



Submitting WPCF Onsite Discharge Monitoring Reports

Version 1.0

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State of Oregon
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](#)

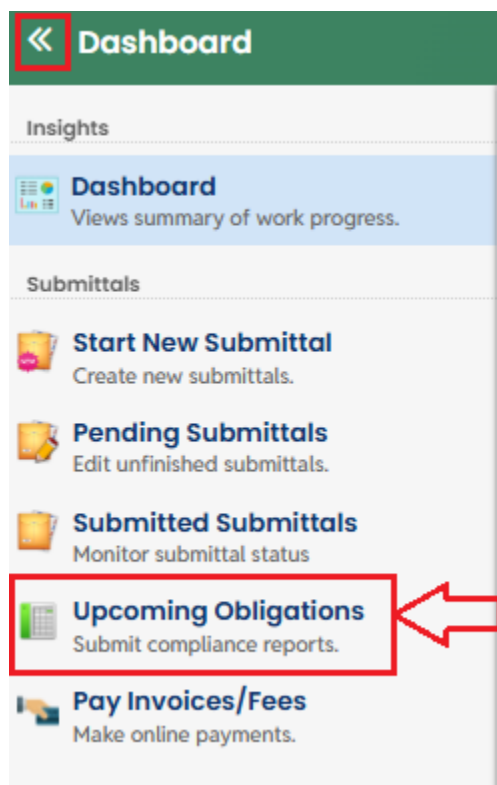
1. Introduction

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.

Q Search

Criteria

Keywords

YDO WPCF Onsite

Submittal Type

WPCF Onsite - DMR

Reporting Period

Due Date

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.

Q Search

Criteria

Keywords

YDO WPCF Onsite

Submittal Type

WPCF Onsite - DMR

Reporting Period

Due Date

1 - 11 of 11

Due Date (Old-New)

Only the submittal records with the [New] status will be displayed on this page.

To find unsubmitted Reporting Obligation submittals, please navigate to the Pending Submittals .

To find submitted Reporting Obligation submittals, please navigate to the Track Submitted Submittals .

Submittal Site or Subject	Status/ Updated Date	Action/ Preparer/ Other info
<div>YDO WPCF Onsite</div> <div>85529</div> <div>WPCF Onsite - DMR</div> <div>Water Quality</div>	<div>New</div> <div>3/5/2025 9 days ago</div> <div>1/1/2025 - 12/31/2025</div> <div>2/15/2026</div>	<div>30491</div> <div>New</div> <div><div>edit</div><div>delete</div></div>
<div>YDO WPCF Onsite</div> <div>85530</div> <div>WPCF Onsite - DMR</div> <div>Water Quality</div>	<div>New</div> <div>3/5/2025 9 days ago</div> <div>1/1/2026 - 12/31/2026</div> <div>2/15/2027</div>	<div>30491</div> <div>New</div> <div><div>edit</div><div>delete</div></div>

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

Q Search

Criteria

Keywords

YDO WPCF Onsite

Submittal Type

WPCF Onsite - DMR

Reporting Period

Due Date

1 - 10 of 10

Updated Date (New-Old)

Only the submittal records with the [New] status will be displayed on this page.


To find unsubmitted Reporting Obligation submittals, please navigate to the Pending Submittals .

To find submitted Reporting Obligation submittals, please navigate to the Track Submitted Submittals .

Submittal Site or Subject	Status/ Updated Date	Action/ Preparer/ Other info
<div>YDO WPCF Onsite</div> <div>85529</div> <div>WPCF Onsite - DMR</div> <div>Water Quality</div>	<div>Open</div> <div>3/14/2025 Today</div> <div>1/1/2025 - 12/31/2025</div> <div>2/15/2026</div>	<div>Onsite Tester</div> <div>30491</div> <div>New</div> <div><div>edit</div><div>delete</div></div>

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.

The screenshot shows the 'My Submittals' dashboard. The left sidebar has an 'Info' section with two cards: 'Upcoming Obligation' with a value of 249 and 'Sendback' with a value of 3. Below these is a 'Count of Permission Requests' showing 0. The main area is titled 'Submittals' and has a red box around the heading 'MY SUBMITTALS (LAST 3 MONTHS)'. To the right of this heading are tabs for 'Pending' and 'Submitted'. Below the heading, there is a submittal for 'YDO WPCF Onsite'. It includes details like 'WPCF Onsite - DMR', the address '4026 Fairview Industrial Dr SE, Salem, OR 97302-1142 (Marion County)', dates '1/1/2025 ~ 12/31/2025', and a 'Due on' date of '2/15/2026'. A blue pencil icon is visible next to the submittal, and a red arrow points to it.


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 Comments and Explanation text field if applicable.

