

Instructions for Completing the Online Version of the electronic Pretreatment Monitoring Form (ePMF)

Before Getting Started

The DNR electronic reporting system only works with Microsoft Internet Explorer. If you are using any other browser, such as Safari, Firefox or Mozilla, it may not work properly.

Navigating to the electronic Pretreatment Monitoring Form (ePMF) and ePMF contents

You can get to the web page for the Switchboard at <http://dnr.wi.gov/topic/switchboard>. When you reach the Switchboard page click on 'Log In' in the upper left margin of the page.

After logging in, your Switchboard home page is displayed. Scroll to your facility name(s) and click on 'Wastewater Reporting Forms'.

The eForms page will appear with a dropdown box that displays the facility(s) you are authorized to access.

A link is displayed for each type of Form available on the web.

Click on the ePMF link and select the ePMF that you wish to work on under the 'Active' link.

Action buttons displayed on the screen include Download XML File, Upload XML File, Edit Form, and Print Report.

Depending on the method of data entry you use, select **one** of the following:

- **Click the Edit Form button if you will be entering results on the ePMF.**
- Click the Download XML File button if you move data stored electronically to the eDMR XML file. Usually software has been purchased or extensive programming has been done by your facility if your facility completes the eDMR using this method.

Action buttons displayed once you open an individual ePMF include Save, Validate, Print, Return, Help, Logout, and page to page navigation.

Each form includes a unique six-character identification number, called the DOC (document) number. It is very important to use the correct form for each reporting period.

Minimal facility information is displayed in the default view: facility name, time period covered by ePMF, sample point information and facility category. The **More button** can be used to display additional facility information. The **Less button** can be used to return to the default view.

The **Max Limit** value is the maximum daily limit for a parameter that cannot be exceeded on any day.

The **Avg Limit** is the maximum monthly limit for a parameter that cannot be exceeded by the average of all sample results for that parameter from the same month. If only one result exists for a parameter for a given month, that result is also its average for that month.

The lower portion of the ePMF contains two - three sections: 1) an optional pollutant certification section, where one of two options must be selected, 2) a Notes section listing footnotes that apply to your facility, and 3) the Comments box where you can enter additional information.

Entering Data in the ePMF

Lab Enter the 9-digit lab certification number of the lab that analyzed the sample you are reporting on. After entering this number, you can copy and paste it into the Lab boxes for the other pollutant parameters (except Total Toxic Organics, which doesn't require a Certified Lab)

Sample Date Enter the sample collection date for each Sample Result you are reporting and a date for each flow value you report (see **Flow** descriptions below regarding dates). Example: if you are reporting results for a sample collected on 06/30/2012, enter "06/30/2012" in the box, or, click on the **Sample Date button** to select that date. After entering this number, you can copy and paste it into the Sample Date boxes for the other pollutant parameters.

Sample Result Enter the numerical sample result only, as reported by the lab, without including any commas or units of measurement, such as mg/L. If your lab reported the result in units other than mg/L, convert the result to its equivalent value in mg/L. Example: if the lab reported 1,400 ug/L, convert this to 1.4 mg/L and enter "1.4". (1000 ug/L = 1 mg/L).

If you have additional Sample Results for a parameter, click the **Add button** at the end of the row to create another row in which to enter additional data for that parameter. Enter information for this row as you did for the first.

If a test result is less than the limit of detection (LOD) or reported as "Not detected", enter the value of the limit of detection preceded by a less than sign, e.g., <0.09. Do not enter <LOD, ND, BDL or zero for pollutant results or for Flow Regulated as the system will not recognize these entries. Zero, however, may be an appropriate entry for Unregulated or Dilutional Flow when reporting other test results.

As sample results are entered, items not passing validation will cause the field to be outlined in red. For example, a cell will be outlined in red if a comma or "NA" is entered

If you have a concern over laboratory's procedure or test results, enter your remarks in the Comments box at the end of the form and contact your DNR pretreatment regulator regarding appropriate follow-up.

Flow Regulated Enter the flow volume in gallons per day (gpd) of the process wastestream regulated by the applicable categorical standard which was sampled at the Sample Point on the Sample Date. Example: wastewater from a Metal Finishing 5-stage washer or vibratory deburrer. For Flow Regulated Sample Date enter the date the wastestream was sampled.

Flow Unregulated Enter the flow volume, whether zero or greater, of any additional wastewater that may contain pollutants of concern and was included in the sample of Regulated Flow at the Sample Point on the Sample Date. This wastewater is not regulated by the categorical standard that applies to this Sample Point. Example: floorwash wastewater near a Metal Finishing process. For Flow Unregulated Sample Date enter the date the wastestream was sampled.

Flow Dilutional Enter the flow volume, whether zero or greater, of any additional wastewater, such as boiler blowdown or noncontact cooling water, that does not contain pollutants of concern and was included in the sample of Regulated Flow at the Sample Point on the Sample Date. For Flow Dilutional Sample Date enter the date the wastestream was sampled.

