



Discharge Monitoring Report (DMR)

USER GUIDE

Discharge Monitoring Report

Online Reporting

1) *OVERVIEW*

The Arizona Department of Environmental Quality's new online tool, **myDEQ**, is designed to assist facilities in submitting DMR data to meet the requirements of their Arizona Pollution Discharge Elimination System (AZPDES) Permit. Online submission will eliminate paper forms and provides a faster, more efficient means to submitting the data. The tool offers all the necessary legal, security and electronic signature functionality to replace the paper forms.

2) *ADVANTAGES TO USING myDEQ TO SUBMIT DMR*

- i) The ability to use a facility-specific Microsoft Excel spreadsheet to submit information in lieu of a paper forms.
- ii) An express path for those facilities that did not discharge during the reporting period or yet to be constructed facility to submit their DMR.
- iii) Reduced data entry error resulting in potential violations. Many of the fields on the Data Entry Spreadsheet are pre-populated to ensure correct information is reported. Additionally, system validations built reduces errors in reporting.
- iv) Response from ADEQ within 24 hours on the compliance status of the reported data.

3) *TYPES OF REPORTS SUBMITTED THROUGH myDEQ*

- Monthly
- Quarterly
- Semi-Annual
- Annual
- Biennial

4) *LOGIN ROLES*

Prior to submitting any report, the facility should obtain an account on myDEQ (Refer to the Account Setup User Guide). The myDEQ account currently allows two roles who will access the system. Below are the definitions of the roles:

- 1. Responsible Officer -** Any principal officer, partner, or proprietor responsible for a key business function or any other person who performs similar decision-making duties and is authorized to contractually bind the organization.
- 2. Account Manager -** This is an optional role for an account that would be able to login separately and complete all data entry requirements only.

5) *How does the electronic process work?*

Upon obtaining an account, you will be required to download a customized spreadsheet that lists your permit limits. Once you update the results data, you will upload the same spreadsheet. During upload, the system will run validation checks to ensure all required data are input in the spreadsheet. If errors are found, an error report identifying either as critical or as an alert is generated. Until all critical errors are fixed, you will not be able to submit the report. Only an RO can complete the submit process. An AM will be able to download and upload the spreadsheet. Details of the process are listed later in this document.

6) *What is a Data Entry Spreadsheet?*

A Data Entry Spreadsheet is an Excel Spreadsheet that lists your facility's monitoring points and permit limits. You will be required to enter the results in that spreadsheet and upload the same in the myDEQ application.

7) *CONTACT INFO*

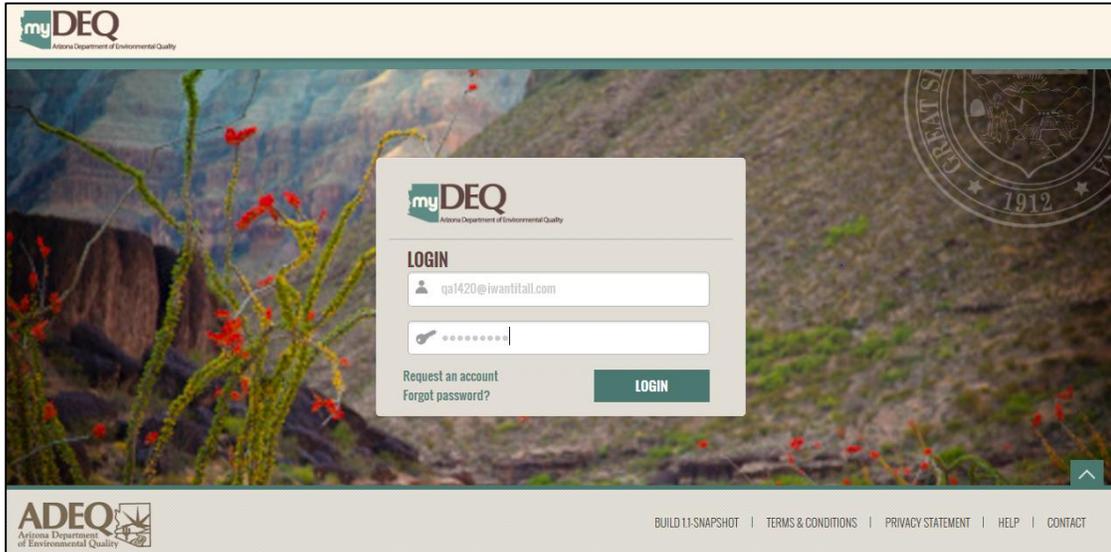
If you have questions regarding the spreadsheet or need help with the DMR reporting, please contact the ADEQ at (602) 771-4681.

