



# Discharge Monitoring Report (DMR) Data Entry Guide

## Summary

This entry guide describes how to enter and submit discharge monitoring report (DMR) data using the "DMR" tab of the electronic self-monitoring report module in the California Integrated Water Quality System (CIWQS).

## Table of Contents

A. Introduction and Overview.....	1
B. DMR Dashboard .....	2
C. Web Entry Form .....	3
D. Upload/Manage Files .....	6
E. DMR Portable Document Format (PDF) Report .....	7
F. Linking/Unlinking.....	8
G. Submittal.....	9
Attachment 1.....	1

## A. Introduction and Overview

This discharge monitoring report (DMR) data entry guide describes how to navigate through the “DMR” tab of the electronic self-monitoring report (eSMR) module of the California Integrated Water Quality System (CIWQS).

CIWQS transmits the data from the DMR tab to the United States Environmental Protection Agency’s Integrated Compliance Information System (ICIS). The tab is pre-populated with expectations according to the permit(s) for your facility. If you have any questions regarding the expectations contact the DMR Help Center ([DMR@waterboards.ca.gov](mailto:DMR@waterboards.ca.gov)).

This guide is specific to DMR submittal. If you are unfamiliar with the CIWQS eSMR submittal process, refer to the [eSMR2 training courses](#).

Information on the other tabs of the eSMR report and the data on the DMR tab are **not** electronically connected. This means there may be data points that you must enter both through the Permittee Entry Template (PET) tool or the eSMR manual data entry tabs **and** on the DMR tab.

Where there is no data to enter (e.g., no discharge or no sample taken), no data indicator (NODI) codes can be used for either an entire limit set or for individual parameters. See Section C.

Both the eSMR and DMR tabs must be completed before submitting. If for some reason you cannot complete the DMR tab, you can unlink the specific DMR to submit the eSMR. However, prior to doing so, please contact the DMR Help Center. Refer to Section F of this guide for more information on linking and unlinking DMRs.

If your Water Board caseworker withdraws your eSMR and you resubmit the report, only data points with different values than the original values will be resubmitted to ICIS. The date of the resubmittal will be recorded for those data points and will likely trigger a violation. For this reason, it is important to submit both timely and accurately.

At any point during the submittal process you may save your entry and continue later.

## B. DMR Dashboard

The DMR Dashboard is accessed by clicking on the DMR tab from the report builder screen within a specific eSMR.

**SMR / DMR Reporting**

[Back to SMR Search](#) Reporting Level: Level II

Monthly SMR ( MONNPDES ) report for July 2020 Report Effective Dates: 07/01/2020 - 07/31/2020  
 Status: In-Progress Past Due All Electronic Date: 06/01/2013  
 Data Summary Export: [Export to Excel](#)

[No Discharge](#) [EDF/CDF](#) [Analytical Data](#) [Calculated Data](#) [Data Summary](#) [Attachments](#) [Violations](#) [DMR](#) [Submittal](#)

**DMR Dashboard**

**\*\* Do not unlink DMRs before contacting the DMR Help Desk at (916) 319-9152 or [DMR@waterboards.ca.gov](mailto:DMR@waterboards.ca.gov) \*\***

Feature - Limit Set Click to edit	Monitoring Period	Due Date	NODI	Status	
<a href="#">001-A</a>	07/01/2020 - 07/31/2020	09/15/2020	<input type="text"/>	Empty	<a href="#">Unlink</a>
<a href="#">INF-A</a>	07/01/2020 - 07/31/2020	09/15/2020	<input type="text"/>	Empty	<a href="#">Unlink</a>

[Upload / Manage Files](#)  
[DMR PDF Report](#)

**Add DMR to this Report**

All DMRs have been matched.

Description and function of the Dashboard table:

### 1. Feature – Limit Set

Provides a link which will take you to the web entry forms. The forms look similar to the paper DMR forms and allow you to either enter results or view results that have been uploaded.

### 2. Monitoring Period

Displays the date range associated with the Feature – Limit Set records.

### 3. Due Date

Displays the due date for the associated Feature – Limit Set records. This may be different than the eSMR due date.