The screenshot shows the 'WPCF Onsite - DMR' form. The form has a green header bar with the title 'WPCF Onsite - DMR'. Below the header, there is a navigation bar with tabs: 'Basic Info', 'Daily Data', 'Attachment', 'Review', and 'Submission'. The 'Basic Info' tab is selected. The form contains sections for 'General Report Comments and Explanation' with a 'Comments' text area, and 'Signatory Information' with fields for 'Signatory Name', 'Signatory Title', and 'Signatory Phone Number'. The 'Signatory Name' and 'Signatory Phone Number' fields are marked as 'Required'.

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.

1 Basic info

2 Daily Data

3 Attachment

4 Review

5 Submission

System 001: Effluent to drainfield

System 001: Influent to treatment unit

System 002: Effluent to drainfield

YDO WPCF Onsite

4026 Fairview Industrial Dr SE, Salem, OR 97302-1142

Permit No. WOSBIIIIRGF>-ORWOS0072

System 001: Influent to treatment unit

System 001: RGF @ 5,000 gpd

1/1/2025 ~ 12/31/2025

Flow=monthly average (gpd); Influent=annual

No Discharge

The daily data must have a sample result for one day.

Ad Hoc

Copy & Paste

Instruction

Add substances and dates from the component on the right.

Pick Dates: 1/1/2025 ~ 12/31/2025

Select All

Jan 2025

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Substance

BOD, 5-day

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 .

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WPCF Onsite - DMR

85776 Open

Basic Info

Daily Data

Attachment

Review

Submission

System 001: Effluent to drainfield

System 001: Influent to treatment unit

System 002: Effluent to drainfield

YDO WPCF Onsite

4026 Fairview Industrial Dr SE, Salem, OR 97302-1142

Permit No. WOSBIIRGF--ORWOS0072

System 001: Influent to treatment unit

System 001: RGF @ 5,000 gpd

1/1/2025 ~ 12/31/2025

Flow=monthly average (gpd); Influent=annual

No Discharge

Add Substances/Dates

1/31/2025

BOD, 5-day

Max: 0 Min: 0 Avg: 0 GM: 0

00318 Effluent Gross (Supplementary) - Y mg/L

300 (MB - Maximum)

Flow

Max: 0 Min: 0 Avg: 0 GM: 0

74071 Effluent Gross (Supplementary) - Y gal/d

5000 (DD - Daily Maximum)

Flow meter calibration

Max: 0 Min: 0 Avg: 0 GM: 0

03605 Effluent Gross (Supplementary) - Y Y=0,N=1

0 (VA - Value)

Nitrogen, ammonia [NH3-N]

Max: 0 Min: 0 Avg: 0 GM: 0

51085 Effluent Gross (Supplementary) - Y mg/L

REPORT (SG - Single Grab)

Nitrogen, total Kjeldahl

Max: 0 Min: 0 Avg: 0 GM: 0

49579 Effluent Gross (Supplementary) - Y mg/L

150 (MB - Maximum)

Oil & Grease

Max: 0 Min: 0 Avg: 0 GM: 0

00556 Effluent Gross (Supplementary) - Y mg/L

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).

YDO WPCF Onsite

4026 Fairview Industrial Dr SE, Salem, OR 97302-1142

Permit No. WOSBIIRGF--ORWOS0072

System 001: Influent to treatment unit

System 001: RGF @ 5,000 gpd

1/1/2025 ~ 12/31/2025

Flow=monthly average (gpd); Influent=annual

No Discharge

Add Substances/Dates

1/31/2025

BOD, 5-day

Max: 210 Min: 210 Avg: 210.00 GM: 210.00

00318 Effluent Gross (Supplementary) - Y mg/L

300 (MB - Maximum)

Flow

Max: 5001 Min: 5001 Avg: 5001.00 GM: 5001.00

74071 Effluent Gross (Supplementary) - Y gal/d

5000 (DD - Daily Maximum)

Flow meter calibration

Max: 0 Min: 0 Avg: 0.00 GM: 0.00

03605 Effluent Gross (Supplementary) - Y Y=0,N=1

0 (VA - Value)

Nitrogen, ammonia [NH3-N]

Max: 0 Min: 0 Avg: 0.00 GM: 0.00

51085 Effluent Gross (Supplementary) - Y mg/L

REPORT (SG - Single Grab)

Nitrogen, total Kjeldahl

Max: 115 Min: 115 Avg: 115.00 GM: 115.00

49579 Effluent Gross (Supplementary) - Y mg/L

150 (MB - Maximum)

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.