For technical support or questions regarding myDEQ account, please contact (844) 806-9337

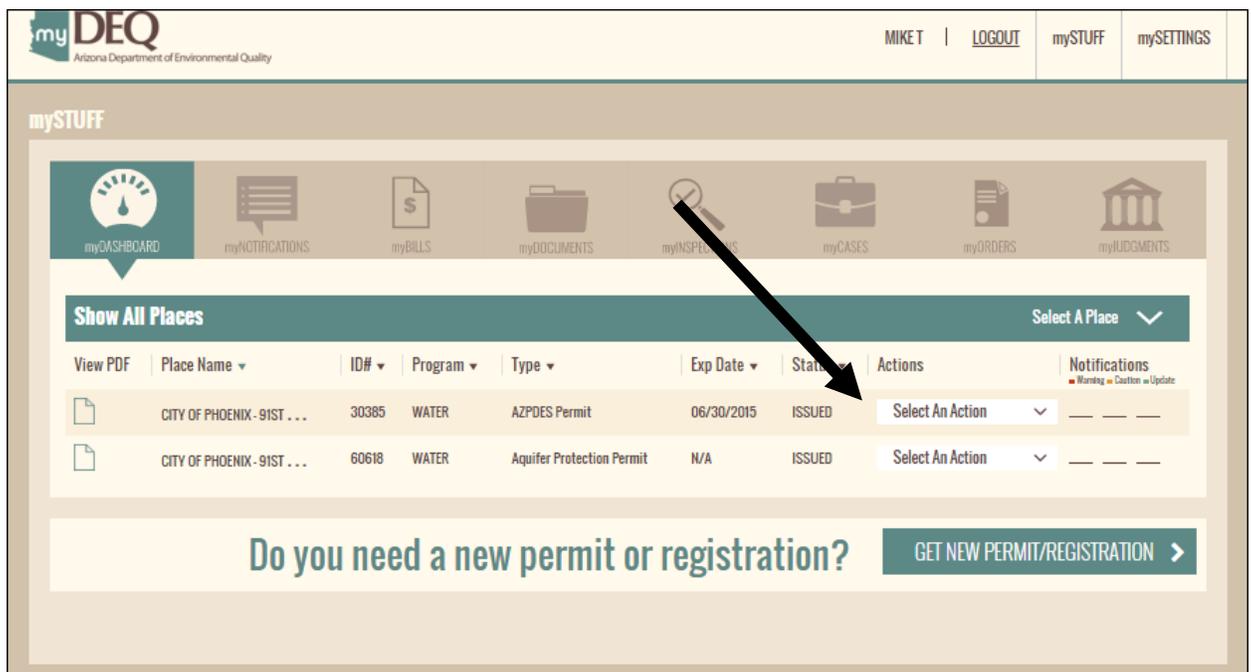
1. DMR DATA REPORTING

Below are step-by-step instructions for submitting your DMR report

1. Once you have completed your account setup, you can login to start the DMR submission process.



2. After login you will be directed to the dashboard page where you should see your facility information.
NOTE: If you do not see your facility, contact myDEQ Administrator at (844) 806-9337 to add the facility.



3. In the row that lists your permit, click on drop down arrow next to “Select an Action” and choose “Step 1: Download DMR”.

The screenshot shows the 'mySTUFF' dashboard for the Arizona Department of Environmental Quality (myDEQ). At the top, there is a navigation bar with 'myDEQ' logo, 'Arizona Department of Environmental Quality', and user options: MIKET, LOGOUT, mySTUFF, and mySETTINGS. Below this is a 'mySTUFF' section with various icons for DASHBOARD, NOTIFICATIONS, BILLS, DOCUMENTS, INSPECTIONS, CASES, ORDERS, and JUDGMENTS. A 'Show All Places' button and a 'Select A Place' dropdown are visible. The main content is a table with columns: View PDF, Place Name, ID#, Program, Type, Exp Date, Status, Actions, and Notifications. Two rows of permits are shown. The second row has a dropdown menu open under the 'Actions' column, listing: Select An Action, Step 1 - Download DMR, Step 2 - Upload DMR, Step 3 - Submit DMR, and No Data DMR. Below the table is a banner asking 'Do you need a new permit or registration?' with a 'GET NEW PERMIT/REGISTRATION' button.

View PDF	Place Name	ID#	Program	Type	Exp Date	Status	Actions	Notifications
	CITY OF PHOENIX - 91ST ...	30385	WATER	AZPDES Permit	06/30/2015	ISSUED	Select An Action	---
	CITY OF PHOENIX - 91ST ...	60618	WATER	Aquifer Protection Permit	N/A	ISSUED	<ul style="list-style-type: none"> Step 1 - Download DMR Step 2 - Upload DMR Step 3 - Submit DMR No Data DMR 	---

4. You will be directed to the “DOWNLOAD DMR” screen as shown below. The screen displays the information needed to download the spreadsheet. Click on the CONTINUE button

The screenshot shows the 'DOWNLOAD DMR' screen. At the top, there is a navigation bar with 'myDEQ' logo, 'Arizona Department of Environmental Quality', and user options: MIKET, LOGOUT, mySTUFF, and mySETTINGS. The main content area has the heading 'DOWNLOAD DMR' and a sub-heading 'You will need the following items to download your myDEQ Data Entry Spreadsheet:'. Below this, it says 'Please have this information ready and then click continue.' followed by a numbered list:

- 1 Reporting period
- 2 If NODI, know the appropriate reason for no data

A warning icon (red triangle with exclamation mark) is followed by the text: 'Your session will timeout after 20 minutes of no activity on a single screen.' At the bottom, there are two buttons: 'BACK' on the left and 'CONTINUE' on the right.