### 4. NODI

Allows you to enter a NODI code for the **entire** Feature – Limit Set. Section C describes entering a NODI code for an individual parameter.

### 5. Status

Displays the status of the records within the Feature – Limit Set. The following statuses may be displayed:

- Empty – No data has been entered for the Feature – Limit Set and monitoring period described.

- Incomplete – Some, but not all data has been entered for the Feature – Limit Set and monitoring period described.
- NODI – A NODI code has been assigned for the entire Feature – Limit Set and monitoring period described
- Complete – All expected data has been entered for the Feature – Limit Set and monitoring period described.

### C. Web Entry Form

The web entry forms allow you to enter your monitoring results. The web form is broken up into “Quantity or Loading” or “Quality or Concentration” sections for each parameter. Data is expected to be entered in cells that contain entry boxes. You can save the data one parameter at a time by clicking the “Save Parameter” button at the bottom of each parameter section, or save them all at once using the “Save All Parameters” button located near the top and bottom of the page.

You can use the dropdown menus to change the units, sample type, and frequency. A warning will appear if the dropdowns are changed from the default selection.

**DMR Parameter Entry**  
Monitoring Period: 07/01/2020 - 07/31/2020 Due Date: 09/15/2020

	Quantity or Loading			Quality or Concentration				
	Q1 (avg)	Q2 (max)	Units	C1 (min)	C2 (avg)	C3 (max)	Units	
<b>00011 - Temperature, water deg. fahrenheit</b>				Feature: 001		Monitoring Loc.: 1 (Effluent Gross)		
				Season: 0		Comments: <a href="#">Show !</a>		
Sample	Q1 (avg)	Q2 (max)		C1 (min)	C2 (avg)	C3 (max)	deg F	Excursions
Permitted						<= 100 Instantaneous Maximum	Degrees Fahrenheit	Samp. Type: GRAB
NODI								Frequency: Weekly
Source: Web Entry								
<input type="button" value="Save Parameter"/>				<ul style="list-style-type: none"> <li>• Parameter 001-00011 with value type C3 is not complete.</li> </ul>				
<b>00070 - Turbidity</b>				Feature: 001		Monitoring Loc.: 1 (Effluent Gross)		
				Season: 0		Comments: <a href="#">Show !</a>		
Sample	Q1 (avg)	Q2 (max)		C1 (min)	C2 (avg)	C3 (max)	NTU	Excursions
Permitted				<= 75 Monthly Average	<= 100 Weekly Average	<= 225 Instantaneous Maximum	Nephelometric Turbidity Units	Samp. Type: RCOTOT
NODI								Frequency: Continuous
Source: Web Entry								
<input type="button" value="Save Parameter"/>				<ul style="list-style-type: none"> <li>• Parameter 001-00070 with value type C3 is not complete.</li> <li>• Parameter 001-00070 with value type C1 is not complete.</li> <li>• Parameter 001-00070 with value type C2 is not complete.</li> </ul>				

The red text at the bottom of each parameter listing shows its status.

If the “Show” link is clicked, comments from the Permit will be displayed above the parameter table. The “Show” link is in the top right-hand corner of each parameter section. Once displayed, comments can be hidden again by using the “Hide” link located at the same spot.

Be sure to review the comments, which may have directions on how to report data.

**DMR Parameter Entry**  
Monitoring Period: 07/01/2020 - 07/31/2020 Due Date: 09/01/2020

[Save All Parameters](#)

