Submitting WPCF Onsite Discharge Monitoring Reports

Version 1.0

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State of Oregon
DEQ Department of Environmental Quality

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System Overview

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.

Your DEQ Online is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.

Recommended browser: Google Chrome.

Visit the DEQ website to find additional information about Your DEQ Online or view the Your DEQ Online Help page

1.   Introduction

This document provides information to the owner of a facility that needs to submit a Discharge Monitoring Report for an existing Water Pollution Control Facilities Onsite permit in Your DEQ Online.

Most sites that hold a WPCF Onsite permit must monitor the operation and efficiency of all treatment and disposal facilities. These permits have reporting requirements and procedures listed in Schedule B. Generally, the reporting period is annual.

2.   How to submit a discharge monitoring report

Login to your account on the Your DEQ Online Public Portal. From the Dashboard, expand the left menu by clicking on the menu icon « at the top left-hand corner of the screen. Select the 'Upcoming Obligations' icon to locate your DMR through the Upcoming Obligations page.
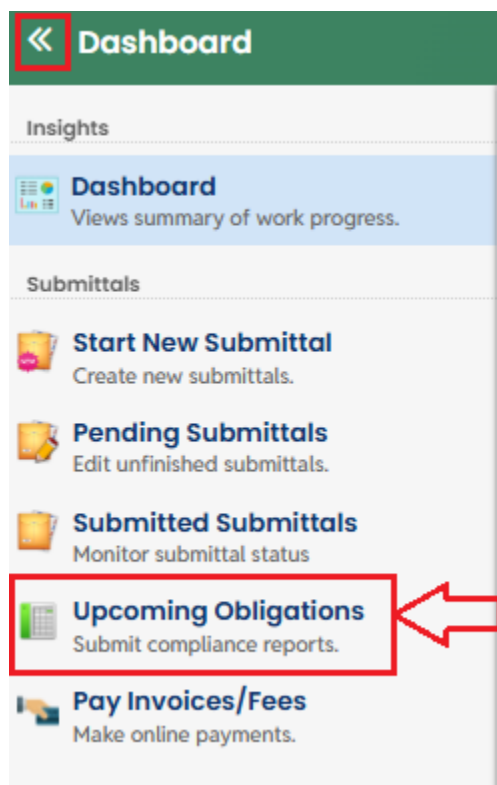
Use search criteria to locate your WPCF Onsite – DMR submittal.

IMPORTANT!

It is important that you select the correct DMR. Double check that the facility name, address and time period is correct for the DMR you are submitting. The DMR to be submitted is specific for, and based on, the monitoring period.

Click on the pink edit pencil icon 🖊 to open submittal.

Once you save your progress, the submittal is moved to pending submittals page. Unfinished submittals can be retrieved by selecting Pending Submittals [Pending Submittals — Edit unfinished submittals.] from the menu by clicking the pink edit pencil icon 🖊 to resume your edits.

You can also retrieve the pending submittal from the Dashboard under "My Submittals". Pending submittals are submittals that have been started but not submitted. Submitted submittals are submittals that have been submitted to DEQ through YDO.

Click the blue pencil edit icon to open the submittal and resume edits.

3. Basic info tab

Complete required Signatory Information fields, as indicated. Include comments in the General Report Comments and Explanation text field if applicable.

IMPORTANT!

Remember to click the "save" icon located on the bottom right corner to save any changes before navigating away from the page.

4. Daily data tab

On the "Daily Data" tab, you will see the systems required to report and what parameters. Each system's DMR has been set up to replicate the reporting requirements in Schedule B of the permit.

A calendar is available to select the reporting date to enter data. The calendar can be toggled to collapse or expand by clicking the down arrow next to Add Substances/Dates Add Substances/Dates ⌄ .

You can enter data two ways: Ad Hoc or Copy & Paste from an Excel spreadsheet.

