

How to Submit a Discharge Monitoring Report

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.

In the guide below users will learn how to navigate to the DMR (pg. 1); how to navigate from one outfall to another (pg. 3); how to enter reporting requirements as permissive values (pg. 5), NODI codes (pg. 7), and numeric data (pg. 9); how to attach documents (pg. 10); and how to review, eSign, and submit the DMR (pg. 13).

Part 1: Navigate to the DMR

Step 1: From the eDMR Home page click on ‘Submit a Report’ next to the permit number for a facility.

NOTE: If a facility has more than one permit they will each have report buttons.



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.

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MoGEM eServices

| 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 | Facility Information & User Management Submit a Report View Submitted Report/Revise Report |
| 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 2: Locate the report that needs to be submitted in the Discharge Monitoring Reports list. Click 'Enter Data' to open the report.

NOTE: Reports do not appear on the list until the monitoring period starts. They will remain on the list until they are eSigned and Submitted.

NOTE: Unscheduled reports appear on the list for three months after the monitoring period end date. Once removed users will need to contact the Regional Office to coordinate submitting them.

NOTE: Status: New = no data entered, In Progress = has been started but not submitted, Overdue = past due date

| Unsubmitted Discharge Monitoring Reports | | | | | | |
|--|-----------|-------------|-------------------------|----------|----------------------------|---------------------------|
| MO0134813 Johnson Shut Ins State Park WWTF 148 Taum Sauk Trl, MIDDLE BROOK, MO 63656 | | | | | | |
| <i>Below is a list of unsubmitted DMRs. Please select Enter Data on the appropriate report to begin entering data.</i> | | | | | | |
| Report Frequency | Form Type | Status | Monitoring Period Dates | Due Date | | |
| Monthly | Scheduled | Overdue | 6/1/20 - 6/30/20 | 7/28/20 | Enter Data | View Form |
| Monthly | Scheduled | Overdue | 7/1/20 - 7/31/20 | 7/28/20 | Enter Data | View Form |
| Monthly | Scheduled | In Progress | 8/1/20 - 8/31/20 | 9/28/20 | Enter Data | View Form |
| Monthly | Scheduled | New | 9/1/20 - 9/30/20 | 10/28/20 | Enter Data | View Form |

Step 3: User is taken to the DMR tab. Check DMR Summary Info Box to ensure the correct report is open.

NOTE: The DMR Summary Info appears at the top of the screen on all tabs of the DMR.

NOTE: User can see 3 new tabs (DMR, Attachments, Review and Submit). User can only navigate to the Attachments tab after all data is entered in the DMR tab (for all outfalls). User can only navigate to Review and Submit tab after required attachments are added.

Clean Water Information System -
Electronic Discharge Monitoring Report

Home
Facility Search
Help
Logout

DMR
Attachments
Review and Submit

Discharge Monitoring Report

| DMR Summary Info | | | |
|---------------------------|----------------------------------|--------------------------|-----------|
| Permit Number: | MO0134813 | Form Type: | Scheduled |
| Facility Name: | Johnson Shut Ins State Park WWTF | Report Frequency: | Monthly |
| Monitoring Period: | 8/1/20 - 8/31/20 | Due Date: | 9/28/20 |

Part 2: Outfall Information & Switching Outfalls

Step 1: While on the DMR tab click the Outfall Number dropdown box in the Outfall Information box to select an outfall. The Outfall Number listed will appear in the Data Entry box below

NOTE: Users navigate to a different outfalls by clicking on the dropdown and selecting a different one. User can also click the Next Outfall and Previous Outfall buttons to go from one outfall to the next.

NOTE: The Outfall Number listed in the Outfall Information box determines what data entry fields are listed in the Data Entry Box. The title of the Data Entry box will change to reflect the outfall that is selected.

Outfall Information

Outfall Number: 003SB **No Data Indicator Code (NODI):**

Outfall Comments:

(Maximum characters: 254)
You have characters left.

Data Entry for Outfall 003SB

[Show Permissive Values](#)

| Limit List | Reporting Data | Unit |
|----------------|----------------------|----------------------|
| Freeboard | <input type="text"/> | - |
| End of Pipe | | ft |
| Measured | Daily Total | - |
| | Mon Req | - |
| Rainfall | <input type="text"/> | <input type="text"/> |
| End of Pipe | | in |
| Total Measured | Daily Total | Monthly Total |
| | Mon Req | Mon Req |

Step 2: The reporting requirements in the data entry box change to the new outfall.

