

# General CMAR Instructions

## Step 1. View eCMAR Form Sections

A list of the eCMAR form sections your facility must complete are displayed on the left side of the screen. Review the list to ensure you received the correct sections that apply to your wastewater treatment system. Click on a section in the list to open that section. The section you opened is then highlighted in the list.

## Step 2. Verify Data

Verify the data appearing in the section you have opened. If pre-populated numbers are wrong, or your questions aren't answered by the information contained in the "Section Instructions" link (see below), click on the "Report Issue" button (see below) to send a message to your DNR regional representative. The "Section Instructions" link and "Report Issue" button are under the "Info" and "Options" heading on the left-hand side bottom of the CMAR Entry Sections list, respectively. Do NOT continue in that section until data is corrected - if the Department needs to recreate data in a section, all prior work performed in that section will be lost.

## Step 3. Fill Out Sections

Each question within the various sections should be answered and filled out.

### Instructions for All Sections

Click on the "Section Instructions" link in the middle of the left-hand side column of the CMAR Entry Sections list to find instructions and definitions for each question of eCMAR. **TIP: You may wish to print out the "Instruction" pages (also contained in ["Instructions for Sections of the eCMAR Form"](#) to refer to them as you are working on the eCMAR.**

### Report an Issue

Click on the "Report Issue" button near the bottom of the left-hand side of the CMAR Entry Sections list to contact the Department. Use this button as often as you need to if there is a problem in a section. The feedback form will be directed to your DNR regional representative. For more information on how to contact the Department, see [Getting DNR Help](#).

## Step 4. Validate

The "Validate" button is located under the "Options" heading on the left-hand side bottom of the CMAR Entry section list. Click on the "Validate" button when the section is complete and accurate. Validation of each section will calculate a score and grade

for that section. When a section is validated, a red check box will appear to the left of that section of the section list. Check your Summary Section to ensure the grade from each section was transferred correctly to the Summary Section.

### **Revalidation - Data/Information Changes**

You can make changes to any of the data or information you entered in a section at any time prior to submitting your eCMAR. If you make a section change, even a text wording change to a section that has been validated, you must re-validate that section. After you have made changes to a section, click on the "Validate" button (see above) again to re-validate that section. Check your Summary Section again to ensure that the grade from that section was transferred correctly to the Summary Section.

## **Step 5. Resolution or Owner Statement eCMAR Section**

The final section of the eCMAR form is the Resolution or Owner Statement. Publicly owned facilities shall include information in the eCMAR form Resolution or Owner Statement Section regarding the name of the governing body or owner; date of resolution or action taken; optional resolution number; and actions to be taken to address problems or deficiencies identified in each eCMAR section, or related to the overall grade point average for the wastewater treatment works.

Private owners of wastewater treatment works must complete the eCMAR form Resolution/Owner Statement Section and provide all applicable information regarding actions to be taken to address problems or deficiencies identified in each eCMAR section or related to the overall grade point average for the wastewater treatment works.

- Any sections that have text boxes highlighted in yellow require comments to be made. Make sure that the "date of resolution or action taken" box is filled out.
- Double check that the resolution section is completed and accurate. Then, click the "validate" button on the left side of the screen under options. A red check mark should appear next to the resolution section. At this point, every section should have a red check mark next to it. The report is now ready to be submitted.

## **Step 6. Submit**

The "Submit" button is located under the "Options" heading on the left-hand side of the screen. The eCMAR can be submitted when all data and information have been entered, verified, and validated for each section of the eCMAR. In the left-hand side of the screen in the eCMAR Entry Section list, there will be a check box next to each section that has been validated.

**Once all the sections have a check box, including the "Resolution or Owner Statement Section", click on the "Submit" button.** The person that submits your eCMAR must be the person identified as an authorized submitter. Once you submit the eCMAR, you might get a blank screen. Just wait a few minutes to see if the screen refreshes. The eCMAR form is converted to a Portable Document Format (PDF) file, and it takes a few moments to convert the data into the new format.

## **Step 7. Certify**

Certification of the eCMAR is the final step for completing the submittal process. Go back to the main landing page of reports and click on the "certify" button. Once the certify button has been selected, an email will be sent to the eCMAR Submitter. RETRIEVE IT without closing or leaving the CMAR certify page.

- FIND the ten-letter certification code in the email. Write it down on a slip of paper or use copy & paste.
- GO BACK to the CMAR Certification Page and enter it.
- CLICK the 'Certify' button on the CMAR Certification Page. If successful in certifying the CMAR, a green message bar will appear informing you so.

### **eCMAR Submittal Date**

All owners of wastewater treatment works shall submit and certify the completed eCMAR for calendar year 2025 on or before **JUNE 30<sup>th</sup>, 2026**.