eDMR User Manual

Electronic Reporting Rule
EPA has published the National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule, which will modernize Clean Water Act reporting for municipalities, industries and other facilities. The rule replaces most paper-based NPDES reporting requirements with electronic reporting. Specifically, the rule requires regulated entities to report information electronically, instead of filing written paper reports. These reports include:

- Discharge Monitoring Reports (DMRs)
- Notices of Intent to discharge in compliance with a general permit
- Other specified program reports.

The rule does not change what information is required. It only changes the method by which information is provided (i.e., electronic rather than paper-based).

National Pollutant Discharge Elimination System (NPDES)
Facilities that discharge wastewater to receiving waters of the State of Kansas must apply for a National Pollutant Discharge Elimination System (NPDES) permit thru the Kansas Department of Health and Environment (KDHE). The NPDES Electronic Reporting Rule became effective 12/21/2015 which requires data reported by NPDES permittees be reported electronically based on specific guidelines. For most of Kansas, this will require permittees to submit their Electronic Discharge Monitoring Reports online. The data required by the NPDES permit shall be submitted thru the eDMR web-based program.

Electronic Discharge Monitoring Report (eDMR)
The Kansas Department of Health and Environment is the authority in charge of overseeing the Electronic Discharge Monitoring Reports (eDMR) for the State of Kansas. The Permittee is responsible for understanding and meeting the permit requirements and submitting complete and accurate reports to KDHE. These reports shall be submitted through the web-based program called eDMR, which is part of the Kansas Environmental Application Portal (KEAP). These reports are due within 28 days after the reporting period has ended.

KDHE Bureau of Water
The Bureau of Water (BOW) Technical Services Section is responsible for monitoring compliance with the NPDES permit. Any questions or concerns regarding the eDMR program shall be submitted to one of the following staff:

Deborah Mendenhall, Environmental Database Manager  Deborah.mendenhall@ks.gov
Shelly Shores-Miller, Environmental Scientist  Shelly.Shores-Miller@ks.gov
eDMR User Manual

This manual provides a step-by-step process for accessing the Kansas Department of Health and Environment’s portal (KEAP) for the Electronic Discharge Monitoring Report (eDMR).

Step 1: Register for KEAP (Kansas Environmental Application Portal)

Step 2: Accessing eDMR through KEAP

Step 3: Report problems with KEAP and/or eDMR

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Register for KEAP

KEAP is the Kansas Environmental Application Portal for State specific programs. KEAP supports Internet Explorer 9 and newer. Other internet browsers are not supported for this program.

User Registration

Go to http://keap.kdhe.state.ks.us/ and select one of the following links below to begin the registration process:

Select the button:

IMPORTANT: Make sure you enter your email address correctly before continuing!
Enter requested information and select the button:

On the New User Registration Progress Summary page select the button:

Each user requesting access to KEAP must have their own unique email. A common email for more than one user is not allowed. More than one user for each facility is allowed. Each user will be able to see the same data.
Select **Electronic Discharge Monitoring Report** from the drop down list and then select the **Add New** button:

IMPORTANT: Make sure you select **Electronic Discharge Monitoring Report**!

Select the Organization the user is associated with from the dropdown list then select the **Create Association** button:
Answer **Yes or No** whether you need electronic signature authority and whether you need data entry/upload authority. Cognizant Officials will typically need both electronic signature authority AND data entry/upload authority. *(For more clarification of electronic signature authority, visit [http://www.epa.gov/region6/6en/w/signatory.htm](http://www.epa.gov/region6/6en/w/signatory.htm)).*

Some exceptions to this rule would be if the Certified Operator or data entry clerk enters the data but the Plant Manager or City Official will be the Approving Authority. In this example the following screens will apply:

**Data Entry Clerk or Certified Operator:**

This example above will allow the user to view and enter data but not access to submit the eDMR electronically.

**Plant Manager or City Official:**

This example above will allow the user to approve and submit the eDMR electronically but will not allow the user to modify any data.

**It is recommended that at least one person have full access to enter data AND submit the eDMR electronically.**
If access is requested for electronic signature authority, the Additional Security Questions and Answers page will display. The eDMR program will randomly select questions from this selection so make sure you select specific questions that have a distinct answer.

If you need access to additional organizations, you will need to select the Yes, I have additional organization associations to declare for this application button. Otherwise, once you have selected all organizations that you will need access to select the No I have declared all the organization associations that I need for this application button.
This page is verifying that all organizations have been selected. If you are ready to complete the registration process then select the **No, I have requested access to all applications needed** button.

