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.

		Home About Contact Sign Out ADEM Home
ADEM AEPACS Alabar	ma Environmental Permitting and Compliance System NVIRO TEST ADEM EXTERNAL	🛱 💄 AEPACS Tester
lel	Priority (2) Upcoming (1) As Needed (0) Draft (0) To Be Signed (0) In Process (0)	
SITE Site Name Select site to view (or (All) here. Dashboard Notifications Details Contacts List	HIGH PRIORITY Site Name Permit AL0020486 v4.1 — DMR for Period 08/01/2021 - 08/31/2021 @ OVERDUE > 30 DAYS These are the most urgent records. They will be listed with the oldest records at the top. Begin Site Name Permit AL0020486 v4.1 — DMR for Period 09/01/2021 - 09/30/2021 @ OVERDUE > 30 DAYS The DMR was due 10/28/2021.	UPCOMING Site Name Permit AL0012345 v4.2— DMR for Period 10/01/2021 - 10/31/2021 UE SOON The DMR is due 11/20/2021. This is not due yet, but will be due soon. Begin
Apps, Requests and Reports		
Permits		
Evaluations		
Non-Compliance Items		
Compliance and Enforcement Actions		
Financials		
Authorized Users		

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

AEPACS Alab	ama Enviro	onmental Permitting and O	Compliance Syste	M NVIRO TEST AD	MEXTERNAL								
	DMR	Data Entry < DN	IR List								Validate and I	AL001 Review 10/01/2	2345 v4.1 – Site Name 2021 - 10/31/2021 v1 - Unsta
to Namo	Monit	toring Point 001-2: 2.4 M	GD Discharge	Summary									
) No Discharge								i Er	ter an asterisk (*) i	n any field for a list of available	Non-Report Reason Codes
me		Parameter		Quantity or Loading		Units		Quality or Concentration		Units	No. Fx	Sample Fred	Sample Type
fications		Oxygen, Dissolved (DO)	Sample Measurement				P	****	****			2X Weekly	Grab
ils		00300 EFFLUENT GROSS VALUE	Permit Requirement	2.2.2.5	****		(Report) Minimum Daily	****	****	mg/l		2X Weekly	Grab
, Requests and Reports		pH 00400	Sample Measurement	****	****		P	****		511		2X Weekly 🔻	Grab 🔻
its		EFFLUENT GROSS VALUE	Permit Requirement	****			6.0 Minimum Daily	****	9.0 Maximum Daily			2X Weekly	Grab
ations Compliance Items		Solids, Total Suspended	Sample Measurement		P	lbs/day				mail		2X Weekly 🔻	24-Hr Composite 🔻
oliance and reement Actions		EFFLUENT GROSS VALUE	Permit Requirement	600 Monthly Average	900 Weekly Average	104009	****	30.0 Monthly Average	45.0 Weekly Average			2X Weekly	24-Hr Composite
cials		Solids, Total Suspended	Sample Measurement		P	Ibelday				mal		2X Weekly 🔻	24-Hr Composite 🔻
orized Users		00530 RAW SEW/INFLUENT	Permit Requirement	(Report) Monthly Average	(Report) Weekly Average	ibsjoby		(Report) Monthly Average	(Report) Weekly Average	mgn		2X Weekly	24-Hr Composite
		Nitrogen, Ammonia Total (As N) 00610	Sample Measurement		P	lbs/day			P	mell		2X Weekly	24-Hr Composite 🔻
		EFFLUENT GROSS VALUE	Permit Requirement	400 Monthly Average	600 Weekly Average	losjody		20.0 Monthly Average	30.0 Weekly Average	ingr		2X Weekly	24-Hr Composite