Quantity or Loading			Quality or Concentration			
Q1 (avg)	Q2 (max)	Units	C1 (min)	C2 (avg)	C3 (max)	Units
00310 - BOD, 5-day, 20 deg. C			Feature: 001		Monitoring Loc.: 1 (Effluent Gross)	
			Season: 0		Comments: <a href="#">Hide !</a>	
<b>Comments:</b> Report on this limit set (001-A2) when >= 20:1 dilution is available. Report on limit set 001-A1 when < 20:1 dilution is available. Report NODI code "9" if a limit set does not apply. When Total Coliform results in a 30-day period are > 240 MPN/100mL, report second highest. Otherwise, report highest result.						
Sample	Q1 (avg)	Q2 (max)	C1 (min)	C2 (avg)	C3 (max)	mg/L Milligrams per Liter
Permitted			<= 30 Monthly Average	<= 45 Weekly Average		Excursions
NODI						Samp. Type: COMP24
Source: Web Entry			Frequency: Weekly			
<a href="#">Save Parameter</a> <ul style="list-style-type: none"> <li>Parameter 001-00310 with value type C1 is not complete.</li> <li>Parameter 001-00310 with value type C2 is not complete.</li> </ul>						
00530 - Solids, total suspended			Feature: 001		Monitoring Loc.: 1 (Effluent Gross)	
			Season: 0		Comments: <a href="#">Show !</a>	
Sample	Q1 (avg)	Q2 (max)	C1 (min)	C2 (avg)	C3 (max)	mg/L Milligrams per Liter
Permitted			<= 30 Monthly Average	<= 45 Weekly Average		Excursions
NODI						Samp. Type: COMP24
Source: Web Entry			Frequency: Weekly			
<a href="#">Save Parameter</a> <ul style="list-style-type: none"> <li>Parameter 001-00530 with value type C1 is not complete.</li> <li>Parameter 001-00530 with value type C2 is not complete.</li> </ul>						

The NODI dropdown is located below the qualifier field. Definitions for the codes are in Attachment 1 of this guide.

**DMR Parameter Entry**  
Monitoring Period: 07/01/2020 - 07/31/2020 Due Date: 09/01/2020

[Save All Parameters](#)

Quantity or Loading			Quality or Concentration			
Q1 (avg)	Q2 (max)	Units	C1 (min)	C2 (avg)	C3 (max)	Units
00310 - BOD, 5-day, 20 deg. C			Feature: 001		Monitoring Loc.: 1 (Effluent Gross)	
			Season: 0		Comments: <a href="#">Show !</a>	
Sample	Q1 (avg)	Q2 (max)	C1 (min)	C2 (avg)	C3 (max)	mg/L Milligrams per Liter
Permitted			<= 30 Monthly Average	<= 45 Weekly Average		Excursions
NODI						Samp. Type: COMP24
Source: Web Entry			Frequency: Weekly			
<a href="#">Save Parameter</a> <ul style="list-style-type: none"> <li>Parameter 001-00310 with value type C1 is not complete.</li> <li>Parameter 001-00310 with value type C2 is not complete.</li> </ul>						
00530 - Solids, total suspended			Feature: 001		Monitoring Loc.: 1 (Effluent Gross)	
			Season: 0		Comments: <a href="#">Show !</a>	
Sample	Q1 (avg)	Q2 (max)	C1 (min)	C2 (avg)	C3 (max)	mg/L Milligrams per Liter
Permitted			<= 30 Monthly Average	<= 45 Weekly Average		Excursions
NODI						Samp. Type: COMP24
Source: Web Entry			Frequency: Weekly			
<a href="#">Save Parameter</a>						

If you select a NODI code for all expected results for a parameter, a dialogue box will appear informing you the units, sample type, and frequency will be cleared out. Click "OK" and proceed to save your data.

Use the "Excursion" field to record the number of times the sample results were outside the value shown in the "Permitted" cells for the given parameter during the monitoring period.

**DMR Parameter Entry**  
Monitoring Period: 07/01/2020 - 07/31/2020 Due Date: 09/01/2020

	Quantity or Loading			Quality or Concentration				Units
	Q1 (avg)	Q2 (max)	Units	C1 (min)	C2 (avg)	C3 (max)	Units	
00310 - BOD, 5-day, 20 deg. C				Feature: 001		Monitoring Loc.: 1 (Effluent Gross)		
				Season: 0		Comments: <a href="#">Show !</a>		
Sample	Q1 (avg)	Q2 (max)		C1 (min)	C2 (avg)	C3 (max)	<input type="text" value="Excursions"/> <input type="text" value="Samp. Type"/> COMP24 <input type="text" value="Frequency"/> Weekly	
Permitted				=	=			
NODI				<= 30 Monthly Average	<= 45 Weekly Average			
<input type="button" value="Save Parameter"/>				Source: Web Entry				
<ul style="list-style-type: none"> <li>Parameter 001-00310 with value type C1 is not complete.</li> <li>Parameter 001-00310 with value type C2 is not complete.</li> </ul>								

When information is entered, the text next to the word "Source" will indicate whether the information came from an uploaded file by displaying the name of the file, or if the information was entered through the web form. Different parameters may be completed using different sources (i.e., either web entry or uploaded file), however, all the fields within a single parameter section must be completed using the same source. That is, a single parameter section must be completed entirely via web entry or entirely by an upload file, not through a combination.