NOTE: The name will change to say 'Data Entry for Outfall [outfall #]'

| Outfall Information | |
|---|--------------------------------|
| Outfall Number: | 004IW <input type="checkbox"/> |
| Outfall Comments: | <input type="text"/> |
| (Maximum characters: 254) You have <input type="text" value="254"/> characters left. | |

| Data Entry for Outfall 004IW | | | | Show Permissive Values |
|----------------------------------|----------------------|----------------------|----------------------|------------------------|
| Limit List | Reporting Data | | Unit | |
| Application Area | <input type="text"/> | <input type="text"/> | acr | |
| Land App Site | | | | |
| Total Measured | Daily Total | Monthly Total | | |
| | Mon Req | Mon Req | | |
| Application Rate, Inches per Day | <input type="text"/> | <input type="text"/> | in/d | |
| Land App Site | | | | |
| Total Measured | Daily Total | Monthly Total | | |
| | Mon Req | Mon Req | | |
| Irrigation Period | <input type="text"/> | - | <input type="text"/> | hr/d |
| Land App Site | | | | |
| Total Measured | Daily Total | - | Monthly Total | |
| | Mon Req | - | Mon Req | |
| Volume Irrigated | <input type="text"/> | <input type="text"/> | gal | |
| Land App Site | | | | |
| Total Measured | Daily Total | Monthly Total | | |
| | Mon Req | Mon Req | | |

Part 3A: Data Entry: Permissive Values

Permissive values are entered when there is no data for a specific parameter. NODI codes are selected when there is no data for an entire outfall.

Step 1: While on the DMR tab click on 'Show Permissive Values' in the Data Entry box. This will pull up a list of permissive values in a pop up window.

| Data Entry for Outfall 003SB | | | |
|------------------------------|----------------------|----------------------|------|
| Limit List | Reporting Data | | Unit |
| Freeboard | <input type="text"/> | - | ft |
| End of Pipe Measured | Daily Total | - | |
| | Mon Req | - | |
| Rainfall | <input type="text"/> | <input type="text"/> | in |
| End of Pipe Total Measured | Daily Total | Monthly Total | |
| | Mon Req | Mon Req | |

[Show Permissive Values](#)

Step 2: Locate the permissive value that need to be entered. The value is the letter in the permissive value column. Close window when done.

Permissive Values

| NODI Codes | Permissive Value |
|---------------------------------------|------------------|
| Analysis Not Conducted | E |
| Cond Monitoring - Not Req This Period | AG |
| COVID-19 | Z |
| Dry Lysimeter/Well | W |
| Fire Conditions | S |
| Flood Disaster | K |
| Frozen Conditions | AD |
| General Permit Exemption | A |
| Insufficient Flow for Sampling | F |
| Invalid Test | H |
| Land Applied | I |
| Lost Sample | D |
| No Discharge | C |
| No Influent | AE |
| Not Reported | X |
| Operation Shutdown | AB |
| Recycled - Water-Closed System | J |
| Sampling Equipment Failure | G |
| Weather Related | V |

Close Window

Step 4: Enter the appropriate Permissive Value in the reporting requirement text box. Click 'Save' at the bottom right.

NOTE: In the example below permissive value of E – Analysis Not Conducted and C – No Discharge are entered.

NOTE: If a parameter has two reporting text boxes and a permissive value is used it must be the same in both boxes.

| Data Entry for Outfall 003SB | | | | Show Permissive Values |
|------------------------------|----------------|---|---------------|------------------------|
| Limit List | Reporting Data | | Unit | |
| Freeboard | E | | - | ft |
| End of Pipe Measured | Daily Total | | - | |
| | Mon Req | | - | |
| Rainfall | C | C | | in |
| End of Pipe | Daily Total | | Monthly Total | |
| Total Measured | Mon Req | | Mon Req | |

Save

Step 5: Some permissive values are violations. If there is a violation, the parameter will be highlighted in yellow and a red error message will appear at the top of the screen. A comment must be provided for any outfall with a violation. Enter comment in the Outfall Comments text box in the Outfall Information box.

Discharge Monitoring Report

Data entered is a violation. You may continue if the information entered is accurate.

| DMR Summary Info | | | |
|--------------------|----------------------------------|-------------------|-----------|
| Permit Number: | MO0134813 | Form Type: | Scheduled |
| Facility Name: | Johnson Shut Ins State Park WWTF | Report Frequency: | Monthly |
| Monitoring Period: | 8/1/20 - 8/31/20 | Due Date: | 9/28/20 |

| Outfall Information | |
|---------------------|--|
| Outfall Number: | 003SB <input type="checkbox"/> No Data Indicator Code (NODI): |
| Outfall Comments: | <div style="border: 2px solid red; padding: 5px;"> New employee forgot to check the freeboard. Reminder has been added to calendar to avoid this mistake in the future. (Maximum characters: 254) You have 137 characters left. </div> |

| Data Entry for Outfall 003SB | | | | Show Permissive Values |
|------------------------------|----------------|---|---------------|------------------------|
| Limit List | Reporting Data | | Unit | |
| Freeboard | E | | - | ft |
| End of Pipe Measured | Daily Total | | - | |
| | Mon Req | | - | |
| Rainfall | C | C | | in |
| End of Pipe | Daily Total | | Monthly Total | |
| Total Measured | Mon Req | | Mon Req | |

