

## How to Associate to a Facility

Users will have a role for each facility. The role associated to a facility determines what actions the user can take for that specific facility. User may be associated to one or more facilities.

The first user to associate to a facility will need to be an Organization Official who will have the ability to eSign documents and approve others to eSign documents. This person must be an authorized person or a duly authorized representative of the facility. There can be more than one Organization Official. Certifiers and Preparers will need to be approved by the Organization Official. Viewers are associated upon request. The roles and page reference are defined below.

**eDMR Organization Official (pg. 1):** Ability to eSign and submit documents and approve others to eSign documents. Can also prepare and view documents. Before association user must certify that they are an authorized person or representative of the facility.

**eDMR Certifier (pg. 5):** Ability to eSign and submit documents. Can also prepare and view documents. After association is requested, the Organization Official must approve before association is finalized.

**eDMR Preparer (pg. 5):** Can prepare and view documents. After association is requested, the Organization Official must approve before association is finalized.

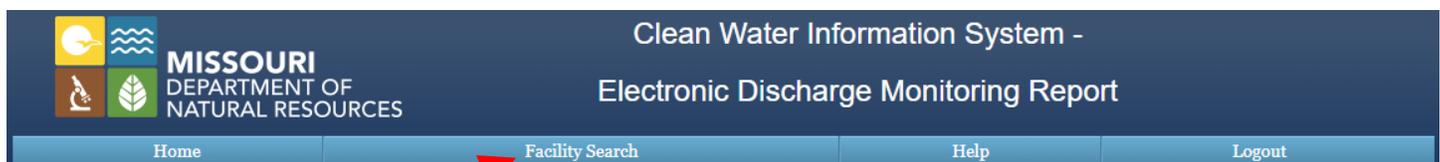
**eDMR Viewer (pg. 9):** Can view documents. Does not require approval for association.

Repeat steps as needed for all facilities. Each one will have to be done separately.

### Part 1: Organization Official(s)

**Step 1:** From the eDMR Home page click on the 'Facility Search' tab.

**NOTE:** New users will see a red error message indicating that they need to associate to their facility. Existing users will have facilities shown in the Associated Facilities list.



The screenshot shows the top navigation bar of the eDMR system. On the left, there are logos for the Missouri Department of Natural Resources and the Clean Water Information System. The main title is "Clean Water Information System - Electronic Discharge Monitoring Report". The navigation menu includes "Home", "Facility Search", "Help", and "Logout". A red arrow points to the "Facility Search" tab.

Below the navigation bar, the text reads "Welcome to eDMR".

*If you have no facilities listed in the Associated Facility section below or if you would like to add an additional facility that is not listed, you must select the Facility Search tab at the top of the page. From that page, you will be able to search for and request association to a facility.*

*It is the responsibility of the permittee to understand all reporting requirements of their Missouri State Operating Permit. If the reports in the eDMR system do not accurately reflect the reporting requirements of the permit, it is the responsibility of the permittee to notify the Department to correct them.*

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Associated Facilities

To add a facility to the Associated Facilities list the user must go to the Facility Search tab and request association.

**Step 2:** Search for a facility by typing in the Permit Number OR the Facility Name/County (not both), then click 'Search'.

**NOTE:** Permit Number is the most accurate way to find a facility. Do not enter special characters for the permit number. Just enter the 9 characters (i.e. MO3333333).

**NOTE:** User may enter the facility name or the facility county or both. Facility Name does not need to be full. User may search by partial names.



