Guide to Submitting DMRs in CERIS

This guide describes the process of submitting Discharge Monitoring Reports in the CERIS system.

- 1. Navigate to the CERIS system at https://ceris.deq.nd.gov/ext/ncore/external/home.
- 2. Click on the **Sign In** button on the system home page.



3. Provide your user ID and password and click Sign in.

<u>North Dakota</u> login	
Sign in	
Don't have a North Dakota Login? <u>Create an account.</u>	
User ID	
sybilfawlty	
Forgot user ID?	
Password	
	0
Forgot password?	
Sign in	

a. If this is your first time logging in, you will be prompted to provide responses to five challenge questions for use in CERIS when making electronic data submissions. Select your desired questions and provide responses and click **Save**.

Save

Set Up Security Questions

or each of the following fields, choose a challenge question prompt from the available options, and provide a corresponding answer.	
o help keep your account secure, choose question/answer pairs that will be both easy to remember and difficult for others to guess.	
ecurity Question 1	
Choose a question prompt	v
Your answer	
ecurity Question 2	
Choose a question prompt	v
Your answer	
ecurity Question 3	
Choose a question prompt	Ŧ
Your answer	
ecurity Question 4	
Choose a question prompt	*
Your answer	
ecurity Question 5	
Choose a question prompt	Ŧ
Your answer	

4. After logging in, the Welcome page displays a section titled "Home".

Dakota Be legendary." CERIS-ND	Combined Environmental Regulatory Information System - North Dakota		About		Sign Out			
UAT NDDEQ EXTERNAL							*	
Bismarck City Of 🔻	Home							
Home								
Dashboard	Finding and Submitting Applications and Reque	sts						
Notifications	Begin by browsing the available application, service request and report forms.	Once the des	ired form is	located, you	can fill it out, subr	mit		
Site Details	it, and track it here.							
Start a New Form	Browse Forms							
Submissions								
Discharge Monitoring Reports								
Permits	Add a Site to your account							
Evaluations	Your account currently has access to 4 sites. In order to perform work on add	tional sites, y	ou'll have to	connect ther	n to your user			
Violations	account.							
Authorized Users	Add a Site							
	Need Help? Use the Help link icon in the top right corner of any page to view screen-speci support options.	ic help. If you	ı still need as	sistance, Cor	itact Us for addit	ional		



5. Click on Dashboard.

6. The Dashboard area will show you a list of reports that are coming due. The Priority tab is reports which need attention, while future reports are available under Upcoming. Upcoming reports can also be seen on the right side of the screen when on the Priority tab. Under the Priority tab the DMR due will be available, click **Open**.

Dakota Be Legendory." CERIS-ND	Combined Environmental Regulatory Information System - North Dakota	Home	About	Contact	Sign Out	North Dako	a Departme	ent of Environmental Quality
My Tasks Inbox Admin Repo	orts Explorer nSPECT			Q Search		0 5		Schuett, Patrick J.
Cogswell City Of	Priority Upcoming As Needed Draft To Be Signed In Process							
Dashboard	HIGH PRIORITY				UPCOMING			
Site Details	Permit NDG320009 v8.0 - DMR for Period 10/01/2024 - 03/31/2025			_		Λ	o items	
Start a New Form	Cogswell City Of		(pen				
Submissions	DOE TODAT THE DWK IS DUE 04/28/20/25.							
Discharge Monitoring Reports								

7. This will bring up the DMR, where you will enter the laboratory data. If more than one discharge point has a DMR due, each discharge point will be listed in the dropdown on the top left of the screen.

DMR Data Entry < DMR List Revise DMR		Validate and Review	ND0024791 v7.0 - Falkirk Mining Co 07/01/2024 - 07/31/2024 v1 - Submitted
Monitoring Point 002A: Conventional Pollutants •	Summary		
No Discharge		Enter an asterisk (*) in any field for a list	of available Non-Report Reason Codes

8. Enter the results received from the laboratory.

No Discharge							i Enter an asteris	: (*) in any	r field for a list of available No	n-Report Reason Codes
Parameter		Quantity or L	oading	Units		Quality or Concentration		Units	Sample Freq	Sample Type
Biochemical Oxygen Demand 757	Sample Measurement	****	***	<				>	Weekly	Grab
Effluent Gross Months: Jan, Feb, Mar, Oct, Nov, Dec	Permit Requirement	****	***	lb/d	(Report) Daily Minimum	<=25.000000 Monthly Average	<=45.000000 Daily Maximum	mg/L	Weekly	Grab
Flow Total Month 867	Sample Measurement		P	>	****	****	* * * *		Semiannual 🔻	Calculation v
Months: Jan, Feb, Mar, Oct, Nov, Dec	Permit Requirement		(Report) Monthly Total	Mgaymo		****	* * * *		Semiannual	Calculation
pH 780	Sample Measurement	****	***			···· (>	Weekly	Grab 🔻
Months: Jan, Feb, Mar, Oct, Nov, Dec	Permit Requirement	****	***		>=6.000000 Minimum	****	<=9.000000 Maximum	- 5.U.	Weekly	Grab
Total Suspended Solids 808	Sample Measurement	****	N N N	<	P		P	>	Weekly	Grab 🔻
Months: Jan, Feb, Mar, Oct, Nov, Dec	Permit Requirement	****	6 X X X	ioju	(Report) Daily Minimum	<=30.000000 Monthly Average	<=45.000000 Daily Maximum	iig/L	Weekly	Grab

9. If sampling for a parameter is not required for the monitoring period enter a "*" in the field, which will bring up a menu with the list of available Non-Report Reasons. Enter "9" in addition to retaining the "*" (the value field should be *9) for Monitoring is Conditional/Not Required this MP.