System 001: Influent to treatment unit

4026 Fairview Industrial Dr SE, Salem, OR 97302-1142

Permit No. WOSBIRGF-ORWOS0072

System 001: RGF @ 5,000 gpd

Flow: monthly average (gpd); Influent: annual

Flow

Substance	1/31/2025	2/28/2025	3/14/2025
BOD, 5-day	210	*9	*9
Flow	5001	4000	3200
Flow meter calibration	0	*9	*9
Nitrogen, ammonia [NH3-N]	0	*9	*9
Nitrogen, total Kjeldahl	115	*9	*9

No Data Indicators (NODIs)

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)
*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 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.

Flow

Substance	1/31/2025	2/28/2025	3/14/2025
Flow	5001	*E	3200

No Data Indicators (NODIs)

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

Repeat these steps for the remaining system DMRs:

- System 001:** Effluent to drainfield
- System 002:** Effluent to drainfield

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

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** .

1 Basic Info

2 Daily Data

3 Attachment

4 Review

5 Submission

System 001: Effluent to drainfield

System 001: Influent to treatment unit

System 002: Effluent to drainfield

YDO WPCF Onsite

4026 Fairview Industrial Dr SE, Salem, OR 97302-1142

Permit No. WOSBIIIRGF>-ORWOS0072

System 001: Effluent to drainfield

System 001: RGF @ 5,000 gpd

1/1/2025 ~ 12/31/2025

Effluent=Semi-annually

No Discharge

Add Substances/Dates

Ad Hoc

Copy & Paste

Instruction

Add substances and dates from the component on the right.

Pick Dates: 1/1/2025 ~ 12/31/2025

Select All

Mar 2025

SUN	MON	TUE	WED	THU	FRI	SAT
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Substance

BOD, 5-day

Max: 0 Min: 0 Avg: 0 GM: 0

00318 Effluent Gross (Supplementary) - Y mg/L

20 (MB - Maximum)

1/31/2025

=

Required.

mg/L

3/17/2025

=

Required.

mg/L

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.

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1 Basic Info
2 Daily Data
3 Attachment
4 Review
5 Submission

System 001: Effluent to drainfield
System 001: Influent to treatment unit
System 002: Effluent to drainfield

YDO WPCF Onsite
4026 Fairview Industrial Dr SE, Salem, OR 97302-1142
Permit No. WOSBIIIRGF~ORWOS0072
System 001: Effluent to drainfield
System 001: RGF @ 5,000 gpd
1/1/2025 ~ 12/31/2025
Effluent=Semi-annually
☐ No Discharge
Add Substances/Dates

☐ Ad Hoc
☒ Copy & Paste

Instruction
Fill out the Excel Template, copy the sample results (without the date and substance name), and then paste the sample results into the textbox. Click the "Import Data" button to load the sample results into the data entry form.

Click to Download CSV Template

COPY & PASTE HERE

PREVIEW

Import Data

	A	B	C
1	Substance	1/31/2025	3/17/2025
2	["BOD, 5-day (mg/L) (Effluent Gross (Supplementary) - Y)"]	22	12
3	["Nitrogen, Total (mg/L) (Effluent Gross (Supplementary) - Y)"]	30	20
4	["Nitrogen, ammonia [NH3-N] (mg/L) (Effluent Gross (Supplementary) - Y)"]	12	10
5	["Nitrogen, nitrate total [as NO3] (mg/L) (Effluent Gross (Supplementary) - Y)"]	7	5
6	["Nitrogen, total Kjeldahl (mg/L) (Effluent Gross (Supplementary) - Y)"]	11	5
7	["Solids, total suspended (mg/L) (Effluent Gross (Supplementary) - Y)"]	12	18

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.

☒ Ad Hoc
☐ Copy & Paste

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).

	A	B	C
1	Substance	1/31/2025	3/17/2025
2	["BOD, 5-day (mg/L) (Effluent Gross (Supplementary) - Y)"]	22	12
3	["Nitrogen, Total (mg/L) (Effluent Gross (Supplementary) - Y)"]	30	20
4	["Nitrogen, ammonia [NH3-N] (mg/L) (Effluent Gross (Supplementary) - Y)"]	12	10
5	["Nitrogen, nitrate total [as NO3] (mg/L) (Effluent Gross (Supplementary) - Y)"]	7	5
6	["Nitrogen, total Kjeldahl (mg/L) (Effluent Gross (Supplementary) - Y)"]	11	5
7	["Solids, total suspended (mg/L) (Effluent Gross (Supplementary) - Y)"]	12	18

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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 ▼

YDO WPCF Onsite

System 001: Effluent to drainfield

4026 Fairview Industrial Dr SE, Salem, OR 97302-1142

Permit No. WOSBiiIRGF~ORWOS0072

System 001: RGF @ 5,000 gpd

1/1/2025 ~ 12/31/2025

Effluent-Semi-annually

No Discharge

Add Substances/Dates ▼

☐ Ad Hoc ☒ Copy & Paste

Instruction

Fill out the Excel Template, copy the sample results (without the date and substance name), and then paste the sample results into the textbox. Click the “Import Data” button to load the sample results into the data entry form.

