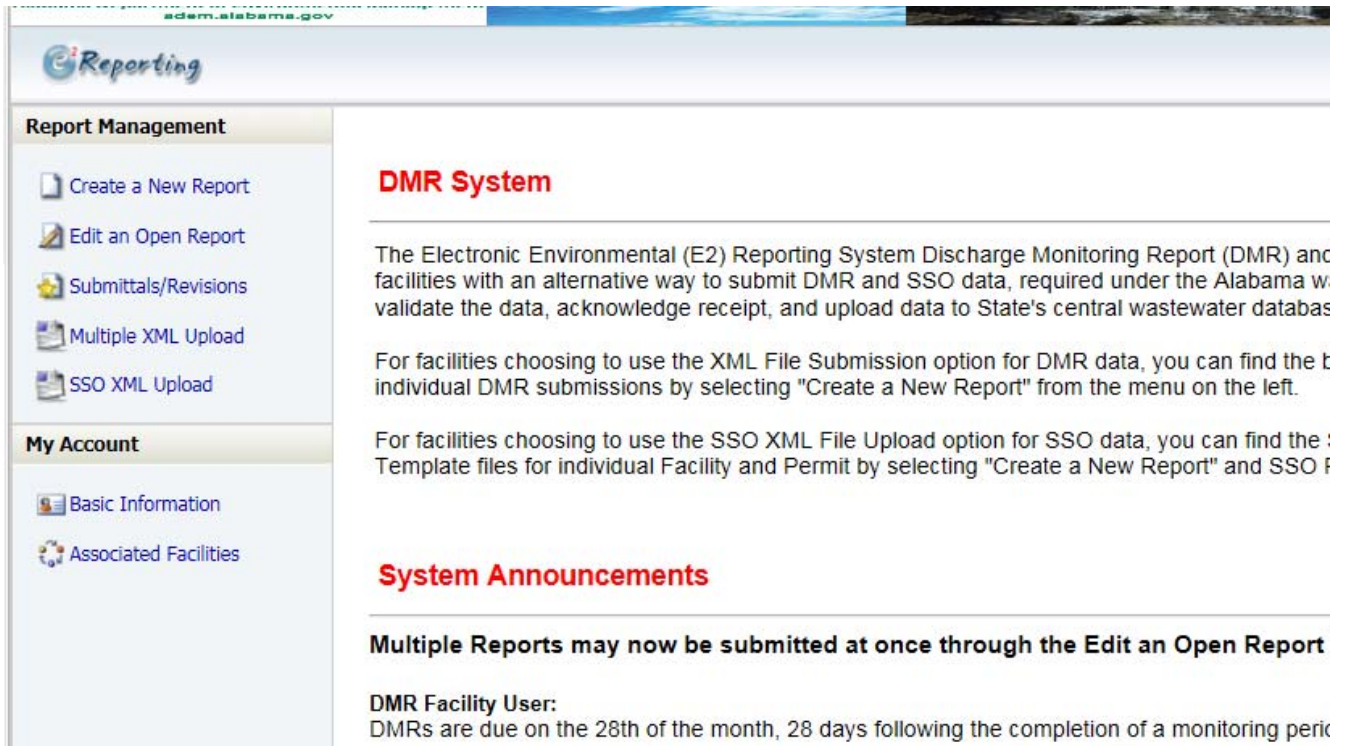
Change New Pin for: **JFen0006**

Old Pin

New Pin

Retype New Pin

After a valid user ID and password is entered, the user is brought to the e2 module home page, which provides a brief description of the system, and highlights any e2 related announcements entered by the e2 Reporting System Administrator.



adem.alabama.gov

e2 Reporting

Report Management

- Create a New Report
- Edit an Open Report
- Submittals/Revisions
- Multiple XML Upload
- SSO XML Upload

My Account

- Basic Information
- Associated Facilities

DMR System

The Electronic Environmental (E2) Reporting System Discharge Monitoring Report (DMR) and facilities with an alternative way to submit DMR and SSO data, required under the Alabama w validate the data, acknowledge receipt, and upload data to State's central wastewater databas

For facilities choosing to use the XML File Submission option for DMR data, you can find the t individual DMR submissions by selecting "Create a New Report" from the menu on the left.

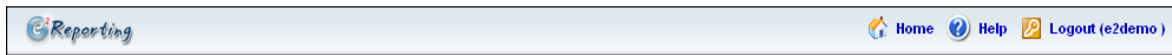
For facilities choosing to use the SSO XML File Upload option for SSO data, you can find the : Template files for individual Facility and Permit by selecting "Create a New Report" and SSO f

System Announcements




Multiple Reports may now be submitted at once through the Edit an Open Report

DMR Facility User:
DMRs are due on the 28th of the month, 28 days following the completion of a monitoring peric

Before proceeding, we will be taking a closer look at the layout of the application as a whole, starting with the status bar.






The status bar is intended to provide quick access to user information, system help, and general system functions.

-  **Home** The Home icon allows the user to return to the e2 module home page, pictured above.
-  **Help** The user can access online help by clicking on this icon.
-  **Logout (jfen0006)** Once finished using the e2 Reporting System, the user may log out using this icon. The username of the current logged-in user is also displayed in parenthesis.



To continue on with the layout of the application, the function bar is located in the frame to the left of the main area of the screen. Each functional area is highlighted below.

Under Report Management are the following topics:

-  **Create a New Report** The Create a New Report icon leads to the heart of the e2 Reporting System. Up-to-date reporting requirements and SSO Event Requirements can be viewed, printed, and downloaded here. Also, web forms that look very similar to the paper forms can be used to enter data. Much of this document will focus on this functional area.
-  **Edit an Open Report** By clicking on the Edit an Open Report icon, a user can make changes to or delete a report that is currently in progress of being edited, but has not yet been certified and submitted to ADEM.

-  **Submittals/Revisions** Reports that have been submitted to ADEM can be viewed and downloaded by clicking on Submittals/Revision. Submissions can be viewed and searched by submission ID, facility, permit, and date.

Under My Account are the following topics:

-  **Basic Information** The user's general account information can be seen by clicking on Basic Information.
-  **Facility Association** Facility Information functions, such as viewing the facilities that the user is associated with, the user's role in reference to that facility, and additional reporting requirements for the facility, are available by clicking on this icon.

B. Creating and Submitting Reports

The e2 Reporting System provides three primary methods to allow facilities to submit their Daily DMRs, Summary DMRs and SSO Event Reports. These methods are:

- Online data entry (eDMR and eSSO):** An online Report Wizard will guide the user through entering their DMR results and SSO Event Reports online through a series of Web pages.

(This option is ideal for facilities that currently do not use a spreadsheet or database program to store or track their DMR results and SSO Event Data and can therefore use the e2 application to directly enter their data.)

- Copy and Paste Using Excel Template (eDMR only):** The user can download a blank Excel file from the e-2 system that contains the parameters that the facility must report. The facility can then use this spreadsheet to enter in their DMR results while being disconnected from the Internet. Then, when the user is ready to submit to the ADEM, he or she can copy the data from the Excel file and paste this information into the Web form.

(This option is ideal for facilities that currently use a spreadsheet program such as Microsoft Excel to store or track their DMR results. Using the Copy and Paste approach allows the facility to avoid needing to “double enter” their DMR results.)

- XML File Upload (eDMR and eSSO):** The user can download a blank XML file from the e2 system that contains the data that the facility must report. The facility can then use this blank XML template file to enter in their DMR results and SSO Event details while being disconnected from the Internet. Then, when the user is

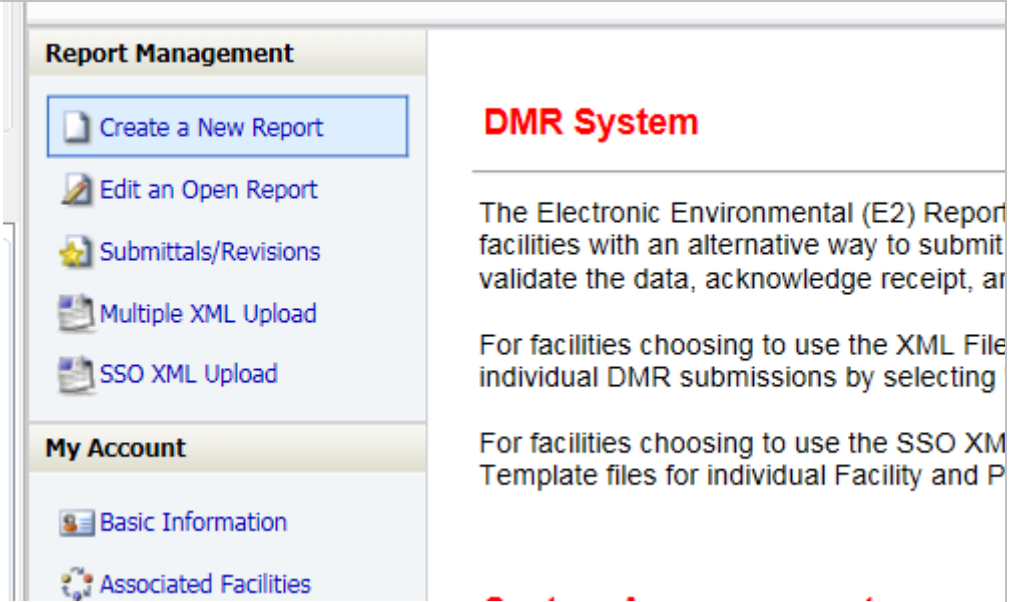
ready to submit to the Department, he or she can upload the XML file including DMR results directly.