ADEM AEPACS Alab;	ama Environmental Permitting and	l Compliance Syster	m NVIRO TEST AL	DEM EXTERNAL						Home About Contact Sign Out ADEM Hom
CITE	DMR Data Entry < 🛛	OMR List								Validate and Review AL0012345 v4.1 - Site Name 10/01/2021 - 10/31/2021 v1 - Unstarted
	Monitoring Point 001-2: 2.4	MGD Discharge	Summary							
Site Name	EFFLUENT GROSS VALUE	Permit Requirement	500 Monthly Average	750 Weekly Average			25.0 Monthly Average	37.5 Weekly Average		2X Weekly 24-Hr Composite
Home	BOD, Carbonaceous 05 Day, 20C	Sample Measurement	P	P		****	P	P		2X Weekly 🔻 24-Hr Composit 🔻
Dashboard	80082 RAW SEW/INFLUENT	Permit Requirement	(Report) Monthly Average	(Report) Weekly Average	lbs/day		(Report) Monthly Average	(Report) Weekly Average	mg/l	2X Weekly 24-Hr Composite
Details	BOD, Carb-5 Day, 20	Sample Measurement	****	****		P	****	****		Monthly T Calculated T
Contacts List	Deg C, Percent Remvl 80091 Percent Removal	Permit Requirement	****	****		85.0 Monthly Average Minimum			96	Monthly Calculated
Permits	Solids, Suspended	Sample Measurement		****			****			Monthly
Evaluations Non-Compliance Items	Percent Removal 81011 Percent Removal	Permit Requirement	10 10 10 10	****		85.0 Monthly Average Minimum	22.02	****	96	Monthly Calculated
Compliance and Enforcement Actions										
Financials	General Report Comment	ts								
Authorized Users						ħ				
	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.

nd Yes No	Summary	R List	ntinue? easurement values and comments will be ared.	
	 Summary	bb Discharge	Yes No	nd
✓ No Discharge			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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ADEM AEPACS Alabama E	invironmental Permitting and Compliance	System NVIR									Ş	
H I	OMR Data Entry < DMR List								Validate and	Review	AL0012345 v4	.1 – Site Name /31/2021 v1 - Unstar
SITE	Monitoring Point 001-2: 2.4 MGD Dischar	ge s	ummary									
Site Name												
Home	No Discharge							i) Enter	an asterisk (*) i	n any field for a list o	available Non-Rep	ort Reason Codes
Dashboard	Parameter		Quantity or Loadin	g	Units		Quality or Concentration		Units	No. Ex.	Sample Freq	Sample Type
Notifications	Oxygen, Dissolved (DO)	Sample Measurement				****	****		mal		2X Weekly	Grab
Contacts List	EFFLUENT GROSS VALUE	Permit Requirement				(Report) Minimum Daily			mgji		2X Weekly	Grab
Apps, Requests and Reports	pH	Sample Measurement				*****		*****	511		2X Weekly	Grab
Permits	EFFLUENT GROSS VALUE	Permit Requirement				6.0 Minimum Daily		9.0 Maximum Daily	3.0.		2X Weekly	Grab
Non-Compliance Items	Solids, Total Suspended	Sample Measurement	****	*****			****	****			2X Weekly	24-Hr Composite
Compliance and Enforcement Actions	EFFLUENT GROSS VALUE	Permit Requirement	600 Monthly Average	900 Weekly Average	ibs/day		30.0 Monthly Average	45.0 Weekly Average	mgi		2X Weekly	24-Hr Composite
Financials	Solids, Total Suspended	Sample Measurement	*****	*****				****			2X Weekly	24-Hr Composite
Autorized Osers	00530 RAW SEW/INFLUENT	Permit Requirement	(Report) Monthly Average	(Report) Weekly Average	lbs/day		(Report) Monthly Average	(Report) Weekly Average	mg/l		2X Weekly	24-Hr Composite
	Nitrogen, Ammonia Total (As N)	Sample Measurement									2X Weekly	24-Hr Composite
	00610 EFFLUENT GROSS VALUE	Darmit	400	600	lbs/day		-20.0	30.0	mg/l		2	54.Ur