Click to Download CSV Template

COPY & PASTE HERE

22	12
30	20
12	10
7	5
11	5
12	18

PREVIEW


22	12
30	20
12	10
7	5
11	5
12	18

Import Data






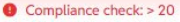




























A dialogue box will appear, select OK.


! Importing data would update the entered results.
Do you want to continue?

OK CANCEL

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  20 (MB - Maximum)	=  22  	=  12 
Nitrogen, Total Max: 30 Min: 20 Avg: 25.00 GM: 24.49 00601 Effluent Gross (Supplementary) - Y  30 (MB - Maximum)	=  30 	=  20 
Nitrogen, ammonia [NH3-N] Max: 12 Min: 10 Avg: 11.00 GM: 10.95 51085 Effluent Gross (Supplementary) - Y  REPORT (SG - Single Grab)	=  12 	=  10 
Nitrogen, nitrate total [as NO3] Max: 7 Min: 5 Avg: 6.00 GM: 5.92 71850 Effluent Gross (Supplementary) - Y  REPORT (SG - Single Grab)	=  7 	=  5 
Nitrogen, total Kjeldahl Max: 11 Min: 5 Avg: 8.00 GM: 7.42 49579 Effluent Gross (Supplementary) - Y  REPORT (SG - Single Grab)	=  11 	=  5 
Solids, total suspended Max: 18 Min: 12 Avg: 15.00 GM: 14.70 00530 Effluent Gross (Supplementary) - Y  20 (MB - Maximum)	=  12 	=  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
*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)

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.

Substance	1/31/2025	3/31/2025
BOD, 5-day Max: NaN Min: NaN Avg: NaN GM: NaN 00318 Effluent Gross (Supplementary) - Y mg/L 20 (MB - Maximum)	= 22 Compliance check: > 20 mg/L	= *E mg/L
Nitrogen, Total Max: NaN Min: NaN Avg: NaN GM: NaN 00601 Effluent Gross (Supplementary) - Y mg/L 30 (MB - Maximum)	= 30 mg/L	= *E mg/L
Nitrogen, ammonia [NH3-N] Max: NaN Min: NaN Avg: NaN GM: NaN 51085 Effluent Gross (Supplementary) - Y mg/L REPORT (SG - Single Grab)	= 12 mg/L	= *E mg/L
Nitrogen, nitrate total [as NO3] Max: NaN Min: NaN Avg: NaN GM: NaN 71850 Effluent Gross (Supplementary) - Y mg/L REPORT (SG - Single Grab)	= 7 mg/L	= *E mg/L
Nitrogen, total Kjeldahl Max: NaN Min: NaN Avg: NaN GM: NaN 49579 Effluent Gross (Supplementary) - Y mg/L REPORT (SG - Single Grab)	= 11 mg/L	= *E mg/L
Solids, total suspended Max: NaN Min: NaN Avg: NaN GM: NaN 00530 Effluent Gross (Supplementary) - Y mg/L 20 (MB - Maximum)	= 12 mg/L	= *E mg/L

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.

System 001: Influent to treatment unit

4026 Fairview Industrial Dr SE, Salem, OR 97302-1142
Permit No: W05BIIIIRGF-ORW050072

System 001: RGF @ 5,000 gpd
1/1/2025 ~ 12/31/2025
Flow: monthly average (gpd); Influent: annual

Substance	1/31/2025	2/28/2025	3/14/2025
BOD, 5-day Max: NaN Min: NaN Avg: NaN GM: NaN 00318 Effluent Gross (Supplementary) - Y mg/L 300 (MB - Maximum)	= 210 mg/L	= *9 mg/L	= *9 mg/L
Flow Max: 5001 Min: 3200 Avg: 406700 GM: 4000.27 74071 Effluent Gross (Supplementary) - Y gal/d 5000 (DD - Daily Maximum)	= 5001 gal/d <small>Compliance check: > 5000</small>	= 4000 gal/d	= 3200 gal/d
Flow meter calibration Max: NaN Min: NaN Avg: NaN GM: NaN 03605 Effluent Gross (Supplementary) - Y Y=0/N=1 0 (VA - Value)	= 0 Y=0/N=1	= *9 Y=0/N=1	= *9 Y=0/N=1
Nitrogen, ammonia [NH3-N] Max: NaN Min: NaN Avg: NaN GM: NaN 51085 Effluent Gross (Supplementary) - Y mg/L REPORT (SG - Single Grab)	= 0 mg/L	= *9 mg/L	= *9 mg/L
Nitrogen, total Kjeldahl Max: NaN Min: NaN Avg: NaN GM: NaN 49579 Effluent Gross (Supplementary) - Y mg/L	= 115 mg/L	= *9 mg/L	= *9 mg/L

No Data Indicators (NODIs)

The input data must be positive numeric value or defined "non-numeric" code (e.g. "A", "B", etc.)