(This option is ideal for facilities that currently have a comprehensive system to track their DMR results and SSO Events and have the IT resources to create a converter that converts their results into the electronic XML format required by the State.)

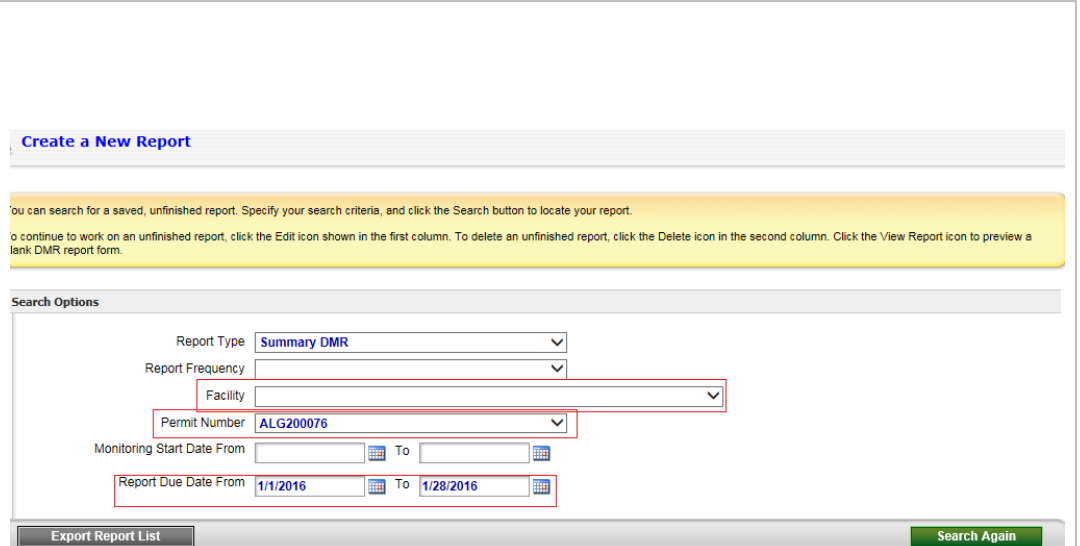
III. eDMR Instructions

A. Step 1: Create a New Report

1) Click the Create a New Report link



2) Search for the report you want to enter. If you need to enter data for a semi-annual report for the last half of the year, the report due To field must include 1/28/2016 for this example. Click Search.



3) Click On-line entry for the report for which you need to enter data.

Req. ID	Permit Number	Facility Name	Report Frequency	Monitoring Period	Status	Due Date	Online Entry	XML	Excel	View Form
1266281	ALG200076	Michelin North Am BF Goodrich	MONTHLY DUE SEMI-ANNUAL	07/01/2015 - 07/31/2015	REPORT NOT SUBMITTED	01/28/2016				
1266282	ALG200076	Michelin North Am BF Goodrich	MONTHLY DUE SEMI-ANNUAL	08/01/2015 - 08/31/2015	REPORT NOT SUBMITTED	01/28/2016				
1266283	ALG200076	Michelin North Am BF Goodrich	MONTHLY DUE SEMI-ANNUAL	09/01/2015 - 09/30/2015	REPORT NOT SUBMITTED	01/28/2016				
1266284	ALG200076	Michelin North Am BF Goodrich	MONTHLY DUE SEMI-ANNUAL	10/01/2015 - 10/31/2015	REPORT NOT SUBMITTED	01/28/2016				
1266285	ALG200076	Michelin North Am BF Goodrich	MONTHLY DUE SEMI-ANNUAL	11/01/2015 - 11/30/2015	REPORT NOT SUBMITTED	01/28/2016				
1266286	ALG200076	Michelin North Am BF Goodrich	MONTHLY DUE SEMI-ANNUAL	12/01/2015 - 12/31/2015	REPORT NOT SUBMITTED	01/28/2016				
1266337	ALG200076	North Am BF	SEMI-ANNUALLY	07/01/2015 - 12/31/2015	REPORT NOT SUBMITTED	01/28/2016				

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4) To manually enter data select the Online Entry Form button. Then click Continue.

Reporting Options

Online Entry Form

Copy and Paste a Report

Xml Upload

5) Enter data into the red rectangles, including the excursion number. The excursion number is number of times a limit is exceeded for that parameter during the monitoring period. Click Save Change. When done entering data click the Next button. If you have more than one monitoring point, click on the drop down box to enter data for the other monitoring points. If you have No Discharge, Click the 'No Discharge' check box.

General Information

Facility: North Am
 Permit Number: ALG200076
 Permit Limit:

Monitoring Period: 07/01/2015 ~ 12/31/2015
 Address: 5101 21st Street
 Tuscaloosa AL, 35401
 Frequency Location:

Monitoring Point: 0021 No Discharge

BOD, 5-DAY (20 DEG. C) (00310) Stage Code: 1 !

PH (00400) Stage Code: 1 !

SOLIDS, TOTAL SUSPENDED (00530) Stage Code: 1 !

OIL & GREASE (00556) Stage Code: 1 !

ZINC, TOTAL (AS ZN) (01092) Stage Code: 1 !

LEAD TOTAL RECOVERABLE (01114) Stage Code: 1 !

CHROMIUM TOTAL RECOVERABLE (01118) Stage Code: 1 !

RAINFALL (46529) Stage Code: 1 !

Parameter: BOD, 5-DAY (20 DEG. C)(Stage Code: 1)

Quantity or Loading

Reporting Data: [red box] [red box] Unit

Permit Requirement: [red box] [red box]

Comment:

Concentration

Reporting Data: [red box] [red box] [red box] Unit mg/l

Permit Requirement: [red box] [red box] REPORT (Maximum Daily) mg/l

Comment: [red box]

Monitoring/Analysis Information

Reporting Data: Frequency of Analysis: Twice per Year Sample Type: Grab Excursion No. [red box]

Permit Requirement: Twice per Year Grab

6) If you need to use a No Discharge or NODI Code, please refer to the Show/Hide Permissive Values Link below the parameter list. Instead of using NODI= and the Code, you use * and the code. Less than (<) or greater than (>) are not allowed.

XYLENE (81551) !
Stage Code: 1

Permit Requirement: Twice per Year
Comment:

(Show/Hide Copy and Paste)
(Show/Hide Permissive Value)

Permissive Value	Description
*B	Below Detection Limit/No Detect
*9	Monitoring is Conditional/Not Required this Monitoring Period
*C	No Discharge
*D	Lost Sample
*G	Sampling equipment failure
*A	General Permit Exemption as in Upset
*E	Analysis Not Conducted
*F	Insufficient Flow for Sampling
*H	Invalid Test
*I	Land Applied Waste Water

1 2 18 of 18

(Show/Hide Stage Code)

7) If you have comments, enter them. If not, click Next.

Comments and Operator Information are optional.

GENERAL REPORT COMMENTS AND EXPLANATION

Maximum length is 500. The remaining length is 500.

Signatory Information:

*Signatory Name	Signatory Title	*Signatory Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

< Back Next >

8) If you have a document that you would like to attach, such as Form 421, you may do that here. Click Browse to browse to the document on your computer. Click Add. Once the document is added Click Next when done or Next if no document is attached.

Attachment Information

Attachment method: Online Upload By Mail

File*

File name:*

Description of the file:

No result was found.

< Back Next >

9) Review, correct errors if necessary, click Next.

Report Summary

Summary Discharge Report [View Form](#)

Facility Name

Permit Number ALG200076

Report Frequency SEMI-ANNUALLY

Report Period 07/01/2015 - 12/31/2015

Data Validation Summary

Data Validation Report has been validated without any error.

Attachment Summary

No result was found.

Cancel < Back Next >

10) As the preparer you are done. The Certifier would then login to the system, acknowledge that he has read the certification statement, enter the PIN, answer the security question, and click Submit.

Pin

As the true and sole authorized user of this Personal Identification Number (PIN), 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 gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering 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

I acknowledge that I have read the certification statement

PIN: *****

Security Questions

Security Question 1:
Where did you first meet your spouse?
Answer: ****

Exit Back Submit

11) Once the DMR is submitted, a confirmation email is sent to the certifier.

From: e2admin@adem.state.al.us

To: Edwards, Janet

Cc: Edwards, Janet

Subject: Original Submission 48947 Received Confirmation

E-DMR System Message: This email is sent as confirmation that Submission 48947 details of your original submission and report sender are as follows:

Submission ID: 48947

First Name: Janet

Last Name: Edwards

Submission Status: received

Report Type: MONTHLY

You may login to E-DMR System by clicking on the link provided below to view th

B. Step 2: Edit an Open Report

1) If you have started a report and not submitted it, you may Edit it by clicking Edit an Open Report.

2) Search for the report you want to edit.

Select	Edit	Report ID	Report Type	Permit Number	Facility Name	Report Frequency	Monitoring Period	Due Date	Last Updated Date
<input type="checkbox"/>		52344	Summary DMR	AL0022586	Jacksonville City Of Wwtp Wwsb	MONTHLY	10/01/2010 - 10/31/2010	11/28/2010	9/12/2015 4:19:24 PM
<input type="checkbox"/>		52345	Summary DMR	AL0022586	Jacksonville City Of Wwtp Wwsb	MONTHLY	11/01/2007 - 11/30/2007	12/28/2007	9/12/2015 4:35:31 PM
<input type="checkbox"/>		52349	Summary DMR	AL0059358	Abbeville City Of Wwsb S Lag	MONTHLY	08/01/2015 - 08/31/2015	09/28/2015	9/29/2015 7:31:24 AM
<input type="checkbox"/>		52341	Summary DMR	AL0022586	Jacksonville City Of Wwtp Wwsb	MONTHLY	08/01/2015 - 08/31/2015	09/28/2015	9/3/2015 2:47:37 PM
<input type="checkbox"/>		52342	Summary DMR	AL0076597	Shannon Mine	QUARTERLY	07/01/2015 - 09/30/2015	10/28/2015	9/8/2015 2:35:48 PM

3) Choose Edit Form. Click Continue.