**DMR Parameter Entry**  
Monitoring Period: 07/01/2020 - 07/31/2020 Due Date: 09/01/2020

	Quantity or Loading			Quality or Concentration				Units
	Q1 (avg)	Q2 (max)	Units	C1 (min)	C2 (avg)	C3 (max)	Units	
00310 - BOD, 5-day, 20 deg. C				Feature: 001		Monitoring Loc.: 1 (Effluent Gross)		
				Season: 0		Comments: <a href="#">Show !</a>		
Sample	Q1 (avg)	Q2 (max)		C1 (min)	C2 (avg)	C3 (max)	<input type="text" value="Excursions"/> <input type="text" value="Samp. Type"/> COMP24 <input type="text" value="Frequency"/> Weekly	
Permitted				=	=			
NODI				<= 30 Monthly Average	<= 45 Weekly Average			
<input type="button" value="Save Parameter"/>				Source: Web Entry				
<ul style="list-style-type: none"> <li>Parameter 001-00310 with value type C1 is not complete.</li> <li>Parameter 001-00310 with value type C2 is not complete.</li> </ul>								

## D. Upload/Manage Files

The "Upload / Manage Files" feature allows you to upload DMR data. The upload file specifications are listed in an Excel spreadsheet available [here](#).

Monthly SMR ( MONNPDES ) report for August 2020 Report Effective Dates: 08/01/2020 - 08/31/2020  
 Status: In-Progress Past Due All Electronic Date: 06/01/2010  
 Data Summary Export: [Export to Excel](#)

No Discharge | EDF/CDF | Analytical Data | Calculated Data | Data Summary | Attachments | Violations | DMR | Submittal

**DMR Dashboard**

**\*\* Do not unlink DMRs before contacting the DMR Help Desk at (916) 319-9152 or [DMR@waterboards.ca.gov](mailto:DMR@waterboards.ca.gov) \*\***

Feature - Limit Set Click to edit	Monitoring Period	Due Date	NODI	Status	
<a href="#">001-A</a>	08/01/2020 - 08/31/2020	10/01/2020	<input type="text"/>	Empty	<a href="#">Unlink</a>
<a href="#">INF-A</a>	08/01/2020 - 08/31/2020	10/01/2020	<input type="text"/>	Empty	<a href="#">Unlink</a>

**Upload / Manage Files**  
DMR PDF Report

**Add DMR to this Report**

All DMRs have been matched.

Clicking the "Upload / Manage Files" button will result in a new screen. Click the "Browse" button to locate the applicable file on your computer and then click the "Choose File" button once you have selected the file to upload. Multiple files may be uploaded separately.

No Discharge | EDF/CDF | Analytical Data | Calculated Data | Data Summary | Attachments | Violations | DMR | Submittal

[Back to the Dashboard](#)

**DMR File Management**

**Upload Parameter Values**

**Choose File** No file chosen **Upload File**

If a file is uploaded in error, or uploaded data must be corrected, click the "Delete" hyperlink. Since the file is not yet stored in the system, this will remove the values associated with the file.



[No Discharge](#) [EDF/CDF](#) [Analytical Data](#) [Calculated Data](#) [Data Summary](#) [Attachments](#) [Violations](#) [DMR](#) [Submittal](#)

[Back to the Dashboard](#)

**DMR File Management**

**File Upload Messages:**

File successfully uploaded.

**Upload Parameter Values**

No file chosen

Filename	Upload Date/Time	
DMR_test_inf (002).txt	Dec 10, 2020 11:22:11 AM	<input type="button" value="delete"/>

### E. DMR Portable Document Format (PDF) Report

The "DMR PDF Report" button will create a PDF file displaying all the results that have been entered through the form or through an uploaded file.

