

## **DMR Manual Entry**

ePermitting

South Carolina Department of Health and Environmental Control

Healthy People. Healthy Communities.



South Carolina Department of Health and Environmental Control Healthy People. Healthy Communities.

# **Course Objective**

The purpose of this training is for users to learn how to submit DMRs manually in the online ePermitting system. Once you sign into your ePermitting account (see **Logging In** training), you will be on the Home page for your account. To locate your site or sites, click on the orange triangle in the site search box.

Mohec e	<b>Permitting</b> D	HEC Online Services 🦻 👤 John Doe
K		Welcome to the South Carolina DHEC ePermitting System
🔘 (All)		Getting Started
Home		SC ePermitting is a one-stop portal for submitting permit applications and service requests to South Carolina Department of Health and Environmental Control.
Dashboard		Once you or your organization has been issued a permit or license you can submit required reports or request changes to your permit here.
Notification	S	Finding and Submitting Applications and Requests
Contacts Lis	st	Begin by browsing the available forms. Once the desired form is located, you can fill it out, submit it, and track it here.
Apps, Reque	ests and	Browse Forms
Reports		Managing Information for an Existing Facility, Project, or Site
Permits		If you are affiliated with an existing facility, project, or site that has had DHEC involvement, your SCDHEC account can be granted access to the site in one of the following ways:
Violations		<ul> <li>Contact the facility directly and ask the designated SC ePermitting account administrator to invite you to join the site.</li> <li>Enter a Verification Code provided by mail or a mail from DHEC</li> </ul>
Compliance Enforcemer	and ant Actions	<ul> <li>If the site does not currently have an active account manager, contact SCDHEC support to learn how to set up a site account.</li> </ul>
Financials		If your facility, project or site has not yet had DHEC involvement, your site will be created after you <b>fill out and submit an application or service request</b> form.
Documents		
		Getting Help
		Use the Help link icon in the top right corner of any page to view screen-specific help. If you still need assistance click the Contact link in the page header for additional support options.

A drop down will appear with all of the sites that list you as an authorized user. Select the appropriate site by clicking on the name.

Mothec ePermitting DHE	C Online Services		<b>(</b> )	💄 John Doe		
€	Welcome to the South Carolina DHEC	ePermitting System				
SITE MCAFEE MOBILE HOME PARK  (AII) CATTLEMAN'S LIVESTOCK CER CLAYTON MOBILE HOMES D E	Getting Started NTER B A COUNTRY SQUIRE MOBILE HOMES	nit applications and service requests to South Carolina De it or license you can submit required reports or request o I <b>s and Requests</b> ed form is located, you can fill it out, submit it, and track it	partment of H hanges to you	ealth and Ir permit here.		
KENNECOTT RIDGEWAY MINI	NG CO RIDGEWAY PASSIVE LIMESTONE DRAINS	ng Facility, Project, or Site				
RIDGEWAY TOWN OF		ite that has had DHEC involvement, your SCDHEC account	it can be grant	ed access to		
Permits Evaluations Violations Compliance and Enforcement Actions Financials Documents	<ul> <li>Contact the facility directly and ask the designation.</li> <li>Enter a Verification Code provided by mail or experimentation.</li> <li>If the site does not currently have an active account of your facility, project or site has not yet had DHEC investmentation.</li> <li>Getting Help</li> <li>Use the Help link icon in the top right corner of any page header for additional support options.</li> </ul>	ed SC ePermitting account administrator to invite you to ja -mail from DHEC ount manager, contact SCDHEC support to learn how to se volvement, your site will be created after you <b>fill out and s</b> age to view screen-specific help. If you still need assistance	oin the site. t up a site acco <b>ubmit an appl</b> click the Cont	ount. ication or act link in the		
Authorized Users						