- You should now see all the available reporting periods that you can download the spreadsheet for. Select the reporting period for which you want to download the spreadsheet for and click on the “CONTINUE” button.

The screenshot shows the 'myDEQ' interface for 'CITY OF PHOENIX - 91ST AVENUE WWTP' with LTF ID: 30385. The main heading is 'DOWNLOAD DMR'. Below it, a progress bar shows 'Reporting Period' as the active step. The instruction reads: 'Select a reporting period. Please choose a reporting period and then click continue.' A table lists various reporting periods with their due dates, progress percentages, and status.

Reporting Period	Due Date	Progress	Status
<input checked="" type="radio"/> 4th Quarter Report 2015	01/30/2016	25%	DOWNLOADED 01/08/2016
<input type="radio"/> Semi Annual Report - 2nd Half 2015	01/30/2016	0%	
<input type="radio"/> Annual Report 2015	01/30/2016	0%	
<input type="radio"/> Monthly Report - January 2016	03/01/2016	0%	
<input type="radio"/> 1st Quarter Report 2016	04/30/2016	0%	
<input type="radio"/> Semi Annual Report - 1st Half 2016	07/30/2016	0%	
<input type="radio"/> Annual Report 2016	01/30/2017	0%	

Navigation buttons: BACK (left arrow) and CONTINUE (right arrow).

- Next select if you have data for all monitoring points or only a few and then Click on the “CONTINUE” button.

The screenshot shows the 'myDEQ' interface for 'CITY OF PHOENIX - 91ST AVENUE WWTP' with LTF ID: 30385. The main heading is 'DOWNLOAD DMR'. Below it, a progress bar shows 'Data Selection' as the active step. The instruction reads: 'Do you have all or only some of the data required for the monitoring points covered in this reporting period? Please select one of the following and then click continue.' The reporting period is specified as '4th Quarter | 10/01/2015 - 12/31/2015'. Two radio button options are provided.

Reporting Period: 4th Quarter | 10/01/2015 - 12/31/2015

- I have data to report for all monitoring points
- I have data to report for only some monitoring points

Navigation buttons: BACK (left arrow) and CONTINUE (right arrow).

7. If you do not have data for a few monitoring points, then select the option “I have data to report for only some monitoring points” and click on the CONTINUE button. The next screen will display all the monitoring points for your facility. Select the one that you have no data for. When you select the correct code, a comments box will be displayed to add comments. Then click on the CONTINUE button

CITY OF PHOENIX - 91ST AVENUE WWTP LTF ID: 30385

DOWNLOAD DMR

Reporting Period > Data Selection > Summary > Download

Which monitoring point(s) had no data to report?

Please select all that apply, enter required comments and then click continue.

005

Why is there no data to report?

You must choose a reason and enter comments.

- Sampling Equipment Failure
- Insufficient Flow For Sampling
- Lost Sample/Data Not Available
- No Discharge

Enter required comments here

- Below Detection Limit/No Detection
- Operation Shutdown
- Other (Comment Required)

8. Next you will see a summary of all the information you had selected. If you need to change, you can select the BACK button or click on the EDIT button to change the data selection. If not, click on “CONTINUE” button.

The screenshot shows the 'myDEQ' interface for 'CITY OF PHOENIX - 91ST AVENUE WWTP' with LTF ID: 30385. The user is logged in as MIKE T. The page title is 'DOWNLOAD DMR'. A progress bar indicates the current step is 'Summary'. The 'Summary' section contains two rows of data:

Field	Value	Action
Reporting Period	4th Quarter 10/01/2015 - 12/31/2015	EDIT
Do you have all or only some of the data?	I have data for ALL monitoring points	EDIT

Navigation buttons include 'BACK' and 'CONTINUE'.

9. Your spreadsheet is now ready to be downloaded. Click on the XL document logo and save the file to your computer. You can LOGOUT of the system now.
Note: You can change the name of the file.

The screenshot shows the 'myDEQ' interface with a 'CONFIRMATION' message. The message text reads: 'Thank you for creating a myDEQ Data Entry Spreadsheet. Your spreadsheet is now ready to download by clicking on the icon.' Below the text is an icon for an 'XL' spreadsheet file, labeled 'DMR SPREADSHEET'. A second message states: 'After completing the spreadsheet, return to myDEQ for Step 2: Upload Spreadsheet.' A 'RETURN TO mySTUFF' button is located at the bottom right of the confirmation box.

10. Open the spreadsheet that was downloaded. The greyed-out cells are non-editable. Data should be entered in the white cells.
 Tab 2 lists the NODI codes as defined by EPA.

