



User Guide

Version: 2.1
Date: January 2021



Table of Contents

Background	3
Technical Support.....	3
System Requirements	3
Registering for eDMR	4
eDMR Roles	4
Accessing eDMR	5
Selecting a Facility	6
Create/Edit A Report	6
Report Data Entry.....	7
Uploading Attachments.....	11
Data Entry Comments.....	12
Entering Non-Compliance Information	13
Entering an Unauthorized Discharge	13
Enter Other Permit Non-Compliance	14
Submitting the Report	15
View/Revise Submitted Reports	15
Report Non-Compliance Incident	16
System-Generated Emails.....	18
Contingency Plan for eDMR Reporting.....	18
Instructions for Requesting Viewer or Preparer Access	19
Account Management by Certifiers.....	22
Attachment A – Frequently Asked Questions.....	24

Background

This User Guide provides instructions on how to use the Department of Environmental Protection's (DEP's) electronic Discharge Monitoring Report (eDMR) system to complete and submit Discharge Monitoring Reports (DMRs) to DEP.

The eDMR system is a web-based application available through the internet. The system resides within DEP's GreenPort system. The system serves as an electronic file cabinet to manage DMR reporting requirements of National Pollutant Discharge Elimination System (NPDES) permits, and to receive and store DMRs submitted by facilities.

Facility access privileges are administered by a username and password. All DMR submissions are verified via DEP authentication with software security to ensure that the content of the data is original, truthful, legitimate, and unaltered. A complete chain-of-custody of all records will be maintained on the eDMR server.

The system generates up-to-date reporting requirements from DEP's centralized data system, allowing facilities to submit original or revised DMRs, and allows for reviewing previously submitted reports on-line. DMRs received on DEP's server are uploaded to the Data Exchange System for use by DEP to support compliance, permitting, and environmental planning programs.

When the eDMR system is used, all DMR reporting requirements should be fulfilled using the system. Supplemental reports and other information related to DMRs may be attached to the DMR that is submitted through the eDMR system.

Technical Support

For questions and support related to the eDMR system, contact DEP's Application Support Help Desk:

Number: (717) 787-4357

Hours: Monday to Friday 8:00 am to 4:30 pm

System Requirements

Facilities must be able to access DEP's eDMR system through the internet. Typically, such access is available either through a dedicated connection through a facility's local area network, or through a connection to an Internet Service Provider.

In addition to the Internet connection, the facility will need an Internet browser program. The eDMR system is verified to work with Microsoft Internet Explorer Version 9.0 or greater, which can be downloaded for free from <http://www.microsoft.com/downloads>. Facilities may find that other Internet browsers such as Microsoft Edge, Google Chrome and Mozilla FireFox will work but DEP cannot guarantee that all of the features of the eDMR system will be available.

Registering for eDMR

eDMR Registration cannot be completed online. A facility must complete and submit a security registration document to DEP to register for use of eDMR:

<http://www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=3019>

Registration requires the creation of Greenport user accounts *by the users* and is necessary to link those user accounts to a facility for eDMR use.

The DEP registration process may take up to 30 days or more to complete, dependent on DEP's workload at any particular time. If you have questions about the status of a registration request, contact the Bureau of Mining Programs at [717-787-5103](tel:717-787-5103)

eDMR Roles

The eDMR system includes three levels of access or roles:

Viewer:

- View and obtain reporting requirements.
- View the status of submitted DMR reports.
- View submitted data.


Preparer:

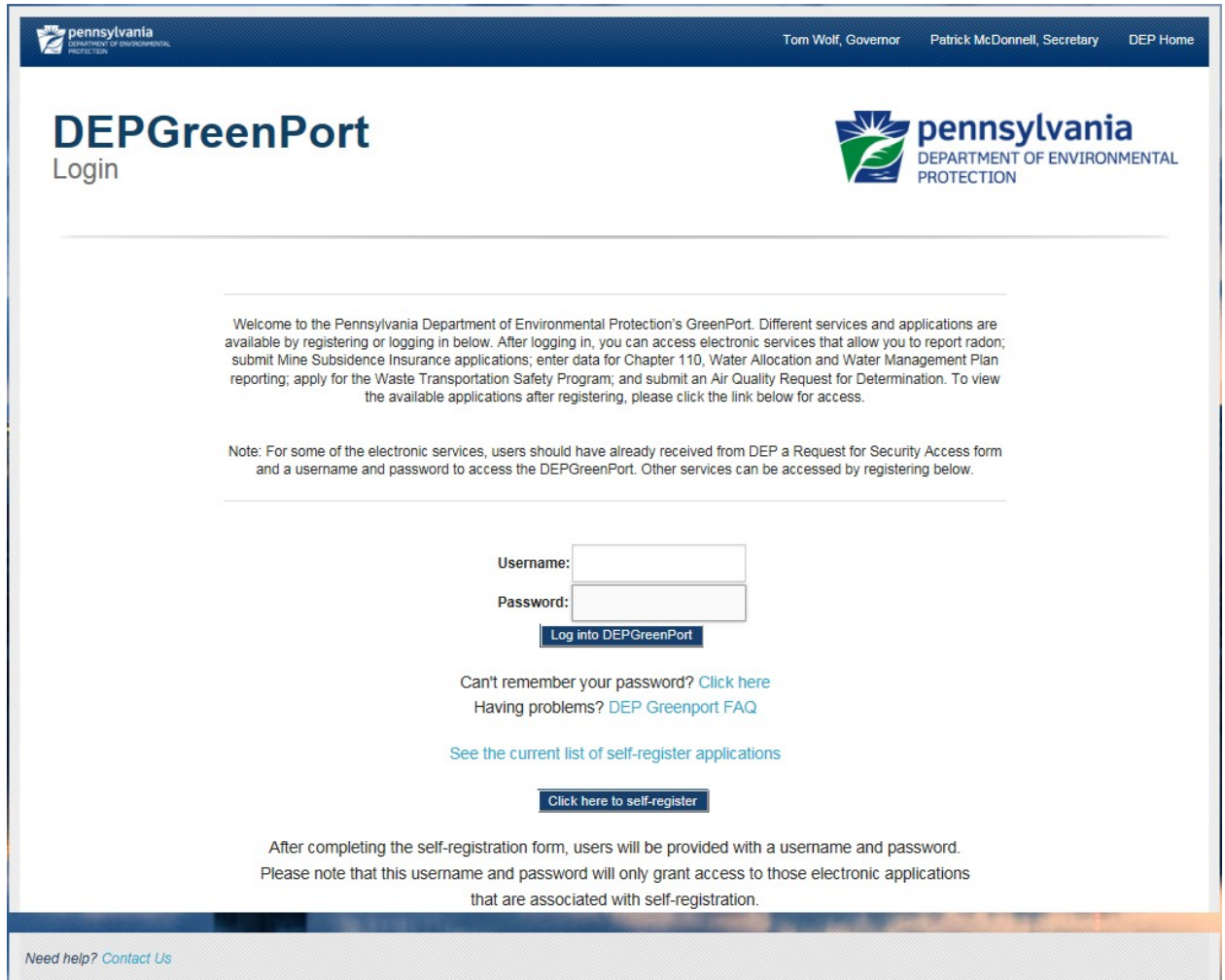
- All Viewer privileges.
- Enter data, attach supplemental forms and save DMR reports.