#### On the left hand side, choose the 'Apps, Requests and Reports option.

<b>Vertice depermitting</b> DHE	EC Online Services				<b>F</b> (?)	💄 John Doe
K	Site Details				MCAFEE MO	BILE HOME PARK ONN4-373M-GIF
SITE						onn ogi
MCAFFF MORILF HOMF PARK	Details	Site Plan	Contacts Relations			
			Demuin	^		^
Home	Designated Name		• = Require	ea		
Home	MCAFEE MOBILE HO	ME PARK		1	Status	
Dashboard					Active	
Notifications	Site Type					
Details						
Details	Address Line 1					
Contacts List	975 MCAEFE CT				Photo	
Apps, Requests and	575 MCAPLE CT			(	(No Photo Uploaded)	
Reports	Address Line 2					
Permits						
	City/Locality				Derived Data	
Evaluations	VODV				County: Lexington	
Violations	YORK					
Compliance and	County					
Enforcement Actions	York				Alternative Names	
Financials	State/Province	Postal Code	Couptry		Permit Identifier	
i maneiais		Postar Code	Country	2	SC0027111	
Documents	South Carolina	29745	United States		Facility ID	
Authorized Users	Address Comments				SC0000241644	
	Address Details: app	roximately 600 feet pas	t the end of McAfee Court off			
	Hwy. #5, west of Roc (06): River Basin: Cat	k Hill, SC in York Count awba (7)	/.; Lab District: CATAWBA EQC LAB	~		~

#### On the next screen, select View DMRs- Discharge Monitoring Reports.

Mohec ePe	rmitting DH	EC Online Services		2	💄 John D	)oe
R		Forms				
SITE						
• MCAFEE MOBILE H	IOME PARK 👻	Applications, Service Requests & Permit Change	Forms			
llomo	^	Begin filling out a new form or view or revise a previous submission				
Dashboard		Start New Form Permit Applications, Service Requests and Permit	nitted Forms draft and submitte	<b>d</b> Appli	cations,	
Notifications		Change Forms Service Request Reports	ts, Permit Change F	Forms a	nd	
Details						
Contacts List		Assigned Forms and Schedules				
Apps, Request Reports	s and	Reporting forms relating to <b>current submissions, permits</b> and <b>active</b>	compliance a	ction	5	
Permits		New and Draft Assigned Forms Browse reporting forms relating to a submission, permit or compliance action	eporting Forms previously submitt	orting Forms iously submitted reports		
Evaluations						
Violations		DMRs				
Compliance ar Enforcement A	nd Actions	View, edit, and submit discharge menitoring reports				
Financials		View DMRs				
Documents						
Authorized Us	ers 🗸					

By default, DMRs are listed in order by the newest due date at the top. The filter buttons at the top can be used to sort as you choose.

Mohec ePermitting DHE	C Online Service	S					<b>-</b> 7 (?)	💄 🛛 John Doe
let	Discharge	e Monitoring	Reports	XML Upload	Start Date: 12/0	01/2018, End Date: 01/3	1 <b>T</b>	earch 🔎 🕤
SITE								
MCAFEE MOBILE HOME PARK	Set 🗘	Frequency 🌻	Due 🔻	Received 🌻	Violations 🌻	Status \$		
Home	<b>v</b>	7			Y	(All) 🔻		
Home	SC0027111							
Dashboard	v4.0							
Notifications	(1/1/2020 - 1/31/2020)	Monthly	4/1/2020		No	Unstarted	Open	XML
	v1							
Details	Due 7+							
Contacts List	SC0027111							
Apps Dequests and	v4.0							
Reports	12/31/2019	Monthly	3/1/2020		No	Unstarted	Open	XML
	V1							
Permits	Due /+							
Evaluations	SC0027111							
Violations	v4.0 (11/1/2019 -	Marth	4/20/2020			the standard		
VIOIALIONS	11/30/2019)	Monthly	1/30/2020		NO	Unstarted	Open	XML
Compliance and	V1 Due 7+							
Enforcement Actions								
Financials	SC0027111 v4.0							
Documents	(11/1/2018 -	Annual	12/31/2019		No	Draft	Open	XML
Documents	10/31/2019) v1							
Authorized Users	Due 7+							