Flow - Daily Avg Enter the average flow volume of Regulated Flow that was discharged at the Sample Point during the Reporting Period. For Flow - Daily Avg Sample Date enter the date the last day of the Reporting Period, for example, 06/30/2016 or 12/31/2016.

Flow - Daily Max Enter the maximum flow volume of Regulated Flow that was discharged at the Sample Point during the Reporting Period. For Flow - Daily Max Sample Date enter the date the maximum Regulated Flow occurred, if known, otherwise enter the date of the last day of the Reporting Period, for example, 06/30/2016 or 12/31/2016.

If no discharge occurred from a Sample Point during the Reporting Period, leave all boxes for that Sample Point blank, do not enter zeros. Enter the Sample Point number in the Comments box at the end of the form and write, "No discharge occurred during the Reporting Period". Example: 001 - No discharge occurred during the Reporting Period.

If no sample was collected or a pollutant test was not performed, indicate that in the Comments box at the end of the form and leave the appropriate data boxes on the form blank, do not enter zeros. Contact your DNR pretreatment regulator regarding appropriate follow-up.

If there are changes to the email address for anyone with the role of Data Entry, Submit or Recipient of Confirmation Email, please enter the correct address in the Comments box.

If there are changes to any of the information printed on this ePMF, such as facility name or mailing address, please enter the correct information in the Comments box.

Click the **Save button** before leaving the ePMF to save all recently entered data.

Data Validation Process

After all form information has been entered, the Save button should be clicked, then click the Validate button. When you click the **Validate button**, a pop-up box displays Warnings and Errors.

- o A **Warning** alerts you to reporting issues or limit exceedances but will not prevent submittal.

- o An **Error** in the pop-up window will prevent submittal and must be resolved. Errors appear for such issues as reporting a zero for a sample value, or missing a lab certification number where required.

- o When errors are listed in the validation pop-up, close the window, fix the problems, save and click the Validate button again. The pop-up box has a **'Print'** button to print the Warnings and Errors listed. If your PC has pop-up windows blocked, you can temporarily override by clicking and holding down the Control button, then clicking the Validate button. You can release the Control (Ctrl) button after the pop-up is displayed.

The Save and Validate buttons can be used as many times as necessary. If you make changes after validation, you must Save and revalidate before you can submit. However, if you have validated the form but are not ready to Submit it, do **not** click the Save button. Doing so would change the form's status to In Progress and the form would have to be validated again. Instead, click the Return button at the top of the screen which will maintain the form in Validated status until you are ready to Submit it.

Successfully validating the monitoring form changes the status to 'Validated'.

Submittal of the ePMF and Certification of the Data

The **Submit button** will only be active when the status of the ePMF is "Validated" and the person logged on has Submit authority. (Note: If you are entering data on the form, you must click the **Return button** at the top of the ePMF to see the Submit button.)

When the Submit button is clicked, the "eReport Submit" page appears.

- o The **eReport Submit page** states "Once this file has been submitted, it will no longer be editable. Also, if one or

more results have exceeded a limit that will be stated on the page along with the requirements to notify DNR and submit results of repeat sampling. Click the 'Finalize Submit' button to continue."

Clicking the **Finalize Submit button** will take you to the 'eReport Certify' page.

o The **eReport Certify page** displays the 'Facility Name', 'Form Type' and 'Reporting Period', along with a box to enter your Certification Code and a line labeled "EMail was sent to". Without closing the eReport Certify page, open your email box to see the email message with the **Certification Code**. Find the certification code in the email message and then go to the 'eReport Certify' page and enter the code in the box labeled 'Enter Certification Code', then click the **Certify button**.

o NOTE: If you close the "eReport Certify" page before entering your certification code, you will need to click the 'Certify' button again which will activate another email message with a new certification code.

o After the 'Certify' button is clicked the page displays '**Certification complete**'.

An e-mail confirming successful submission will be sent by DNR to each person with any Wastewater Reporting role (Wastewater Reporting Forms - entry, Wastewater Reporting Forms -submit, Wastewater Reporting Forms e-confirmation), along with a PDF of the submitted ePMF which you can print for your records.

The ePMF will be locked once submitted. If there is a need to change data after submittal, but prior to the data being loaded into the DNR database, contact David Argall (david.argall@wisconsin.gov) and request the status of the file be changed back to In Progress. The locked AND certified form cannot be changed. Your DNR representative can change data in the DNR database but they cannot change the submitted form. If it is necessary to change the submitted form, the only option is for DNR to delete the submitted and certified form and recreate the form. It will then be necessary for the facility to reenter all data and resubmit.

Contact Us

Click the Contact Us link on the bottom of the web page to generate an e-mail to your DNR representative.

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