4.1. Ad Hoc data entry method

After clicking on the reporting date, the substances appear with text fields for each monitored substance. The calendar can be toggled to collapse or expand by clicking the down arrow next to Add Substances/Dates Add Substances/Dates ⌄ .

Enter your monitoring results into the required fields. Any values exceeding the applicable limits will generate a "Compliance check" warning. Check your data and ensure you entered it in the units specified for that substance (e.g. milligrams not micrograms).

Pro Tip

If you do not have a monitoring result for one of the substances on one of the specified dates, enter the appropriate No Data Indicator (NODI) code into the field. A list of NODI codes can be found on the right-side panel. When entering a NODI code, make sure to include the asterisk symbol with the code (i.e., *9) to distinguish it from a sample result. See NODI codes table below.

Table 3. NODI Codes and Descriptions

NODI Code	Description
*2	Operation Shutdown
*3	Special Report Attached
*6	State Specific No Data Indicator (Noncompliant)
*7	No Influent
*9	Conditional Monitoring (Not Required This Period)
*A	General Permit Exemption (Agency use only)
*B	Below Detection Limit/No Detection
*C	No Discharge
*E	Failed to Sample/Required Analysis Not Conducted
*F	Insufficient Flow for Sampling
*I	Land Applied
*N	Not Constructed
*P	Laboratory Error or Invalid Test
*Q	Not Quantifiable
*R	Administratively Resolved (Agency use only)
*S	Fire Conditions
*T	Environmental Conditions (Monitoring Not Possible)
*W	Dry Lysimeter/Well
*X	Parameter/Value Not Reported (Agency use only)
*Y	State Specific No Data Indicator (Compliant)

Flow is reported as an average monthly daily flow in gallons per day for each calendar month of the year. For other parameters not required to be reported during that period use NODI code *9. All fields must be completed to submit your DMR.

If flow monitoring did not occur within a month the user will need to enter *E for each month flow monitoring did not occur. Use also if other monitoring parameters did not occur.

Repeat these steps for the remaining system DMRs:

4.2. Copy & Paste data entry method

You can also upload multiple monitoring results at once by using the "Copy & Paste" function. To use this function, select the DMR for which you are entering monitoring data and click the date(s) on the calendar that correspond to the sampling date(s). Click the radio dial next to "Copy & Paste." The calendar will be replaced

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by a link to download a CSV template, along with boxes where you will paste your data and preview it before importing.

Select system DMR and select date(s) to enter data from Ad Hoc calendar. The calendar can be toggled to collapse or expand by clicking the down arrow next to Add Substances/Dates ![Add Substances/Dates ⌄] .

After selecting date(s) to enter data, next select radio button for Copy & Paste. Download the CSV template file by clicking the "Click to Download CSV Template" link. The system will generate an Excel file with a list of the substances to be reported for the DMR in Column A. The selected date(s) are listed as column headings in Row 1. Do not re-sort or alter any of the pre-populated fields, or the "Copy & Paste" function will not work.

Pro Tip

If the file does not include actual substances and dates, you will need to switch back to "Ad Hoc" by selecting the applicable radio dial and re-select your DMR and sampling dates.

Enter your monitoring results in the applicable cells, then copy only the monitoring result values (i.e., do not include the pre-populated information from Row 1 or Column A).

Paste your copied information into the "Copy & Paste Here" box. A preview of how the data fields will be populated will be generated in the "Preview" box. Verify that your data will be reported correctly and click the "Import Data" button.

The calendar can be toggled to collapse or expand by clicking the down arrow next to Add Substances/Dates

Add Substances/Dates ∨ .

A dialogue box will appear, select OK.

After importing the data, verify that the fields have been populated correctly, and click the "save" icon 🖫 in the bottom right corner to save your progress.

Any values exceeding the applicable limits will generate a "Compliance check" warning. Check your data and ensure you entered it in the units specified for that substance (e.g. milligrams not micrograms).