DMR_30385_4th_Quarter_Report_2015 (1) [Protected View] - Excel

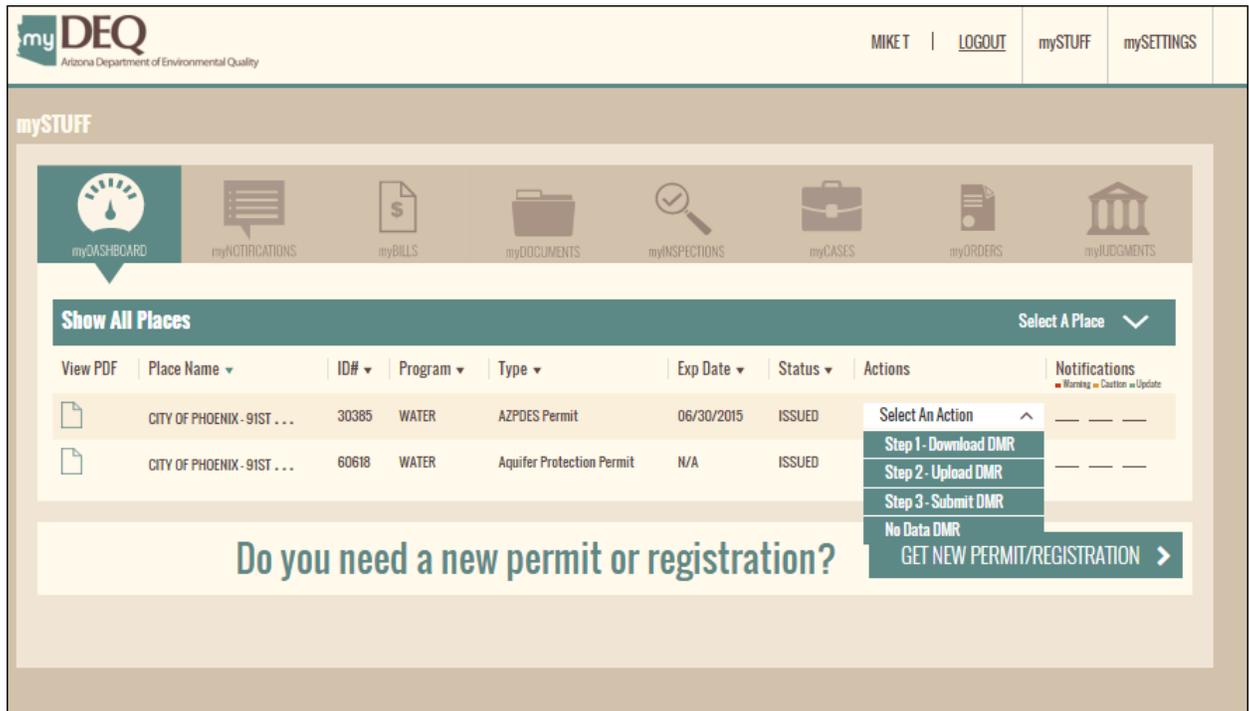
PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

Company: GOVID
 Address Line 1: 5615 S 91ST AVE
 Address Line 2:
 LTF #: 30385
 Place Name: CITY OF PHOENIX - 91ST AVENUE WWTP
 Place ID: 3347
 Monitoring Points: 005,004,002,HD1,FR3,FR1,FR2,001

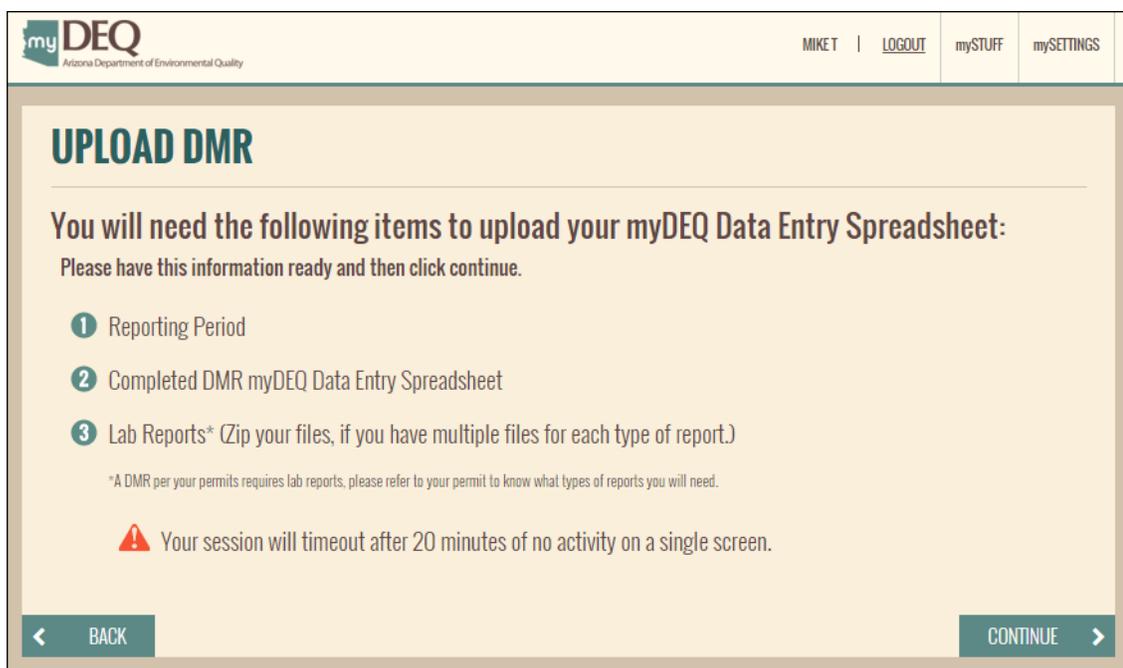
DMR Reporting Period: 4th Quarter | 10/01/2015 - 12/31/2015