### Facility Search

*You may only search by Permit Number or the Facility Name below but not both. The first person to request association to a facility must be an Organization Official and must be approved by the department. Once an Organization Official is approved for a facility they will have the responsibility to approve or deny other user requests for association for that specific facility.*



Permit No:  x

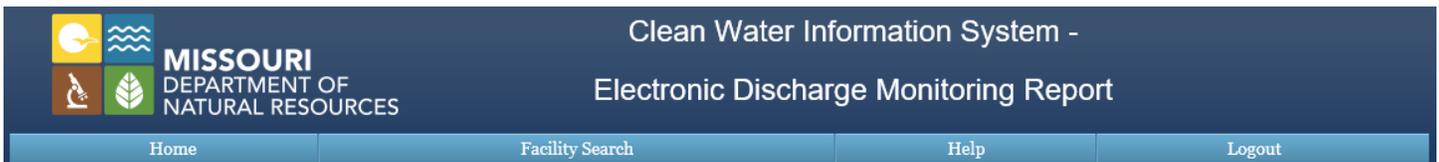
OR

Facility Name:

County:

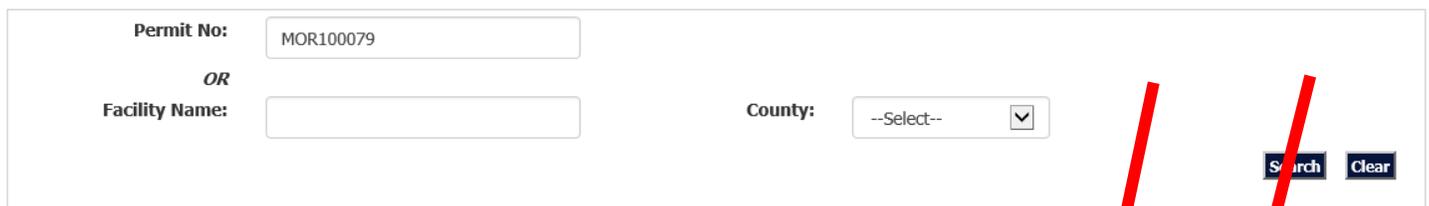
**Step 3:** Select the role 'eDMR Organization Official' from the dropdown next to the desired facility. Click 'Associate' button.

**NOTE:** User must have MoGEM role of certifier or organization official to select it for a facility.



### Facility Search

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Permit No:

OR

Facility Name:

County:

Facility Name/Permit Number	Address, City, State, Zip, County	Role	Associate
MDNR, Division of State Parks MOR100079	1659 E. Elm , JEFFERSON CITY , MO 65102-0176, Cole	eDMR Organizatio	<input type="button" value="Associate"/>

**Step 4:** Carefully read the Certification Statement. If appropriate, certify that user is an authorized person or a duly authorized representative of the facility by clicking the checkbox. Click 'Associate'.

**NOTE:** After association is made user will still see their search results on the Facility Search page but will no longer see the associate button.

### Facility Search

**In order to Associate to a facility as an Organization Official you must certify that you are a person established by regulation or a duly authorized representative of the facility.**

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Permit No:

OR

Facility Name:

County:

- In order to be an Organization Official with the ability to eSign applications and approve others to eSign reports required operating permits or other information requested by the Department, you must certify that you are an authorized person established in regulation 40 CFR 122.22 (NPDES) or 10 CSR 20-6.010(7)(B)2 (State Only Permits).**
- 1. For a corporation:
    - 1. A responsible corporate office or plant manager (NPDES), or
    - 2. Individual having overall responsibility for environmental matters at the facility (State Only)
  - 2. For a partnership or sole proprietorship:
    - 1. The proprietor, or
    - 2. A general Partner
  - 3. For a municipal, state or federal or other public facility:
    - 1. A principal executive office or ranking elected official, or
    - 2. Individual having overall responsibility for environmental matters (State Only).

Facility Name/Permit Number	Address, City, State, Zip, County	Role	Associate
MDNR, Division of State Parks MOR100079	1659 E. Elm , JEFFERSON CITY , MO 65102-0176, Cole	eDMR Organizatic	<input type="button" value="Associate"/>

**Step 6:** Click the 'Home' tab at the top of the screen at any time to see the Associated Facilities List.

**NOTE:** User will see the facility listed in the Associated Facilities list with the option to Submit a Report, View Submitted Report/Revise Report, or viewing the Facility Information & User Management.