Non-	Report Reason Codes
	*E - Analysis Not Conducted/No Sample
•	*B - Below Detection Limit/No Detection
•	*T - Environmental Conditions - Monitoring Not Possible
•	*A - General Permit Exemption
•	*F - Insufficient Flow for Sampling
•	*P - Laboratory Error or Invalid Test
•	*I - Land Applied
•	*9 - Monitoring is Conditional/Not Required this MP
•	*C - No Discharge
•	*2 - Operations Shutdown

a. If you have a sample result that was "<", enter "*B", then in the comment dropdown, enter the what's on the report from the lab.

• *8 - Other

ading	Units		Quality or Concentration		Units
****	lb/d	*B			
****	ing.	(Report) Daily Minimum	(Report) 30 Day Average	(Report) Daily Maximum	mg/L
****	Edit Comment	Ctrl-Enter will o	pen and close comments		
****				(Report) Daily Maximum	mg/L
	200 character lir	nit		****	****
(Report) Daily Maximum	· · · · ·		OK Cancel	***	
F	.		****	****	
	Mgal				Mgal

b. For General Permit Covered permits the following equation is used to calculate the parameter *Flow Total Month*:

Flow Total Month: Cell Size (acres) × *Water Level Drop (ft)* × 0.3267

- c. If you followed your permit, do not change the Sample Freq nor Sample Type columns.
- 10. Enter any comments pertaining to the DMR in the comments section (optional).

General Report Comments	

11. Click Save

12. Click Validate and Review on the top right of the screen.

		Junnary								
Temperature in Celsius 795	Sample Measurement	****	****	****	****	****	*****	der C	Daily	Not Applicable
Upstream Monitoring	Permit Requirement	****	****		(Report) Daily Minimum	(Report) 30 Day Average	(Report) Daily Maximum	0 -	Daily	Not Applicable
Total Residual Chlorine	Sample Measurement	***	****			****	*****		Daily	Grab
805 Effluent Gross	Permit Requirement	***	****	lbjd		****	<=0.100000 Daily Maximum	mg/L	Daily	Grab
Total Suspended Solids	Sample Measurement	6646	****			****	****		Three per Week	Composite
808 Effluent Gross	Permit Requirement		****	lb/d		<=30.000000 Monthly Average	<=45.000000 Maximum Weekly Average	mg/L	Three per Week	Composite
Total Suspended Solids	Sample Measurement	***	****		****	****	****		Weekly	Composite
808 Raw Sewage Influent	Permit Requirement	6 6 6 6	****	lbjd	(Report) Weekly Minimum	(Report) Monthly Average	(Report) Weekly Maximum	mg/L	Weekly	Composite
eneral Report Comments										

13. Review the Validate and Review DMR page for any errors or warnings. If there are no errors, the DMR can be submitted (DMRs may still be submitted if there are warnings, e.g. effluent limit exceedances are shown as warnings). Click **Save**.

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Certify and Submit	Save	ertify and Submit Ca

14. Click Certify and Submit.



15. Review the Certification Statements and check the boxes next to them.

Certification Statements 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.
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.
I agree that providing the account credentials to sign the submission document constitutes an electronic signature equivalent to my written signature.
✓ I am the owner of the account used to perform the electronic submission and signature.
I have reviewed the electronic form being submitted in its entirety, and agree to the validity and accuracy of the information contained within it to the best of my knowledge.
I have the authority to submit the data on behalf of the facility I am representing.

16. Click **Generate and Email Passcode**. This will send a <u>one-time</u> passcode to your email address associated with your account.

This passcode is used to verify your account when submitting an online form using the North Dakota Department of Environmental Quality NDDEQ UAT - External.
One-Time Passcode: 00828696

17. Enter the passcode into the Passcode field, then answer the security question and click **Submit**.

*asscode	
Security Question	
What was the name of your first stuffed animal?	
Security Question Answer	
•••••	
Submit	

- 18. The DMR has been submitted.
- 19. To verify if the DMR was submitted, click **Discharge Monitoring Reports** and under the Status column it will show submitted.

My Tasks Inbox Admin Repo	orts Explorer nSPECT						C	Search		0	0	💄 Schuett, Pa	atrick J.
Cogswell City Of	Discharge Monitoring Report	File Upload	Start Date: (04/01/2024, End Date: 03/31/	2026, Show Only Latest Ve	sion: true					•	Search D	
Dashboard	DMR Set	Frequency	\$	Due	Received	Violations	=	Status	\$	Decision		•	
Site Details	Y	T				T		(All)	Ŧ	(All)		Y	
Start a New Form	10/01/2025 - 03/31/2026 v1 NDG320009 v8.0	Semi-annual		04/28/2026 Due 7+		No		Unstarted				Ope	in :
Submissions Discharge Monitoring	04/01/2025 - 09/30/2025 v1 NDG320009 v8.0	Semi-annual		10/28/2025 Due 7+		No		Unstarted				Ope	in :
Reports Permits	10/01/2024 - 03/31/2025 v1 NDG320009 v8.0	Semi-annual		04/28/2025 Due		No		Unstarted				Ope	in i
Evaluations	04/01/2024 - 09/30/2024 v1 NDG320009 v7.0	Semi-annual		10/28/2024	10/09/2024	No	(Submitted	>			Ope	n :