Select an Item for Editing

Edit Form

Edit Attachment(s)

Exit Continue

4) Make the necessary changes. Click Next.

Monitoring Point: 001Q No Discharge

Parameter: TOXICITY, CERIODAPHNIA ACUTE(Stage Code: Q)

Quantity or Loading

Reporting Data: ***** 0 Unit: pass(0)/fail(1)

Permit Requirement: ***** 0 (Maximum Daily) pass(0)/fail(1)

Comment: []

Concentration

Reporting Data: ***** ***** ***** Unit: []

Permit Requirement: ***** ***** *****

Comment: []

Monitoring/Analysis Information

Reporting Data: Frequency of Analysis: Quarterly Sample Type: Grab Excursion No.: 0

Permit Requirement: Quarterly Grab

Comment: []

Save Change Next Parameter

(Show/Hide Copy and Paste)

(Show/Hide Permissive Value)


(Show/Hide Stage Code)

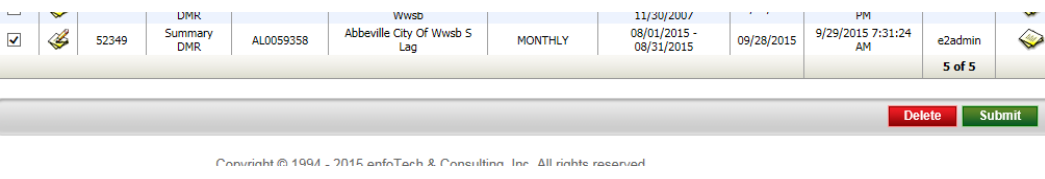
Exit Form ? Preview Report Next >

5) See step 7 through 10 above.

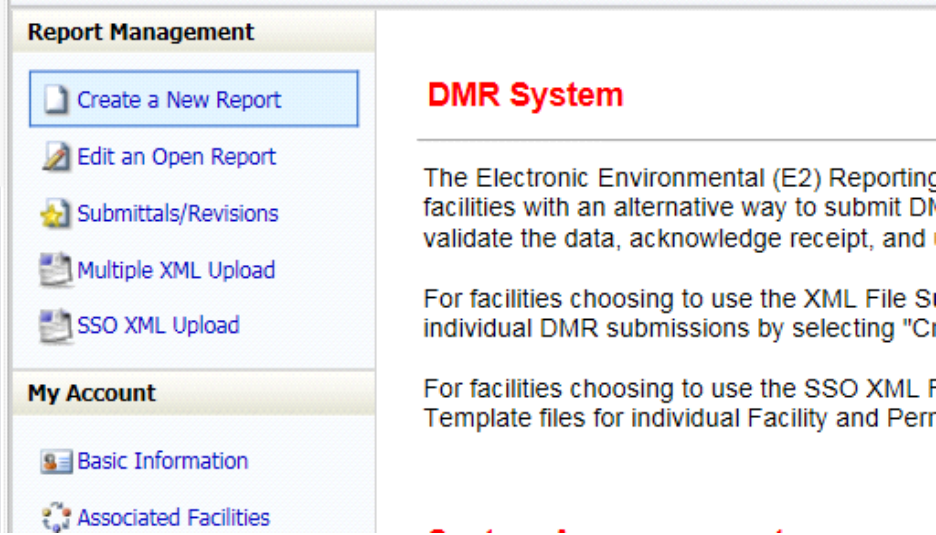
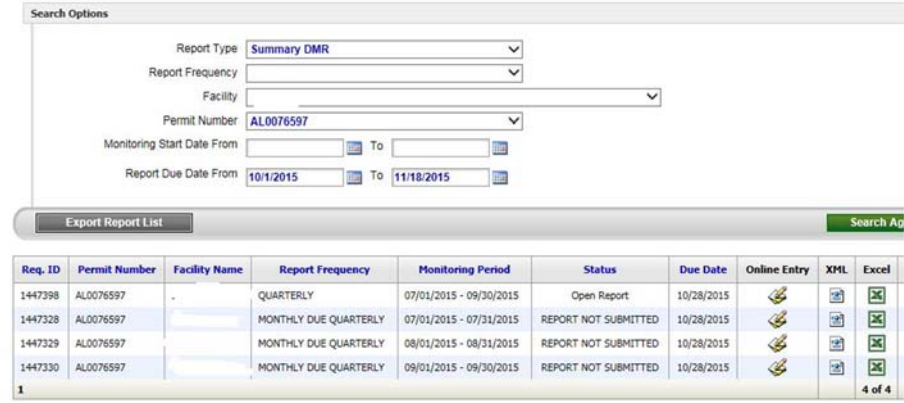

(This area is blank in the original image)

C. Select Multiple Reports to Submit/Delete:

<p>1) Select Edit an Open Report</p>																																																													
<p>2) Search for Reports.</p>	<p>Search Options</p> <p>Report Type: Summary DMR</p> <p>Facility: Select one</p> <p>Permit Number: []</p> <p>Monitoring Start Date From: [] To: []</p> <p>Last Update From: [] To: []</p> <p><input type="checkbox"/> Select All</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Edit</th> <th>Report ID</th> <th>Report Type</th> <th>Permit Number</th> <th>Facility Name</th> <th>Report Frequency</th> <th>Monitoring Period</th> <th>Due Date</th> <th>Last Updated Date</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>52344</td> <td>Summary DMR</td> <td>AL0022586</td> <td>Jacksonville City Of Wwtp Wwsb</td> <td>MONTHLY</td> <td>10/01/2010 - 10/31/2010</td> <td>11/28/2010</td> <td>9/12/2015 4:19:24 PM</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>52345</td> <td>Summary DMR</td> <td>AL0022586</td> <td>Jacksonville City Of Wwtp Wwsb</td> <td>MONTHLY</td> <td>11/01/2007 - 11/30/2007</td> <td>12/28/2007</td> <td>9/12/2015 4:35:33 PM</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>52349</td> <td>Summary DMR</td> <td>AL0059358</td> <td>Abbeville City Of Wwsb S Lag</td> <td>MONTHLY</td> <td>08/01/2015 - 08/31/2015</td> <td>09/28/2015</td> <td>9/29/2015 7:31:24 AM</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>52341</td> <td>Summary DMR</td> <td>AL0022586</td> <td>Jacksonville City Of Wwtp Wwsb</td> <td>MONTHLY</td> <td>08/01/2015 - 08/31/2015</td> <td>09/28/2015</td> <td>9/3/2015 2:47:37 PM</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>52342</td> <td>Summary DMR</td> <td>AL0076597</td> <td>Shannon Mine</td> <td>QUARTERLY</td> <td>07/01/2015 - 09/30/2015</td> <td>10/28/2015</td> <td>9/8/2015 2:35:48 PM</td> </tr> </tbody> </table>	Select	Edit	Report ID	Report Type	Permit Number	Facility Name	Report Frequency	Monitoring Period	Due Date	Last Updated Date	<input type="checkbox"/>		52344	Summary DMR	AL0022586	Jacksonville City Of Wwtp Wwsb	MONTHLY	10/01/2010 - 10/31/2010	11/28/2010	9/12/2015 4:19:24 PM	<input type="checkbox"/>		52345	Summary DMR	AL0022586	Jacksonville City Of Wwtp Wwsb	MONTHLY	11/01/2007 - 11/30/2007	12/28/2007	9/12/2015 4:35:33 PM	<input type="checkbox"/>		52349	Summary DMR	AL0059358	Abbeville City Of Wwsb S Lag	MONTHLY	08/01/2015 - 08/31/2015	09/28/2015	9/29/2015 7:31:24 AM	<input type="checkbox"/>		52341	Summary DMR	AL0022586	Jacksonville City Of Wwtp Wwsb	MONTHLY	08/01/2015 - 08/31/2015	09/28/2015	9/3/2015 2:47:37 PM	<input type="checkbox"/>		52342	Summary DMR	AL0076597	Shannon Mine	QUARTERLY	07/01/2015 - 09/30/2015	10/28/2015	9/8/2015 2:35:48 PM
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<input type="checkbox"/>		52341	Summary DMR	AL0022586	Jacksonville City Of Wwtp Wwsb	MONTHLY	08/01/2015 - 08/31/2015	09/28/2015	9/3/2015 2:47:37 PM																																																				
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<p>3) If you would like to submit all open reports Click the Select All box. If you want to select some but not all of the reports, click each individual report.</p>	<p><input checked="" type="checkbox"/> Select All</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Edit</th> <th>Report ID</th> <th>Report Type</th> <th>Permit Number</th> <th>Facility Name</th> <th>Report Frequency</th> <th>Monitoring Period</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>52341</td> <td>Summary DMR</td> <td>AL0022586</td> <td>Jacksonville City Of Wwtp Wwsb</td> <td>MONTHLY</td> <td>08/01/2015 - 08/31/2015</td> <td>09/28/2015</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>52342</td> <td>Summary DMR</td> <td>AL0076597</td> <td>Shannon Mine</td> <td>QUARTERLY</td> <td>07/01/2015 - 09/30/2015</td> <td>10/28/2015</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>52344</td> <td>Summary DMR</td> <td>AL0022586</td> <td>Jacksonville City Of Wwtp Wwsb</td> <td>MONTHLY</td> <td>10/01/2010 - 10/31/2010</td> <td>11/28/2010</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>52345</td> <td>Summary DMR</td> <td>AL0022586</td> <td>Jacksonville City Of Wwtp Wwsb</td> <td>MONTHLY</td> <td>11/01/2007 - 11/30/2007</td> <td>12/28/2007</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td>52349</td> <td>Summary DMR</td> <td>AL0059358</td> <td>Abbeville City Of Wwsb S Lag</td> <td>MONTHLY</td> <td>08/01/2015 - 08/31/2015</td> <td>09/28/2015</td> </tr> </tbody> </table>	Select	Edit	Report ID	Report Type	Permit Number	Facility Name	Report Frequency	Monitoring Period	Due Date	<input checked="" type="checkbox"/>		52341	Summary DMR	AL0022586	Jacksonville City Of Wwtp Wwsb	MONTHLY	08/01/2015 - 08/31/2015	09/28/2015	<input checked="" type="checkbox"/>		52342	Summary DMR	AL0076597	Shannon Mine	QUARTERLY	07/01/2015 - 09/30/2015	10/28/2015	<input checked="" type="checkbox"/>		52344	Summary DMR	AL0022586	Jacksonville City Of Wwtp Wwsb	MONTHLY	10/01/2010 - 10/31/2010	11/28/2010	<input checked="" type="checkbox"/>		52345	Summary DMR	AL0022586	Jacksonville City Of Wwtp Wwsb	MONTHLY	11/01/2007 - 11/30/2007	12/28/2007	<input checked="" type="checkbox"/>		52349	Summary DMR	AL0059358	Abbeville City Of Wwsb S Lag	MONTHLY	08/01/2015 - 08/31/2015	09/28/2015						
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<p>4) Once you have reports selected, click Submit to submit the reports or Delete to delete any selected reports.</p>	 <p>The screenshot shows a software interface with a table of reports. The table has columns for checkboxes, report ID, report name, AL0059358, report title 'Abbeville City Of Wwsb S Lag', frequency 'MONTHLY', dates '11/30/2007' and '08/01/2015 - 08/31/2015', another date '09/28/2015', time '9/29/2015 7:31:24 AM', and user 'e2admin'. Below the table are 'Delete' and 'Submit' buttons. A copyright notice 'Copyright © 1994 - 2015 enftech & Consulting, Inc. All rights reserved.' is visible at the bottom of the screenshot.</p>
<p>5) If submitting reports, repeat steps 7 through 10 above.</p>	