MONITORING POINT ID	MONITORING POINT	PARAMETER	DESCRIPTION	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NODI CODE	NODI CODE COMMENT <i>(Required only for Nodi Code 8)</i>	FREQUENCY OF ANALYSIS
				AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM			
10443	001	1,1,1-TRICHLORO ETHANE	Effluent gross value	SAMPLE MEASUREMENT			000				UGIL	
			34506	1	PERMIT REQUIREMENT	*****	*****	000	*****	*****	REPORT	UGIL
10443	001	1,1,2,2-TETRACHLORO ETHANE	Effluent gross value	SAMPLE MEASUREMENT			000				UGIL	
			34516	1	PERMIT REQUIREMENT	*****	*****	000	*****	*****	REPORT	UGIL
10443	001	1,1,2-TRICHLORO ETHANE	Effluent gross value	SAMPLE MEASUREMENT			000				UGIL	
			34511	1	PERMIT REQUIREMENT	*****	*****	000	*****	*****	REPORT	UGIL
10443	001	1,1-DICHLORO ETHANE	Effluent gross value	SAMPLE MEASUREMENT			000				UGIL	
			34496	1	PERMIT REQUIREMENT	*****	*****	000	*****	*****	REPORT	UGIL
10443	001	1,1-DICHLORO ETHYLENE	Effluent gross value	SAMPLE MEASUREMENT			000				UGIL	
			34501	1	PERMIT REQUIREMENT	*****	*****	000	*****	*****	REPORT	UGIL
10443	001	1,2,4-TRICHLORO BENZENE	Effluent gross value	SAMPLE MEASUREMENT			000				UGIL	
			34551	1	PERMIT REQUIREMENT	*****	*****	000	*****	*****	REPORT	UGIL
10443	001	1,2-TRANS-DICHLORO-ETHYLENE	Effluent gross value	SAMPLE MEASUREMENT			000				UGIL	
			34546	1	PERMIT REQUIREMENT	*****	*****	000	*****	*****	REPORT	UGIL
10443	001	1,2-DIBROMO ETHANE	Effluent gross value	SAMPLE MEASUREMENT			000				UGIL	
			77651	1	PERMIT REQUIREMENT	*****	*****	000	*****	*****	REPORT	UGIL
10443	001	1,2-DIBROMO-3-CHLOROPROPANE	Effluent gross value	SAMPLE MEASUREMENT			000				UGIL	
			49146	1	PERMIT REQUIREMENT	*****	*****	000	*****	*****	REPORT	UGIL
10443	001	1,2-DICHLORO BENZENE	Effluent gross value	SAMPLE MEASUREMENT			000				UGIL	
					PERMIT REQUIREMENT	*****	*****	000	*****	*****	REPORT	UGIL

11. **UPLOAD SPREADSHEET:** Select the row that lists your permit. Click on drop down arrow next to “Select an Action” and choose “Step 2: Upload DMR”.



12. You will be directed to the “UPLOAD DMR” screen as shown below. The screen displays the information needed to upload the spreadsheet. Click on the CONTINUE button



13. The progress status of the reporting period for which the spreadsheet was downloaded should show at 25% complete. Select the reporting period for which the data will be uploaded then click on “CONTINUE” button.

The screenshot shows the 'myDEQ' interface for 'CITY OF PHOENIX - 91ST AVENUE WWTP' (LTF ID: 30385). The page is titled 'UPLOAD DMR' and has three tabs: 'Reporting Period', 'Upload Reports', and 'Confirm'. The 'Reporting Period' tab is active.

The main heading is 'Select a reporting period.' with the instruction 'Please choose a reporting period and then click continue.' Below this is a table with the following data:

Reporting Period	Due Date	Progress	Status
<input checked="" type="radio"/> 4th Quarter Report 2015	01/30/2016	25%	DOWNLOADED 01/11/2016
<input type="radio"/> Semi Annual Report - 2nd Half 2015	01/30/2016	0%	
<input type="radio"/> Annual Report 2015	01/30/2016	0%	
<input type="radio"/> Monthly Report - January 2016	03/01/2016	0%	
<input type="radio"/> 1st Quarter Report 2016	04/30/2016	0%	
<input type="radio"/> Semi Annual Report - 1st Half 2016	07/30/2016	0%	
<input type="radio"/> Annual Report 2016	01/30/2017	0%	

At the bottom of the page, there are 'BACK' and 'CONTINUE' buttons.