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On the Progress Summary page you will need to select the **Continue to Step 3** button:
Next, select the organization you want to be your primary organization and select the [Make My Primary Organization] button:

On the Progress Summary page you will need to select the [Continue to Step 4...] button:
If you requested Electronic Signature Authority, you will be required to print the document associated with each organization and sign and submit this document to KDHE. After this document is printed you must select the check box by the statement “I understand that I must print the documents, sign them each individually and send them to KDHE before my electronic signature authority is activated”.

You may need to modify your popup blocker to ALWAYS ALLOW from KDHE

An example of the Electronic Signature Agreement (below). Make sure to send a signed original to KDHE.

Send each signed document to KDHE by first class mail or by email to dmr4kdhe@ks.gov.
Select the **View & Complete** button on the Progress Summary page:

Review the information provided during this registration process. Select the **Complete** button when done:
Users will return to the KEAP Home page. However, all requests for access must be approved by KDHE staff prior to access. Once your application is approved, you will receive an email with your User ID and a temporary password.

**KEAP User Features**
This section allows users to modify their password, request access to additional applications and organization associations, change user information, change security questions/answers.

**Helpful Tip:**
Once a process has been started, like Requesting Additional Apps & Org Associations, you must complete the process or risk locking your KEAP access.
To print a copy of an unsigned E-Signature Agreement, select the printer icon:

To change e-signature security questions and answers select the following tabs/links:

Enter current password, select questions, provide answers, and select the **Update** button:
Accessing eDMR through KEAP

KEAP Home
Log in using the User ID assigned by KDHE. First time users will receive a temporary password but will be given the opportunity to change their password upon successfully signing into KEAP.

Helpful Tip:
If you forget your UserID you will need to contact Debbie Mendenhall at deborah.mendenhall@ks.gov or Shelly Shores-Miller at shelly.shores-miller@ks.gov.
eDMR Main Menu
Choose your Facility then Month and Year of the DMR you need access to.

Helpful Tip:
eDMR does not have a BACK button.

Select this section to enter and/or view monthly data

Helpful Tip:
KEAP will log a user out of eDMR after 20 minutes of inactivity so SAVE often.

Disclaimer:
Permittee is responsible to supply data required by the permit. If the web based program does not match what is required by the permit, it is the permittee’s responsibility to notify KDHE AND to comply with the permit and submit the necessary data!
New to DMR reporting is the N/D checkbox. With the older reporting software, “ND” or “0” entered on day one for FLOW meant there was NO DISCHARGE for that parameter for the entire month. With this new program, users need to select the N/D checkbox. This will disable all parameters associated with that particular outfall. Entering “ND” is no longer a valid entry. Entering a “0” for flow means the value was too small to measure. Entering a zero for each day of the month for flow is not the same as ND.

Note: The program will automatically check the remaining parameters within that outfall after one parameter is checked. This may take several seconds so be patient.

Parameters that have automatic calculations will be grayed out and locked to the user. Selecting the **Save and Stay** button will perform the calculations and display these values. Rolling annual averages will display a value on the last day of the month for that parameter.

**Helpful Tip:** Don’t forget to select the **Save and Stay** button to view your calculated data before proceeding to the next screen.

Selecting the **Save and Continue** button will display the Final Exceptions page that will calculate Permit Limit Exceedances and Missing Results for monthly collections. Also on this page is an Out of Range Warnings table that displays atypical values. This Out of Range Warnings table is a tool to make the user aware that values entered are not matching typical historical values and is NOT considered an error.
Final Exceptions

Permit Limit Exceedences

The following is a list of each permit limit exceedance experienced at the facility during this period. After the list is a written explanation(s) of exceedence(s), as required by our NPDES permit:

<table>
<thead>
<tr>
<th>Violation Date</th>
<th>EDMR Outfall</th>
<th>Parameter</th>
<th>Value Entered or Calculated</th>
<th>Units</th>
<th>Permit Limit</th>
<th>SBC</th>
<th>Type of Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/30/2015</td>
<td>EFF001A1</td>
<td>TSS</td>
<td>65</td>
<td>MGL</td>
<td>30</td>
<td>MK</td>
<td>MONTHLY AVERAGE</td>
</tr>
<tr>
<td>04/07/2015</td>
<td>EFF001A1</td>
<td>TSS</td>
<td>65</td>
<td>MGL</td>
<td>45</td>
<td>MS</td>
<td>WEEKLY AVERAGE (max weekly)</td>
</tr>
</tbody>
</table>

Explanations (Required) (700 character limit)

We experienced several flash floods during April

Explanations are required for each exceedance. The program requires the user to save any explanations.