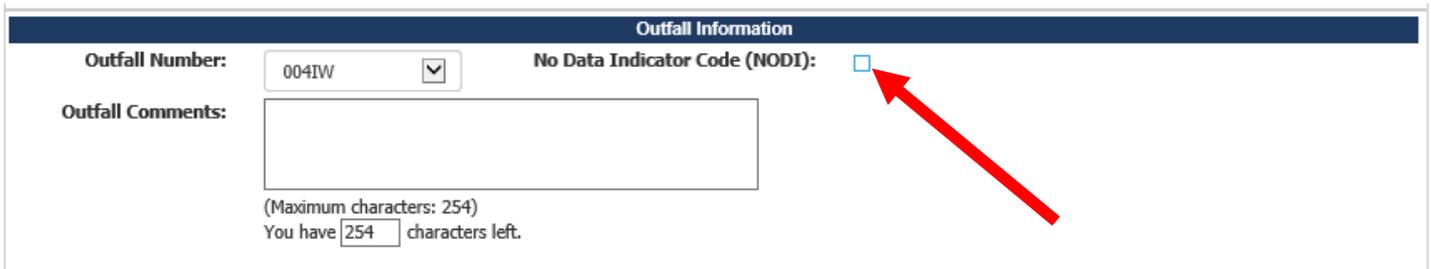
Save

Step 6: Repeat steps as necessary until all outfalls are filled out.

Part 3B: Data Entry: No Data Indicator (NODI) Codes

NODI codes are selected when there is no data for an entire outfall. Permissive values are entered when there is no data for a specific parameter.

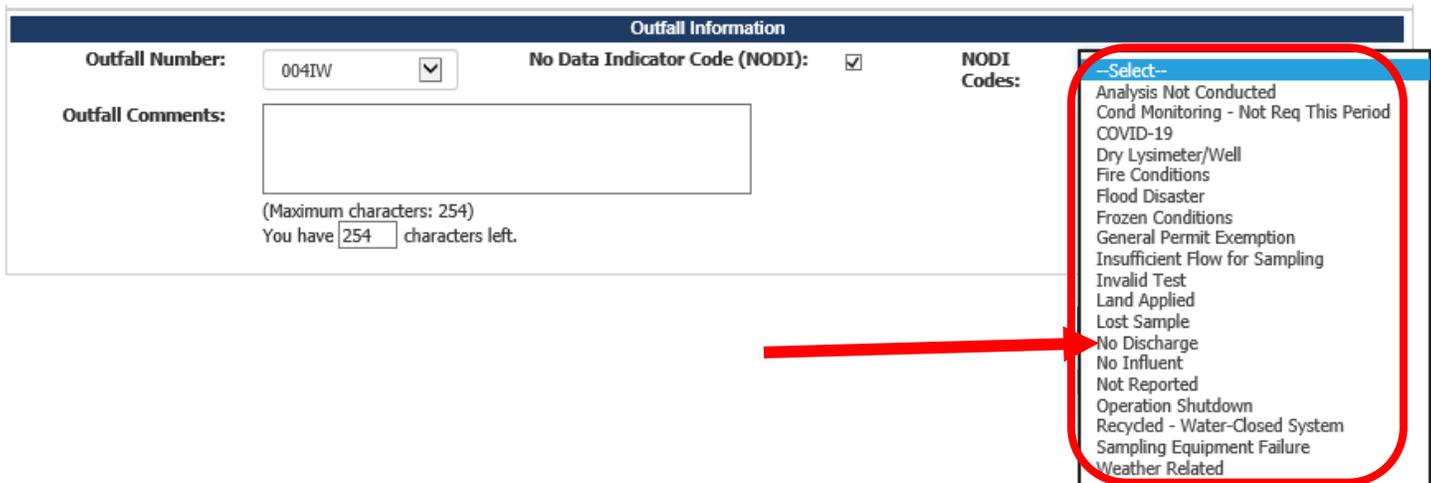
Step 1: While on the DMR tab click on the ‘No Data Indicator Code (NODI):’ checkbox for the appropriate outfall.