Certifier:

- All Preparer privileges.
- Submit DMR reports.
- Add or remove users with Viewer and Preparer roles.

Accessing eDMR

1. Click the icon for Internet Explorer  on your desktop or other browser.
2. Type www.depgreenport.state.pa.us in the address bar and press the Enter key. The DEPGreenPort login screen will be displayed.



Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon; submit Mine Subsidence Insurance applications; enter data for Chapter 110, Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access.

Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEPGreenPort. Other services can be accessed by registering below.

Username:

Password:

[Log into DEPGreenPort](#)

Can't remember your password? [Click here](#)
Having problems? [DEP Greenport FAQ](#)

[See the current list of self-register applications](#)

[Click here to self-register](#)

After completing the self-registration form, users will be provided with a username and password. Please note that this username and password will only grant access to those electronic applications that are associated with self-registration.

[Need help? Contact Us](#)

3. Enter your username and password and click the Log into DEPGreenPort button. To create a Greenport user account, click the "Click here to self-register" button.
4. A list of systems to which you have access will be displayed.
5. Click the eDMR Reporting button. **Note** – users that are new to the eDMR system may not see the eDMR button if DEP has not yet registered your facility to use eDMR. DEP will notify you when the facility has been registered. New users at facilities that are already using eDMR may not see the eDMR button if the Certifier(s) at the existing facility have not yet approved the association between the facility and the user's account.

Selecting a Facility Report

1. The facility Home tab includes Announcements, a Summary list of available unsubmitted reports, and important links such as this DEP-Approved Supplemental Forms.

Under the Open Report(s) column is the number of unsubmitted reports available for each facility. Click on the facility hyperlink to be taken to the Reports page for that facility.



Announcements:

BROWSER ISSUES:

- Some eDMR users have experienced issues while selecting a Sampling point or Stage in the Summary DMR page and have reported "Not able to load" error. This happens due to web browser caching older versions of the eDMR web pages. To fix this issue, web browser's Temporary Internet files and Cookies needs to be cleared. [Click here](#) for instructions to clear the cache and cookies in Internet Explorer.

Important Information:

- eDMR reports are due on the 28th day of the month following the reporting period.
- Contact the DEP Application Support Help Desk for questions and assistance: 717.787.HELP (717.787.4357)

Summary:

Select Open Report(s)			
Permit Number	Primary Facility Id	Facility Name	Open Report(s)
PA0004073	196295	US STEEL IRVIN PLT	4
PA0022373	278220	LAKEVIEW JT SEW AUTH WWTP	1
PA0009733	465744	EXELON PEACH BOTTOM ATOMIC POWER STATION	2
PAR800014	564525	P.E. KRAMME AVONDALE FACILITY	1
PA0088684	566918	PLEASANT HILLS CAMPGROUND	2

1 2 »




Important Links:

- [eDMR User Guide](#)
- [eDMR GreenPort Registration User Guide](#)
- [eDMR GreenPort User Administration Guide](#)
- [DEP-Approved Supplemental Forms](#)
- [eDMR Tutorial Presentation](#)
- [DEP DMR Training Presentation](#)
- [Use of NODI Codes in eDMR \(use for situations where data are not available\)](#)
- [Guidance for Nutrient Monitoring Data Entry](#)
- [Discharge Monitoring Reports \(DMRs\) - Overview and Summary](#)
- [Management of "Non-Detect" Results for Discharge Monitoring Reports](#)

Create/Edit A Report

On the Monitoring Report Details page each DMR report that is available for data entry is shown in a list with information on the report frequency, the monitoring period covered by the report, the status of the report (not started or in progress), and the report due date.

There are three options on the right side when selecting a report:

- a. View  – View the DMR.
- b. Start/Edit  – Either begin or make edits to the report.
- c. Reset  – Clears out all the data in the report.

To start or edit a report, click the Start/Edit  button.


NOTE: The search options above the list of reports can be used to refine the list, however, it is recommended to enter as little search criteria as possible.


