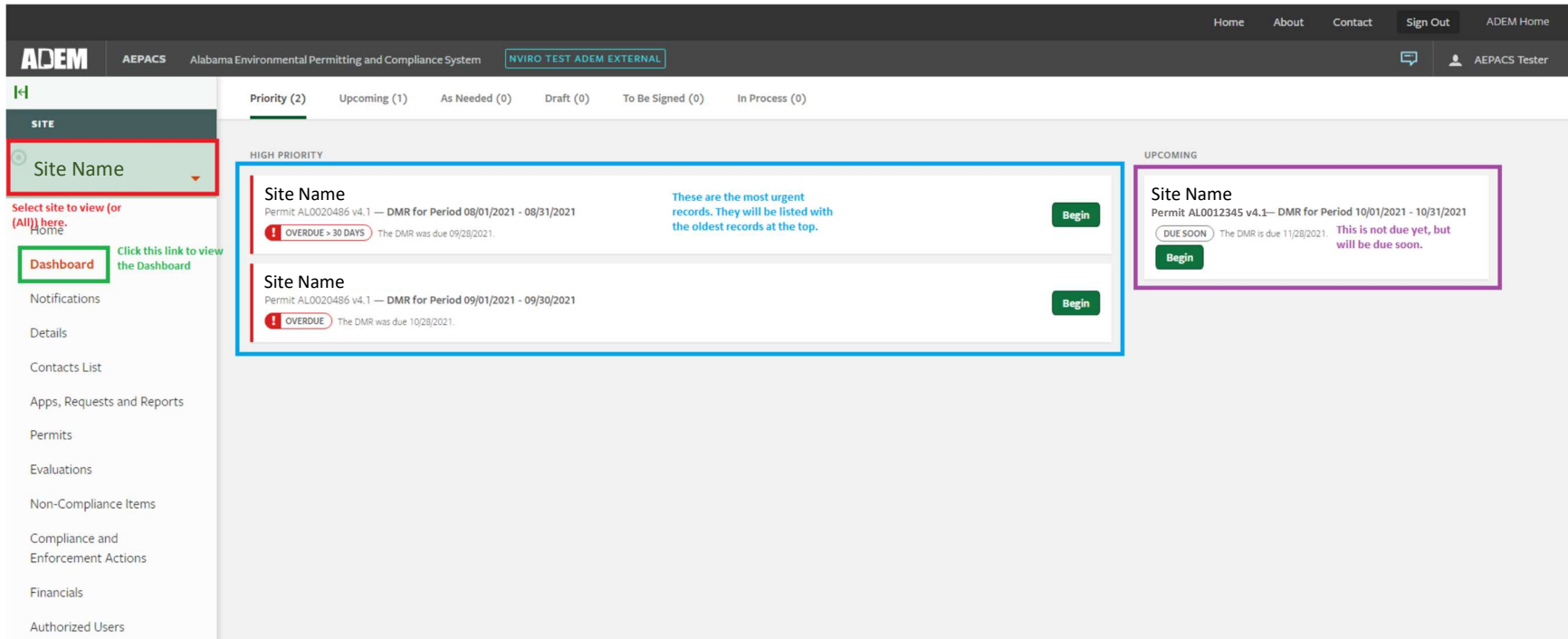


There are two ways to access DMRs: through the dashboard and through Apps, Requests, and Reports.

To access DMRs through the Dashboard, a user will click the Dashboard link in the left-hand menu. If their site is set as (All), the dashboard will show all open or upcoming forms for all their sites. If they would like to view only the open or upcoming forms for a specific site, they can choose that at the top of the left-hand menu.



They will then click the green Begin button for the DMR they would like to complete. The DMR screens will look like this:



DMR Data Entry < DMR List

Validate and Review

AL0012345 v4.1 - Site Name
10/01/2021 - 10/31/2021 v1 - Unstarted

SITE
Site Name

- Home
- Dashboard
- Notifications
- Details
- Contacts List
- Apps, Requests and Reports
- Permits
- Evaluations
- Non-Compliance Items
- Compliance and Enforcement Actions
- Financials
- Authorized Users

Monitoring Point 001-2: 2.4 MGD Discharge

Summary

No Discharge

Enter an asterisk (*) in any field for a list of available Non-Report Reason Codes