Monthly SMR ( MONNPDES ) report for August 2020 Report Effective Dates: 08/01/2020 - 08/31/2020  
 Status: In-Progress Past Due All Electronic Date: 06/01/2010  
 Data Summary Export: [Export to Excel](#)

[No Discharge](#) [EDF/CDF](#) [Analytical Data](#) [Calculated Data](#) [Data Summary](#) [Attachments](#) [Violations](#) [DMR](#) [Submittal](#)

**DMR Dashboard**

**\*\* Do not unlink DMRs before contacting the DMR Help Desk at (916) 319-9152 or [DMR@waterboards.ca.gov](mailto:DMR@waterboards.ca.gov) \*\***

Feature - Limit Set Click to edit	Monitoring Period	Due Date	NODI	Status	
<a href="#">001-A</a>	08/01/2020 - 08/31/2020	10/01/2020	<input type="text"/>	Empty	<a href="#">Unlink</a>
<a href="#">INF-A</a>	08/01/2020 - 08/31/2020	10/01/2020	<input type="text"/>	Empty	<a href="#">Unlink</a>

**Add DMR to this Report**

All DMRs have been matched.

A copy of the PDF report will also be included in the zip file created upon submittal of the eSMR, which is the copy of record. If you need to resubmit your DMR data, that original copy is retained, and a new copy and zip file will be created.

## F. Linking/Unlinking

By default, DMRs are linked to reports using an algorithm that matches the monitoring period and due date. You can also link and unlink a DMR (or “Feature – Limit Set”) to a report manually by clicking the “unlink” hyperlink.

**Stop!** Before unlinking DMRs, contact the [DMR Help Desk](#).

Monthly SMR ( MONNPDES ) report for August 2020 Report Effective Dates: 08/01/2020 - 08/31/2020  
 Status: In-Progress Past Due All Electronic Date: 06/01/2010  
 Data Summary Export: [Export to Excel](#)

No Discharge | EDF/CDF | Analytical Data | Calculated Data | Data Summary | Attachments | Violations | DMR | Submittal

**DMR Dashboard**

**\*\* Do not unlink DMRs before contacting the DMR Help Desk at (916) 319-9152 or [DMR@waterboards.ca.gov](mailto:DMR@waterboards.ca.gov) \*\***

Feature - Limit Set Click to edit	Monitoring Period	Due Date	NODI	Status	
<a href="#">001-A</a>	08/01/2020 - 08/31/2020	10/01/2020	<input type="text" value=""/>	Empty	<a href="#">Unlink</a>
<a href="#">INF-A</a>	08/01/2020 - 08/31/2020	10/01/2020	<input type="text" value=""/>	Empty	<a href="#">Unlink</a>

**Add DMR to this Report**

All DMRs have been matched.

If a DMR is not matched to a report (or manually unlinked) it will appear in the dropdown below the dashboard table. You can add it to the report by clicking the “Add” button. Be sure to check this list periodically because it is the Discharger’s responsibility to ensure that all DMRs are submitted.

No Discharge | EDF/CDF | Analytical Data | Calculated Data | Data Summary | Attachments | Violations | DMR | Submittal

**DMR Dashboard**

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Feature - Limit Set Click to edit	Monitoring Period	Due Date	NODI	Status	
<a href="#">INF-A</a>	08/01/2020 - 08/31/2020	10/01/2020	<input type="text" value=""/>	Empty	<a href="#">Unlink</a>

**Add DMR to this Report**

Due: 10/01/2020 Feature: 001-A Period: 08/01/2020 - 08/31/2020

## G. Submittal

The DMR and eSMR are submitted simultaneously using the submittal tab.

**If your DMR data is not complete you will not be able to submit the report.** There will be a note and the “Certify & Submit” button will be grayed out. For more information on submitting the report, see the “Submittal” lesson of the [eSMR2 training courses](#).