Monitoring Report Details


Report Search Options


Report Type:
















Report Frequency:

Report Start Date: 

End Date: 

Report Due Date From: 

To: 

Permit Number	Facility Name	Report Type	Report Frequency	Monitoring Period	Report Status	Report Due Date	View	Start/Edit	Reset
PA0009733	EXELON PEACH BOTTOM ATOMIC POWER STATION	DMR	Annually	01/01/2015-12/31/2015	Not Started	01/28/2016			
PA0009733	EXELON PEACH BOTTOM ATOMIC POWER STATION	DMR	Quarterly	07/01/2015-09/30/2015	Not Started	10/28/2015			
PA0009733	EXELON PEACH BOTTOM ATOMIC POWER STATION	DMR	Monthly	09/01/2015-09/30/2015	In Progress	10/28/2015			
PA0009733	EXELON PEACH BOTTOM ATOMIC POWER STATION	DMR	Monthly	10/01/2015-10/31/2015	Not Started	11/28/2015			
PA0009733	EXELON PEACH BOTTOM ATOMIC POWER STATION	DMR	Quarterly	10/01/2015-12/31/2015	Not Started	01/28/2016			

1 2 >

Report Data Entry

After clicking the Start/Edit button, the user will be taken to the Summary Report page. To record DMR data:

1. Select a Sampling Point (outfall or internal monitoring point) from the dropdown list.
2. Select a Stage (monitoring location, such as "Influent") from the dropdown list.

NOTE: The Stage will default to "Final Effluent" if this stage applies.

3. If the combination of Sampling Point and Stage did not have a discharge for the entire monitoring period, click the No Discharge checkbox.

No Discharge:

The confirmation message below will be displayed. By clicking Yes, the facility is certifying that there was no discharge from the selected Sampling Point *during the entire monitoring period*.

Confirm - NoDischarge selected ✕

Are you sure you want to enable No-Discharge indicator and Clear the reported data for this selected stage code and all the parameters?

If the No Discharge indicator is selected, move to the next Sampling Point and Stage combination.

NOTE: Unchecking the No Discharge checkbox will disable the indicator and the following Confirmation Message Pop-Up Window will display. Click Yes.




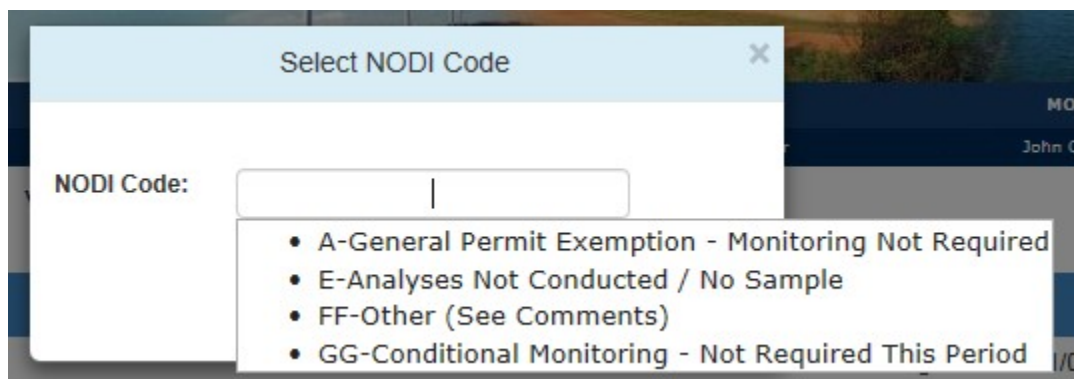
4. If the combination of Sampling Point and Stage did have a discharge for the monitoring period, select one of the parameters by clicking on it in the list on the left.

5. Enter statistical data into any field on the right side of the screen with a Permit Requirement listed below the field. For example, in the screenshot above, the user must enter the Average Monthly and Daily Max loads for Flow. Where the Permit Requirement is blank, data are not required and cannot be entered (notice that those fields are also greyed out, indicating that data cannot be entered). Make sure that the statistical values entered are reported in the same units displayed to the right of the fields.

For non-detect data (i.e., less than the quantitation limit as reported by the laboratory) or greater than data (bacterial parameters only), the user may select the less than (<) or greater than (>) symbols using the dropdown lists.

For negative values, select the negative (-) symbol from the dropdown lists.

Where statistical results are not available, the user is able to enter a NODI Code (No Data Indicator) instead of a numerical value. To select a NODI Code click on the “NODI” button  to the right of the data field. A pop-up window will appear. Select the appropriate NODI Code from the list and click the OK button.




Note: It is important to select the correct NODI Code for your situation. Failure to do so could result in an unexpected non-compliance. Refer to Attachment A: Frequently Asked Questions for a description of each NODI Code. Please contact the DEP Help Desk if you are unsure which code to use.

6. Select the Sample Type used for the reported data from the Sample Type dropdown list.

NOTE: The Sample Type will default to the permitted value. The permitted value is also listed in the blue bar under the field. More stringent sampling than required is acceptable but less than the permitted sample type is a non-compliance.

7. Select the Frequency of Analysis used for the reported data from the Frequency of Analysis dropdown list.

NOTE: The Frequency of Analysis will default to the permitted value. The permitted value is also listed in the blue bar under the field. More frequent analysis than required is acceptable but less than the permitted frequency of analysis is a non-compliance.

8. If DEP entered comments for the combination of Sampling Point and Stage, they will display in the *DEP Comments* field.
9. If the Facility needs to enter comments related to the combination of Sampling Point and Stage, enter the comments in the *Facility Comments* field.
10. Click the **SAVE** button.
11. Click on the next parameter in the list on the left and enter the reported data. Save.
12. Continue repeating the above steps until all Parameters under the combination of Sampling Point and Stage have a check mark  displayed next to the parameter name.
13. Select the next Sampling Point and Stage combination and enter the reported data.

