Interim Guide to Adding Operator Hours to an Electronic Discharge Monitoring Report (eDMR)

This quick reference guide is intended to assist a user add operator hour parameters to an eDMR.

To meet the new Operator Recordkeeping requirements of OAC 3745-7-09 that went effective in August 2018, the 4 parameters below, need added to the waste water eDMR in the lowest-numbered outfall (ex. 001) each month.

Parameter Code	Parameter Name	Format
79858	Plant Core Person ID*	middle 7 digits of operator's certificate #
82073	Plant Time In	Military time HHMM without ":"
82074	Plant Time Out	Military time HHMM without ":"
79859	Collection System Visit Core Person ID+	middle 7 digits of operator's certificate #

*operator of record who fulfilled the minimum staffing requirement for the day
+operator who conducted the collection system visit on that day

Getting Started

- Click Online Entry to open the monthly report
- Click the **Add Parameter** link (it's near the center of the screen just above the data entry table along with links to view A codes and copy and paste.

- Select the first code above from the Parameter dropdown, select **1/Day** for Sample Frequency and **Total** for the Sample Type (as shown below) and click the ADD button.
  - A new column will be added to the far right of the report.
- Repeat the above step to add the next 3 parameter codes.
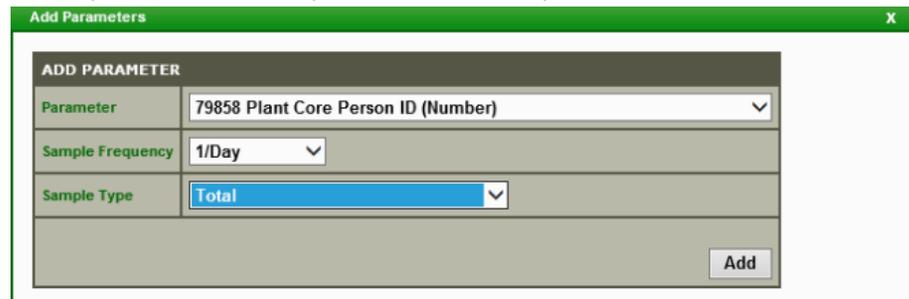
- Once added, all four codes will appear at the end of the first outfall report, enter data as shown.

Param Name:	Plant Core Person ID	Plant Time In	Plant Time Out	Collection System Visit Core Person ID
Param Code:	79858	82073	82074	79859
Units:	Number	Time (HHMM)	Time (HHMM)	Number
Frequency:	1/Day	1/Day	1/Day	1/Day
Sample Type:	Total	Total	Total	Total
07/01/2018	1234567	0835	0935	1234567.8
07/02/2018	1234567	1100	1200	1234567.8
07/03/2018	1234567	0930	1130	1234567.8
07/04/2018	1234567	1300	1400	1234567.8
07/05/2018	1234567	1545	1645	1234567.8

NOTES:

- Only 5 parameters fit on a page, so these may fall onto the next page. Click the "**Prev, 1, 2, Next**" link shown above to access those pages

- Added codes will only appear on the current report, they will not appear in the following months report – so you will need to add these each month to the first outfall.

- When using the **Excel and Copy and Paste** feature, manually add the new columns to the to the far-right of the spreadsheet. Then copy and paste as normal.

- For **XML**, report data will be uploaded as normal, however, operator hours need to be added manually using online entry.

- If the wrong parameter is added, that's okay. While it cannot be deleted, the incorrect parameter can be left entirely blank and it will not interfere with compliance.

- If core ID # is 8 digits, insert a period to fit all values, see Collection System Visit example in image above.

9/17/18