Substance ⓘ	1/31/2025 🗑		3/17/2025 🗑	
BOD, 5-day Max: 22 Min: 12 Avg: 17.00 GM: 16.25 00318 Effluent Gross (Supplementary) - Y mg/L 20 (MB - Maximum)	= ▾	22 ❗ Compliance check: > 20 mg/L	= ▾	12 mg/L
Nitrogen, Total Max: 30 Min: 20 Avg: 25.00 GM: 24.49 00601 Effluent Gross (Supplementary) - Y mg/L 30 (MB - Maximum)	= ▾	30 mg/L	= ▾	20 mg/L
Nitrogen, ammonia [NH3-N] Max: 12 Min: 10 Avg: 11.00 GM: 10.95 51085 Effluent Gross (Supplementary) - Y mg/L REPORT (SG - Single Grab)	= ▾	12 mg/L	= ▾	10 mg/L
Nitrogen, nitrate total [as NO3] Max: 7 Min: 5 Avg: 6.00 GM: 5.92 71850 Effluent Gross (Supplementary) - Y mg/L REPORT (SG - Single Grab)	= ▾	7 mg/L	= ▾	5 mg/L
Nitrogen, total Kjeldahl Max: 11 Min: 5 Avg: 8.00 GM: 7.42 49579 Effluent Gross (Supplementary) - Y mg/L REPORT (SG - Single Grab)	= ▾	11 mg/L	= ▾	5 mg/L
Solids, total suspended Max: 18 Min: 12 Avg: 15.00 GM: 14.70 00530 Effluent Gross (Supplementary) - Y mg/L 20 (MB - Maximum)	= ▾	12 mg/L	= ▾	18

Pro Tip

If you do not have a monitoring result for one of the substances on one of the specified dates, enter the appropriate No Data Indicator (NODI) code into the field. A list of NODI codes can be found on the right-side panel. When entering a NODI code, make sure to include the asterisk symbol with the code (i.e., *9) to distinguish it from a sample result. See NODI codes table below.

Table 3. NODI Codes and Descriptions

NODI Code	Description
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*C	No Discharge
*E	Failed to Sample/Required Analysis Not Conducted
*F	Insufficient Flow for Sampling
*I	Land Applied
*N	Not Constructed
*P	Laboratory Error or Invalid Test
*Q	Not Quantifiable
*R	Administratively Resolved (Agency use only)
*S	Fire Conditions
*T	Environmental Conditions (Monitoring Not Possible)
*W	Dry Lysimeter/Well
*X	Parameter/Value Not Reported (Agency use only)
*Y	State Specific No Data Indicator (Compliant)

If monitoring did not occur the user will need to enter *E for each monitoring event missed. All fields must be completed to submit your DMR.

Flow is reported as an average monthly daily flow in gallons per day for each calendar month of the year. For other parameters not required to be reported during that period use NODI code *9. All fields must be completed to submit your DMR.

Repeat the above steps for the remaining system DMRs:

5.   Attachment tab

Required submittal attachments are located on the right-side panel of the screen. A red asterisk icon ✳ indicates a required attachment.

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Upload attachments using the 'Click to Upload or Drag Files Over Here' icon.

When uploading an attachment, first click the file record and **select a document type option** for the uploaded file. If you have additional attachments other than the required, select 'other' and provide a description of the attachment in the comment box.

If you need to delete an attachment, click on the trash icon 🗑 .

6.   Review tab

Please review your submittal info and any attachments provided. Under the Submittal Form(s) Summary section, sections that are incomplete will be identified with a red x and will indicate the tab with incomplete data.

If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

7. Submission tab

Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement. Complete the Submission tab by entering the answer to your security question and inputting your PIN number (for assistance, refer to Section 8). Click the Submit button at the bottom of the Submission tab to complete your facility's WPCF Onsite Discharge Monitoring Report submittal.

If any required fields have not been completed on the submission tab and/or any other tabs, the system will not allow the submission to successfully complete. The tabs at the top of the page will indicate to the user where a required field was not completed. Once the required field has been addressed, return to this Submission tab and select Submit.