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)
*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)

Repeat the above steps for the remaining system DMRs:

- System 001:** Influent to treatment unit
- System 002:** Effluent to drainfield

5. Attachment tab

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

The screenshot shows the 'Attachment' step (3) of a 5-step process. The main area has a yellow instruction box stating: 'required (*) attachments. Please refer to side panel on the right for more detailed information. When uploading an attachment, first click the file record and select a document type option for the uploaded file.' Below this is a grey bar with the text 'Click to Upload or Drag Files Over Here'. On the right, a side panel titled 'WPCF Onsite - DMR' shows a file record 'f60040' with status 'New' and type 'Onsite'. Below this, a red-bordered box titled 'Attachment Types' contains a legend: '* represents required attachments.' and a section for '* Lab results' with the text 'Upload supporting document here' and a grid of document type buttons: xml, txt, gif, jpg, jpeg, png, pdf, zip, doc, docx, xls, and xlsx. A red arrow points from the 'Click to Upload or Drag Files Over Here' button to the 'Attachment Types' panel.

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

This screenshot is similar to the previous one, showing the 'Attachment' step. The yellow instruction box contains the text: 'Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information. When uploading an attachment, first click the file record and select a document type option for the uploaded file.' The grey bar at the bottom contains the text 'Click to Upload or Drag Files Over Here', which is highlighted with a red rectangular box.

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.

1 Basic Info2 Daily Data3 Attachment4 Review5 Submission

Make sure you upload all required (*) attachments. Please refer to side panel on the right for

When uploading an attachment, first click the file record and select a document type option for t

Files Names

1

New

LAB RESULTS_SUPPORTING DOCUMENT.pdf

PDF

Click on the document to identify the attachment type.

New

PDF

Select Document Type

Lab results

Other

Redacted Submittal Form in PDF

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

1 Basic Info2 Daily Data3 Attachment4 Review5 Submission

Instruction

When uploading an attachment, first click the file record and select a document type option for the uploaded file.

Files Names

1

LAB RESULTS_SUPPORTING DOCUMENT.pdf

PDF

Doc.Type Lab results

PDF2,689 KB3/17/2025v1

1 Results

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.

1 Basic Info 2 Daily Data 3 Attachment 4 Review 5 Submission

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Click on the print icon () to view/save/print the submittal data entry form.
Please see the data validation result below to see if the "required" data are entered.

Basic Info

Daily Data

Mandatory Attachment

All required attachments were included.

The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.

Uploaded Attachment

PDF

LAB RESULTS_SUPPORTING DOCUMENT.pdf

Lab results

PDF

2,689 KB

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.

1 Basic info

2 Daily Data

3 Attachment

4 Review

5 Submission

Certification Statement

I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.

☐ I have read and agree to the above certification statement

Required.

Security Question

Security Question: where did you first meet your spouse? *

Required.

☐ Show Question Answer

PIN Number

PIN *

Required.

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit

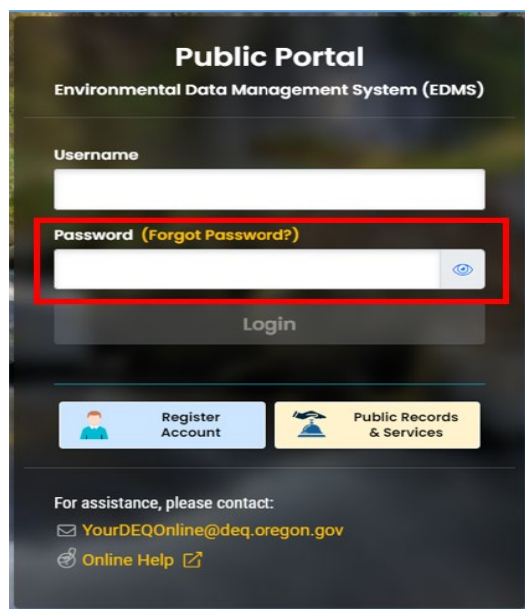


If any required fields have not been completed on the submission tab and/or any other tabs, the system will not allow the submission to successfully complete. The tabs at the top of the page will indicate to the user where a required field was not completed. Once the required field has been addressed,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