The screenshot shows the 'Outfall Information' form. The 'Outfall Number' is set to '004IW'. The 'No Data Indicator Code (NODI):' checkbox is checked. A red arrow points to the checked checkbox. The 'Outfall Comments' field is empty, with a character count of 254 remaining.

Step 2: In the dropdown next to the NODI checkbox select the appropriate NODI code.

NOTE: ‘No Discharge’ is the most common NODI code used.



The screenshot shows the 'Outfall Information' form with the 'NODI Codes' dropdown menu open. The 'No Data Indicator Code (NODI):' checkbox is checked. The dropdown menu is highlighted with a red box, and a red arrow points to the 'No Discharge' option. The 'Outfall Comments' field is empty, with a character count of 254 remaining.

| NODI Codes: |
|---------------------------------------|
| --Select-- |
| Analysis Not Conducted |
| Cond Monitoring - Not Req This Period |
| COVID-19 |
| Dry Lysimeter/Well |
| Fire Conditions |
| Flood Disaster |
| Frozen Conditions |
| General Permit Exemption |
| Insufficient Flow for Sampling |
| Invalid Test |
| Land Applied |
| Lost Sample |
| No Discharge |
| No Influent |
| Not Reported |
| Operation Shutdown |
| Recycled - Water-Closed System |
| Sampling Equipment Failure |
| Weather Related |

Step 3: Click 'Save at the bottom right of the Data Entry box. Some

NOTE: User will not be able to type in any of the data entry text boxes while NODI code is selected.

NOTE: Some NODI codes are violations. If there is a violation all parameters will be highlighted in yellow and a red error message will appear at the top of the screen. An outfall must be provided for any outfall with a violation. Enter comment in the Outfall Comments text box in the Outfall Information box.

Discharge Monitoring Report

Record successfully updated.

| DMR Summary Info | | | |
|---------------------------|----------------------------------|--------------------------|-----------|
| Permit Number: | MO0134813 | Form Type: | Scheduled |
| Facility Name: | Johnson Shut Ins State Park WWTF | Report Frequency: | Monthly |
| Monitoring Period: | 8/1/20 - 8/31/20 | Due Date: | 9/28/20 |

| Outfall Information | | |
|--------------------------|------------------------------------|---|
| Outfall Number: | <input type="text" value="004IW"/> | No Data Indicator Code (NODI): <input checked="" type="checkbox"/> |
| Outfall Comments: | <input type="text"/> | NODI Codes: <input type="text" value="No Discharge"/> |

(Maximum characters: 254)
You have characters left.

| Data Entry for Outfall 004IW | | | | Show Permissive Values |
|----------------------------------|----------------------|----------------------|----------------------|------------------------|
| Limit List | Reporting Data | | Unit | |
| Application Area | <input type="text"/> | <input type="text"/> | acr | |
| Land App Site | | | | |
| Total Measured | Daily Total | Monthly Total | | |
| | Mon Req | Mon Req | | |
| Application Rate, Inches per Day | <input type="text"/> | <input type="text"/> | in/d | |
| Land App Site | | | | |
| Total Measured | Daily Total | Monthly Total | | |
| | Mon Req | Mon Req | | |
| Irrigation Period | <input type="text"/> | - | <input type="text"/> | hr/d |
| Land App Site | | | | |
| Total Measured | Daily Total | - | Monthly Total | |
| | Mon Req | - | Mon Req | |
| Volume Irrigated | <input type="text"/> | <input type="text"/> | gal | |
| Land App Site | | | | |
| Total Measured | Daily Total | Monthly Total | | |
| | Mon Req | Mon Req | | |

Save

Step 4: Repeat steps as necessary until all outfalls are filled out.

Part 3C: Data Entry: Enter Sample Results (Numeric Data)

Step 1: On the DMR tab, enter data in the reporting requirements text boxes in the Data Entry box. Click 'Save' at the bottom right.

NOTE: Parameters with a violation will be highlighted in yellow. User may proceed if the data entered is accurate. User should review any violations to ensure data is accurate.

NOTE: A comment must be added for any outfall with a violation.

NOTE: If data is invalid or missing the missing field will be highlighted in red. User may not proceed until addressed.

NOTE: Only the greater than (>) and the less than (<) symbols are acceptable special characters. All other special characters are considered invalid data.

Outfall Information

Outfall Number: **No Data Indicator Code (NODI):**

Outfall Comments:

Corrective Action Report will be submitted.

(Maximum characters: 254)
You have characters left.