Number of Test Results Missing (for a time period):

<table>
<thead>
<tr>
<th>EDMR Outfall</th>
<th>Parm #</th>
<th>Parameter</th>
<th>Parm Unit</th>
<th>Number of Values Missing</th>
<th>Current Permit Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFF001A1</td>
<td>00310</td>
<td>BOD5</td>
<td>MGL</td>
<td>1</td>
<td>2x Monthly</td>
</tr>
</tbody>
</table>

Explanations (Required) (700 character limit)

We failed to sample for BOD

Explanations are required for each missing test result. The program requires the user to save any explanations.

Helpful Tip:
Every outfall should have data OR if that outfall did not discharge for the entire monitoring period then select the N/D checkbox.

Out of Range Warnings are NOT violations but are intended as a tool to make the user aware that values entered may be atypical based on historical data.
At the bottom of this Final Exceptions Page are additional selections:

**Advance to the Data Submittal Options page**

**Return to the Enter Data Grid**

**Print Exceptions Report**

Displays the Final Exceptions page in a PDF format for the user to save and/or print.

**EXCEPTIONS INSTRUCTIONS**

### Data Submittal Options

Select the **Submit Data checkbox**.

**How do you want to Submit the Data**

- **Certify, electronically sign, and Submit Data Sets Marked Above.**
- **Submit selected data sets now with certification and signature to follow.** (Your submittal is not complete until it is properly signed. If this option is chosen, any person authorized by the organization in control of this facility may submit a signed and dated hard copy of the certification statement (using the printable signature form provided below) or the person authorized to certify and electronically sign this document may go through the electronic signature process and re-submit this document as a certified and signed submittal.)
- **Delay Signing and Submittal.** For those facilities that are required to monitor more frequently (such as monthly) but report the data to KDDHE less frequently (Quarterly, Semi-annual, or Annual) they may want to enter the data as received and store it until time to submit the data. The program will allow this.

After selecting the **Continue With Selected Options** button the message shown below will display.

**The 10 minute time out clock is starting. If you don’t complete the certify and sign process within 10 minutes, the program will be closed and you will be required to re-enter the program, go through the electronic signature process and submit the data.**

- **OK - Continue**
- **Cancel -or- Choose a different option**

Select the **OK-Continue** button to advance to the Data Submittal Questions page.
Data Submittal Questions

You will have an opportunity to answer each of your 10 random questions correctly. You need only provide 1 correct answer to continue.

Please answer the question below.
You have a total of 10 question(s) remaining that can be answered.

* What is the first and middle name of your oldest sibling?

Please enter your answer in the text box below.

Enter the answers provided during KEAP registration.

Make sure you answer the questions correctly or your account will be locked:

You have failed to answer at least one of your security questions correctly.

Sorry, but you have failed to answer at least one of your security questions correctly. Your Electronic Discharge Monthly Reporting (eDMR) session has been ended and this account has been locked out. If you believe this to be in error, please contact the KDHE Help Desk.

Helpful Tip:
Attachments are not allowed with this new application. If you have additional information to provide you may email the documents to dmr4kdhe@ks.gov.

KDHE staff will gladly assist you with any questions you may have. Contact: Debbie Mendenhall at (785) 296-5561 or by email at deborah.mendenhall@ks.gov or Shelly Shores-Miller at (785) 296-2856 or by email at shelly.shores-miller@ks.gov
This is the final page that will allow the user to successfully send the eDMR once the button is selected.

CERTIFICATION, CONSENT AND ACKNOWLEDGMENT STATEMENT

Facility: ABILENE WWTP

Federal Permit No.: KS0098647

State Permit No.: M-H01-0002

Electronic Signature and Electronic Delivery of Disclosures and Notices

By clicking the button marked "I Agree/Electronically Sign" at the bottom of this page, you consent to use electronic communications, electronic records, and electronic signatures rather than paper documents for the forms provided on this web site.

You understand that your electronic signature is legally binding, just as if you had signed a paper document. Your consent to use electronic signatures and documents applies only to your submission of this electronic document.

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 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 certify that I am authorized to sign this document.

I have read, understand and hereby accept terms of the Certification, Consent and Acknowledgment Statement.