8. Password, pin and security questions

8.1. Password

To reset your password, select "Forgot Password" from the [Your DEQ Online portal login](#) page. You will be asked to enter the email address associated with your account, and you will receive a temporary password through email.
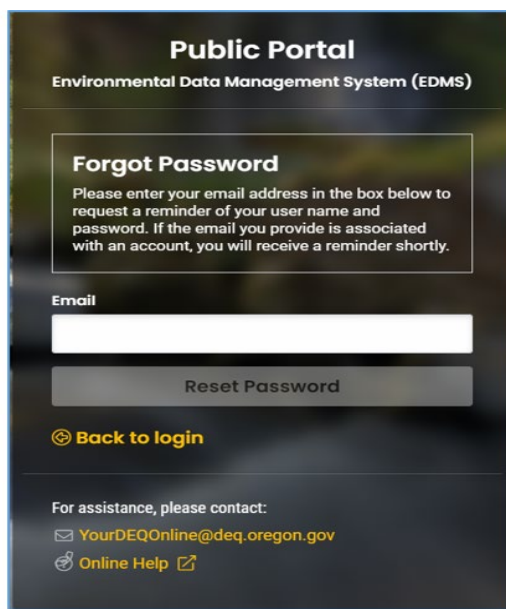
8.2. Pin

Responsible Officials use a pin number in the completion of submittals. To reset your pin number, go to "My Account" and select the "Password/Pin" tab. Enter a new pin number and click "Save Pin" to update.

8.3. Security questions

To complete submittals, Responsible Officials are asked a randomly generated question from the 5 security questions in their account security settings. To reset your security questions, go to "My Account" and select the "Security Questions" tab. Enter new security questions and select 💾 to save.

9.   Tracking submittal status

Responsible Officials and consultant accounts can track the status of their submittal in the Submitted Submittals module. From the Dashboard, expand the left menu by clicking on the menu icon at the top left-hand corner of the screen. Select the 'Submitted Submittals' icon .
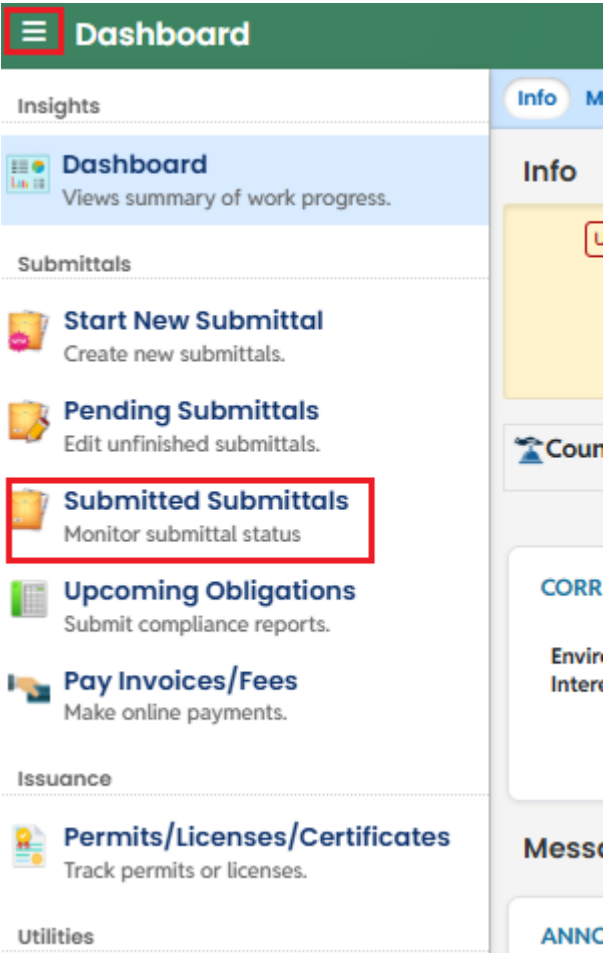
Locate the submittal you would like to monitor by selecting the orange eye icon .
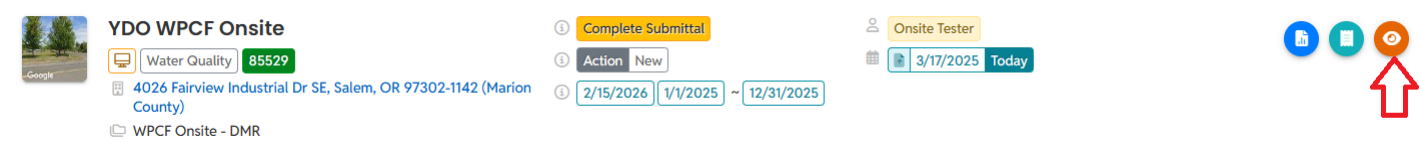
9.1. Submittal summary tab