Data Entry for Outfall 002A

[Show Permissive Values](#)

| Limit List | Reporting Data | | Unit |
|--|-------------------------------------|-------------------------------------|---|
| Cadmium, total recoverable | <input type="text" value="1"/> | - | <input type="text" value="1"/> ug/L |
| End of Pipe | Daily Max. | - | Monthly Avg. |
| Grab | Permit Limit:0.9 | - | Permit Limit:0.5 |
| Copper, total recoverable | <input type="text" value="19.5"/> | - | <input type="text" value="19.5"/> ug/L |
| End of Pipe | Daily Max. | - | Monthly Avg. |
| Grab | Permit Limit:40.1 | - | Permit Limit:20 |
| Flow, in conduit or thru treatment plant | <input type="text" value="0.0007"/> | <input type="text" value="0.0007"/> | Mgal/d |
| End of Pipe | Daily Max. | Monthly Avg. | |
| Estimate | Mon Req | Mon Req | |
| Oil and grease (soxhlet extr.) tot. | <input type="text" value="<5"/> | - | <input type="text" value="<5"/> mg/L |
| End of Pipe | Daily Max. | - | Monthly Avg. |
| Grab | Permit Limit:15 | - | Permit Limit:10 |

Step 2: Repeat steps as necessary until all outfalls are filled out.

Part 4: Attachments

User cannot proceed to the Attachments tab until the DMR tab is completed. The DMR tab is considered complete when valid data has been entered (permissive values, NODI code, numeric data) for all parameters for each outfall. Attempting to proceed before completing the DMR tab will cause an error message to appear notifying them that the DMR tab must be completed first.

Step 1: Click the 'Attachments' tab at the grey bar in the header.

NOTE: All reporting requirements must be entered before going to the Attachment tab. User will be informed by an error message.



Step 2: User is taken to the Attachments tab. Check DMR Summary Info Box to ensure the correct report is open.

NOTE: If an attachment is required it will be listed in the Attach File box. If users tries to proceed before attaching a red message appears at the top of the screen indicating what attachment type is required. In the example below a Daily/Weekly Monitoring Attachment is required.

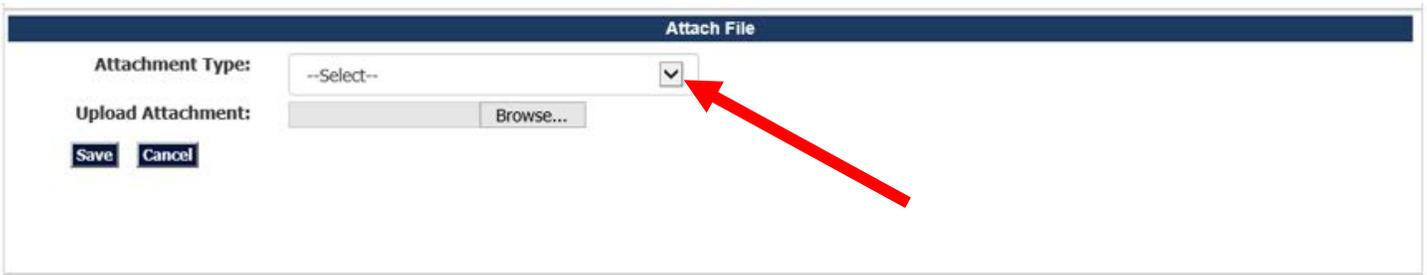
NOTE: Attachment file size limits are **9.99 MB** and file name must be less than **50 characters**.



| DMR Summary Info | | | |
|---------------------------|----------------------------------|--------------------------|-----------|
| Permit Number: | MO0134813 | Form Type: | Scheduled |
| Facility Name: | Johnson Shut Ins State Park WWTF | Report Frequency: | Monthly |
| Monitoring Period: | 8/1/20 - 8/31/20 | Due Date: | 9/28/20 |

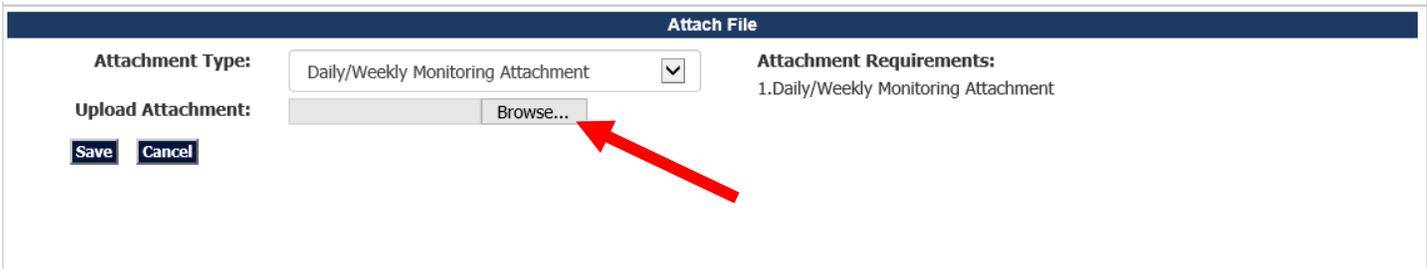
| Attach File | |
|---|--|
| Attachment Type: | --Select-- <input type="button" value="v"/> |
| Upload Attachment: | <input type="text"/> <input type="button" value="Browse..."/> |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | Attachment Requirements: 1. Daily/Weekly Monitoring Attachment |