14. Click on the Choose File to select the saved file from your computer and then click on the “CONTINUE” button.

The screenshot shows the 'myDEQ' interface for 'CITY OF PHOENIX - 91ST AVENUE WWTP' (LTF ID: 30385). The page is titled 'UPLOAD DMR' and has three tabs: 'Reporting Period', 'Upload Reports', and 'Confirm'. The 'Upload Reports' tab is active.

The main heading is 'Upload your completed myDEQ Data Entry Spreadsheet.' with the instruction 'Please select the data file you have completed on your computer and then click continue.' Below this is a file selection area with a 'Choose File' button and the text 'No file chosen'. Below the file selection area, it says 'XLS, XLSX files only'.

At the bottom of the page, there are 'BACK' and 'CONTINUE' buttons.

15. The application validates the data in the spreadsheet. If there are errors, an error report is generated. Click on the PDF icon to download the error report. The error report includes CRITICAL ERRORS and MINOR ERRORS. Critical Errors are required to be corrected for the system to accept the data. Only then would you be able to complete the SUBMIT action.

After correcting your spreadsheet, you can re-upload the spreadsheet by selecting the radio button. You can chose to come back at a later time by selecting Step 2: Upload spreadsheet action from the dashboard.

CITY OF PHOENIX - 91ST AVENUE WWTP LTF ID: 30385

UPLOAD DMR

Reporting Period > Upload Reports > Confirm

Error Report

Please review the Error Report below and make appropriate changes if critical errors are identified. Critical errors will cause this report to be rejected. You may fix your errors and re-upload or click CONTINUE if no critical errors where found.



ERROR REPORT

Re-upload my spreadsheet

Return to mySTUFF

[BACK](#) [CONTINUE](#)

A sample copy of the error report is shown below:



ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

1110 West Washington Street Phoenix, Arizona 85007
602-771-2300 www.azdeq.gov



Upload DMR Error Report

01/11/2016 10:54 AM Download Record Number#54f5390d-9086-4421-97d2-8b2175a4a0c1

Critical Errors Found

WARNING: We have identified the following critical errors. You will need to fix these errors and re-upload your DMR Spreadsheet. Critical errors will cause this report to be rejected.

- 1.) Row 75, Column M - Field Left Blank: Please enter in a numeric value.
- 2.) Row 126, Column M - Field Left Blank: Please enter in a numeric value.

Minor Errors Found

Caution: Minor errors have been found in your DMR Spreadsheet. You may continue the upload process with minor errors however, we encourage you to review these errors, make any necessary adjustments and re-upload your DMR Spreadsheet.

- 1.) Row 84, Column I - Value entered is 500% over the parameter limits: Please verify your data for accuracy.
 Column M - Value entered is 500% over the parameter limits: Please verify your data for accuracy.
- 2.) Row 87, Column I - Value entered is 500% over the parameter limits: Please verify your data for accuracy.
 Column M - Value entered is 500% over the parameter limits: Please verify your data for accuracy.
- 3.) Row 90, Column I - Value entered is 500% over the parameter limits: Please verify your data for accuracy.
 Column M - Value entered is 500% over the parameter limits: Please verify your data for accuracy.

16. When no critical errors are found, you can continue to upload lab reports if required by your permit. If you have lab reports, select the radio button “I have lab reports to upload”. Select the lab report you want to submit and choose the file to upload. Click on the CONTINUE button

myDEQ
Arizona Department of Environmental Quality

MIKET | [LOGOUT](#) mySTUFF mySETTINGS

CITY OF PHOENIX - 91ST AVENUE WWTP LTF ID: 30385

UPLOAD DMR

Reporting Period Upload Reports Confirm

Select lab report type

Please select all lab report types that apply to your permit, upload your file(s) and then click continue.