- Continue the above process until all values have been entered for all combinations of Sampling Points and Stage Codes.

ADDING PARAMETERS: If a parameter is listed in the permit but it is not in the report, please contact the DEP Help Desk. The Adding Parameters option should only be used when reporting on a parameter not specifically listed in the permit. If the parameter that was sampled is not displayed under the combination of Sampling Point and Stage, the user can add additional parameters sampled by clicking the ADD PARAMETER button and following the below steps.

The screenshot shows the 'Add Parameter' form with the following fields and sections:

- Select Parameter*:** A dropdown menu with the text '--select a value--'.
- *At least one value required in Load or Concentration** (Red text)
- Quantity Or Loading:** Includes 'Select Load1 Base Code', 'Select Load2 Base Code', and 'Unit' (Select Units) dropdowns.
- Concentration:** Includes 'Select Conc1 Base Code', 'Select Conc2 Base Code', 'Select Conc3 Base Code', and 'Unit' (Select Units) dropdowns.
- Monitoring Analysis Information:** Includes 'Sample Type*' and 'Frequency of Analysis*' dropdowns.
- Number of Sampling Events Using Incorrect Sample Types:** 0
- Number of Sampling Events Missed:** 0
- Reported Comments:** A large text input area.
- Buttons:** 'Save Changes' (green) and 'Cancel' (blue).

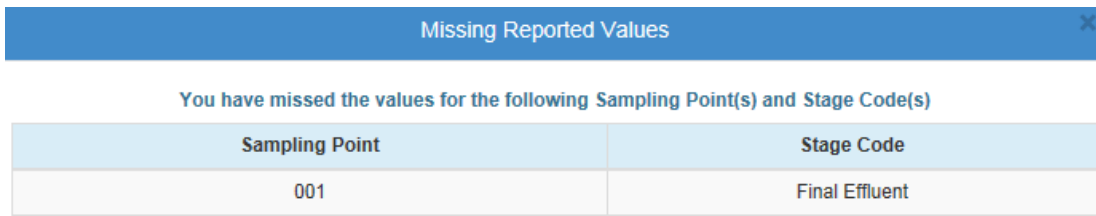
- Select a parameter to add from the Select Parameter dropdown list.
- Select the Load 1, Load 2, Concentration 1, Concentration 2 or Concentration 3 Statistical Base Codes to use for the selected parameter.

NOTE: All user entered parameters will have a permitted value of "Monitor and Report".

- Enter the reported values for Load 1, Load 2, Concentration 1, Concentration 2 or Concentration 3 for the corresponding Statistical Base Codes you selected in the previous step.
- Select the Sample Type from the Sample Type dropdown list.
- Select the Sample Frequency from the Frequency of Analysis dropdown list.
- Enter any addition information in the Reported Comments field.
- Click the Save Changes button.

- Once all parameters have been entered, and the data has been saved, click the **Continue** button.

NOTE: If all combinations of Sampling Points and Stage have not been completed, a Pop-Up Window will display stating the combinations that still need to be completed. For example:



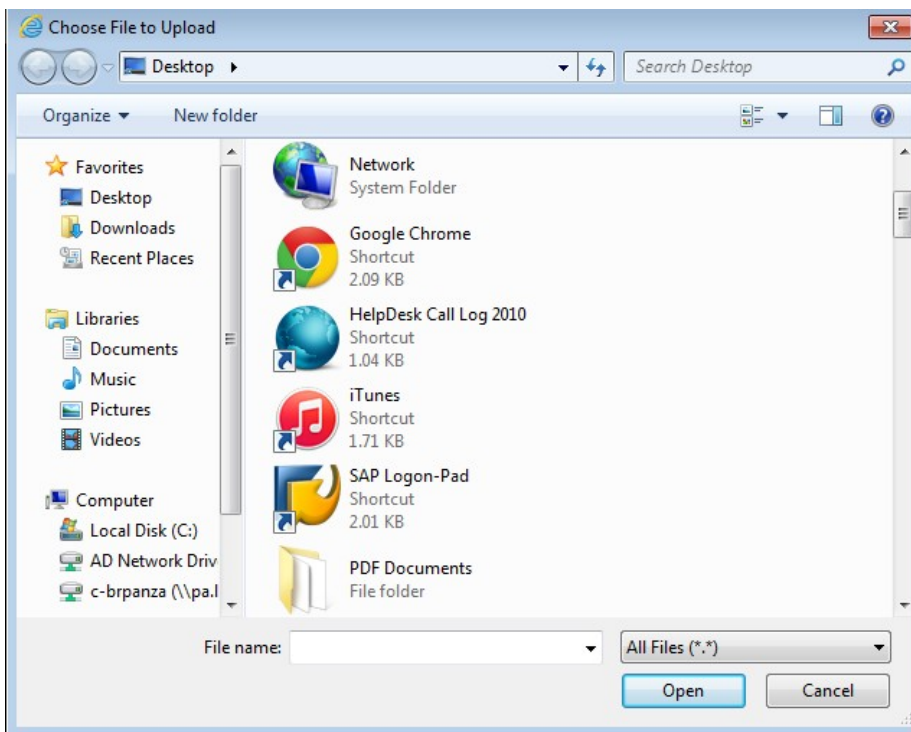
Uploading Attachments

NOTE: Some permits may have additional attachments such as Hydrological Monitoring Reports (HMR) to be uploaded. However, if a facility's permit does not require any additional information to be provided with the eDMR, then the user may click the Continue button to move to the next screen without uploading attachments.