Public Portal
Environmental Data Management System (EDMS)

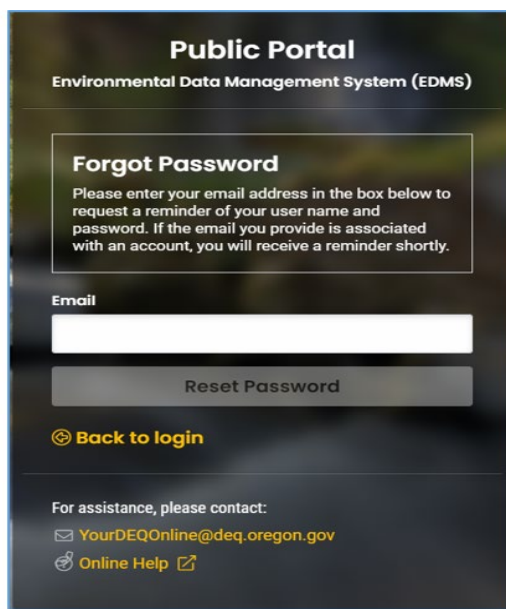
Username

Password (Forgot Password?)

Login

Register Account | Public Records & Services

For assistance, please contact:
✉ YourDEQOnline@deq.oregon.gov
🔗 Online Help



Public Portal
Environmental Data Management System (EDMS)

Forgot Password
Please enter your email address in the box below to request a reminder of your user name and password. If the email you provide is associated with an account, you will receive a reminder shortly.

Email

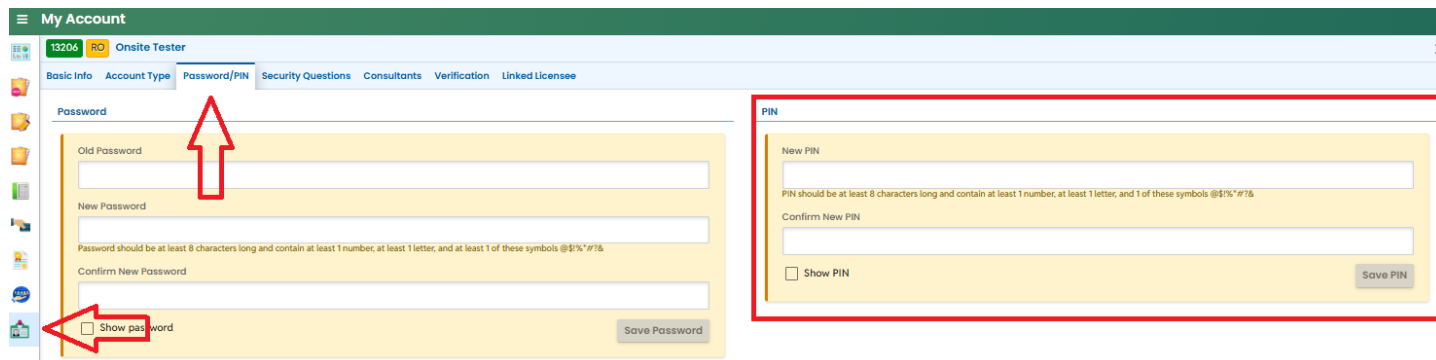
Reset Password

🔗 Back to login

For assistance, please contact:
✉ YourDEQOnline@deq.oregon.gov
🔗 Online Help

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.



My Account

13206 RO Onsite Tester

Basic Info | Account Type | **Password/PIN** | Security Questions | Consultants | Verification | Linked Licensee

Password

Old Password

New Password

Confirm New Password

☐ Show password

Save Password

PIN

New PIN


PIN should be at least 8 characters long and contain at least 1 number, at least 1 letter, and 1 of these symbols @\$!%*?#&

Confirm New PIN

☐ Show PIN

Save PIN

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.

My Account

13204 RO Onsite Tester

Basic Info Account Type Password/PIN **Security Questions** Consultants Verification Linked Licensee