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Sample Freq	Sample Type
Oxygen, Dissolved (DO) 00300 EFFLUENT GROSS VALUE	Sample Measurement	****	****	****	****	2X Weekly	Grab
	Permit Requirement	****	****	(Report) Minimum Daily	****	2X Weekly	Grab
pH 00400 EFFLUENT GROSS VALUE	Sample Measurement	****	****	****	****	2X Weekly	Grab
	Permit Requirement	****	****	6.0 Minimum Daily	9.0 Maximum Daily	2X Weekly	Grab
Solids, Total Suspended 00530 EFFLUENT GROSS VALUE	Sample Measurement	<input type="text"/>	<input type="text"/>	****	****	2X Weekly	24-Hr Composite
	Permit Requirement	600 Monthly Average	900 Weekly Average	****	30.0 Monthly Average 45.0 Weekly Average	2X Weekly	24-Hr Composite
Solids, Total Suspended 00530 RAW SEW/INFLUENT	Sample Measurement	<input type="text"/>	<input type="text"/>	****	****	2X Weekly	24-Hr Composite
	Permit Requirement	(Report) Monthly Average	(Report) Weekly Average	****	(Report) Monthly Average (Report) Weekly Average	2X Weekly	24-Hr Composite
Nitrogen, Ammonia Total (As N) 00610 EFFLUENT GROSS VALUE	Sample Measurement	<input type="text"/>	<input type="text"/>	****	****	2X Weekly	24-Hr Composite
	Permit Requirement	400 Monthly Average	600 Weekly Average	****	20.0 Monthly Average 30.0 Weekly Average	2X Weekly	24-Hr Composite

Save Cancel Clear All

ADEM AEPACS Alabama Environmental Permitting and Compliance System NVIRO TEST ADEM EXTERNAL

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Validate and Review AL0012345 v4.1 - Site Name 10/01/2021 - 10/31/2021 v1 - Unstarted

DMR Data Entry < DMR List

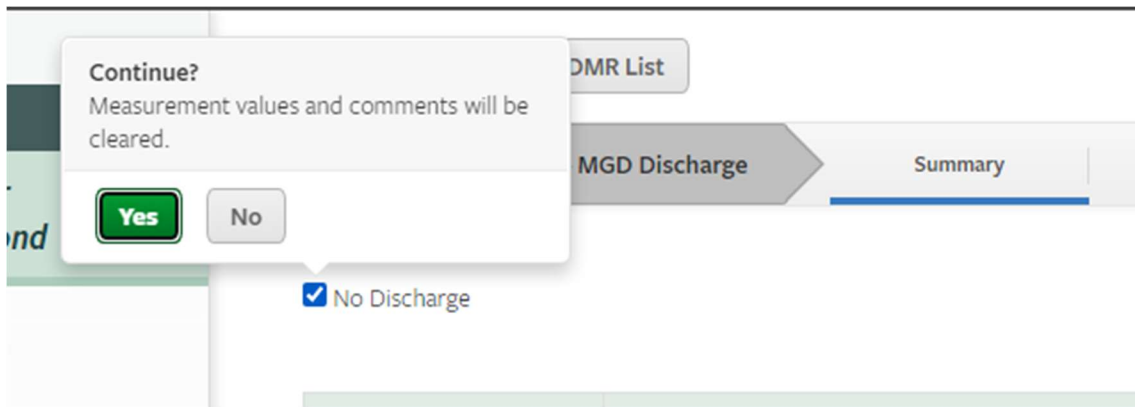
Monitoring Point 001-2: 2.4 MGD Discharge Summary

EFFLUENT GROSS VALUE	Permit Requirement	500 Monthly Average	750 Weekly Average	****	25.0 Monthly Average	37.5 Weekly Average		2X Weekly	24-Hr Composite
BOD, Carbonaceous 05 Day, 20C 80082	Sample Measurement	<input type="text"/>	<input type="text"/>	****	<input type="text"/>	<input type="text"/>	mg/l	2X Weekly	24-Hr Composite
RAW SEW/INFLUENT	Permit Requirement	(Report) Monthly Average	(Report) Weekly Average	****	(Report) Monthly Average	(Report) Weekly Average	lbs/day	2X Weekly	24-Hr Composite
BOD, Carb- 5 Day, 20 Deg C, Percent Remvl 80091	Sample Measurement	****	****	<input type="text"/>	****	****	%	Monthly	Calculated
Percent Removal	Permit Requirement	****	****	85.0 Monthly Average Minimum	****	****	%	Monthly	Calculated
Solids, Suspended Percent Removal 81011	Sample Measurement	****	****	<input type="text"/>	****	****	%	Monthly	Calculated
Percent Removal	Permit Requirement	****	****	85.0 Monthly Average Minimum	****	****	%	Monthly	Calculated