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ADEM AEPACS Alaba	ama Environmental Permitting and Complianc	ce System	RO TEST ADEM EXTERN	AL							E)	L AEPACS TO
1	DMR Data Entry C DMR List								Validate and	Review	AL0012345 v 10/01/2021 -	4.1 – Site Name 10/31/2021 v1 - Drai
SITE	Monitoring Point 001-2: 2.4 MGD Discha	arge	Summary									
Site Name												
	No Discharge							i Enter a	n asterisk (*)) in any field for a list of avail	able Non-Repor	t Reason Codes
Home											Sample	
Dashboard	Parameter		Quantity or Loading	:	Units		Quality or Concentration		Units	No. Ex.	Freq	Sample Type
Notifications	Oxygen, Dissolved (DO)	Sample Measurement				****	****				2X Weekly	Grab
Contacts List	00300 EFFLUENT GROSS VALUE	Permit Requirement				(Report) Minimum Daily	****		mg/l		2X Weekly	Grab
Apps, Requests and Reports		Sample				****		****			2X Weekly	Grab
Permits	pH 00400 EFFLUENT GROSS VALUE	Measurement							S.U.			
valuations		Requirement	****			6.0 Minimum Daily	****	Maximum Daily			2X Weekly	Grab
Non-Compliance Items	Solids, Total Suspended	Sample Measurement	*****	*****		****	****				2X Weekly	24-Hr Composite
Compliance and Enforcement Actions	00530 EFFLUENT GROSS VALUE	Permit Requirement	600 Monthly Average	900 Weekly Average	lbs/day		30.0 Monthly Average	45.0 Weekly Average	mg/l		2X Weekly	24-Hr Composite
Financials	Solids, Total Suspended	Sample Measurement	****	****		****	****	****			2X Weekly	24-Hr Composite
Rationzed osers	RAW SEW/INFLUENT	Permit Requirement	(Report) Monthly Average	(Report) Weekly Average	- Ibs/day	****	(Report) Monthly Average	(Report) Weekly Average	mg/l		2X Weekly	24-Hr Composite
	Nitrogen, Ammonia Total (As N)	Sample Measurement	****	2 5 5 5 5	Ibelde	****	****	****			2X Weekly	24-Hr Composite
	EFFLUENT GROSS VALUE	Darmit	400	600	lbs/day		20.0	30.0	mg			
	Save Cancel Clear All								S	Saved summary DMR data		×

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

										Hom	e About Con	tact Sign	Out ADEM
	abama Env	ironmental Permitting and Compliance	System NVIRC	D TEST ADEM EXTERNAL								Ş	AEPACS
14 SITE	DN	IR Data Entry < DMR List							(Validate and F	Review	AL0012345 v 10/01/2021 ·	4.1 – Site Name - 10/31/2021 v1 - Dr
0	Mo	nitoring Point 001-2: 2.4 MGD Dischar	ge Su	mmary					_				
Site Name		☑ No Discharge							i Enter a	ın asterisk (*) i	n any field for a list of avai	lable Non-Repo	rt Reason Codes
Home													
Dashboard		Parameter		Quantity or Loading		Units		Quality or Concentration		Units	No. Ex.	Sample Freq	Sample Type
Notifications		Oxygen, Dissolved (DO)	Sample Measurement		****		****					2X Weekly	Grab
Details Contacts List		00300 EFFLUENT GROSS VALUE	Permit Requirement				(Report) Minimum Daily			mg/l		2X Weekly	Grab

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.

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

										ţ	Home	About	Contact	Sign Out	ADEM	Home
	oama Enviro	onmental Permitting and Complian	ce System	NVIRO TEST ADE	M EXTER	NAL								Ē	AEPACS	Tester
lel	Valid	late and Review DMR 🔍	Back to DMR										AL0 10/0)12345 v4.1 - 1/2021 - 10/3	Site Name	raft
SITE								_								_
Site Name		 All clear, no errors or violations 	found. A user w	vith certifier rights I	nay subr	mit this DMR who	en ready.									
		Want Rights to Submit DMRs	You are approv	ed to certify submiss	ions, but	the agency has n	ot yet acknowledged receipt of a s	gnati	ture agreement.							
Home		No external users are currently	authorized to su	bmit DMRs for this s	te.											
Dashboard																
Notifications		Monitoring Point	\$	DMR Type	\$	Day		F	Parameter	\$ Result Type	\$	Description			\$	
Details				(All)						(All)	v					
Contacts List							No Err	ors o	or Violations							
Apps, Requests and Reports																
Permits																
Evaluations																
Non-Compliance Items																
Compliance and Enforcement Actions																
Financials																
Authorized Users																
		Mark Ready to Submit	el													

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.

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.