I have lab reports to upload

Discharge Flow Records

Choose File No file chosen 10 MB File Max
PDF or ZIP only

Ammonia Data Logs

Analytical Lab Reports

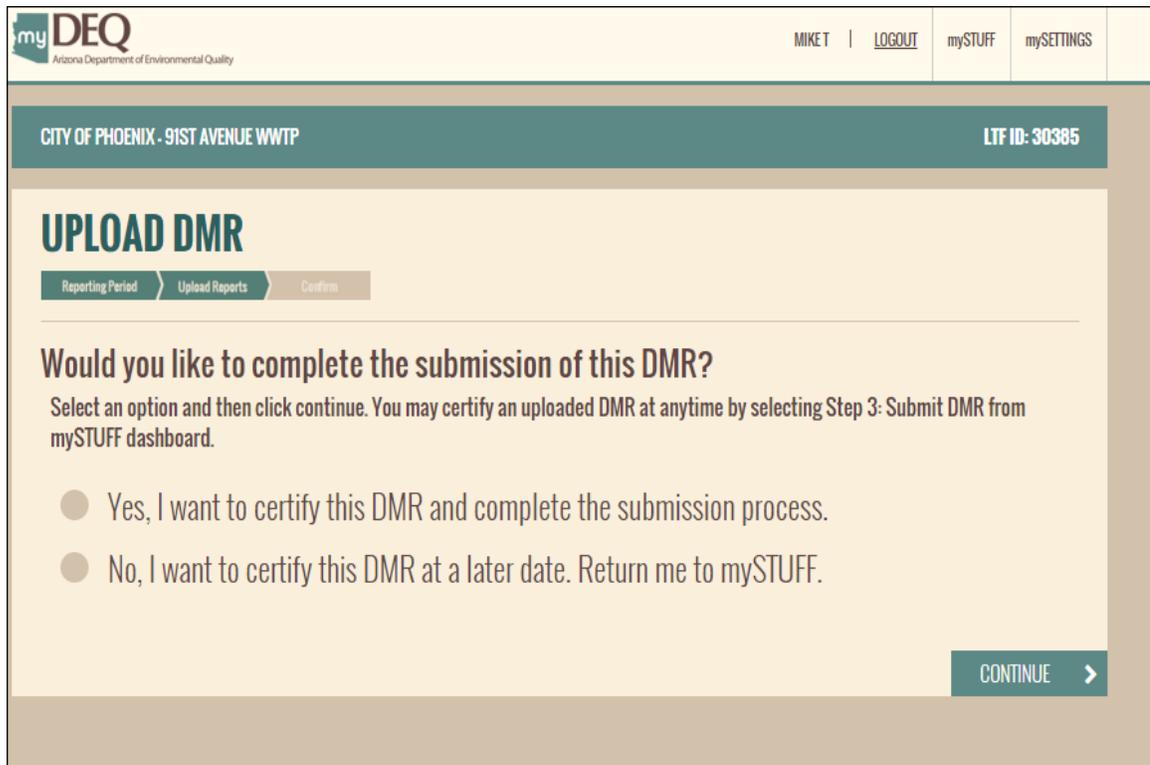
Bench Sheet

WET Reports

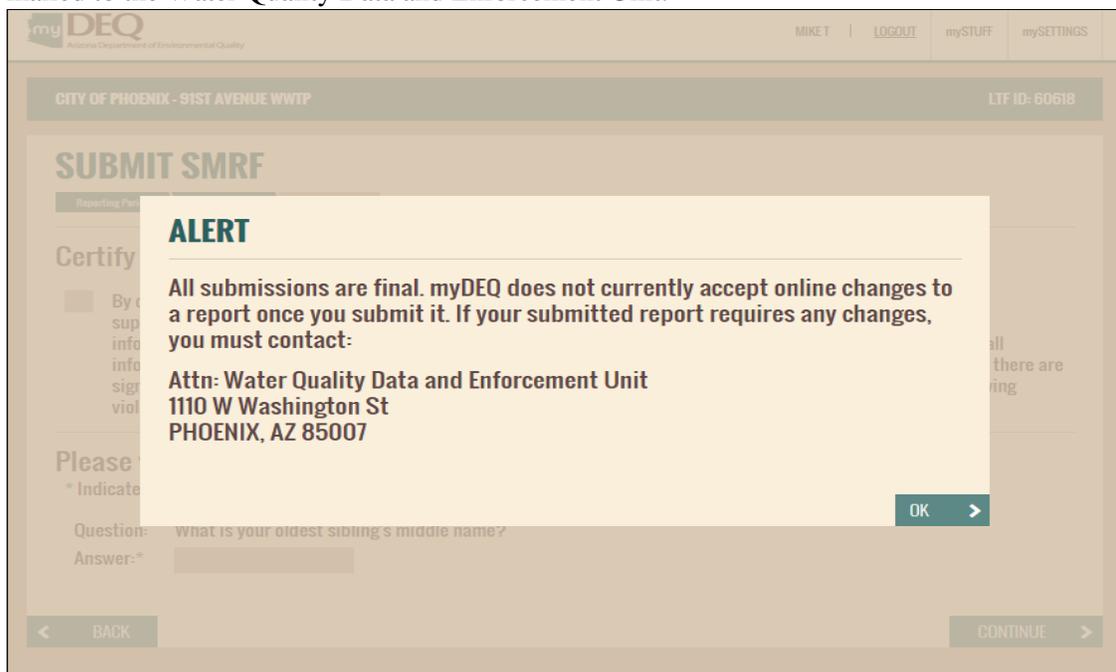
I don't have any lab reports to upload

BACK CONTINUE

17. If you are the RO, you will be taken to the next step of Submit process. You can choose to submit now or later. If you choose now, select “Yes, I want to certify this DMR and complete the submission process.”



18. You will be alerted that all submissions are final. Any changes to the data submitted should be mailed to the Water Quality Data and Enforcement Unit.