Review the status of your submittal, request a revision, withdrawal or amendment.

Review submittal documents, including the form, receipt and attachments.
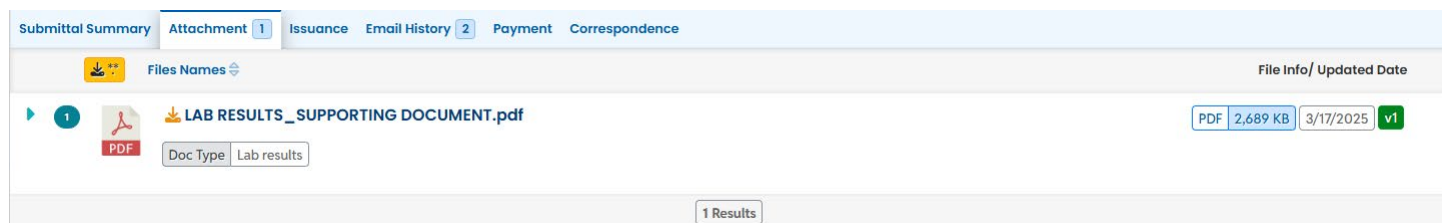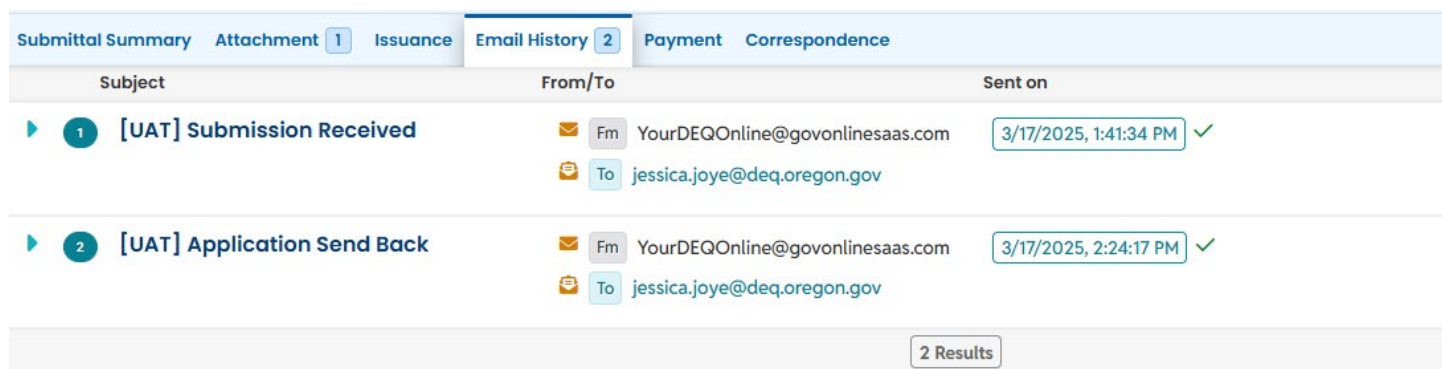
9.2. Attachment tab

Review the attachments provided with the submittal.