**NOTE:** Click Facility Information & User Management button to see the Associated Users list and pending requests.

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Clean Water Information System -  
Electronic Discharge Monitoring Report

Home Facility Search Help Logout

Welcome to eDMR

*If you have no facilities listed in the Associated Facility section below or if you would like to add an additional facility that is not listed, you must select the Facility Search tab at the top of the page. From that page, you will be able to search for and request association to a facility.*

*It is the responsibility of the permittee to understand all reporting requirements of their Missouri State Operating Permit. If the reports in the eDMR system do not accurately reflect the reporting requirements of the permit, it is the responsibility of the permittee to notify the Department to correct them.*

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Associated Facilities	
Facility Name/Permit Number	Address, City, State, Zip, County
MDNR, Division of State Parks MOR100079	1659 E. Elm , JEFFERSON CITY , MO 65102-0176, Cole

Submit a Report View Submitted Report/Revise Report

Facility Information & User Management

## Part 2: Certifier & Preparer

**Step 1:** From the eDMR Home page click on the 'Facility Search' tab.

**NOTE:** New users will see a red error message indicating that they need to associate to their facility. Existing users will have facilities shown in the Associated Facilities list.



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Home Facility Search Help Logout

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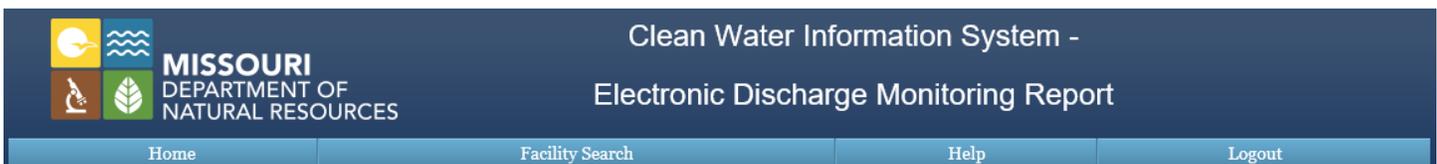
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Associated Facilities	
Facility Name/Permit Number	Address, City, State, Zip, County
MDNR, Division of State Parks MOR100079	1659 E. Elm , JEFFERSON CITY , MO 65102-0176, Cole
<a href="#">Facility Information &amp; User Management</a>	
<a href="#">Submit a Report</a> <a href="#">View Submitted Report/Revise Report</a>	

**Step 2:** Search for a facility by typing in the Permit Number OR the Facility Name/County, then click 'Search'.

**NOTE:** Permit Number is the most accurate way to find a facility. Do not enter special characters for the permit number. Just enter the 9 characters (i.e. MO3333333).

**NOTE:** User may enter the facility name or the facility county or both. Facility Name does not need to be full. User may search by partial names.



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Home Facility Search Help Logout

Facility Search

*You may only search by Permit Number or the Facility Name below but not both. The first person to request association to a facility must be an Organization Official and must be approved by the department. Once an Organization Official is approved for a facility they will have the responsibility to approve or deny other user requests for association for that specific facility.*

Permit No:

OR

Facility Name:

County:

[Search](#) [Clear](#)

**Step 3:** Select the role 'eDMR Certifier' or 'eDMR Preparer' from the dropdown next to the desired facility. Click 'Associate' button.