General Report Comments

Save Cancel Clear All

They can enter data or select the No Discharge check box. If they select No Discharge, they will receive the following confirmation. They must click yes to proceed with No Discharge.



Once they have entered their data or selected No Discharge, they will have the option to click the Save button at the bottom.

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AEPACS Tester

DMR Data Entry < DMR List

AL0012345 v4.1 - Site Name
10/01/2021 - 10/31/2021 v1 - Unstarted

Validate and Review

Monitoring Point 001-2: 2.4 MGD Discharge Summary

No Discharge

Enter an asterisk (*) in any field for a list of available Non-Report Reason Codes

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Sample Freq	Sample Type
Oxygen, Dissolved (DO) 00300 EFFLUENT GROSS VALUE	Sample Measurement	****	****	****	****	2X Weekly	Grab
	Permit Requirement	****	****	(Report) Minimum Daily	****	2X Weekly	Grab
pH 00400 EFFLUENT GROSS VALUE	Sample Measurement	****	****	****	****	2X Weekly	Grab
	Permit Requirement	****	****	6.0 Minimum Daily	9.0 Maximum Daily	2X Weekly	Grab
Solids, Total Suspended 00530 EFFLUENT GROSS VALUE	Sample Measurement	****	****	****	****	2X Weekly	24-Hr Composite
	Permit Requirement	600 Monthly Average	900 Weekly Average	****	30.0 Monthly Average 45.0 Weekly Average	2X Weekly	24-Hr Composite
Solids, Total Suspended 00530 RAW SEW/INFLUENT	Sample Measurement	****	****	****	****	2X Weekly	24-Hr Composite
	Permit Requirement	(Report) Monthly Average	(Report) Weekly Average	****	(Report) Monthly Average (Report) Weekly Average	2X Weekly	24-Hr Composite
Nitrogen, Ammonia Total (As N) 00610 EFFLUENT GROSS VALUE	Sample Measurement	****	****	****	****	2X Weekly	24-Hr Composite
	Permit Requirement	600	600	****	30.0 30.0	24-Hr	Composite

Save Cancel Clear All

Upon clicking Save, a “toaster” message will display briefly in the lower right corner of the screen to confirm that the data was saved.

ADEM
AEPCAS
Alabama Environmental Permitting and Compliance System
NVIRO TEST ADEM EXTERNAL
Home
About
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Site Name
Monitoring Point: 001-2: 2.4 MGD Discharge
Summary
Validate and Review
AL0012345 v4.1 – Site Name
10/01/2021 - 10/31/2021 v1 - Draft

No Discharge
 Enter an asterisk (*) in any field for a list of available Non-Report Reason Codes

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Sample Freq	Sample Type
Oxygen, Dissolved (DO) 00300 EFFLUENT GROSS VALUE	Sample Measurement	****	****	****	****	2X Weekly	Grab
	Permit Requirement	****	****	(Report) Minimum Daily	****	2X Weekly	Grab
pH 00400 EFFLUENT GROSS VALUE	Sample Measurement	****	****	****	****	2X Weekly	Grab
	Permit Requirement	****	****	6.0 Minimum Daily	9.0 Maximum Daily	2X Weekly	Grab
Solids, Total Suspended 00530 EFFLUENT GROSS VALUE	Sample Measurement	****	****	****	****	2X Weekly	24-Hr Composite
	Permit Requirement	600 Monthly Average	900 Weekly Average	****	30.0 Monthly Average 45.0 Weekly Average	2X Weekly	24-Hr Composite
Solids, Total Suspended 00530 RAW SEW/INFLUENT	Sample Measurement	****	****	****	****	2X Weekly	24-Hr Composite
	Permit Requirement	(Report) Monthly Average	(Report) Weekly Average	****	(Report) Monthly Average (Report) Weekly Average	2X Weekly	24-Hr Composite
Nitrogen, Ammonia Total (As N) 00610 EFFLUENT GROSS VALUE	Sample Measurement	****	****	****	****	2X Weekly	24-Hr Composite
	Permit Requirement	400	600	****	30.0	30.0	

Save
Cancel
Clear All
Saved summary DMR data

Once the user is ready to submit the DMR, they will click the Validate and Review button in the top right-hand corner of the page.