9.3. Email history tab
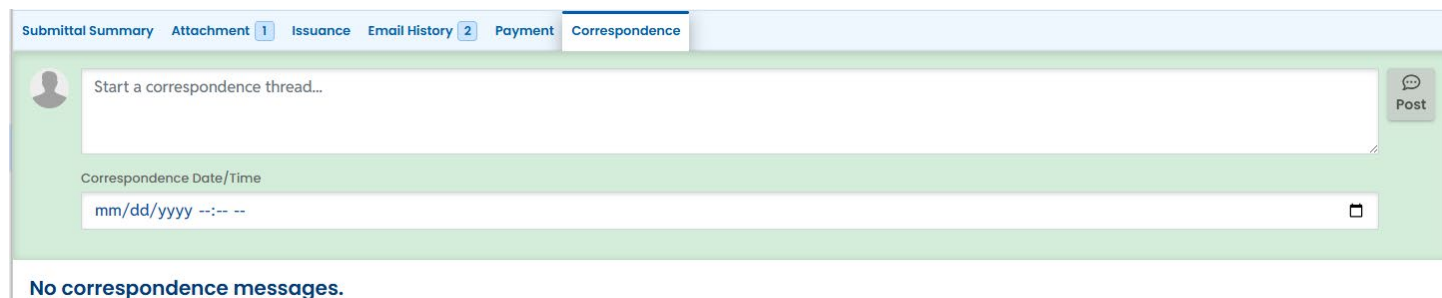
Review all email correspondence related to the submittal. Click on the blue arrow to the left of the subject and expand the record to review the detailed correspondence.

9.4. Correspondence

Use the correspondence tab to communicate with DEQ WPCF Onsite staff regarding your submittal. Message history will be captured below the chat box.

10. WPCF Onsite Permitting Staff Contacts

Information about WPCF Onsite water quality permits and DEQ's regulations may be obtained from the DEQ web page at http://www.oregon.gov/deq/. All inquiries about this permit should be directed to the regional office for the area where the source is located. DEQ's regional offices are as follows:

Counties	Office Address and Telephone
Clackamas, Clatsop, Columbia, Marion, Multnomah, Tillamook, and Washington	Department of Environmental Quality Western Region 4026 Fairview Industrial Drive Salem, OR 97302 Telephone: (503) 378-8240
Benton, Douglas, Lane, Lincoln, Linn, Polk, and Yamhill	Department of Environmental Quality Western Region 165 E 7th Ave, Suite 100 Eugene, OR 97401 Telephone: (541) 686-7838
Coos and Curry	Department of Environmental Quality Coos Bay Office 465 Elrod Ave, Suite 202 Coos Bay, OR 97420 Telephone: (541) 269-2721 ext. 0
Jackson and Josephine	Department of Environmental Quality Medford Office 221 Stewart Ave, Suite 201 Medford, OR 97501 Telephone: (541) 776-6010
Crook, Deschutes, Harney, Klamath and Lake	Department of Environmental Quality Bend Office 475 NE Bellevue, Suite 110 Bend, OR 97701 Telephone: (541) 388-6146
Baker, Malheur, Umatilla, Union, and Wallowa	Department of Environmental Quality Pendleton Office 800 SE Emigrant Avenue, Suite 330 Pendleton, OR 97801 Telephone: (541) 276-4063
Gilliam, Grant, Hood River, Jefferson, Morrow, Sherman, Wasco and Wheeler.	Department of Environmental Quality The Dalles Office 400 E. Scenic Dr. Suite 307 The Dalles, OR 97058 Telephone: (541) 298-7255

11. Helpdesk and Resources

For more information, training and resources, go to the Your DEQ Online Help page. For technical assistance, contact the Your DEQ Online Helpdesk.

12. Revision history

Revision	Date	Changes	Editor
1.0	3/5/2025	Initial draft	J.Joye
1.0	5/12/2025	Style and formatting edits	A.Hallmark