



DMR Manual Entry

ePermitting

South Carolina Department of Health and Environmental Control
Healthy People. **Healthy Communities.**

Course Objective

The purpose of this training is for users to learn how to submit DMRs manually in the online ePermitting system.

Once you sign into your ePermitting account (see **Logging In** training), you will be on the Home page for your account. To locate your site or sites, click on the orange triangle in the site search box.

dhec ePermitting DHEC Online Services

John Doe

Welcome to the South Carolina DHEC ePermitting System

Getting Started

SC ePermitting is a one-stop portal for submitting permit applications and service requests to South Carolina Department of Health and Environmental Control.

Once you or your organization has been issued a permit or license you can submit required reports or request changes to your permit here.

Finding and Submitting Applications and Requests

Begin by browsing the available forms. Once the desired form is located, you can fill it out, submit it, and track it here.

[Browse Forms](#)

Managing Information for an Existing Facility, Project, or Site

If you are affiliated with an existing facility, project, or site that has had DHEC involvement, your SCDHEC account can be granted access to the site in one of the following ways:

- Contact the facility directly and ask the designated SC ePermitting account administrator to invite you to join the site.
- [Enter a Verification Code](#) provided by mail or e-mail from DHEC
- If the site does not currently have an active account manager, contact SCDHEC support to learn how to set up a site account.

If your facility, project or site has not yet had DHEC involvement, your site will be created after you [fill out and submit an application or service request](#) form.

Getting Help

Use the Help link icon in the top right corner of any page to view screen-specific help. If you still need assistance click the Contact link in the page header for additional support options.

A drop down will appear with all of the sites that list you as an authorized user. Select the appropriate site by clicking on the name.

The screenshot shows the top navigation bar with the DHEC logo, 'ePermitting', and 'DHEC Online Services'. On the right, there are icons for chat, help, and a user profile for 'John Doe'. Below the navigation bar, a 'SITE' dropdown menu is open, displaying a list of sites. A red arrow points to the 'MCAFFEE MOBILE HOME PARK' option, which is highlighted. The main content area is titled 'Welcome to the South Carolina DHEC ePermitting System' and 'Getting Started'. It contains several sections: 'Getting Started' with introductory text, 'Permits and Requests' with a link to a form, 'Joining Facility, Project, or Site' with a list of steps and a link to an application form, and 'Getting Help' with instructions on how to use the help system.

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Welcome to the South Carolina DHEC ePermitting System

SITE

MCAFFEE MOBILE HOME PARK

Getting Started

...mit applications and service requests to South Carolina Department of Health and

...it or license you can submit required reports or request changes to your permit here.

Permits and Requests

...ed form is located, you can fill it out, submit it, and track it here.

Joining Facility, Project, or Site

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Permits

Evaluations

Violations

Compliance and Enforcement Actions

Financials

Documents

Authorized Users

On the left hand side, choose the 'Apps, Requests and Reports option.

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SITE

MCAFFEE MOBILE HOME PARK

MCAFFEE MOBILE HOME PARK
ONN4-373M-GJF

Details Site Plan Contacts Relations

• = Required

Designated Name
MCAFFEE MOBILE HOME PARK

Site Type

Address Line 1
975 MCAFFEE CT

Address Line 2

City/Locality
YORK

County
York

State/Province **Postal Code** **Country**
South Carolina 29745 United States

Address Comments
Address Details: approximately 600 feet past the end of McAfee Court off Hwy. #5, west of Rock Hill, SC in York County.; Lab District: CATAWBA EQC LAB (06); River Basin: Catawba (7)

Status
Active

Photo
(No Photo Uploaded)

Derived Data
County: Lexington

Alternative Names
Permit Identifier
SC0027111
Facility ID
SC0000241644

Home
Dashboard
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On the next screen, select View DMRs- Discharge Monitoring Reports.

The screenshot displays the DHEC ePermitting system interface. The top navigation bar includes the DHEC logo, 'ePermitting', 'DHEC Online Services', and user information for 'John Doe'. A left sidebar lists navigation options such as 'Home', 'Dashboard', 'Notifications', 'Details', 'Contacts List', 'Apps, Requests and Reports', 'Permits', 'Evaluations', 'Violations', 'Compliance and Enforcement Actions', 'Financials', 'Documents', and 'Authorized Users'. The main content area is titled 'Forms' and contains three sections: 'Applications, Service Requests & Permit Change Forms', 'Assigned Forms and Schedules', and 'DMRs'. The 'DMRs' section includes a 'View DMRs' button, which is circled in red. The 'View DMRs' button is located in the bottom-left corner of the 'DMRs' section.