							Home Ab	out Contact	Sign Out ADEM Home
ADEM AEPACS Alabar	ma Environmental Permitting and Compliance	e System	EXTERNAL						AEPACS Tester
lel	Discharge Monitoring Reports	File Upload	Start Date: 11/01/2020, En	d Date: 04/30/2022, Show Only La	itest Version: true				Search D
SITE	DMR Set	Frequency	\$	Due	- Received	Violations	\$	Status	¢
Site Name		V						(All)	
Home	04/01/2022 - 04/30/2022 v1 AL0012345 v4.1	Monthly		05/28/2022 Due 7+		No		Unstarted	Open :
Dashboard Notifications	03/01/2022 - 03/31/2022 v1 AL0012345 v4.1	Monthly		04/28/2022 Due 7+		No		Unstarted	Open :
Details	02/01/2022 - 02/28/2022 v1 AL0012345 v4.1	Monthly		03/28/2022 Due 7+		No		Unstarted	Open
Contacts List Apps, Requests and	01/01/2022 - 01/31/2022 v1 AL0012345 v4.1	Monthly		02/28/2022 Due 7+		No		Unstarted	Open
Reports Permits	12/01/2021 - 12/31/2021 v1 AL0012345 v4.1	Monthly		01/28/2022 Due 7+		No		Unstarted	Open :
Evaluations	11/01/2021 - 11/30/2021 v1 AL0012345 v4.1	Monthly		12/28/2021 Due 7+		No		Unstarted	Open
Non-Compliance Items Compliance and	10/01/2021 - 10/31/2021 v1 AL0012345 v4.1	Monthly		11/28/2021 Due 7+		No		Ready to Submit	Open
Enforcement Actions Financials	09/01/2021 - 09/30/2021 v1 AL0012345 v4.1	Monthly		10/28/2021 Overdue		Yes (1)		Unstarted	Open:
Authorized Users	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.

									Home	About	Contact	Sign Out	ADEM
AEPACS Alabama	a Environmental Permitting and Compliar	nce System	NVIRO TEST ADEM	EXTER	NAL						(₽ 🔺	AEPACS 1
	Validate and Review DMR	Back to DMR								AL0 10/0	012345 v4.1 – S 01/2021 - 10/31/	i te Name 2021 v1 - Rea	ady to Subr
(All) 🗸	 All clear, no errors or violation: 	s found. You may :	submit when ready.										
Home													
Jashboard	Monitoring Point	\$	DMR Type	\$	Day	•	Parameter	\$ Result Type	\$	Description			¢
lotifications			(All)	٣				(All)	٣				
ontacts List						No Error	s or Violations						
pps, Requests and Reports													
ermits													
valuations													
on-Compliance Items													
ompliance and													
nforcement Actions													
nanciais													
ocuments													
-		1											

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.

		Home About Contact Sign Out ADEM Home
	ama Environmental Permitting and Compliance System NVIRO TEST ADEM EXTERNAL	🖓 👤 AEPACS Tester
lel	Certify And Submit DMR < Validate and Review	AL0012345 v4.1 – Site Name 10/01/2021 - 10/31/2021 v1 - Ready to Submit
⊙ (All) -	Preview DMR P	• = Required
Home Dashboard Notifications Contacts List Apps, Requests and Reports Permits Evaluations Non-Compliance Items Compliance and Enforcement Actions Financials Documents	Certify the statement below: As the true and sole authorized user of this Personal Identification Number (PIN), I certify under penalty of law that 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 submitting false information including the possibility of fine and imprisonment. • Password Image: Comparison of the state of those individuals immediately responsible for obtaining the information, I believe the submitting false information including the possibility of fine and imprisonment. • Password Image: Comparison of the state of the sta	
	Submit	

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

			Home	About	Contact	Sign Out	ADEM Home
ADEM AEPACS Alaba	ama Environmental Permitting and	Compliance System NVIRO TEST ADEM EXTERNAL				5	AEPACS Tester
le <mark>l</mark>	DMR Submitted Succes	sfully			AL0012345 v4.1 - 10/01/2021 - 10/	- Site Name 31/2021 v1 - Re	eady to Submit
⊙ (All) -	Submission Complete	d Successfully					Ĺ
Home							
Dashboard	Submission Details						
Notifications							
Contacts List	Submission Identifier:	DMR-AL0012345-20211031-1					
Apps, Requests and Reports	Submission Date Time:						
Permits	Site Name:	In The Triveline of Leady Machael Context System in Anne - Stre Name					
Evaluations	Permit Number:	AL0012345 v4.1					
Non-Compliance Items	Reporting Period:	10/01/2021 - 10/31/2021					
Compliance and Enforcement Actions							_
Financials	Submitter Details						
Documents	Name: AEPACS	Tester					
	Organization: ADEM						
	Email: aepacste	ster 1@mailinator.com					
	Phone: (334) 2	71-7700					
							_
	Download Copy of Rece	rd					
	ок						