1. To select a document to upload, click the Browse button.



2. Navigate to the folder where the document is saved and select the document to upload.



3. Click the Open button.
4. Enter a File Name in the *File Name* field.
5. Select the Attachment Type that is appropriate for the document, from the Attachment Typedropdown list.

6. Enter any additional comments related to the document in the *Comments* field.

NOTE: If the Attachment Type of “Other” is selected then the comments are required to be entered. Otherwise, they are optional.

7. Click the Upload Attachment button.

8. Repeat the above steps until all attachments have been uploaded.

9. Click the Continue button.

The screenshot shows a form titled "Upload Attachment". It has four main input areas: "File To Upload *" with a "Browse..." button, "File Name *" with a text input field, "Attachment Type *" with a dropdown menu showing "--select a value--", and "Comments" with a text area. At the bottom center are two buttons: "Upload Attachment" and "Clear". A red asterisk note at the bottom right says "* fields are required."

Data Entry Comments

All fields in the Data Entry Comments screen are optional.

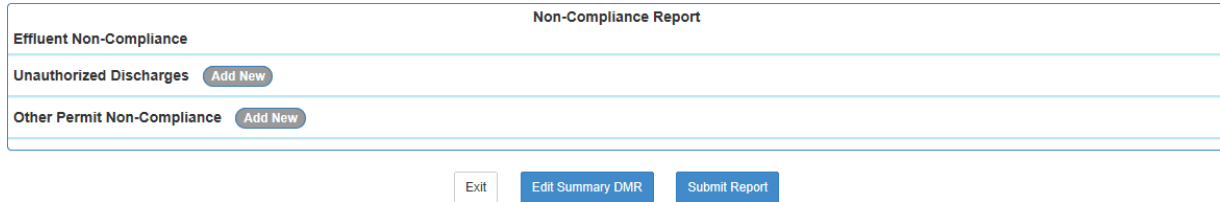
The screenshot shows a "Summary Report" header with the following information: Facility Name: MOUNTAIN VIEW TERRACE MHP, Permit #: PA0080811, Monitoring Period: 01/01/2015-12/31/2015, Frequency: Annually, Location Address: 2001 RED BANK RD, DOVER PA, 17315, Mailing Address: PO BOX 677, MORGANTOWN PA, 19543-0677. Below this is the "Data Entry Comments" section with four input fields: "Monitoring Report Comment" (a large text area), "Operator Name", "Operator Certification Number", and "Operator Phone Number". At the bottom are three buttons: "Exit", "Back", and "Continue".

1. Click in the *Monitoring Report Comment* field and if necessary, enter additional comments for the monitoring report you are about to submit.
2. Enter the value in the *Operator Name* field. This operator is the Available Operator as required by Chapter 302, or the certified operator for the facility.
3. Enter the value in the *Operator Certification Number* field.
4. Enter the value in the *Operator Phone Number* field.
5. Click the Continue button.

At this point, the eDMR system will automatically generate any Non-Compliance based upon the monitoring data entered into the report. This process may take a minute to complete.

Entering Non-Compliance Information

The Non-Compliance Report contained within the eDMR system replaces the Non-Compliance Report supplemental form (3800-FM-BPNPSM0440).

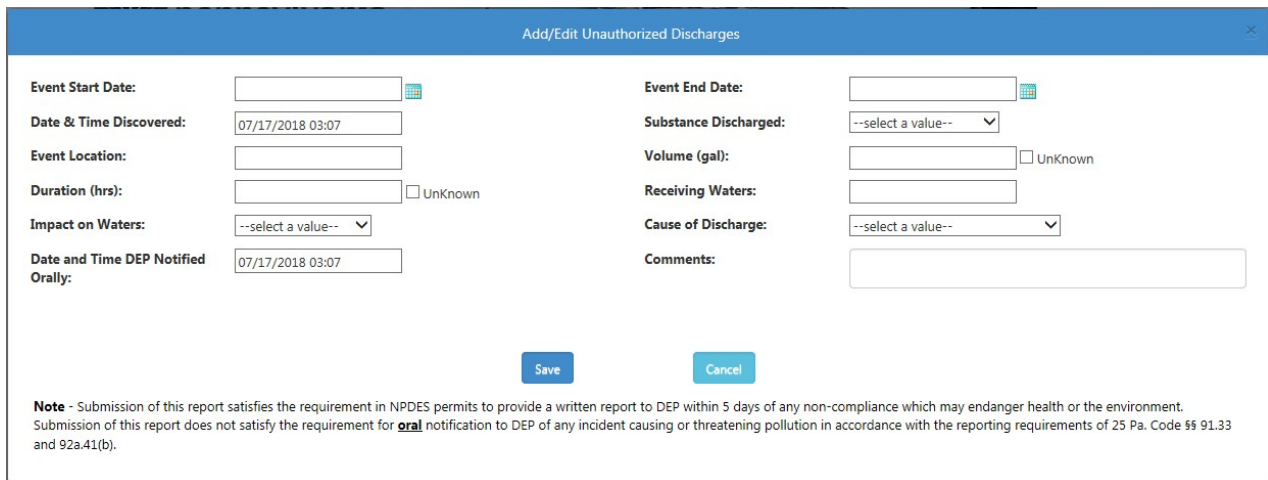


Entering an Unauthorized Discharge

If an unauthorized discharge occurs, such as an overflow or spill, and the incident occurs within 5 days of submission of the DMR report, the Non-Compliance Report that is associated with the DMR can be used to satisfy the 5-day written report requirement for pollution incidents as contained in Part A of NPDES permits. *This form does not satisfy the immediate oral notification requirements to DEP.* This section must be filled out completely.