#### Select your applicable DMR and click 'Open'.

<b>ePermitting</b> DHE	C Online Service	es					<b>(</b> )	💄 John Doe
R	Discharge	e Monitoring	Reports	XML Upload	Start Date: 12/	<b>/01/2018</b> , End Date: <b>01/3</b>	1 <b>T</b>	earch 🔎 🕤
SITE								
• MCAFEE MOBILE HOME PARK 👻	DMR Set ‡	Frequency 🌲	Due 🔻	Received \$	Violations 🌲	Status 🌲		
Home						(All)		
Dashboard	SC0027111 v4.0							
Notifications	(1/1/2020 - 1/31/2020) v1	Monthly	4/1/2020		No	Unstarted	Open	XML
Details	Due 7+					/		
Contacts List	SC0027111 v4.0							
Apps, Requests and Reports	(12/1/2019 - 12/31/2019) v1	Monthly	3/1/2020		Νο	Unstarted	Open	XML
Permits	Due 7+							
Evaluations	SC0027111 v4.0							
Violations	(11/1/2019 - 11/30/2019)	Monthly	1/30/2020		No	Unstarted	Open	XML
Compliance and Enforcement Actions	V1 Due 7+							
Financials	SC0027111 v4.0							
Documents	(11/1/2018 - 10/31/2019)	Annual	12/31/2019		Νο	Draft	Open	XML
Authorized Users	Due 7+							

Enter applicable information into your DMR. For seasonal parameters, you will only see that option when it is required. If decimal measures are needed. Input a 'zero' and then the decimal. For non-monthly reports, all outfalls with that frequency will need to be reported at one time.

Mahec	ePermitting	DHEC Or	line Services							🧿 🔔 Jo	hn Doe
l≪¦		D	MR Data Entry	< DMR List		V	alidate and	Review	0027111 v4.0 - MCAFE Period 1/1/2020	EE MOBILE HOME	PARK
SITE		_	-		2				10100 17 172020	11011/2020 (01150	intera)
• MCAFEE M	IOBILE HOME PARK	• M	onitoring Point 0011:	Final	Summary						1
Home			□ No Discharge		6	Enter an asterisk	(*) in any fi	eld for a list of ava	iilable Non-Report	Reason Codes	
Dashboa	ard		Parameter		Quantity or Loadir	ng	Units	Qu	uality or Concentrat	ion	U
Notificat Details	tions		Dissolved Oxygen 00300 Effluent Gross (1)	Sample Measurement	****	****			****	****	
Contacts Apps, Re Reports	s List equests and		Effluent Gross (1) Lab ID	Permit Requirement	****	***	****	6.0 Minimum	****	****	п —
Permits Evaluatio	ons		BOD - 5 DAY (20 DEGREES C) 00310	Sample Measurement	P			****	P		
Violatior Complia	ns nce and		Lab ID	Permit Requirement	5 Monthly Average	10 Daily Maximum	lbs/day	***	30 Monthly Average	60 Daily Maximum	— п
Enforcer Financia	ment Actions Is		pH 00400 Effluent Gross (1)	Sample Measurement	****	***			***		
Docume Authoriz	ents zed Users	۲		Permit Requirement	****	****		6.0 Minimum	****	8.5 Maximum	>
			Save Cancel	Clear All							

### For non-reported parameters, including those that are optional, type \* to see the list of reasons. (You are not be able to select the reason from the list).