D. Copy and Paste from MS Excel Spreadsheet

<p>1) Create a New Report</p>	 <p>Report Management</p> <ul style="list-style-type: none"> Create a New Report Edit an Open Report Submittals/Revisions Multiple XML Upload SSO XML Upload <p>My Account</p> <ul style="list-style-type: none"> Basic Information Associated Facilities <p>DMR System</p> <p>The Electronic Environmental (E2) Reporting facilities with an alternative way to submit DMRs, validate the data, acknowledge receipt, and...</p> <p>For facilities choosing to use the XML File Submission Template files for individual Facility and Permit...</p> <p>For facilities choosing to use the SSO XML File Submission Template files for individual Facility and Permit...</p>																																																		
<p>2) Search for Report.</p> <p>Click the Excel link.</p>	 <p>Search Options</p> <p>Report Type: Summary DMR</p> <p>Report Frequency: [Dropdown]</p> <p>Facility: [Dropdown]</p> <p>Permit Number: AL0076597</p> <p>Monitoring Start Date From: [Date] To: [Date]</p> <p>Report Due Date From: 10/1/2015 To: 11/18/2015</p> <p>Export Report List [Search]</p> <table border="1"> <thead> <tr> <th>Req. ID</th> <th>Permit Number</th> <th>Facility Name</th> <th>Report Frequency</th> <th>Monitoring Period</th> <th>Status</th> <th>Due Date</th> <th>Online Entry</th> <th>XML</th> <th>Excel</th> </tr> </thead> <tbody> <tr> <td>1447398</td> <td>AL0076597</td> <td></td> <td>QUARTERLY</td> <td>07/01/2015 - 09/30/2015</td> <td>Open Report</td> <td>10/28/2015</td> <td>[Icon]</td> <td>[Icon]</td> <td>[Icon]</td> </tr> <tr> <td>1447328</td> <td>AL0076597</td> <td></td> <td>MONTHLY DUE QUARTERLY</td> <td>07/01/2015 - 07/31/2015</td> <td>REPORT NOT SUBMITTED</td> <td>10/28/2015</td> <td>[Icon]</td> <td>[Icon]</td> <td>[Icon]</td> </tr> <tr> <td>1447329</td> <td>AL0076597</td> <td></td> <td>MONTHLY DUE QUARTERLY</td> <td>08/01/2015 - 08/31/2015</td> <td>REPORT NOT SUBMITTED</td> <td>10/28/2015</td> <td>[Icon]</td> <td>[Icon]</td> <td>[Icon]</td> </tr> <tr> <td>1447330</td> <td>AL0076597</td> <td></td> <td>MONTHLY DUE QUARTERLY</td> <td>09/01/2015 - 09/30/2015</td> <td>REPORT NOT SUBMITTED</td> <td>10/28/2015</td> <td>[Icon]</td> <td>[Icon]</td> <td>[Icon]</td> </tr> </tbody> </table> <p>1 4 of 4</p>	Req. ID	Permit Number	Facility Name	Report Frequency	Monitoring Period	Status	Due Date	Online Entry	XML	Excel	1447398	AL0076597		QUARTERLY	07/01/2015 - 09/30/2015	Open Report	10/28/2015	[Icon]	[Icon]	[Icon]	1447328	AL0076597		MONTHLY DUE QUARTERLY	07/01/2015 - 07/31/2015	REPORT NOT SUBMITTED	10/28/2015	[Icon]	[Icon]	[Icon]	1447329	AL0076597		MONTHLY DUE QUARTERLY	08/01/2015 - 08/31/2015	REPORT NOT SUBMITTED	10/28/2015	[Icon]	[Icon]	[Icon]	1447330	AL0076597		MONTHLY DUE QUARTERLY	09/01/2015 - 09/30/2015	REPORT NOT SUBMITTED	10/28/2015	[Icon]	[Icon]	[Icon]
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<p>3) Save the MS Excel file to your computer.</p>	 <p>Do you want to open or save AL0076597_MONTHLY_2015-7.csv from 216.226.179.152?</p> <p>Open Save Can</p>																																																		

4) Open the File. Add your data. Do not change the data around. Only enter data in blank cells (no asterisks). Be sure to include the excursion number (number of times a limit is exceeded).

	Quantity	Quantity	Quality	Quality	Quality	No. Ex.	F
SPECIFIC CONDUCTANCE:"00095" Stage Code:R	*****	*****	*****				
SULFATE (AS S):"00154" Stage Code:R	*****	*****	*****				
PH:"00400" Stage Code:R	*****	*****			*****		
PH:"00400" Stage Code:T	*****	*****			*****		
SOLIDS, TOTAL SUSPENDED:"00530" Stage Code:R	*****	*****	*****				
SELENIUM, TOTAL RECOVERABLE:"00981" Stage Code:R	*****	*****	*****				
IRON, TOTAL (AS FE):"01045" Stage Code:R	*****	*****	*****				
MANGANESE, TOTAL (AS MN):"01055" Stage Code:R	*****	*****	*****				
ZINC TOTAL RECOVERABLE:"01094" Stage Code:R	*****	*****	*****				
FLOW, IN CONDUIT OR THRU TREATMENT PLANT			*****	*****	*****		

5) Once you have entered your data, select the data on the spreadsheet and right click. Select copy from the menu

6) Go back to e2 and search for the report you want to enter. Select On-Line Entry.

Req. ID	Permit Number	Facility Name	Report Frequency	Monitoring Period	Status	Due Date	Online Entry
1447398	AL0076597		QUARTERLY	07/01/2015 - 09/30/2015	Open Report	10/28/2015	
1447328	AL0076597		MONTHLY DUE QUARTERLY	07/01/2015 - 07/31/2015	REPORT NOT SUBMITTED	10/28/2015	
1447329	AL0076597		MONTHLY DUE QUARTERLY	08/01/2015 - 08/31/2015	REPORT NOT SUBMITTED	10/28/2015	

7) Select Copy and Paste a Report

You can select to edit an online entry form or an attachment. To edit the report form, check the radio button next to Edit Attachment(s), and click the Continue button.

Reporting Options

Online Entry Form

Copy and Paste a Report

Xml Upload

Exit

8) Go down to Show/Hide Copy and Paste. Click Paste. Click Update data.

Uploads data to form. Proceed as you would with on-line entry.