Step 3: Select an Attachment Type from the dropdown in the Attach File box.



The screenshot shows the 'Attach File' dialog box. The 'Attachment Type' dropdown menu is currently set to '--Select--'. A red arrow points to the dropdown arrow. Below the dropdown, there is an 'Upload Attachment:' section with a 'Browse...' button. At the bottom left, there are 'Save' and 'Cancel' buttons.

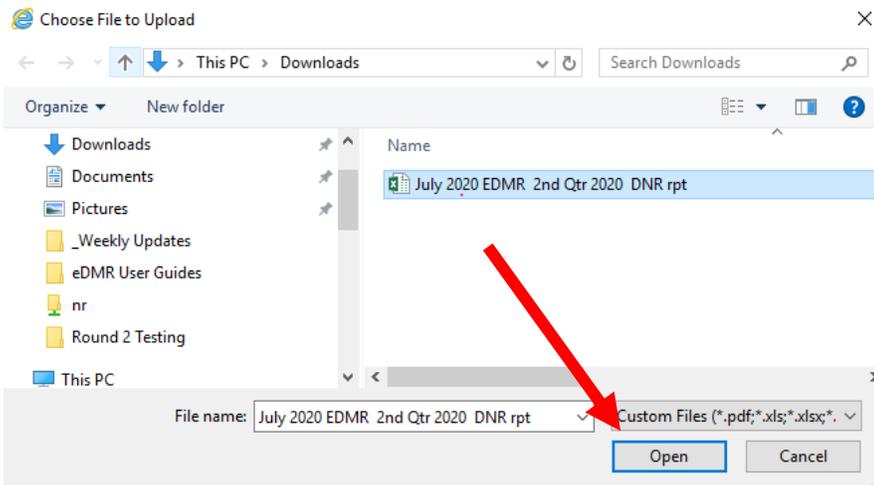
Step 4: Click 'Browse' to locate the document from computer.



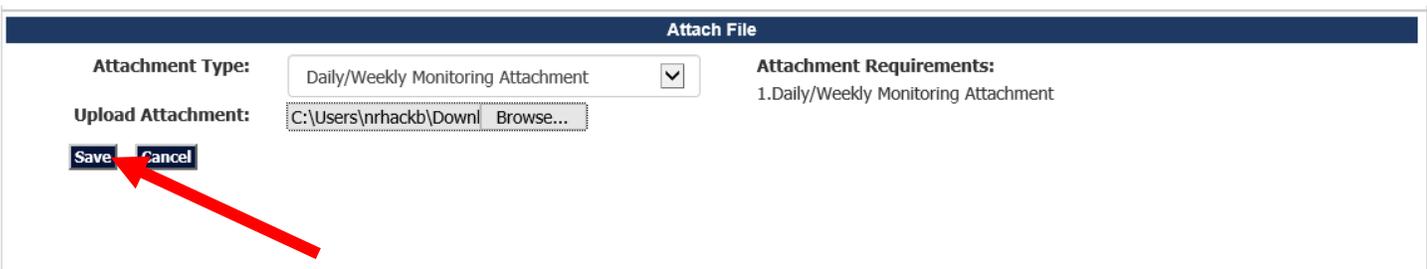
The screenshot shows the 'Attach File' dialog box. The 'Attachment Type' dropdown menu is now set to 'Daily/Weekly Monitoring Attachment'. A red arrow points to the 'Browse...' button. To the right, under 'Attachment Requirements:', it lists '1. Daily/Weekly Monitoring Attachment'. At the bottom left, there are 'Save' and 'Cancel' buttons.

Step 5: Locate file, select it, and click 'Open'.

NOTE: This process could look slightly different depending on the web browser.



Step 6: Click 'Save' to attach the document.