Widhec ePermitting DHE	EC Online Services	🗊 🔞 🛓 John Doe
R	DMR Data Entry     < DMR List	v4.0 - MCAFEE MOBILE HOME PARK iod 1/1/2020 - 1/31/2020 (Unstarted)
SITE		
• MCAFEE MOBILE HOME PARK 👻	Monitoring Point 0011: Final Summary	
Home	No Discharge	Non-Report Reason Codes
Dashboard	Parameter Quantity or Loading Units	• *2 - Operation Qu Shutdown
Notifications Details	Dissolved Oxygen Sample **** **** **** 00300 Measurement ****	<ul> <li>*3 - Special Report Attached</li> <li>*4 - Discharge to Lagoon/Groundwater</li> <li>*5 - Erozen Conditions</li> </ul>
Contacts List Apps, Requests and Reports	Lab ID Permit **** **** 6.0 Requirement Minimum	<ul> <li>*7 - No Influent</li> <li>*8 - Other (See Comments)</li> <li>*9 - Conditional</li> </ul>
Permits Evaluations	BOD - 5 DAY (20 DEGREES C) 00310 Effluent Gross (1)	Monitoring - Not Required This Period • *A - General Permit Exemption
Violations Compliance and	Lab ID Permit 5 10 Requirement Monthly Average Daily Maximum ****	<ul> <li>*B - Below Detection Limit/No Detection</li> <li>*C - No Discharge</li> <li>*D - Laboratory Desults Not Received</li> </ul>
Enforcement Actions Financials	pH 00400 Sample **** **** P Effluent Gross (1)	in Time for Report     *E - Analysis Not     Conducted/No Sample     *E
Documents Authorized Users	Save Cancel Clear All	<ul> <li>*F - Insufficient Flow for Sampling</li> <li>*G - Sampling Equipment Failure</li> <li>*H - Invalid Test</li> </ul>

#### If the outfall had No Discharge for the reporting period, select the 'No Discharge' box at the top & click 'Save'.

Mahec	ePermitting [	DHEC Onlir	ne Services						<b>(</b>	🧿 🔔 John	n Doe
K		DM	IR Data Entry	< DMR List		V	alidate and	Review	0027111 v4.0 - MCAFE Period 1/1/2020 -	<b>E MOBILE HOME PA</b> - 1/31/2020 (Unstarte	<b>RK</b> ed)
SITE <ul> <li>MCAFEE MOB</li> </ul>	BILE HOME PARK 🔫	Mor	nitoring Point <b>0011:</b>	Final	Summary						^
Home			□ No Discharge		6	Enter an asterisk	(*) in any fi	eld for a list of ava	ailable Non-Report l	Reason Codes	
Dashboard	Ł		Parameter		Quantity or Loadin	ıg	Units	Q	uality or Concentrati	on	U
Notification Details	ns		Dissolved Oxygen 00300 Effluent Gross (1)	Sample Measurement	****	****			***	***	
Contacts Li Apps, Requ Reports	ist uests and		Effluent Gross (1) Lab ID BOD - 5 DAY (20 DEGREES C) 00310 Effluent Gross (1) Lab ID	Permit Requirement	****	***	****	6.0 Minimum	****	****	- π
Permits Evaluation:	s			Sample Measurement				****	P		
Violations Complianc	e and			Permit Requirement	5 Monthly Average	10 Daily Maximum	lbs/day	****	30 Monthly Average	60 Daily Maximum	n -
Enforceme Financials	ent Actions		pH 00400 Effluent Gross (1)	Sample Measurement	***	****	****	P	****	P	
Document Authorized	s d Users	<		Permit Requirement	****	****	6077	6.0 Minimum	****	8.5 Maximum	>
			Save Cancel	Clear All							

Once you have entered all of the applicable information, save the DMR. Users who have submitted their certifier agreement and been approved for this site will submit the DMR by clicking the Validate and Review button at the top.

Wedhec ePermitting D	DHEC Online Services		🕑 🚨 John	) Doe
l≪ł	DMR Data Entry < DMR List Validate and Review	SC0027111 v4.0 - MCAFEE Period 1/1/2(	E MOBILE HOME PA	<b>RK</b> aft)
SITE		T CHOU IT IT Z	020 110172020 (010	nty
• MCAFEE MOBILE HOME PARK 👻	Monitoring Point 0011: Final Summary			
Home	No Discharge  In the second s	available Non-Report R	leason Codes	
Dashboard	Parameter Quantity or Loading Units	Quality or Concentration	on	U
Notifications Details	Dissolved Oxygen 00300 Effluent Gross (1)	****	****	
Contacts List Apps, Requests and Reports	Lab ID Permit **** 6.0 Requirement **** Minimum	***	****	- π
Permits Evaluations	BOD - 5 DAY (20 DEGREES C) 00310 Effluent Gross (1)	1	1	
Violations Compliance and	Lab ID Permit 5 10 Requirement Monthly Average Daily Maximum ****	30 Monthly Average	60 Daily Maximum	- π
Enforcement Actions Financials	pH 00400 Sample **** **** 6 P Effluent Gross (1) Lab ID	****	8 📮	
Documents Authorized Users	Permit **** 6.0 Requirement **** Minimum	****	8.5 Maximum	
	Save Cancel Clear All			-