ADeM AEPACS Alabama Environmental Permitting and Compliance System NVIRO TEST ADEM EXTERNAL

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DMR Data Entry < DMR List **Validate and Review** AL0012345 v4.1 - Site Name
10/01/2021 - 10/31/2021 v1 - Draft

SITE

Monitoring Point 001-2: 2.4 MGD Discharge Summary

Site Name

Home
Dashboard
Notifications
Details
Contacts List

No Discharge

Enter an asterisk (*) in any field for a list of available Non-Report Reason Codes

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	No. Ex.	Sample Freq	Sample Type
Oxygen, Dissolved (DO) 00300 EFFLUENT GROSS VALUE	Sample Measurement	****	****	*****	****	2X Weekly	Grab
	Permit Requirement	****	****	(Report) Minimum Daily	****	2X Weekly	Grab

The validation screen will show if there are any errors or violations reported on the DMR.

In this example, the account used to complete the DMR has not yet verified and will not be able to submit the DMR to the department.

Validate and Review DMR [Back to DMR](#)

AL0012345 v4.1 - Site Name
10/01/2021 - 10/31/2021 v1 - Draft

✓ All clear, no errors or violations found. A user with certifier rights may submit this DMR when ready.

Want Rights to Submit DMRs? You are approved to certify submissions, but the agency has not yet acknowledged receipt of a signature agreement.

No external users are currently authorized to submit DMRs for this site.

Monitoring Point	DMR Type	Day	Parameter	Result Type	Description
▼	(All) ▼	▼	▼	(All) ▼	▼
No Errors or Violations					

[Mark Ready to Submit](#) [Cancel](#)

When the user clicks “Mark Ready to Submit”, they will be taken to the DMR listing page. There they can see that the DMR has a status of Ready to Submit.

ADEM AEPACS Alabama Environmental Permitting and Compliance System NVIRO TEST ADEM EXTERNAL									
Discharge Monitoring Reports									
DMR Set	Frequency	Due	Received	Violations	Status				
04/01/2022 - 04/30/2022 v1 AL0012345 v4.1	Monthly	05/28/2022 Due 7+		No	Unstarted	Open			
03/01/2022 - 03/31/2022 v1 AL0012345 v4.1	Monthly	04/28/2022 Due 7+		No	Unstarted	Open			
02/01/2022 - 02/28/2022 v1 AL0012345 v4.1	Monthly	03/28/2022 Due 7+		No	Unstarted	Open			
01/01/2022 - 01/31/2022 v1 AL0012345 v4.1	Monthly	02/28/2022 Due 7+		No	Unstarted	Open			
12/01/2021 - 12/31/2021 v1 AL0012345 v4.1	Monthly	01/28/2022 Due 7+		No	Unstarted	Open			
11/01/2021 - 11/30/2021 v1 AL0012345 v4.1	Monthly	12/28/2021 Due 7+		No	Unstarted	Open			
10/01/2021 - 10/31/2021 v1 AL0012345 v4.1	Monthly	11/28/2021 Due 7+		No	Ready to Submit	Open			
09/01/2021 - 09/30/2021 v1 AL0012345 v4.1	Monthly	10/28/2021 Overdue		Yes (1)	Unstarted	Open			
08/01/2021 - 08/31/2021 v1 AL0012345 v4.1	Monthly	09/28/2021 Overdue		No	Unstarted	Open			

If the user has verified their account and completed the signature agreement, they will have the option to Certify and Submit from the Validate and Review DMR page.

ADEM AEPACS Alabama Environmental Permitting and Compliance System NVIRO TEST ADEM EXTERNAL Home About Contact Sign Out ADEM Home

Validate and Review DMR < Back to DMR AL0012345 v4.1 - Site Name 10/01/2021 - 10/31/2021 v1 - Ready to Submit

✓ All clear, no errors or violations found. You may submit when ready.