FLOW, IN CONDUIT OR THRU TREATMENT PLANT (50050)
Stage Code: R

Permit Requirement: ZX Monthly

Grab

Comment:

Save Chan

(Show/Hide Copy and Paste)

FILL FORM USING COPY AND PASTE:

Update data

(Show/Hide Permissive Value)

(Show/Hide Stage Code)

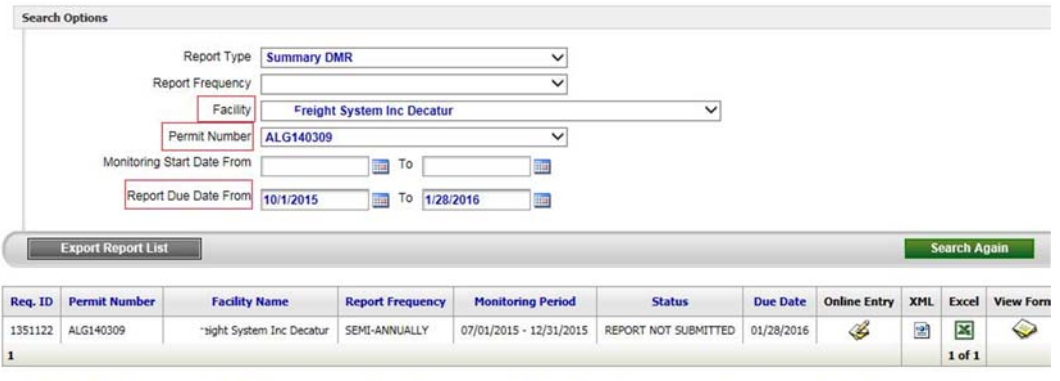
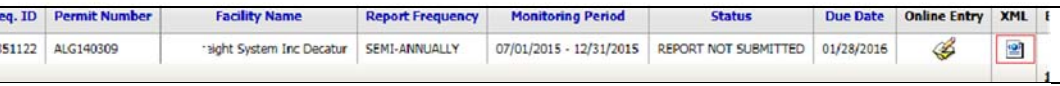
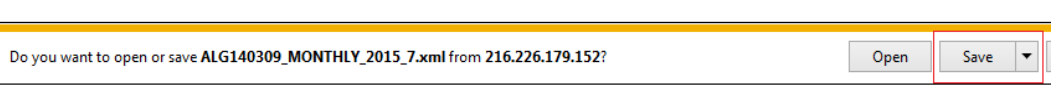
(Show/Hide Copy and Paste)







FILL FORM USING COPY AND PASTE:

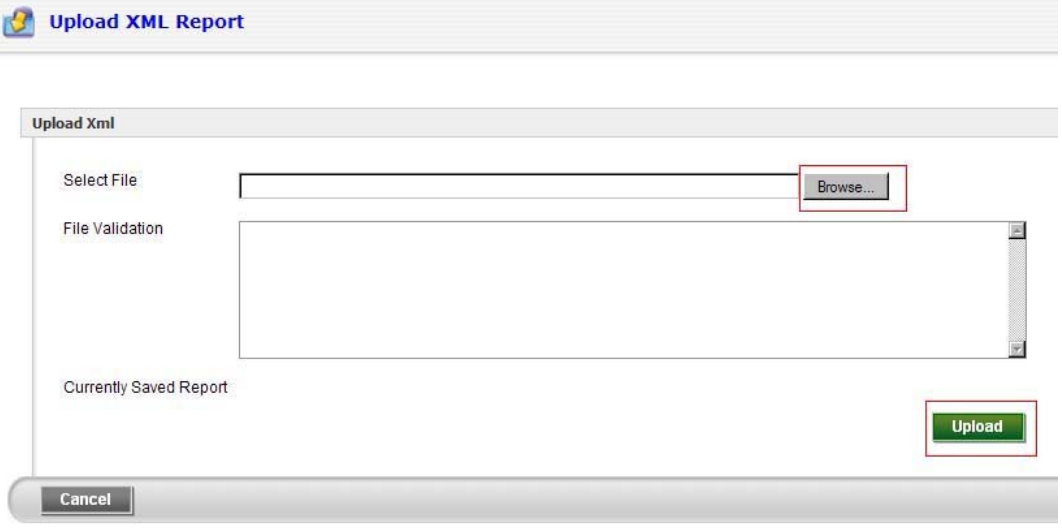
*****	*****	*9	*****	*9	0
*****	*****	20	*****	20	0
*****	*****	*****	*****	*9	0
*****	*****	*****	*****	*9	0
*****	*****	*****	*****	*9	0
*****	*****	*****	*****	*9	0
2	2	*****	*****	*****	0

Update data

E. XML File Upload

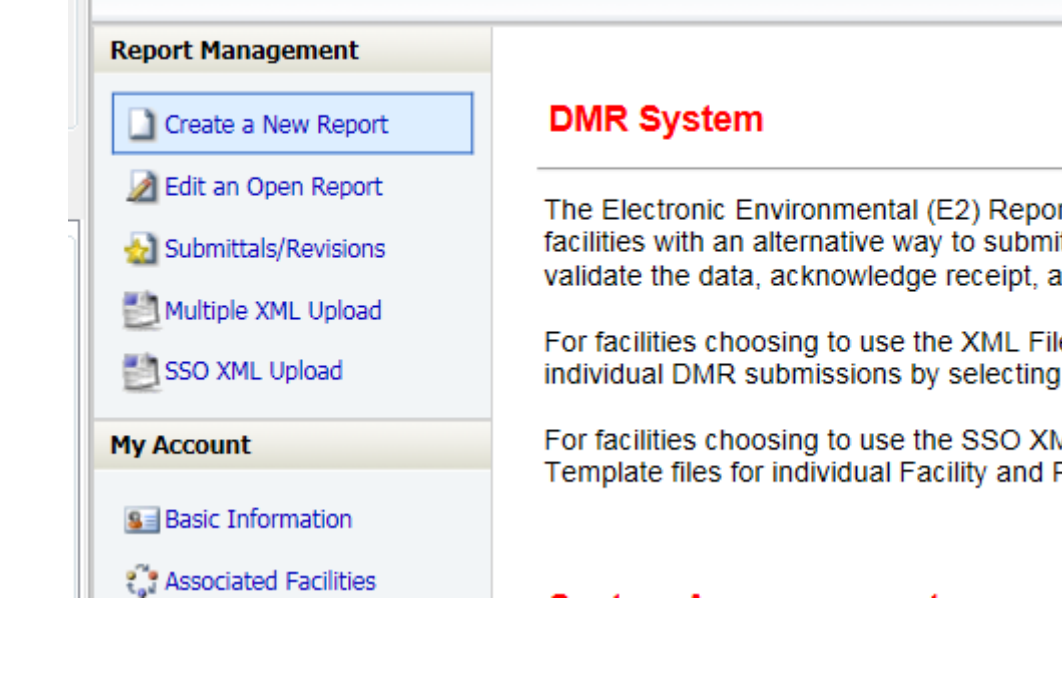
1) Search for Permit																							
2) Click the XML link	 <table border="1"> <thead> <tr> <th>Req. ID</th> <th>Permit Number</th> <th>Facility Name</th> <th>Report Frequency</th> <th>Monitoring Period</th> <th>Status</th> <th>Due Date</th> <th>Online Entry</th> <th>XML</th> <th>Excel</th> <th>View Form</th> </tr> </thead> <tbody> <tr> <td>1351122</td> <td>ALG140309</td> <td>Freight System Inc Decatur</td> <td>SEMI-ANNUALLY</td> <td>07/01/2015 - 12/31/2015</td> <td>REPORT NOT SUBMITTED</td> <td>01/28/2016</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Req. ID	Permit Number	Facility Name	Report Frequency	Monitoring Period	Status	Due Date	Online Entry	XML	Excel	View Form	1351122	ALG140309	Freight System Inc Decatur	SEMI-ANNUALLY	07/01/2015 - 12/31/2015	REPORT NOT SUBMITTED	01/28/2016				
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3) Save the file to your computer.																							
4) Open the file to view the structure. Notice that the file lists the outfalls and parameter codes.	<pre> </ReportIdentification> <MonitoringLocationGroup monitoringLocationName="70925"> - <LocationGroupIdentification monitoringLocationName="0011"> <StateMonitoringGroupID>64507</StateMonitoringGroupID> <LocationType>2</LocationType> <NoDischargeIndicator/> </LocationGroupIdentification> - <MonitoringData> - <ParameterIdentification> <StateMonitoringSiteID>64507</StateMonitoringSiteID> <MonitoringSiteDescription/> <PCSLocationCode>1</PCSLocationCode> <PCSLocationCodeValue>1</PCSLocationCodeValue> <PCSLocationCodeDesc>Final Effluent</PCSLocationCodeDesc> <ParameterCode>00400</ParameterCode> <ParameterName>PH</ParameterName> <SupplementalParameterName2/> <DisplaySequencyNo>1</DisplaySequencyNo> <PermitSampleFrequency>Twice per Year</PermitSampleFrequency> <PermitSampleType>Grab</PermitSampleType> </ParameterIdentification> - <SummaryofMonitoringResult> - <PermitRequirementforSummary> <StatisticalBaseCode/> <PCAmountIdentifier>1</PCAmountIdentifier> <LimitValue>*****</LimitValue> <LimitUnit/> <OtherRequirement/> </PermitRequirementforSummary> - <SummaryResult> <StatisticalBaseCode>AVG</StatisticalBaseCode> </SummaryofMonitoringResult> </MonitoringData> </MonitoringData> </MonitoringLocationGroup> </pre>																						