1 Q what is your favorite painting or photo? A



2 Q where did you first meet your spouse? A

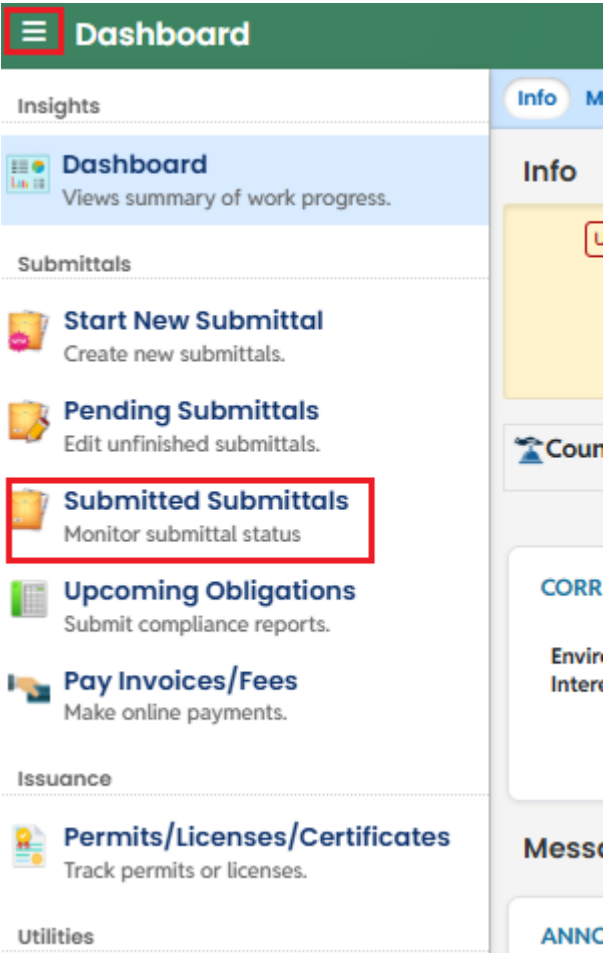
3 Q what is the name of your home town newspaper? A

4 Q what is your favorite song? A

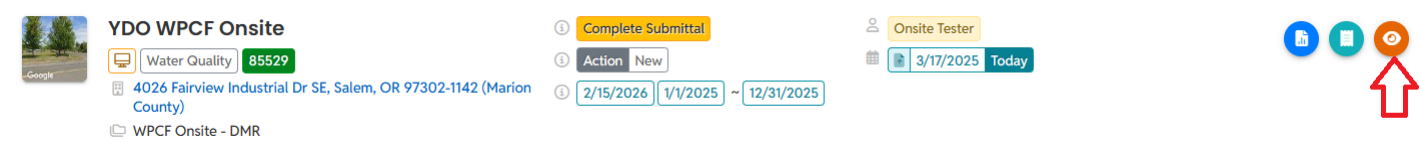
5 Q where did you graduate from high school? A

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.

Submittal Summary

Attachment 1

Issuance

Email History 1

Payment

Correspondence

Case Review Summary

Payment Due

No Payment Due at This Time

Status

Complete Submittal

by

History

3/17/2025 Onsite Tester

Submit

3/14/2025 Onsite Tester

Save

Submittal Summary

WPCF Onsite - DMR

WPCF Onsite - DMR

85529 f60040

Environmental Water Quality

Today

Revision

Withdrawal

Amend

Send the request for Revision/Withdrawal/Amend to the administrator

Revision

Withdrawal

Amend

Request Reason

Send Request

Revision : Revision requests would create a new submittal record apart from the original submission for users to update. The original submittal will be archived/locked.

Withdrawal : Withdrawal requests would allow users to withdraw the submission from the Authority site.

Amend : Amend requests would allow users to modify the data on the current submitted record. No new submittal record shall be created.

Review submittal documents, including the form, receipt and attachments.

Review Flow

1

Technical Review

Send Back Comments

3/17/2025 JESSICA JOYE

Send Back Reason: Please provide monthly average daily flow in gallons per day for each calendar month of the year. If flow was not recorded for a month, use NODI code *E.

Submittal Documents

Forms/Receipt

WPCF Onsite - DMR

Receipt of WPCF Onsite - DMR

Attachments

LAB RESULTS_SUPPORTING DOCUMENT.pdf

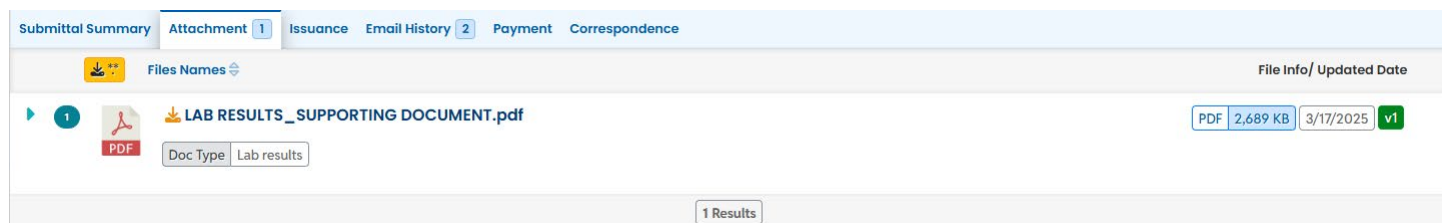
Lab results

9.2. Attachment tab

[Document title]