Monitoring Point	DMR Type	Day	Parameter	Result Type	Description
	(All)			(All)	
No Errors or Violations					

Certify and Submit Cancel

After clicking the Certify and Submit button, they will be taken to the Certify and Submit page. They must check the certification box and then enter their password and security question to submit the DMR.

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ADEM AEPACS Alabama Environmental Permitting and Compliance System **NVIRO TEST ADEM EXTERNAL** AEPACS Tester

AL0012345 v4.1 - Site Name
10/01/2021 - 10/31/2021 v1 - Ready to Submit

Certify And Submit DMR < Validate and Review

Preview DMR * = Required

I Certify the statement below:

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 possibility of fine and imprisonment.

• Password

Security Question
What is your favorite vacation destination?

• Security Question Answer

Submit

They will then receive a confirmation of submission where they can download the copy of record.

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ADEM AEPACS Alabama Environmental Permitting and Compliance System [NVIRO TEST ADEM EXTERNAL](#) AEPACS Tester

DMR Submitted Successfully **AL0012345 v4.1 - Site Name**
10/01/2021 - 10/31/2021 v1 - Ready to Submit

Submission Completed Successfully

Submission Details

Submission Identifier: DMR-AL0012345-20211031-1
Submission Date Time: 11/07/2021 8:16 PM
Control Number: ikHEiYNamcVRTBu/O8sjA/WzRbz8GhEX7yk=SifxkME=
Site Name: Site Name
Permit Number: AL0012345 v4.1
Reporting Period: 10/01/2021 - 10/31/2021

Submitter Details

Name: AEPACS Tester
Organization: ADEM
Email: aepacstester1@mailinator.com
Phone: (334) 271-7700

[Download Copy of Record](#)

OK

Home
Dashboard
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Documents

After clicking OK, they are taken back to the DMR listing page and they can see the status of their DMR is now Submitted.

ADEM AEPACS Alabama Environmental Permitting and Compliance System NVIRO TEST ADEM EXTERNAL

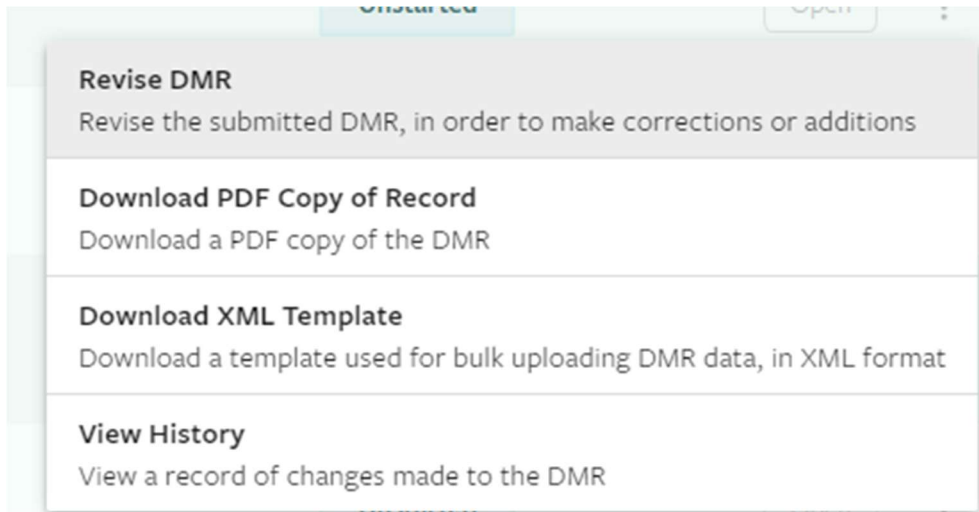
Home About Contact Sign Out ADEM Home

AEPCS Tester

Discharge Monitoring Reports File Upload Start Date: 11/01/2020, End Date: 04/30/2022, Show Only Latest Version: true Search