<p>5) The specific information responding to each parameter is identified within the XML file.</p>	<pre> </ResultComment> </SummaryResult> </SummaryofMonitoringResult> - <SummaryofMonitoringResult> - <PermitRequirementforSummary> <StatisticalBaseCode>Maximum Daily</StatisticalBaseCode> <PCAmountIdentifier>5</PCAmountIdentifier> <LimitValue>REPORT</LimitValue> <LimitUnit>mg/l</LimitUnit> <OtherRequirement>4914</OtherRequirement> </PermitRequirementforSummary> - <SummaryResult> <StatisticalBaseCode>MAX</StatisticalBaseCode> <MonitoringStartDate /> <MonitoringEndDate /> <MeasurementQualifier /> <MeasurementValue /> <MeasurementUnit>19</MeasurementUnit> <ExcursionIndicator /> <ActualSampleFrequency /> <ActualSampleType /> <QCExceedance /> <PCAmountIdentifier>5</PCAmountIdentifier> </pre>																		
<p>6) Your IT person should be able to take this file structure and input your data from your database into the file.</p>																			
<p>7) Once you have saved your information in the XML file, you should return to eDMR to Online Entry.</p>	<table border="1"> <thead> <tr> <th>Req. ID</th> <th>Permit Number</th> <th>Facility Name</th> <th>Report Frequency</th> <th>Monitoring Period</th> <th>Status</th> <th>Due Date</th> <th>Online Entry</th> <th>XML</th> </tr> </thead> <tbody> <tr> <td>1351122</td> <td>ALG140309</td> <td>Freight System Inc Decatur</td> <td>SEMI-ANNUALLY</td> <td>07/01/2015 - 12/31/2015</td> <td>REPORT NOT SUBMITTED</td> <td>01/28/2016</td> <td></td> <td></td> </tr> </tbody> </table>	Req. ID	Permit Number	Facility Name	Report Frequency	Monitoring Period	Status	Due Date	Online Entry	XML	1351122	ALG140309	Freight System Inc Decatur	SEMI-ANNUALLY	07/01/2015 - 12/31/2015	REPORT NOT SUBMITTED	01/28/2016		
Req. ID	Permit Number	Facility Name	Report Frequency	Monitoring Period	Status	Due Date	Online Entry	XML											
1351122	ALG140309	Freight System Inc Decatur	SEMI-ANNUALLY	07/01/2015 - 12/31/2015	REPORT NOT SUBMITTED	01/28/2016													
<p>8) Choose XML Upload from the Reporting Options Menu. Then click Continue.</p>	<p>You can select to edit an online entry form or an attachment. To edit the report form, check the radio button next to Edit Form, and click the Continue button. To edit an uploaded attachment or to add a new attachment, check the radio button next to Edit Attachment(s), and click the Continue button.</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Reporting Options</p> <p> <input type="radio"/> Online Entry Form <input type="radio"/> Copy and Paste a Report <input checked="" type="radio"/> Xml Upload </p> </div> <p style="text-align: right;"> <input type="button" value="Exit"/> <input type="button" value="Continue"/> </p>																		

<p>9) Browse to the location of your saved XML file. Click Upload.</p> <p>Continue as you would with on-line entry.</p>	
---	--

IV. Sanitary Sewer Overflow (SSO) Reporting

A. Create an SSO Report through Manual Entry

<p>1) Click the Create a New Report link</p>	
--	---

2) Change the Report Type to SSO Event Report. Select your facility and permit number. Enter the Date and Time SSO began to create a New Report.

Report Type **SSO Event Report**

Facility **Select one**

Permit Number

Date SSO Began **1/12/2018**

XML Template **New SSO Event Report**

3) Enter details about the SSO event. An * indicates a required field. Latitude and Longitude must be carried to six decimal place accuracy.

Fill Sanitary Sewer Overflow Report Form

Data Entry

* require for submission require for completion

Report Form

Facility Name: **City Of Catoma Wwtp**

Permit Number: **AL0027863**

* **Date/Time SSO Began:** **10/19/2015 12:02 PM**

* **Is SSO currently ongoing?** Yes No

* **Date/Time SSO Stopped:** **00:00 AM**

Report Estimated Volume as

Was the Department verbally notified?
(If report online, verbal notification is not required)

Source of Discharge Event:

manhole lift station broken line
 cleanout treatment plant other

* **Location of Discharge(address,etc)**
(not required if " Lat/Long of Discharge " is reported)

4) When finished entering SSO details, click Save Current Page then Next.

Were any public water supply intake locations affected? Yes No

General Comment

General Report Comment and Explanation

Maximum length is 500. The remaining length is 500.

Cancel **Show required field for completeness** **Preview Report** **Save Current Page** **Next**

5) If you have a document that you would like to attach you may do that here. Click Browse to browse to the document on your computer. Click Add. Once the document is added Click Next when done or Next if no document is attached.

Attachment Information

File*

File name: *


Description of the file:

No result was found.

6) Review, correct errors, click Back if report has errors or Next if done.

A report may be submitted if it is incomplete if all of the required fields (Date and Time SSO Began, Is it Ongoing, and Lat/Long) for the 24 hour notice have been completed

Data Entry

 * 'Is SSO currently ongoing' is required for submission and completion.
* 'Location of Discharge' or 'Lat/Long of Discharge' is required for submission and completion.

* require for submission require for completion

Report Form

Facility Name: Montgomery City Of Catoma Wwtp
Permit Number: AL0027863

* Date/Time SSO Began: mm/dd/yyyy hh mm
10/19/2015 12 2 PM

* Is SSO currently ongoing?
 Yes No

* Date/Time SSO Stopped: mm/dd/yyyy hh mm
0 0 AM

Report Estimated Volume as

7. Complete the submission process.

8) Acknowledge certification statement, enter PIN, and answer security question. Click Submit.

Pin

I certify that I have personally examined and am familiar with the information submitted herein. Based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information to be true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment.

I acknowledge that I have read the certification statement

PIN:

Security Questions

Security Question 1:
What is the first and middle name of your oldest sibling?

Answer:

9) Return to the e2 Reporting System within 5 days to complete the SSO Event Report.
a. Click Submittals/Revisions.
b. Search for the submitted report.
c. Change the Report Type to SSO Event Report
d. Click Detail

Search Submitted Report

Report Type:

Submission ID:

Facility:

Permit Number:

Submission Date: From To

Date SSO Began From To

Detail	Submission ID	Submission Status	Submission Date	Permit Number	Facility Name	Submitter	Completion Status
	49062	new submission is received	10/18/2017	AL0059358	Abbeville City UT	JFen0006	Incomplete

10) Click Revision

Report Summary

You can view submission details on this page, which includes chain-of-custody, submitted form, attachments, and all historical submission(s) if there are any.

Summary

11) Enter the Reason for the Revision. Click Revise.

Revise a Report


Revision Instruction: Please enter in revision comments here. If your report spans multiple outfalls, please indicate the outfall(s) that are being revised.

Reason for Revision:

12) Answer the remaining questions for the SSO Event. The questions with check mark should be completed. Click Next. Then Complete the submission Process.

13) Once the SSO Event Report is submitted an e2 receipt appears and you receive a confirmation email.

Receipt

 **E2 Receipt**

Here is your report submission receipt. Click [here](#) for a printer friendly version.

Submission ID: 48948
Submitted on 10/19/2015 2:00:13 PM, at 10.4.0.5

Submitted by: Janet Edwards
Montgomery City Of Catoma Wwtp
1400 Coliseum Blvd
Montgomery, AL 36110
334-279-3049
jfenn@adem.state.al.us

Report Detail

SSO Event Report
Facility Name: Montgomery City Of Catoma Wwtp
Permit Number: AL0027863
Date/Time SSO Began: 10/19/2015 12:02:00 PM
Date/Time SSO Stopped: 10/19/2015 1:00:00 PM

Attachment Detail

Online Attachments

This report is incomplete. Please revise and submit a complete report as soon as possible.

From: e2admin@adem.state.al.us
To: Edwards, Janet
Cc:
Subject: SSO Report Received Email

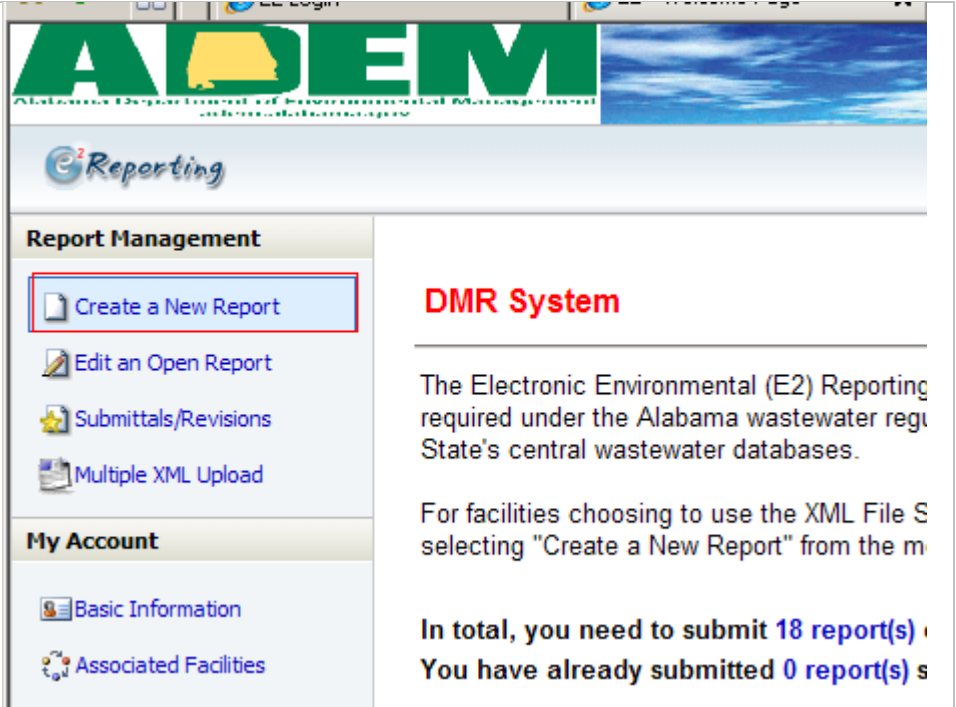
E-SSO System Message: This email is sent as confirmation that Submission 48948
The details of your submission and report sender are as follows:

Facility Name: Montgomery City Of Catoma Wwtp
Submission ID: 48948
First Name: Janet
Last Name: Edwards
Submission Status: new submission is received
Location of Discharge:
Latitude of Discharge: 32.6000
Longitude of Discharge: -86.4000
Estimated Volume (in gallons):
Estimated Volume (Range): >1,000 gal

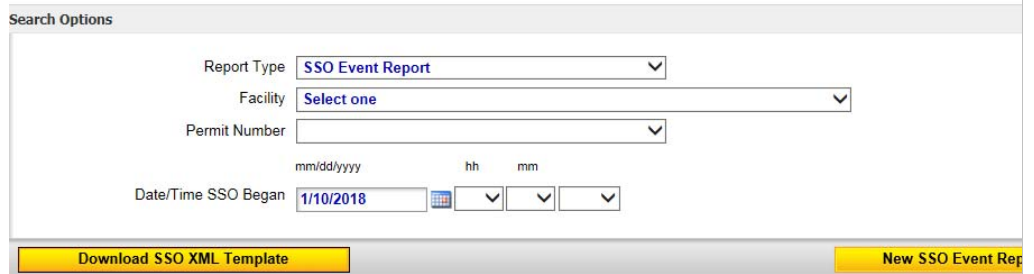
You may login to E-SSO System by clicking on the link provided below.