Forms

Applications, Service Requests & Permit Change Forms

Begin filling out a **new form** or view or revise a **previous submission**

- Start New Form**
Permit Applications, Service Requests and Permit Change Forms
- Draft & Submitted Forms**
View or revise **draft and submitted** Applications, Service Requests, Permit Change Forms and Reports

Assigned Forms and Schedules

Reporting forms relating to **current submissions, permits and active compliance actions**


- New and Draft Assigned Forms**
Browse **reporting forms** relating to a submission, permit or compliance action
- Submitted Reporting Forms**
View or revise **previously submitted reports**

DMRs

View, edit, and submit **discharge monitoring reports**

- View DMRs**

By default, DMRs are listed in order by the newest due date at the top.
The filter buttons at the top can be used to sort as you choose.

 ePermitting DHEC Online Services John Doe

Discharge Monitoring Reports

XML Upload Start Date: 12/01/2018, End Date: 01/31/2020 Search

DMR Set Frequency Due Received Violations Status

DMR Set	Frequency	Due	Received	Violations	Status	
SC0027111 v4.0 (1/1/2020 - 1/31/2020) v1 Due 7+	Monthly	4/1/2020	No	No	Unstarted	Open XML
SC0027111 v4.0 (12/1/2019 - 12/31/2019) v1 Due 7+	Monthly	3/1/2020	No	No	Unstarted	Open XML
SC0027111 v4.0 (11/1/2019 - 11/30/2019) v1 Due 7+	Monthly	1/30/2020	No	No	Unstarted	Open XML
SC0027111 v4.0 (11/1/2018 - 10/31/2019) v1 Due 7+	Annual	12/31/2019	No	No	Draft	Open XML

Navigation: Home, Dashboard, Notifications, Details, Contacts List, **Apps, Requests and Reports**, Permits, Evaluations, Violations, Compliance and Enforcement Actions, Financials, Documents, Authorized Users

Site: MCAFFEE MOBILE HOME PARK

Select your applicable DMR and click 'Open'.

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Discharge Monitoring Reports

XML Upload Start Date: 12/01/2018, End Date: 01/31/2020 Search

SITE
MCAFFEE MOBILE HOME PARK

DMR Set	Frequency	Due	Received	Violations	Status	
SC0027111 v4.0 (1/1/2020 - 1/31/2020) v1 Due 7+	Monthly	4/1/2020		No	Unstarted	Open XML
SC0027111 v4.0 (12/1/2019 - 12/31/2019) v1 Due 7+	Monthly	3/1/2020		No	Unstarted	Open XML
SC0027111 v4.0 (11/1/2019 - 11/30/2019) v1 Due 7+	Monthly	1/30/2020		No	Unstarted	Open XML
SC0027111 v4.0 (11/1/2018 - 10/31/2019) v1 Due 7+	Annual	12/31/2019		No	Draft	Open XML

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Enter applicable information into your DMR. For seasonal parameters, you will only see that option when it is required. If decimal measures are needed. Input a 'zero' and then the decimal. For non-monthly reports, all outfalls with that frequency will need to be reported at one time.

- SITE
- MCAFFEE MOBILE HOME PARK
- Home
- Dashboard
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- Details
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- Documents
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DMR Data Entry < DMR List Validate and Review SC0027111 v4.0 - MCAFFEE MOBILE HOME PARK
Period 1/1/2020 - 1/31/2020 (Unstarted)

Monitoring Point 0011: Final Summary

No Discharge Enter an asterisk (*) in any field for a list of available Non-Report Reason Codes

Parameter	Quantity or Loading	Units	Quality or Concentration
Dissolved Oxygen 00300 Effluent Gross (1) Lab ID	Sample Measurement	****	****
	Permit Requirement	****	6.0 Minimum
BOD - 5 DAY (20 DEGREES C) 00310 Effluent Gross (1) Lab ID	Sample Measurement	****	****
	Permit Requirement	5 Monthly Average	10 Daily Maximum
pH 00400 Effluent Gross (1) Lab ID	Sample Measurement	****	****
	Permit Requirement	****	6.0 Minimum

Save Cancel Clear All

If the outfall had No Discharge for the reporting period, select the 'No Discharge' box at the top & click 'Save'.