An unauthorized discharge that occurs outside this 5-day submission window should be reported via the View or Report Non-Compliance Incidents tab.

1. Click the Add New button next to Unauthorized Discharges.



2. Click in the Event Start Date field and enter the value for the beginning of the unauthorized discharge.

NOTE: The user may click on the Calendar button and choose a date from the calendar.

3. Enter a value in the Event End Date field.

4. Enter a value in the Time Discovered field.
5. Select a value from the Substance Discharged dropdown list.
6. Click in the Event Location field and enter the value for the event location (a general description of where the incident occurred).
7. Enter a value in the Volume field for the estimated volume of the substance discharged, in gallons.
8. Enter a value in the Duration field for the estimated duration, in hours, of the discharge event.
9. Enter a value in the Receiving Waters field, i.e., the name of the water body that the discharge flowed into.
10. Select a value from the Impact off Waters dropdown list.
11. Select a value from the Cause of Discharge dropdown list.
12. Click in the Date and Time DEP Notified field and enter a value for the Date and Time DEP was orally notified of the incident.
13. Enter any additional comments about the Unauthorized Discharge in the Comments field.
14. Click the Save button.

Entering Other Permit Non-Compliance

Use this feature of the Non-Compliance Report to report other permit violations, such as permit schedule violations and sample types and frequencies that are not in accordance with the permit.

1. Click the Add New button next to Other Permit Non-Compliance.

Add Other Permit Non-Compliance

Non-Compliance Type: --select a value--

Comments:

Save Cancel

2. Select a value from the Non-Compliance Type dropdown list.
3. Click in the Comments field and enter additional comments.
4. Click the SAVE button.

Submitting the Report

1. If the user is a Preparer, click the Ready to Submit button and exit/log out of GreenPort. This will notify the Certifier that the data has been entered.

If the user is a Certifier, click the Submit Report button.

2. Click the *I acknowledge that I have read the certification statement* checkbox.

Certification

Click on the link to preview the summary report: [Summary Preview Report](#)

*Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, effective January 15, 2002, you are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. You certify under penalty of law that this document and all attachments were prepared under your direction or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on your 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 your knowledge and belief, true, accurate and complete. You are aware that any false statement may be subject to substantial civil and criminal penalties, including 18 P.S. section 4904 (relating to unsworn falsification to authorities).

I acknowledge that I have read the certification statement

3. Click the Submit button.

NOTE: An e-mail with the Submission ID will be sent to all users associated with the facility. Refer to the E-Mail Generation Process section.

The user will then be taken to the Submitted Monitoring Report Details Screen.

View/Revise Submitted Reports

1. Choose View/Revise Submitted from the menu.
2. Click the Revise button for the report to be revised.
3. Select a reason for the revision from the Revision Reason dropdown List.
4. Enter any additional comments in the *Revision Comments* field.
5. Select the checkbox next to the section of the report in need of revision.

NOTE: If the user selects the Summary Report Data Entry box, the Report Non-Compliance box will automatically be checked. This is an indicator that if the revision results in a non-compliance, the non-compliance screen will populate.

6. Click the Create button.
7. Revise the report appropriately.
 - a. If the user selected Summary Report Data Entry checkbox reference the section “Editing Reports”.
 - b. If the user selected the Report Attachments checkbox, reference the section “Uploading Attachments”.

- c. If the user selected the Report Non-Compliance checkbox, reference the section “Entering Non-Compliance Information”.
 - d. If the user selected the Report Comments checkbox, reference the section “Entering Comments and Operator Information”.
8. Click the SUBMIT REPORT button.
 9. Click the *I acknowledge that I have read the certification statement* checkbox.

Certification ✕

Click on the link to preview the summary report: [Summary Preview Report](#)

*Pursuant to the Pennsylvania Electronic Transactions Act - Act 69, effective January 15, 2002, you are about to engage in an electronic transaction with the Commonwealth of Pennsylvania. You are submitting official information. You certify under penalty of law that this document and all attachments were prepared under your direction or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on your 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 your knowledge and belief, true, accurate and complete. You are aware that any false statement may be subject to substantial civil and criminal penalties, including 18 P.S. section 4904 (relating to unsworn falsification to authorities).

I acknowledge that I have read the certification statement

Submit Cancel

10. Click the SUBMIT button.

NOTE: An email with the Submission Id will be sent to all users associated with the facility. Refer to the e-mail Generation Process section.

The user will then be taken to the Submitted Monitoring Report Details Screen.



Report Non-Compliance Incident

This feature should be used by permittees to report unauthorized discharges and other permit non-compliance anytime during the reporting period and replaces the Non-Compliance Report form (3800-FM-BPNPSM0440).

1. Click on View or Report Non-Compliance Incidents from the top menu.
2. Click the Add New Non-Compliance Incident button.
3. Select a Permit Number from the drop-down list.
4. Enter a date in the Incident Begin Date field.
5. Enter a date in the Incident End Date field.
6. Click the Create button.

Add New Non-Compliance Incident ✕

Permit Number

Incident Begin Date  **Incident End Date** 

Continue entering information following the steps under Entering an Unauthorized Discharge or Entering Other Permit Non-Compliance as discussed above.