Version 1.0

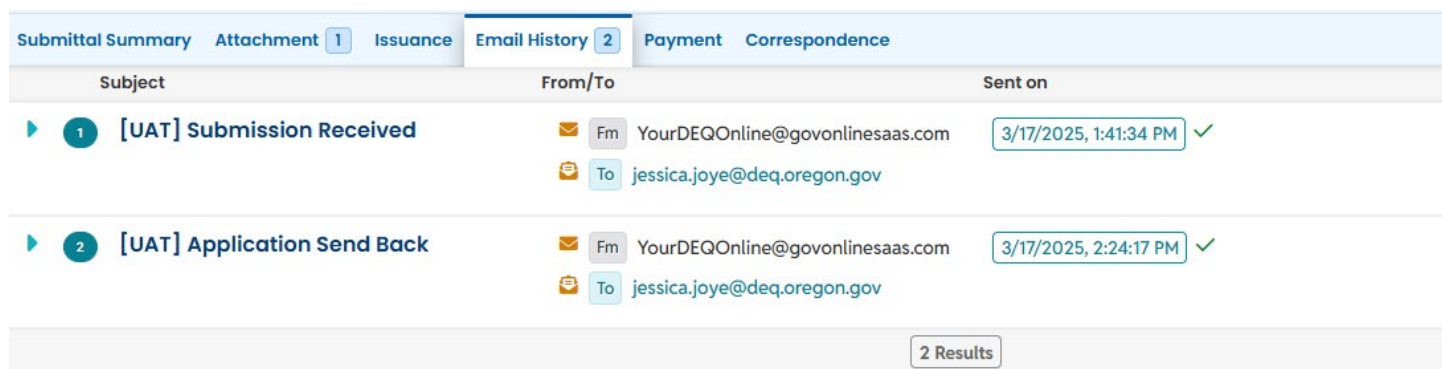
Review the attachments provided with the submittal.



The screenshot shows the 'Attachment' tab with a list of files. The first file is 'LAB RESULTS_SUPPORTING DOCUMENT.pdf', which is a PDF document, 2,689 KB in size, and was updated on 3/17/2025. It is labeled as 'v1'. Below the file list, there is a button that says '1 Results'.

9.3. Email history tab

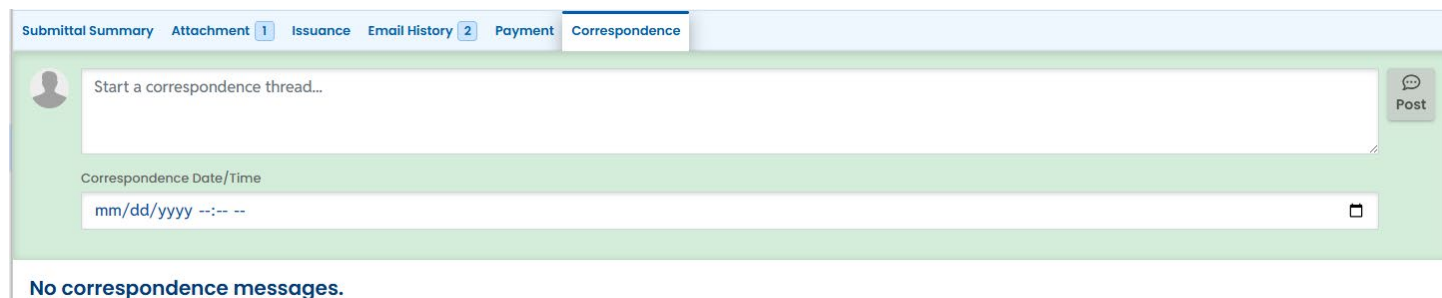
Review all email correspondence related to the submittal. Click on the blue arrow to the left of the subject and expand the record to review the detailed correspondence.



The screenshot shows the 'Email History' tab with two email records. The first record is '[UAT] Submission Received', sent from 'YourDEQOnline@govonlinesaas.com' to 'jessica.joye@deq.oregon.gov' on 3/17/2025 at 1:41:34 PM. The second record is '[UAT] Application Send Back', also sent from 'YourDEQOnline@govonlinesaas.com' to 'jessica.joye@deq.oregon.gov' on 3/17/2025 at 2:24:17 PM. Both records have a green checkmark indicating they were successfully sent. Below the list, there is a button that says '2 Results'.

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.



The screenshot shows the 'Correspondence' tab with a chat interface. At the top, there is a text input field with the placeholder 'Start a correspondence thread...' and a 'Post' button. Below the input field, there is a section for 'Correspondence Date/Time' with a date picker set to 'mm/dd/yyyy --:-- --'. At the bottom, there is a message that says 'No correspondence messages.'

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 7 th 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