**NOTE:** User must have MoGEM role of certifier or organization official to select it for a facility.



### Facility Search

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Facility Name/Permit Number	Address, City, State, Zip, County	Role	Associate
Moberly WWTP MO0117960	Rt EE and County Rd 2350 , MOBERLY , MO 65270, Randolph	eDMR Certifier	Associate

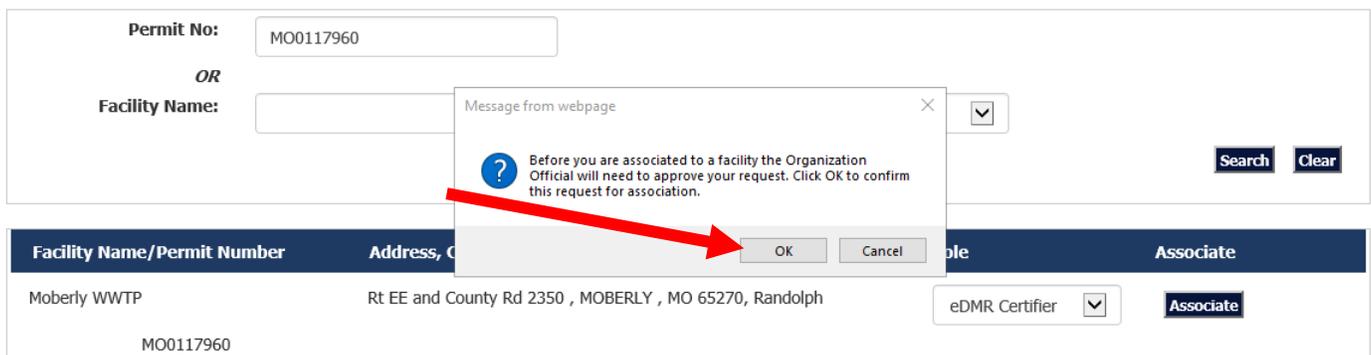
**Step 4:** Click 'OK' on pop up window to make association request. Click 'Cancel' to cancel the request.

**NOTE:** Before you are associated to a facility the Organization Official will need to approve your request. After association request is made user will still see their search results on the Facility Search page but will no longer see the associate button.

**NOTE:** The Organization Official will receive an email with the request.

### Facility Search

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Facility Name/Permit Number	Address, C	Role	Associate
Moberly WWTP MO0117960	Rt EE and County Rd 2350 , MOBERLY , MO 65270, Randolph	eDMR Certifier	Associate

**Step 6:** Click the 'Home' tab at the top of the screen at any time to see the Associated Facilities List.

**NOTE:** User will see the facility listed in the Requested Associated Facilities list with the option to view the Facility Information & User Management or Remove Request.

**NOTE:** Click Facility Information & User Management' to see who the Organization Official is and for their contact information. Click Remove Request to remove request and remove facility from the list.

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Home Facility Search Help Logout

Welcome to eDMR

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**Requested Associated Facilities**

Facility Name/Permit Number	Address, City, State, Zip, County		
Moberly WWTP MO0117960	Rt EE and County Rd 2350 , MOBERLY , MO 65270, Randolph	Facility Information & User Management	Remove Request

**Associated Facilities**

Facility Name/Permit Number	Address, City, State, Zip, County	
MDNR, Division of State Parks MOR100079	1659 E. Elm , JEFFERSON CITY , MO 65102-0176, Cole	Facility Information & User Management

Submit a Report View Submitted Report/Revise Report

**Step 7:** See How to Approve/Deny Pending User Requests for details. Organization Official must approve of users association request. Once this happens the facility will appear in the Associated Facilities list for the approved user.

**NOTE:** Users making the request may need to contact the Organization Official to get them to approve of their association. Organization Officials can be found by viewing the Associated Users list in Facility Information & User Management for the requested facility. User will see their request in the Pending Request list.

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Home Facility Search Help Logout

### Welcome to eDMR

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Associated Facilities	
Facility Name/Permit Number	Address, City, State, Zip, County
MDNR, Division of State Parks MOOR100079	1659 E. Elm , JEFFERSON CITY , MO 65102-0176, Cole
Moberly WWTP MO0117960	Rt EE and County Rd 2350 , MOBERLY , MO 65270, Randolph

Buttons for each facility: **Submit a Report** and **View Submitted Report/Revise Report**. A **Facility Information & User Management** link is present for each facility.