System-Generated Emails

The eDMR system will generate the following email notifications automatically:

- New Facility User Relation Email - An email will be sent to users after DEP staff or the facility staff have granted the user access to a specific facility.
- Request for Access Notification Email – An email will be sent to all Certifiers associated with a facility utilizing eDMR when a new user requests Viewer or Preparer access. It is the responsibility of the Certifier to grant or deny this request per direction given above.
- Access Revoked Notification Email – An email will be sent to the user when their access to a facility is revoked.
- New Monitoring Report Available Email - An email will be sent to all users associated with a facility to notify them that a new Monitoring Report is available.
- Monitoring Report Submission Confirmation Email - An email will be sent to all users associated with a facility for a submitted Monitoring Report confirming that the report has been received by DEP.
- Report Ready for Submission Email - An email will be sent to Certifiers when a Preparer clicks the Ready to Submit button on the Non-Compliance Reporting screen.
- Monitoring Report Submission Confirmation Email - An email will be sent to all users associated with a facility for a submitted Monitoring Report confirming that the report has been received by DEP.
- Notification of Monitoring Report Non-Submission Email - An email will be sent on the day after the 28th day of the month to all users for facilities that have overdue Monitoring Reports. If the DMR has not been submitted by the 15th of the month following the due date, the email will be resent. Emails will continue to be sent on the day after the 28th day of the month and the 15th of the month until the Monitoring Report is submitted, for up to two years.
- eDMR Revisions Email – An email will be sent to all users associated with a facility when the submitted eDMR report has been revised by a user.

- Change of Compliance Status Email – An email will be sent to all users associated with a facility when DEP has changed the compliance status of a reported non-compliance for the facility.

Contingency Plan for eDMR Reporting

Situations may arise, some beyond eDMR users' control, that cause users to deviate from routine eDMR reporting practices. This plan identifies these situations and provides actions that should be taken in response. This plan applies only to eDMR reporting (not paper reporting).

- eDMR System Problem: No Reports Available – When someone with a role of Certifier is associated to a facility, and the permit is “issued”, eDMR reports will be generated. For facilities with administratively extended permits, eDMR reports are generated unless a permit renewal application has not been received by DEP. While it is rare, sometimes reports that should be generated are not, and sometimes reports may be inaccurate.
- eDMR System Problem: System-Wide Malfunction – There may be a “server crash” or other problem that prevents users from logging into GreenPort and/or the eDMR system. Be sure to use an approved internet browser, Internet Explorer. To report a server error when attempting to log into eDMR or while in the eDMR system, contact the Help Desk at 717-787-4357. Consider taking a screenshot or printing the web page that reveals the error for documentation purposes.
- User Computer Problem – Users may experience problems submitting reports if there is a “computer crash” or if internet service is unavailable due to extreme weather or other reasons beyond the user's control.

For these types of situations, the permittee is expected to do the following:

1. **Log into eDMR well before the due date to ensure that expected reports are available and accurate.** If reports are not available and accurate, contact DEP's Application Support Help Desk at 717-787-4357 *prior to data submittal* so that reports can be made available or be corrected. If permittees wait until the end of the month to check for the availability or accuracy of reports, DEP cannot guarantee that corrections will be made in time.
2. **Develop a facility specific reporting contingency plan** to ensure that eDMR reports can be submitted by the due date in the event of computer or internet problems. Plan an alternate location for accessing the internet in the event of a problem.
3. If a report cannot be submitted on time electronically, **contact DEP's Central Office at 717-787-5103 or the DEP District Mining Office office** that issued the permit on or before the report due date. If a problem occurs on a due date which falls on a weekend or holiday, contact DEP on the first business day after the due date, during normal business hours.
4. If a report cannot be submitted on time electronically through eDMR, **fax or mail the completed DMR to the DEP District Mining Office that issued the permit on or before the report due date, to demonstrate compliance.** Then, once the situation has been resolved, submit the report electronically. Electronic submittal is a requirement, regardless of sending in a paper DMR.

Instructions for Requesting Viewer or Preparer Access

To be added as a Viewer or Preparer to a facility already using the eDMR system, a DEP GreenPort account must first be created. Once a GreenPort account is created, the user can request Viewer or Preparer access to any facility already using eDMR.

NOTE: Following these steps will NOT grant access to a facility that is not registered for eDMR yet. A registration form must be completed and submitted to DEP for the facility to be registered.

If the user already has a Greenport account, skip to Step 4.

1. Navigate to DEP's GreenPort Login site. Click the Click Here to Self-Register button to create a new GreenPort account if necessary.

DEPGreenPort
Login



Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon; submit Mine Subsidence Insurance applications; enter data for Chapter 110 Water Allocation and Water Management Plan reporting; apply for the Waste Transportation Safety Program; and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access.

Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEPGreenPort. Other services can be accessed by registering below.

Username:
Password:

Can't remember your password? [Click here](#)

Having problems? [DEP Greenport FAQ](#)

[See the current list of self-register applications](#)

2. Enter the first and last name. Then, click on the Continue Account Creation button.

DEPGreenPort

Self-Registration Name

For most DEP electronic applications users have completed a Request for Security Access form and DEP has provided a username and password to access the DEPGreenPort. However, DEP has some electronic applications that allow users to self-register. If you are sure that the application you wish to access is on the list of applications which allow users to self-register you may begin the self-registration process.

To begin self-registration, please enter your first and last names, then click on the "Continue Account Creation" button.

First Name

Last Name

3. Enter all required information and take note of the GreenPort username at the top. When complete, click the Create Account button.

User Name YOURNAMEISW

Full Name Whatever Yournameis

E-mail

Phone

Street

City

State

Zip

Password Hint

Password Hint Answer

*Password

*Confirm Password

* Passwords must be at least 8 characters long
* Passwords must contain at least 1 number
* Passwords must contain at least 1 upper case letter
* Passwords must contain at least 1 lower case letter

4. Upon returning to the GreenPort login screen, enter the new Greenport username and password and click the Log into DEPGreenPort button.