The screenshot shows the 'Attach File' dialog box. The 'Attachment Type' dropdown menu is set to 'Daily/Weekly Monitoring Attachment'. The 'Upload Attachment:' field now contains the file path 'C:\Users\nrhackb\Downl'. A red arrow points to the 'Save' button. To the right, under 'Attachment Requirements:', it lists '1. Daily/Weekly Monitoring Attachment'. At the bottom left, there are 'Save' and 'Cancel' buttons.

NOTE: The attached file appears in the Attachments list. Click on the Attachment Name to open the document. Click 'Delete' to remove the document.

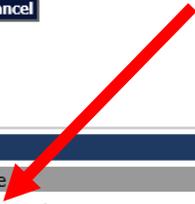
Attachments

 Document successfully uploaded.

| DMR Summary Info | |
|--|----------------------------------|
| Permit Number: MO0134813 | Form Type: Scheduled |
| Facility Name: Johnson Shut Ins State Park WWTF | Report Frequency: Monthly |
| Monitoring Period: 8/1/20 - 8/31/20 | Due Date: 9/28/20 |

| Attach File | |
|---|--------------------------------------|
| Attachment Type: <input type="text" value="--Select--"/> | Attachment Requirements: |
| Upload Attachment: <input type="text"/> <input type="button" value="Browse..."/> | 1.Daily/Weekly Monitoring Attachment |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | |

| Attachments | | |
|-------------------------------------|------------------------------------|---------------------------------------|
| Attachment Name | Attachment Type | |
| July 2020 EDMR 2nd Qtr 2020 DNR rpt | Daily/Weekly Monitoring Attachment | <input type="button" value="Delete"/> |



Part 5: Review & Submit

User cannot proceed to the Review & Submit tab until the Attachment tab is completed. The Attachment tab is considered complete when required attachments have been added. Attempting to proceed before completing the Attachment tab will cause an error message to appear notifying them that the Attachment tab must be completed first.

Step 1: Click the 'Review & Submit' tab at the grey bar in the header.

NOTE: Required attachments must be attached before user can proceed to the Review & Submit tab.



Step 2: User is taken to the Review & Submit tab. Check DMR Summary Info Box to ensure the correct report is open.



Review and Submit

| DMR Summary Info | | | |
|---------------------------|----------------------------------|--------------------------|-----------|
| Permit Number: | MO0134813 | Form Type: | Scheduled |
| Facility Name: | Johnson Shut Ins State Park WWTF | Report Frequency: | Monthly |
| Monitoring Period: | 8/1/20 - 8/31/20 | Due Date: | 9/28/20 |

Review DMR

Before submitting the DMR please carefully review the draft DMR. Click on the Review Draft DMR button to view the document.

Review Draft DMR **Notify Certifier and Organization Officials**

Certify, eSign, and Submit

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

eSign & Submit

Step 3: Click the 'Review Draft DMR' button in the Review DMR box to open the DMR form with the data entered.

NOTE: This form is what the Final DMR will be saved as once completed. At this point the data is shown but it has not been eSigned and submitted.

Review DMR

Before submitting the DMR please carefully review the draft DMR. Click on the Review Draft DMR button to view the document.

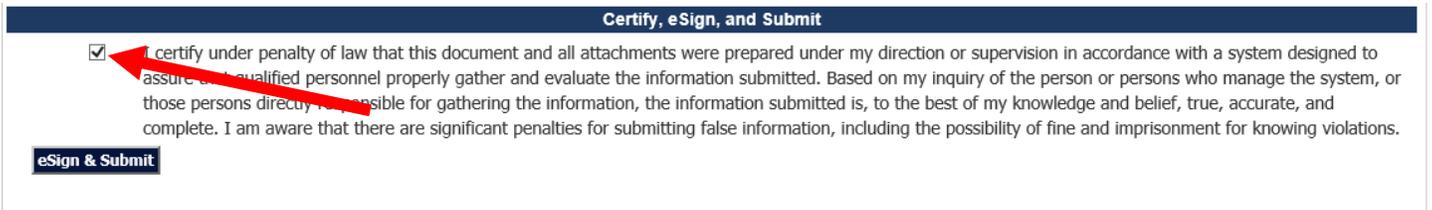
Review Draft DMR **Notify Certifier and Organization Officials**

Step 4: Click the ‘Notify Certifier and Organization Officials’ button to send an auto generated email notification that the report is prepared and ready to be submitted. Skip this step if not required.

NOTE: An email notification will be sent to all Organization Officials and Certifiers for the facility.



Step 5: Read the certification statement. Check the checkbox and click the ‘eSign & Submit’ button. This will initiate the eSignature process.