B. Creating an eSSO Report by Uploading an XML File

1) Click the Create a New Report link

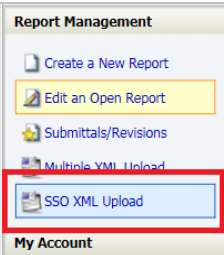
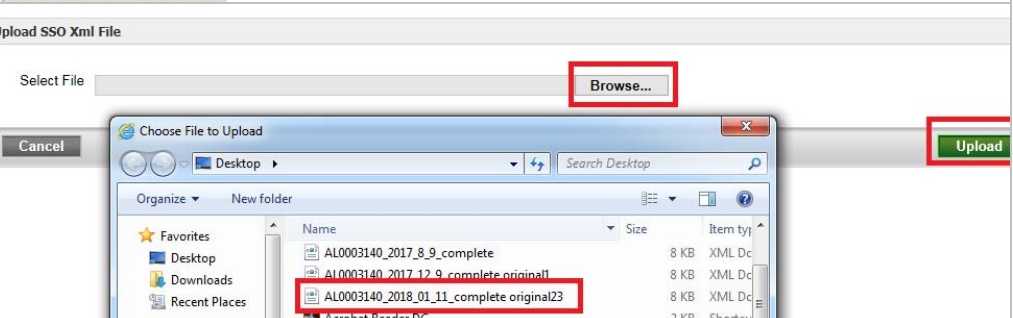
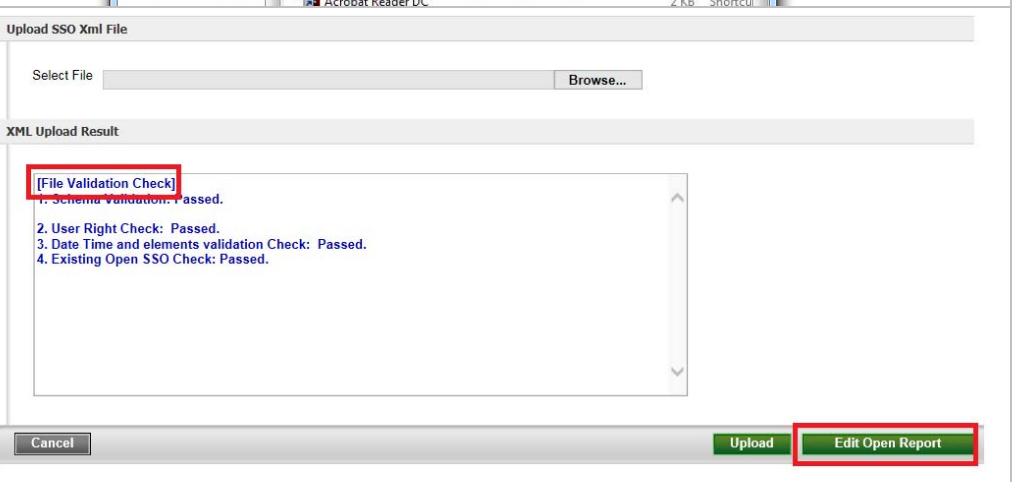


2) Change the Report Type to SSO Event Report. Select your facility and permit number. Click Download SSO XML Template.



3. Save the XML File. Open the XML File.



<p>4) Open the file to view the structure.</p>	<pre><ReportType>SSO</ReportType> </ReportIdentification> - <MonitoringData> <Facility_SSO_Report_ID/> <Date_SSO_Began/> <SSO_OnGoing_Ind/> <Date_SSO_Stopped/> <Wet_Weather_Ind/> <Extreme_Weather_Event_Ind/> <Extreme_Weather_Event_Text/> <Est_Volume_Range_Value_CD/> <Est_Volume_Range_ID/> <Est_Volume_Value/> <Department_Notify_Ind/> <Department_Notify_Date/> <Department_Notify_Method/> <Department_Notify_Other_Text/> <Department_Notify_Person/> <Department_Notify_Phone/></pre>
<p>5) Your IT person should be able to take this file structure and input your data from your database into the file.</p>	
<p>6) Once the file has been populated with your data, return to the e2 Reporting System. Click SSO XML Upload.</p>	
<p>7) Browse to the saved File. Click Upload</p>	
<p>8) The System validates the file. If it passed validation click Edit Open Report.</p>	

9) Select the file to Submit. from this screen you may also Delete unwanted or unneeded files.

Select All

Select	Edit	Report ID	Report Type	Permit Number	Facility Name	Last Updated Date	Date/Time SSO Began	Submitter	Completion Status	View Form	Facility Report
<input type="checkbox"/>		1245	SSO Event Report	AL0003140		1/10/2018 10:26:50 AM	1/11/2018 2:12:00 AM		Incomplete		2

1

10) Acknowledge certification statement, enter PIN, and answer security question. Click Submit.

Pin

I certify that I have personally examined and am familiar with the information submitted herein. Based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information to be true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment.

I acknowledge that I have read the certification statement

PIN:

Security Questions

Security Question 1:
What is the name of your home town newspaper?
Answer:

V. Viewing and/or Revising Past Submissions


A. Viewing Past Submissions

After a file has been submitted to the e2 Server, it is accessible for viewing at any time. To view a Report, click on the Submittals/Revisions icon in the left functional area. This will open the following screen.

The screenshot shows a web form titled "Search Submitted Report". The form contains the following fields and options:

- Report Type:** A dropdown menu with three options: "Summary DMR" (highlighted), "Daily DMR", and "SSO Event Report".
- Submission ID:** A text input field.
- Facility:** A dropdown menu with the text "Select one" and a downward arrow.
- Permit Number:** A text input field with a downward arrow.
- Submission Date:** Two date input fields labeled "From" and "To", each with a calendar icon to its right.
- Report Due Date:** Two date input fields labeled "From" and "To". The "From" field contains "10/1/2015" and the "To" field contains "10/31/2015", both with calendar icons to their right.
- Search Button:** A green button with the text "Search" located at the bottom right of the form.

To view an e2 submission, first select a facility by selecting from the drop-down menu.

Next select the submission date range. You may enter date search criteria by either typing in the date in MM/DD/YYYY format, or by clicking on the calendar to the right of the date field . Click on the day to select the date and close the Calendar window. Using the Calendar pop-up ensures that the date format is correct to query the e2 database for submissions.

Once the search criterion is entered, click on the Search button, which will display a listing of your past submissions.

The user can use this screen to monitor the current status of the submission. For example, when the Report is first submitted, its status will be "New Submission is Received", but after ADEM has validated the submission, its status will change to either "Exchanged" or "Report is Rejected by Program Staff".

Detail	Submission ID	Submission Status	Submission Date	Permit Number	Facility ID	Facility Name	Report Due Date	Monitoring Period
	48926	Submission is exchanged to State system	08/27/2015	AL0000116	6888	Ascend Performance Materials	10/28/2015	07/01/2015 - 09/30/2015
	48928	Submission is exchanged to State system	08/27/2015	AL0000116	6888	Ascend Performance Materials	10/28/2015	07/01/2015 - 09/30/2015
	48943	Submission is exchanged to State system	09/30/2015	IU083900237	5563	Kaiser Aluminum Fabricated Pro	09/28/2015	08/01/2015 - 08/31/2015
1								3 of 3

To select a report for viewing, go to the desired submission and click on the Detail icon . This will display a report summary for the submission, bringing the user to the following screen.

A validation performed now (10/19/2015 2:05:19 PM) using SHA-512 demonstrates that the current file on record server is identical to the original submission.

Submitted Report Information	
Submission ID	48926
Submitted Report	View Report Download XML View Receipt
Certifier's name	Janet Edwards
Certifier's IP	10.4.0.5
Submission CRC Number	1559125824
Submission SHA2 Encrypted String	NaYkFKnVZt26f6HggsYWBcHE+SIL2I6gSLy231Ggde7Y7nxSD0/Qyff/sdjGj97nYM5wwwYD6v36aDv6yVaEBA==
Submission Date/Time	8/27/2015 12:42:49 PM
Uploaded File Sent to Server	
Uploaded File Received	8/27/2015 12:42:49 PM
Uploaded File Accepted	8/27/2015 12:42:49 PM
Submission Status	Submission is exchanged to State system
On-Time Submission Status	ONTIME
Attachments	test


Revised Submission(s)

Detail	Submission ID	Submission Status	Submission Date	Permit Number	Facility ID	Facility Name	Report Due Date
	48928	Submission is exchanged to State system	08/27/2015	AL0000116	6888	Ascend Performance Materials	10/28/2015
1							1 of 1

The certifier's login name as well as the Internet Protocol (IP) address of the machine from which the submission is made is displayed.