DEPGreenPort

Login



Welcome to the Pennsylvania Department of Environmental Protection's GreenPort. Different services and applications are available by registering or logging in below. After logging in, you can access electronic services that allow you to report radon, submit Mine Subsidence Insurance applications, enter data for Chapter 110 Water Allocation and Water Management Plan reporting, apply for the Waste Transportation Safety Program, and submit an Air Quality Request for Determination. To view the available applications after registering, please click the link below for access.

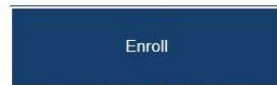
Note: For some of the electronic services, users should have already received from DEP a Request for Security Access form and a username and password to access the DEPGreenPort. Other services can be accessed by registering below.

Username:

Password:

[Log into DEPGreenPort](#)

- Click on the Enroll button in the lower, middle of the screen.



Click on the "Enroll" button to obtain a listing of available self-registered applications.

- All the applications available through GreenPort will be listed on the right. Click on the eDMR button.

Reporting

[RFD*Online](#)
Air Quality Request for Determination

[Well Completion Report](#)
Well Completion Report

[Oil and Gas Reporting](#)
Oil and Gas Reporting

[eDMR](#)
eDMR

[Chpt 110/DWW](#)
Chapter 110, Water Allocation, Water Management Plan Reporting

[CCD Rpt. #2](#)
CBP/NMA/102/105/Team Sheets

[Radon Report](#)
Radon Reporting

[eWell](#)
eWell

[Drought Emergency](#)
Drought Emergency Application

Registration

[MCI for Home](#)

7. Enter the permit number for which access is being requested. Then, click on the Submit Request for eDMR Access button.

Requesting Access to eDMR for Permit #

A Certifier for that facility can now approve or reject the security access request.

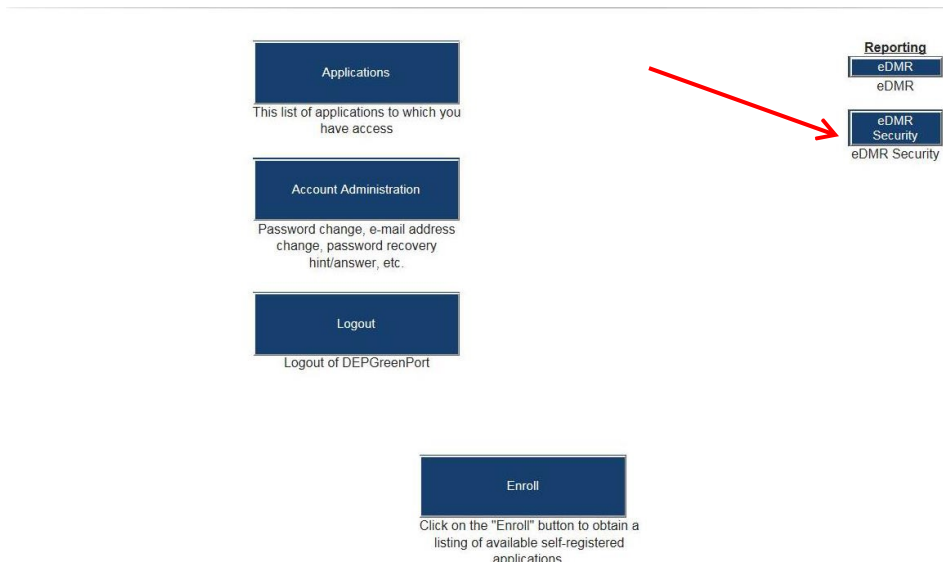
Account Management by Certifiers

Once an individual has been granted Certifier access to a particular facility within the eDMR system, he or she can approve and reject requests from other individuals to be Preparers or Viewers for the facility. The ability to approve and reject such requests resides within GreenPort. The Certifier can also revoke a Preparer's or Viewer's access to the eDMR system.

For Certifier access to a facility already using eDMR, complete the eDMR Permittee Registration Form for Modifying Certifiers of Existing eDMR Participants and the eDMR Trading Partner Agreement, and submit them to DEP. Both can be found on DEP's eDMR website, www.dep.pa.gov/edmr. To revoke a Certifier's access to a facility, complete the eDMR Permittee Registration Form for Modifying Certifiers of Existing eDMR Participants, and submit to DEP.

To Add a Viewer or Preparer:

1. Log into DEP's GreenPort at www.depgreenport.state.pa.us.
2. Click on the eDMR Security button.



3. All pending requests from other users for any of the facilities for which the user is a Certifier will be listed. Select the appropriate check box for each request (Viewer, Preparer or Reject this request for the following reason) and click on the Submit button. The request will disappear from the pending queue.

Username ▼	Date Requested	Full Name	ID Requested	Grant Access for Request	Reject Request / Reason for Rejecting Request
TESTU	12/21/2015	Useralso Test	PA0228915	<input type="checkbox"/> Viewer <input type="checkbox"/> Preparer	<input type="checkbox"/> Reject this request for the following reason: Reason:

row(s) 1 - 1 of 1

Submit

- To look at the list of Preparers and Viewers for each of the user's facilities, click on the Go To Approved Users button.

No pending requests

Submit

Go to Approved Users

Quit eDMR Security Application

- The list of Preparers and Viewers will be displayed.

Username	Full Name	Security ID	Grant / Revoke Access	Reason for Revoking Access
TESTU	Useralso Test	PA0002038	<input type="checkbox"/> Viewer <input checked="" type="checkbox"/> Preparer	

- To change the level of Access for a user, uncheck the old Access level and check the box for the new Access level. Then click on the Submit button. Note that revoking Viewer access will also revoke Preparer access.
- To revoke a Viewer's or Preparer's access for a facility, uncheck both Viewer and Preparer boxes, enter a reason for revoking access, and then click on the Submit button.