The screenshot shows the 'Submittal' tab in a software interface. At the top, there are several tabs: 'No Discharge', 'EDF/CDF', 'Analytical Data', 'Calculated Data', 'Data Summary', 'Attachments', 'Violations', 'DMR', and 'Submittal'. Below the tabs are three buttons: 'Save', 'Certify & Submit', and 'Preview report'. A red dashed box highlights a warning message: 'No self-determined violations were entered for this report.' Below this, another red dashed box highlights the text: 'DMR Status: DMR data is not complete. Click on the DMR tab to view the status of each DMR.' Further down, there is a text instruction: 'A cover letter describing your report must be either uploaded (Option A) OR entered as plain text into the field below (Option B) before you can 'Certify & Submit' the report.' Under 'Option A', there is a file upload section with a 'File\*' label, a 'Choose File' button, 'No file chosen' text, and an 'Upload File' button. Below that is a field for 'Uploaded cover letter(s):'. Under 'Option B', there is a text instruction: 'Option B: Enter plain text in the field below, and then click the 'Save' button above:' followed by a large empty text area.

## Attachment 1

No Data Indicator (NODI) Code Reference Table

NODI Code	NODI Description	When to Use
2	Operation Shutdown	Use when the facility did not operate for the entire monitoring period.
3	Special Report Attached	Use when there is an attached report documenting the reason a DMR value was not reported (e.g., alternative proof of compliance with chlorine residual using stoichiometry). <b>Do not use if monitoring was required and requirements were not met.</b>
7	No Influent	Use when influent sampling is required, but there was no influent to sample for the entire monitoring period.
9	Conditional Monitoring	Use if there was a discharge, but monitoring was not required for the entire monitoring period (e.g., parameters that only need to be monitored when a chemical is used during the treatment process; seasonal limit requirements; multiple conditional limit sets based on flow, production, etc.; Whole Effluent Toxicity (WET) testing where most sensitive species have been identified and other species are no longer required or where the permittee may select between species; etc.). <b>Do not use if monitoring was required and requirements were not met.</b>
B	Below Detection Limit	Use when the laboratory reports a result that is below the method detection limit. May be used when the permit limit is less than the method detection limit and a sufficiently sensitive method was used. Where a method is not sufficiently sensitive, use NODI P.
C	No Discharge	Use when there is no discharge to surface waters for an entire monitoring period (i.e., land disposal, recycled, or recirculated water).
E	Failed to Sample/Required Analysis Not Conducted	Use where there was no value to report because of the failure to take a sample for the entire monitoring period (e.g., permittee failed to take required sample(s); sample was lost in transit to laboratory; sampling/monitoring equipment failure; improper sample collection made analysis impossible; etc.).

F	Insufficient Flow for Sampling	Use where the permitted feature had a discharge, but a sample was not taken because the flow was insufficient to meet sample volume requirements.
P	Laboratory Error or Invalid Test	Use if there was no value to report due to a laboratory error or invalid test (e.g., analysis did not meet 40 CFR Part 136 requirements; use of an uncertified laboratory or field of testing or specific analysis for which laboratory was not certified; sample was improperly preserved or exceeded its maximum holding time; sample was taken but lost after receipt by laboratory; laboratory error such as quality assurance failure, cross contamination, procedural error, calculation error, etc.; etc.).
Q	Not Quantifiable	Use where the laboratory reported an estimated result between the method detection limit and the minimum/reporting level or for WET tests where no linear interpolation could be determined. Where the permit limit is below the estimated value and a method was not sufficiently sensitive, use NODI P.
T	Environmental Conditions – Monitoring not Possible	Use if frozen conditions or extreme weather/event prevented sampling for the entire monitoring period. Examples include: frozen conditions that prevented access to the monitoring location; if a sampling point (equipment, well caps, etc.) was sufficiently frozen that it prevented an operator from collecting a sample; hurricanes; severe flooding/landslides; tornadoes; wildfires; tidal conditions that caused a sampling location to be submerged; environmental conditions that resulted in unsafe working conditions; etc. <b>Do NOT use for seasonal heavy rain events.</b>
W	Dry Lysimeter/Well	Use if the permitted feature had a dry lysimeter or well for the entire monitoring period.