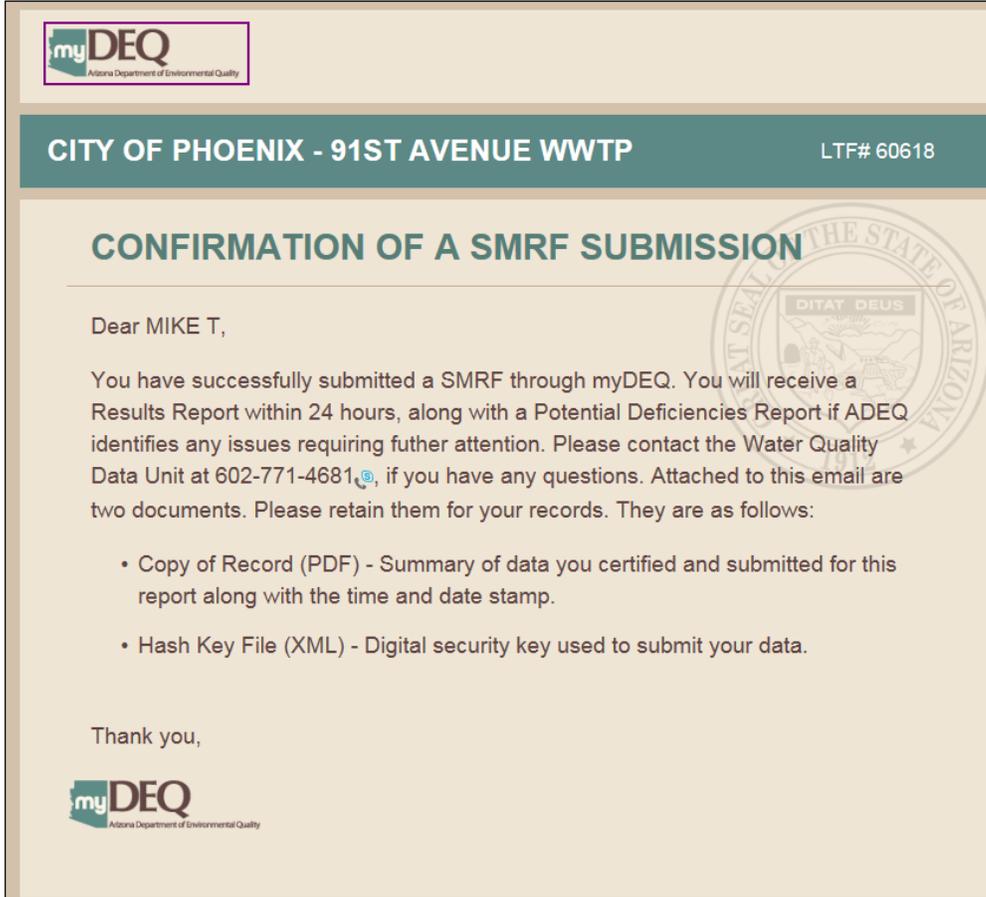
19. CERTIFICATION. Check the Certification statement and answer one security question you had selected when you setup your account.

The screenshot shows the 'SUBMIT DMR' page in the myDEQ system. At the top, the myDEQ logo and 'Arizona Department of Environmental Quality' are on the left, and user information 'MIKE T | LOGOUT | mySTUFF | mySETTINGS' is on the right. Below this is a header for 'CITY OF PHOENIX - 91ST AVENUE WWTP' with 'LTF ID: 30385'. The main heading is 'SUBMIT DMR' with a progress bar showing 'Reporting Period', 'Certify', and 'Confirm'. The 'Certify' step is active. The text reads: 'Certify your submission. By checking this box I certify under penalty law that this submittal was prepared by me, or under my direction or supervision of personnel appropriately qualified to properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I understand that all information submitted to ADEQ is public record unless otherwise identified by law as confidential. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.' Below this is a security question: 'Please verify your identity by answering the following security question. * Indicates required field. Question: What is your oldest sibling's middle name? Answer:*' with an empty input field. At the bottom are 'BACK' and 'CONTINUE' buttons.

20. You will see a confirmation page that the submission process is complete. You will also receive an email with a copy of the results submitted, a Copy of Record and a Hash Tag file.

The screenshot shows the 'CONFIRMATION' page in the myDEQ system. At the top, the myDEQ logo and 'Arizona Department of Environmental Quality' are on the left, and user information 'MIKE T | LOGOUT | mySTUFF | mySETTINGS' is on the right. The main heading is 'CONFIRMATION'. The details listed are: 'Place: CITY OF PHOENIX - 91ST AVENUE WWTP', 'LTF ID: 60618', 'Date Submitted: 01/10/2016', and 'Reporting Period: 4TH QUARTER REPORT 2015'. To the right of these details is a document icon labeled 'XL' and 'SUBMITTED SMRF SPREADSHEET'. Below the details, it says 'You will be emailed a copy of your report within 24 hours.' At the bottom is a 'RETURN TO mySTUFF' button with a right arrow.

21. Below is a sample copy of the email received upon submission.



22. Within 24 hours, you will also receive an email indicating the compliance status of the report. If there were no violations, a results report indicating that the data meets the permit will be emailed. If not, a Potential Deficiencies Report will be emailed.

23. ALERT EMAILS

Three days from the due date, the RO and AM will receive an email alerting that the report is due.

If reports were not submitted within five days past the due date, an RO and AM will receive an email that the report is past due.

Thank you for using the electronic system.

For comments or suggestions, please contact the ADEQ:

CONTACT INFO:

Permit Information: (602) 771-4681

myDEQ information: (844) 827-4768

EMAIL: mydeq.support@azdeq.gov