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

									Home	Ab	bout Contact	Sign	Out	ADEM H	ome
ADEM AEPACS Alabar	ma Environmental Permitting and Compliance	e Systen	NVIRO TEST ADEM E	XTERNAL										AEPACS Te	ster
Iel	Discharge Monitoring Reports	File L	Ipload	Start Date: 11/01/2020, E	nd Date: 04/30/2022, Show Only	Latest Ver	sion: true					•	Search	0	
	DMR Set	\$	Frequency	\$	Due	-	Received	\$ Violations	Ī	\$	Status	Ĩ	¢		-
⊙ (All) ▼															
											(All)		T		
Home Dashboard	04/01/2022 - 04/30/2022 v1 AL0012345 v4.1 Site Name		Monthly		05/28/2022 Due 7+			No			Unstarted				:
Notifications Contacts List	03/01/2022 - 03/31/2022 v1 AL0012345 v4.1 Site Name		Monthly		04/28/2022 Due 7+			No			Unstarted				1
Apps, Requests and Reports Permits	02/01/2022 - 02/28/2022 v1 AL0012345 v4.1 Site Name		Monthly		03/28/2022 Due 7+			No			Unstarted			Open	:
Evaluations Non-Compliance Items	01/01/2022 - 01/31/2022 v1 AL0012345 v4.1 Site Name		Monthly		02/28/2022 Due 7+			No			Unstarted				
Compliance and Enforcement Actions	12/01/2021 - 12/31/2021 v1 AL0012345 v4.1 Site Name		Monthly		01/28/2022 Due 7+			No			Unstarted			Open	:
Financials Documents	11/01/2021 - 11/30/2021 v1 AL0012345 v4.1 Site Name		Monthly		12/28/2021 Due 7+			No			Unstarted		(Open	1
	10/01/2021 - 10/31/2021 v1 AL0012345 v4.1 Site Name		Monthly		11/28/2021		11/07/2021	No			Submitted		(Open	1
	09/01/2021 - 09/30/2021 v1 AL0012345 v4.1 Site Name		Monthly		10/28/2021 Overdue			Yes (1)			Unstarted				1
	08/01/2021 - 08/31/2021 v1 AL0012345 v4.1		Monthly		09/28/2021 Overdue			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.

s or additions
, in XML forma
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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.

		Home	About	Contact	Sign Out	ADEM Ho
	ama Environmental Permitting and Compliance System NVIRO TEST ADEM EXTERNAL				Ş	AEPACS Test
lel .	Forms					
 (All) Home Dashboard Notifications Contacts List Apps, Requests and Reports Permits 	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 Permit Applications, Service Requests and Permit Change Permit Change Forms and 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 New or revise previously submitted reports					
Non-Compliance Items	compliance action					
Compliance and Enforcement Actions	DMRs View, edit, and submit discharge monitoring reports					
Financials	View DMRs					

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

					Home About Contact S	Sign Out ADEM Home
	ma Environmental Permitting and Compliance	System NVIRO TEST ADEN	EXTERNAL		E	AEPACS Tester
lel	Discharge Monitoring Reports	File Upload	Start Date: 11/01/2020, End Date: 04/30/2022, Show	Only Latest Version: true	•	Search O
	DMR Set	Frequency		✓ Received		\$
⊙ (All)						
Home					(All)	•
Dashboard	04/01/2022 - 04/30/2022 v1 AL0012345 v4.1 Site Name	Monthly	05/28/2022 Due 7+	No	Unstarted	Open :
Notifications	02/01/2022 02/21/2022 14					_
Contacts List	AL0012345 v4.1 Site Name	Monthly	04/28/2022 Due 7+	No	Unstarted	Open :
Apps, Requests and Reports	02/01/2022 - 02/28/2022 v1 AL0012345 v4.1 Site Name	Monthly	03/28/2022 Due 7+	No	Unstarted	Open :
Evaluations	01/01/2022 - 01/31/2022 v1 ALD012345 v4.1 Site Name	Monthly	02/28/2022 Due 7+	No	Unstarted	Open :
Compliance and Enforcement Actions	12/01/2021 - 12/31/2021 v1 AL0012345 v4.1 Site Name	Monthly	01/28/2022 Due 7+	No	Unstarted	Open
Financials Documents	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 : -