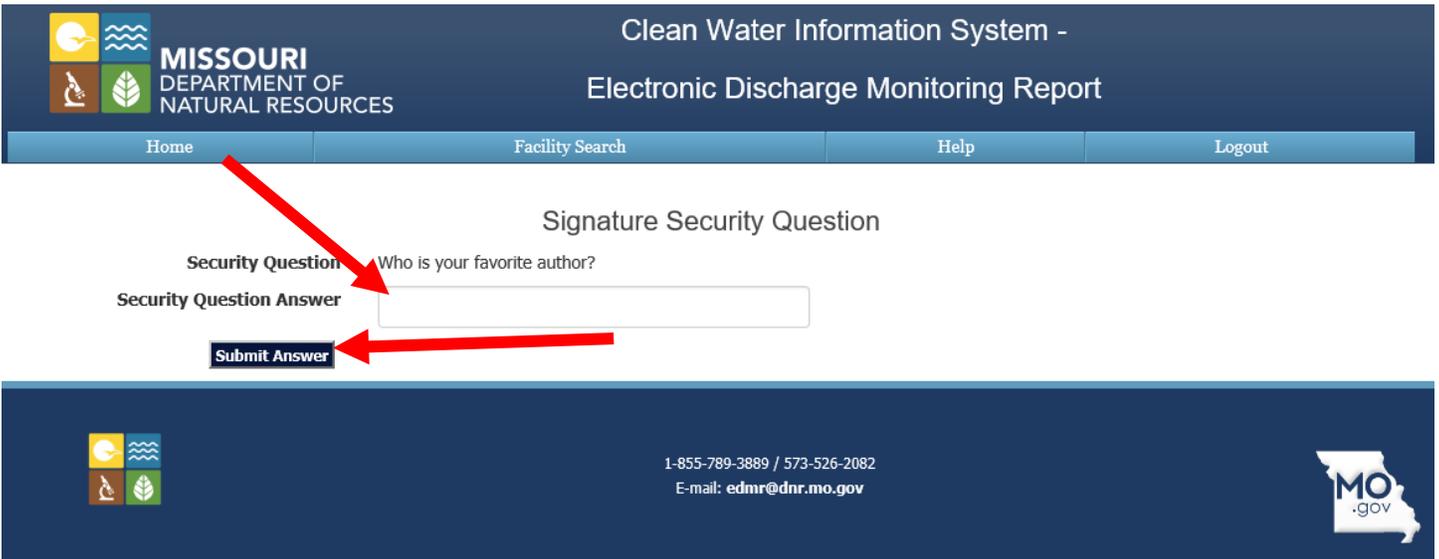


Step 6: Answer the eSignature Question and click ‘Submit Answer’.

NOTE: eSignature questions are set up during MoGEM account registration. If user does not know the answer they will have to login to SCS (<https://encromerr.epa.gov/>) and set up new ones.

NOTE: To eSign, the system will randomly generate one of five questions set up during account registration and the user must answer it correctly.

NOTE: Answer must be typed exactly as it was when it was set up.



Step 7: User is taken to the Submission Successful tab. At this point the DMR has been successfully submitted.

NOTE: This tab replaces the Review & Submit tab. User can still navigate to the DMR tab and the Attachments tab but they are locked and can no longer be edited.

NOTE: The Submission Details box displays who submitted the report, when they submitted the report, if there was any violations, and if the report is a revision.

NOTE: The all Organization Officials and Certifiers will get a confirmation email. The Department's Regional Office that the facility is in will also get a confirmation email.

NOTE: At this point the report will no longer appear in the Submit a Report DMR list and will appear in Submitted Report list.

| DMR Summary Info | | | |
|---------------------------|----------------------------------|--------------------------|-----------|
| Permit Number: | MO0134813 | Form Type: | Scheduled |
| Facility Name: | Johnson Shut Ins State Park WWTF | Report Frequency: | Monthly |
| Monitoring Period: | 8/1/20 - 8/31/20 | Due Date: | 9/28/20 |

View Final DMR

| Submission Details | |
|------------------------|--------------------|
| Submitted By: | Billy Hackett |
| Submitted Date: | September 11, 2020 |
| Violations: | Yes |
| Revised: | No |

You have successfully submitted your Discharge Monitoring Report (DMR) in accordance with the Clean Water Act (CWA) National Pollutant Discharge Elimination System (NPDES) permit requirements.

Revise Report

Step 8: To print off a hard copy of the DMR click the 'View Final DMR' button. This will open a PDF document of the report with data entered and the eSignature.

NOTE: This page can be accessed again through the submitted report list.

View Final DMR

Step 9: See How to Revise a Report guide for information on the 'Revise Report' button.

Step 10: Click 'Home' to return to the eDMR Home page and see the Associated Facilities list.