## Part 3: Viewer

**Step 1:** From the eDMR Home page click on the 'Facility Search' tab.

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Home Facility Search Help Logout

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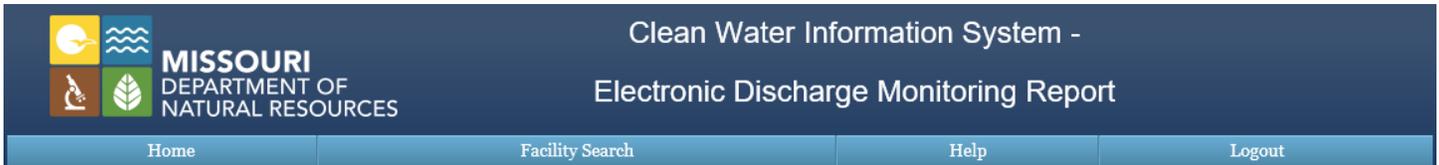
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Associated Facilities		
Facility Name/Permit Number	Address, City, State, Zip, County	
MDNR, Division of State Parks MOR100079	1659 E. Elm , JEFFERSON CITY , MO 65102-0176, Cole	<a href="#">Facility Information &amp; User Management</a> <a href="#">Submit a Report</a> <a href="#">View Submitted Report/Revise Report</a>
Moberly WWTP MO0117960	Rt EE and County Rd 2350 , MOBERLY , MO 65270, Randolph	<a href="#">Facility Information &amp; User Management</a> <a href="#">Submit a Report</a> <a href="#">View Submitted Report/Revise Report</a>

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Home Facility Search Help Logout

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Permit No:

OR

Facility Name:

County:

**Step 3:** Select the role 'eDMR Viewer' from the dropdown next to the desired facility. Click 'Associate' button.

**NOTE:** Viewers are associated immediately upon request. No approval is required because they do not have capabilities other than viewing reports and facility information.

**NOTE:** After association is made user will still see their search results on the Facility Search page but will no longer see the associate button.



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## Clean Water Information System - Electronic Discharge Monitoring Report

HomeFacility SearchHelpLogout

### Facility Search

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Permit No:

*OR*

Facility Name:

County:

Facility Name/Permit Number	Address, City, State, Zip, County	Role	Associate
Johnson Shut Ins State Park WWTF  MO0134813	148 Taum Sauk Trl , MIDDLE BROOK , MO 63656, Reynolds	eDMR Viewer <input type="button" value="v"/>	<input type="button" value="Associate"/>

**Step 4:** Click the 'Home' tab at the top of the screen at any time to see the Associated Facilities List.

**NOTE:** User will see the facility listed in the Associated Facilities list with the option to Submit a Report, View Submitted Report/Revise Report, or viewing the Facility Information & User Management.

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Home Facility Search Help Logout

### Welcome to eDMR

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Associated Facilities			
Facility Name	Permit Number	Address, City, State, Zip, County	
Johnson Shut Ins State Park WWTF	MO0134813	148 Taum Sauk Trl , MIDDLE BROOK , MO 63656, Reynolds	<a href="#">Facility Information &amp; User Management</a>
	<a href="#">Submit a Report</a>	<a href="#">View Submitted Report/Revise Report</a>	
MDNR, Division of State Parks	MOR100079	1659 E. Elm , JEFFERSON CITY , MO 65102-0176, Cole	<a href="#">Facility Information &amp; User Management</a>
	<a href="#">Submit a Report</a>	<a href="#">View Submitted Report/Revise Report</a>	
Moberly WWTP	MO0117960	Rt EE and County Rd 2350 , MOBERLY , MO 65270, Randolph	<a href="#">Facility Information &amp; User Management</a>
	<a href="#">Submit a Report</a>	<a href="#">View Submitted Report/Revise Report</a>	