If you see a message stating 'You are Not an Approved Certifier,' you will need to fill out a Certifier Agreement form and submit it to DHEC OR alert a certifier within your organization so they can submit the DMR. For more information on this process, please see the <u>CROMERR</u> training.

Wethec ePermitting DHE	C Online Services	Ę	?	💄 John Doe
€	Certify And Submit DMR < Back	<b>SC0027111 v4.0 - MCAI</b> Period 1/1.	<b>fee moe</b> /2020 - 1	ILE HOME PARK
• MCAFEE MOBILE HOME PARK •	You are Not an Approved Certifier			• = Required
Home Dashboard Notifications Details Contacts List Apps, Requests and Reports Permits Evaluations Violations Compliance and Enforcement Actions	You must be an approved Certifier for this site and the Agency must receive a signed certifier. Click the button below to view the authorized users for this site. A site administrator can oper Request Certifier Access button. Request Certifier Access	agreement form befor	re you c e list an	an submit DMRs. Id click the
Financials				
Documents Authorized Users				
	Submit			

If you are an Approved Certifier for your site, you will be prompted to Certify & Submit your DMR. Read the listed statement and check the box if you agree. You will then need to enter your password and answer the listed security question before clicking submit.

Mothec ePermitting DHE	EC Online Services	<b>\$</b>	💄 John Doe
R	Certify And Submit DMR < Back	SC0027111 v4.0 - MCAFEE MOE Period 1/1/2020 -	B <b>ILE HOME PARK</b> 1/31/2020 (Draft)
SITE ● MCAFEE MOBILE HOME PARK	□I Certify the statement below:		• = Required
Home Dashboard Notifications	As the true and sole authorized user of this Personal Identification Number (PIN), I certify under penalty of law that I have personally examined and am familiar with the information submitted herein; and based on my inquiry 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		
Details Contacts List	possibility of fine and imprisonment.     Password		
Apps, Requests and Reports			
Permits	What is the name of a college you applied to but didn't attend?		
Evaluations	Security Question Answer		
Violations			
Enforcement Actions			
Financials			
Documents			
Authorized Users			
	Submit		

Finally, you will see a confirmation screen that your DMR has been successfully submitted. You can download a copy for your records or select 'OK' to return to the DMR screen for your site.

Mohec ePermitting DHE	C Online Services	🗊 🔞 💄 John Doe
lel	DMR Submission Confirmation < Back	SC0027111 v4.0 - MCAFEE MOBILE HOME PARK Period 1/1/2020 - 1/31/2020 (Draft)
SITE  MCAFEE MOBILE HOME PARK	Submission Details	
Home Dashboard Notifications Details Contacts List Apps, Requests and	Submission Identifier:DMR-994E-0514Submission Date Time:12/11/2019 11:43 AM EDTChecksum:vtja0c1GoHpS9liKawiIZXj3MuNPhVIcjBw1oiG4Eok=Site Name:MCAFEE MOBILE HOME PARKPermit Number:SC0027111 v4.0Reporting Period:1/1/2020 - 1/31/2020	
Permits Evaluations Violations Compliance and Enforcement Actions Financials	Submitter Details         Name:       John Doe         Organization:         Email:       ePermUser@gmail.com         Phone:	
Authorized Users	Download Copy of Record	
, additized obero		~



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### ePermittinghelp@dhec.sc.gov













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