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DMR Data Entry [DMR List](#) [Validate and Review](#) **SC0027111 v4.0 - MCAFFEE MOBILE HOME PARK**
Period 1/1/2020 - 1/31/2020 (Unstarted)

SITE
MCAFFEE MOBILE HOME PARK

Monitoring Point 0011: Final **Summary**

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Parameter	Quantity or Loading	Units	Quality or Concentration	U		
Dissolved Oxygen 00300 Effluent Gross (1) Lab ID	Sample Measurement	****	****	<input type="text"/> <input type="button" value="P"/>	****	****
	Permit Requirement	****	****	6.0 Minimum	****	****
BOD - 5 DAY (20 DEGREES C) 00310 Effluent Gross (1) Lab ID	Sample Measurement	<input type="text"/> <input type="button" value="P"/>	<input type="text"/> <input type="button" value="P"/>	****	<input type="text"/> <input type="button" value="P"/>	<input type="text"/> <input type="button" value="P"/>
	Permit Requirement	5 Monthly Average	10 Daily Maximum	****	30 Monthly Average	60 Daily Maximum
pH 00400 Effluent Gross (1) Lab ID	Sample Measurement	****	****	<input type="text"/> <input type="button" value="P"/>	****	<input type="text"/> <input type="button" value="P"/>
	Permit Requirement	****	****	6.0 Minimum	****	8.5 Maximum

[Save](#) [Cancel](#) [Clear All](#)

Once you have entered all of the applicable information, save the DMR. Users who have submitted their certifier agreement and been approved for this site will submit the DMR by clicking the Validate and Review button at the top.

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DMR Data Entry [DMR List](#) **Validate and Review** SC0027111 v4.0 - MCAFFEE MOBILE HOME PARK
Period 1/1/2020 - 1/31/2020 (Draft)

SITE
MCAFFEE MOBILE HOME PARK


Monitoring Point 0011: Final Summary


No Discharge Enter an asterisk (*) in any field for a list of available Non-Report Reason Codes


Parameter	Quantity or Loading	Units	Quality or Concentration	U
Dissolved Oxygen 00300 Effluent Gross (1) Lab ID	Sample Measurement	****	****	6
	Permit Requirement	****	****	6.0 Minimum
BOD - 5 DAY (20 DEGREES C) 00310 Effluent Gross (1) Lab ID	Sample Measurement	1	1	****
	Permit Requirement	5 Monthly Average	10 Daily Maximum	****
pH 00400 Effluent Gross (1) Lab ID	Sample Measurement	****	****	6
	Permit Requirement	****	****	6.0 Minimum

Save Cancel Clear All

If you see a message stating 'You are Not an Approved Certifier,' you will need to fill out a Certifier Agreement form and submit it to DHEC OR alert a certifier within your organization so they can submit the DMR. For more information on this process, please see the [CROMERR](#) training.

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 **SITE**

 **MCAfee MOBILE HOME PARK** ▼

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Certify And Submit DMR [← Back](#)

SC0027111 v4.0 - MCAfee MOBILE HOME PARK
Period 1/1/2020 - 1/31/2020 (Draft)

You are Not an Approved Certifier • = Required

You must be an approved Certifier for this site and the Agency must receive a signed certifier agreement form before you can submit DMRs.

Click the button below to view the authorized users for this site. A site administrator can open your account from the list and click the Request Certifier Access button.

[Request Certifier Access](#)

[Submit](#)

If you are an Approved Certifier for your site, you will be prompted to Certify & Submit your DMR. Read the listed statement and check the box if you agree. You will then need to enter your password and answer the listed security question before clicking submit.

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Certify And Submit DMR < Back

SC0027111 v4.0 - MCAFFEE MOBILE HOME PARK
Period 1/1/2020 - 1/31/2020 (Draft)

I Certify the statement below: • = Required

As the true and sole authorized user of this Personal Identification Number (PIN), I certify under penalty of law that I have personally examined and am familiar with the information submitted herein; and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment.

• Password

Security Question

What is the name of a college you applied to but didn't attend?

• Security Question Answer

Finally, you will see a confirmation screen that your DMR has been successfully submitted. You can download a copy for your records or select 'OK' to return to the DMR screen for your site.

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DMR Submission Confirmation

SC0027111 v4.0 - MCAFEЕ MOBILE HOME PARK
Period 1/1/2020 - 1/31/2020 (Draft)

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MCAFEЕ MOBILE HOME PARK

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Submission Details

Submission Identifier:	DMR-994E-0514
Submission Date Time:	12/11/2019 11:43 AM EDT
Checksum:	vtja0c1GoHpS9likawilZXj3MuNPhVlcjBw1oiG4Eok=
Site Name:	MCAFEЕ MOBILE HOME PARK
Permit Number:	SC0027111 v4.0
Reporting Period:	1/1/2020 - 1/31/2020

Submitter Details

Name:	John Doe
Organization:	
Email:	ePermUser@gmail.com
Phone:	

[Download Copy of Record](#)

OK



South Carolina Department of Health and Environmental Control
Healthy People. Healthy Communities.

CONTACT US

ePermittinghelp@dhec.sc.gov

Stay Connected