This screen also displays the date that confirmation was sent. Also listed is the Submission Status of the submitted file. The last piece of information is the checksum validation. The checksum validation is a mathematical validation performed to make sure that the file on the server is the same as the one submitted. This prevents tampering with the files, and is another security feature of the e2 Reporting System.

CRC Number, which stands for Cyclic Redundancy Check, is used to track the changes of the original document or XML file submitted to the e2 Reporting System. In the e2 Reporting System, once the user submits a report, the system will calculate the CRC number, and the user can use this to confirm that the submission file has not been altered by the system in any way.

You can view the submission by clicking on the View Report icon  [View Report](#).


Alabama Department of Environmental Management Discharge Monitoring Report (DMR)

PERMITTEE NAME: Ascend Performance Materials, LLC PERMIT NUMBER: *AL0000116*
MAILING ADDRESS: 575 Maryville Centre Drive MONITORING 004Q COUNTY: Morgan
Saint Louis, MO63141 POINT:
FACILITY: Ascend Performance Materials
LOCATION: 1050 Chemstrand Ave Decatur, AL 35609 Monitoring Period : 2015-07-01 To: 2015-09-30 NO DISCHARGE FROM SITE: (X)

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Frequency of Analysis	Sample Type
TOXICITY, CERIODAPHNIA ACUTE	Sample Measurement: *****	9A pass(0)/fail(1)	*****	*****	*****	Quarterly	24-Hr Composite
PARAM CODE: 61425 Stage Code: 1 Final Effluent	Permit Requirement: ***** 0 Maximum Daily		*****	*****	*****		
TOXICITY, PIMEPHALES ACUTE	Sample Measurement: *****	9A pass(0)/fail(1)	*****	*****	*****	Quarterly	24-Hr Composite
PARAM CODE: 61427 Stage Code: 1 Final Effluent	Permit Requirement: ***** 0 Maximum Daily		*****	*****	*****		
Name/Title of Principal Executive Officer/ Or Authorized Agent	CERTIFY UNDER PENALTY OF LAW THAT I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED HEREIN AND BASED ON MY KNOWLEDGE OF THOSE INDIVIDUALS IMMEDIATELY RESPONSIBLE FOR OBTAINING THE INFORMATION, I BELIEVE THE SUBMITTED INFORMATION IS TRUE, ACCURATE AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT. SEE 19 U.S.C. § 1001 AND 23 U.S.C. § 1319. <small>(Penalties under these statutes may include fines up to \$10,000 and/or maximum imprisonment of between 6 months to 5 years.)</small>			Signature of Principal Executive Officer Or Authorized Agent	Telephone No	Date (MM/DD/YY)	
						2015-08-27	

The Form displays the submitted XML in a format that is very similar to a completed paper form. The form at this point is considered a completed discharge monitoring report, since the permit limits and parameters are listed with their corresponding actual measured values.

The readable format is accomplished by using a style sheet. This type of style sheet is used to display XML, the language adopted to communicate between environmental facilities and agencies because it is independent of platform. In order to understand any type of message, common definitions and rules must be adopted and enforced, which is where the XML Schema specific to discharge monitoring reporting, the e-DMR schema, comes into play.

To view the XML report click on the Download XML icon  [Download XML](#). This report allows you to take a peek behind the scenes at the data being displayed.

```

<?xml version="1.0" encoding="UTF-8" ?>
- <eDMR xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:noNamespaceSchemaLocation="../../CONFIG/SCHEMA/DMR/V1/EDMR_E-DMR_V1.XSD">
- <MetaData>
  <SchemaIdentification>e-DMR Schema version 1.0</SchemaIdentification>
  <SchemaDescription>e-DMR Work Group Schema version 1.0</SchemaDescription>
  <SchemaPurpose>Electronic Discharge Monitoring Report submissions</SchemaPurpose>
  <SchemaVersion>1</SchemaVersion>
  <SchemaCreateBy>e-DMR XML Schema Work Group</SchemaCreateBy>
  <SchemaCreateDate>2002-02-28</SchemaCreateDate>
  <SchemaLastUpdateBy>e-DMR XML Schema Work Group</SchemaLastUpdateBy>
  <SchemaLastUpdateDate>2002-02-28</SchemaLastUpdateDate>
  <SchemaContactInformation>leopard.matthew@epa.gov, and
    Edmr_support@enfotech.com</SchemaContactInformation>
</MetaData>
- <Receiver>
  <AgencyName>Alaska State Department of Environmental Conservation</AgencyName>
  <ReceivercontactName>Division of Air and Water Quality</ReceivercontactName>
  <ReceivercontactTitle />
- <ReceiverMailAddress>
  <MailingAddressText>555 Cordova Street</MailingAddressText>
  <SupplementalAddressText />
  <MailingAddressCityName>Anchorage</MailingAddressCityName>
  <MailingAddressStateUSPSCode>AK</MailingAddressStateUSPSCode>
  <MailingAddressStateName>Alaska</MailingAddressStateName>
  <MailingAddressCountryName>USA</MailingAddressCountryName>
  <MailingAddressZIPCode>99501</MailingAddressZIPCode>
</ReceiverMailAddress>
</Receiver>
- <Sender>
  <SenderName />
- <SenderPhoneFaxEmail>
  <TelephoneNumber />
</SenderPhoneFaxEmail>
- <SenderAddress>
  <MailingAddressText />
  <MailingAddressCityName />
  <MailingAddressStateName />

```

By clicking Save, the user can save the XML file locally.

B. Making Report Revisions

After a Report is submitted to ADEM, the facility can use the e2 Reporting System to make revisions to the Report and resubmit. However, when a revision is made, the user must supply a reason for making the revision. Revisions will not be automatically processed by the e2 Reporting System and instead will be manually reviewed by ADEM staff. Because of this, the facility may not receive an indication of Acceptance or Rejection as quickly as with an original submission.

To make a revision to a previously submitted Report, the user can click on the Revision tab of the Report Summary screen, as shown below:

Report Summary

Summary Revision

You can view submission details on this page, which includes chain-of-custody, submitted form, attachments, and all historical submission(s) if there are any.

Summary

i A validation performed now (4/18/2018 2:10:42 PM) using SHA-512 demonstrates that the current file on record with the E2 server is identical to the original submission.

Submitted Report Information	
Submission ID	49098
Submitted Report	View Report Download XML View Receipt
Certifier's name	Janet Edwards

The user will first be prompted to enter in a reason for making the revision. If the Report form spans multiple outfalls, the facility must specify in the comments the outfall(s) that are being modified. Then click the Revise button to continue.

Reporting Home Help Logout (tester)

eDMR Home > Submitted Reports > Revision

Revise a Report Summary Revision Attachment

You may submit a revision to this submitted report. To help the program staff review your submission, you are strongly encouraged to provide a brief description to the revision reason and revised contents.

Revise a Report

Revision Instruction(s) that are being revised.

Reason for Revision

Back Revise

The revision must be submitted using the same submittal method that was used for the original. So for example, if the original DMR was submitted using XML file upload, the revision must also be submitted using XML file upload.

The user can then continue to go through the Reporting process. The reporting process from this point on will be the same as described in Section B.

VI. Frequently Asked Questions

1. Is the < (less than) or > (greater than) symbol allowed in the e2 system?

No, < or > are not allowed. Use *B for below detection. Please see the Show/Hide Permissive Values link to view a list of acceptable No Discharge Indicator Codes.

2. What is the excursion number?

The number of times a limit is exceeded during the monitoring period.

3. How are user accounts modified (revise, delete, add)?

Complete a revised ADEM Form 511. When adding a Certifier, an ADEM Form 512 is also required. Mail the properly signed forms with original wet ink signatures to the Department.

4. The 24 hour SSO hotline was called to report an SSO. Should a paper report be submitted for the five day report?

Yes, you should submit a paper five day report to close out the SSO. If you submit an electronic five day report after you have started a paper report you should submit the paper 5 day report.

5. What Internet Browsers support the functions of the e2 Reporting System (my screen does not look right, the calendar does not work, when I click on something it jumps back to the top of the screen)?

The E2 Reporting application has been tested and certified using Microsoft Internet Explorer. Microsoft Edge, Netscape, Google Chrome, Safari and other browsers do not suitably support the full functionality of this application.

6. May a user account be modified for usage by another user (my boss retired or is no longer with the company)?

Account information such as username, password, and PIN are user specific and may not be shared with other users. Complete a revised ADEM Form 511. When adding a Certifier, an ADEM Form 512 is also required. Mail the properly signed forms with original wet ink signatures to the Department.

7. The DMR is blank (no parameters listed). What should I do?

Call ADEM.

8. What is the Facility SSO Report ID?

It is a system generated value that is populated when an SSO Event Report is revised. Since it is system generated, the user it not required to enter that value in the report.

9. Are special characters such as a comma (,) allowed in the E2 Reporting System?

No.

10. The system lists a report that was previously submitted as 'Report Not Submitted.' Should the report be submitted again?

No, the system generated receipt is proof that the report was submitted. Also, past submittals and receipts may be viewed by clicking on the Submittals/Revisions link.