DMR Set	Frequency	Due	Received	Violations	Status	
04/01/2022 - 04/30/2022 v1 AL0012345 v4.1 Site Name	Monthly	05/28/2022		No	Unstarted	Open
03/01/2022 - 03/31/2022 v1 AL0012345 v4.1 Site Name	Monthly	04/28/2022		No	Unstarted	Open
02/01/2022 - 02/28/2022 v1 AL0012345 v4.1 Site Name	Monthly	03/28/2022		No	Unstarted	Open
01/01/2022 - 01/31/2022 v1 AL0012345 v4.1 Site Name	Monthly	02/28/2022		No	Unstarted	Open
12/01/2021 - 12/31/2021 v1 AL0012345 v4.1 Site Name	Monthly	01/28/2022		No	Unstarted	Open
11/01/2021 - 11/30/2021 v1 AL0012345 v4.1 Site Name	Monthly	12/28/2021		No	Unstarted	Open
10/01/2021 - 10/31/2021 v1 AL0012345 v4.1 Site Name	Monthly	11/28/2021	11/07/2021	No	Submitted	Open
09/01/2021 - 09/30/2021 v1 AL0012345 v4.1 Site Name	Monthly	10/28/2021		Yes (1)	Unstarted	Open
08/01/2021 - 08/31/2021 v1 AL0012345 v4.1	Monthly	09/28/2021		No	Unstarted	Open

Clicking on the three buttons to the right of a DMR will give them several options. If the DMR has been submitted, they will have the option to revise the submission.



If a user would like to go straight to the DMR page and not view the Dashboard, they can click on Apps, Requests and Reports in the left-hand menu. This will take them to the Forms page where they can select View DMRs.

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ADEM AEPACS Alabama Environmental Permitting and Compliance System **NVIRO TEST ADEM EXTERNAL**

AEPACS Tester

Forms

(All)

- Home
- Dashboard
- Notifications
- Contacts List
- Apps, Requests and Reports**
- Permits
- Evaluations
- Non-Compliance Items
- Compliance and Enforcement Actions
- Financials
- Documents

Applications, Service Requests & Permit Change Forms

Begin filling out a **new form** or view or revise a **previous submission**

- Start New Form**
Permit Applications, Service Requests and Permit Change Forms
- Draft & Submitted Forms**
View or revise **draft and submitted** Applications, Service Requests, Permit Change Forms and Reports

Assigned Forms and Schedules

Reporting forms relating to **current submissions, permits** and **active compliance actions**

- New and Draft Assigned Forms**
Browse **reporting forms** relating to a submission, permit or compliance action
- Submitted Reporting Forms**
View or revise **previously submitted reports**

DMRs

View, edit, and submit **discharge monitoring reports**

- View DMRs**

This takes them to the page where all of their DMRs can be viewed.



Discharge Monitoring Reports

File Upload

Start Date: 11/01/2020, End Date: 04/30/2022, Show Only Latest Version: true

Search

(All)

- Home
- Dashboard
- Notifications
- Contacts List
- Apps, Requests and Reports**
- Permits
- Evaluations
- Non-Compliance Items
- Compliance and Enforcement Actions
- Financials
- Documents

DMR Set	Frequency	Due	Received	Violations	Status	
04/01/2022 - 04/30/2022 v1 AL0012345 v4.1 Site Name	Monthly	05/28/2022 Due 7+		No	Unstarted	Open
03/01/2022 - 03/31/2022 v1 AL0012345 v4.1 Site Name	Monthly	04/28/2022 Due 7+		No	Unstarted	Open
02/01/2022 - 02/28/2022 v1 AL0012345 v4.1 Site Name	Monthly	03/28/2022 Due 7+		No	Unstarted	Open
01/01/2022 - 01/31/2022 v1 AL0012345 v4.1 Site Name	Monthly	02/28/2022 Due 7+		No	Unstarted	Open
12/01/2021 - 12/31/2021 v1 AL0012345 v4.1 Site Name	Monthly	01/28/2022 Due 7+		No	Unstarted	Open
11/01/2021 - 11/30/2021 v1 AL0012345 v4.1 Site Name	Monthly	12/28/2021 Due 7+		No	Unstarted	Open
10/01/2021 - 10/31/2021 v2 AL0012345 v4.1 Site Name	Monthly	11/28/2021			Draft	Open
09/01/2021 - 09/30/2021 v1 AL0012345 v4.1 Site Name	Monthly	10/28/2021 Overdue		Yes (1)	Unstarted	Open
08/01/2021 - 08/31/2021 v1	Monthly	09/28/2021 Overdue		No	Unstarted	Open