I Agree / Electronically Sign  Back to Submittal Options  Save Main Menu
Submitting eDMR without e-Signature

The electronic Discharge Monitoring Report (eDMR) can be submitted without an e-signature by choosing the 2nd option in the top selection (below) then selecting the [Select] button on the next section but make sure to print the Certification Statement and send this document to KDHE with the proper authorized signature to the address or email listed on the form.
Data Submittal Certification Statement

CERTIFICATION STATEMENT

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 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 certify that I am authorized to sign this document. *
I have read, understand and hereby accept the terms of the certification statement.

Signed: _____________________________ Date: _____________________________

Title: _____________________________

* 40 CFR 122.22: This document will be signed by the following: (a) in the case of a corporation, by a responsible corporate officer; (b) in the case of a partnership, by a general partner; (c) in the case of a sole proprietorship, by the proprietor; (d) in the case of a publicly-owned treatment works, by the official having responsibility for the overall operations of the treatment works or (e) a designee of any of the above.

This form can be submitted by: US Mail, Fax, or Scan & E-mail.

Address: Kansas Department of Health & Environment (KDHE)
Bureau of Water/Technical Services Section (BOW/TSS)
1000 SW Jackson St., Suite 420
Topeka, KS 66612-1367

Fax: 785.296.0086
E-Mail address: dmr4kdhe@ks.gov

Helpful Tip:
You can send this form by mail, email or fax.
Email Confirmation

Two attachments will be included within the confirmation email: Final Exceptions report and the Raw Data Report for the month submitted.

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Data Processed and Accepted by KDHE

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This month’s data has been submitted and approved by KDHE. If changes are needed, please contact KDHE to have this data unlocked allowing you to resubmit changes.

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This month’s DMR will be locked to prevent editing once KDHE has processed and accepted your report. Any data that needs to be corrected will require you to contact KDHE BOW staff.
Other Services

Other Services that may be available to a user are dependent on the permission settings.

The Lab section is under development and not available at this time. The intent of this module is to allow the permittee to grant Labs access to upload data directly into the Enter Data Grid page for the permittee’s approval and submittal to KDHE.

You do not have permissions to Approve or Submit data with E-Sign.
View Permit(s)

eDMR View Permit(s)

<table>
<thead>
<tr>
<th>Facility</th>
<th>Federal Permit No.</th>
<th>State Permit No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABILENE WWTPKS0098647</td>
<td>KS0098647</td>
<td>M-SH01-0002</td>
</tr>
</tbody>
</table>

Available Permits

- M-SH01-0002_ABILENE_WWTP.pdf

This link will display the facility permit in PDF format.

Permit Data Requirements

Summary of permit requirements (in table format).

<table>
<thead>
<tr>
<th>Outfall</th>
<th>Outfall Name</th>
<th>Parameter Name</th>
<th>Parameter Unit</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>001A1</td>
<td>EFF001A1</td>
<td>Flow</td>
<td>MGD</td>
<td>DAILY</td>
</tr>
<tr>
<td>001A1</td>
<td>EFF001A1</td>
<td>BOD5</td>
<td>MGL</td>
<td>2X MONTHLY</td>
</tr>
<tr>
<td>001A1</td>
<td>EFF001A1</td>
<td>TSS</td>
<td>MGL</td>
<td>2X MONTHLY</td>
</tr>
</tbody>
</table>
Report Problems with KEAP and/or eDMR

If you are having trouble accessing KEAP and/or eDMR then contact Debbie Mendenhall at deborah.mendenhall@ks.gov or the Help Desk at helpdesk@ks.gov and describe your problem in detail. If you receive an ERROR page like this (below) then take a screen capture and email it to Debbie Mildfelt or the KDHE Help Desk with a description of what page you were on and what steps the KDHE staff would need to do to recreate the same message.

Server Error in '/edmr' Application.

Request is not available in this context

Description: An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

Exception Details: System.Web.HttpException: Request is not available in this context

Steps to creating a screen capture

Each system may have different steps for screen capture so more than one option is listed below.

**Option 1**

Hit your Print Screen button and then paste this screen capture into the email by using the CTRL key and the V key at the same time. Some users will be able to use the CTRL key and the C key at the same time for the copy function (rather than the Print Screen button).

**Option 2**

Right click your mouse and click on Select all:
Then right click on your mouse and select Copy:

![Copy option](image1.png)

While in the body of your email, right click and select Paste or Paste Options:

![Paste option](image2.png)

**Helpful Tip:**
*To create a KEAP shortcut on your title bar select the Star icon then Add to favorites button then Add to Favorites bar:*