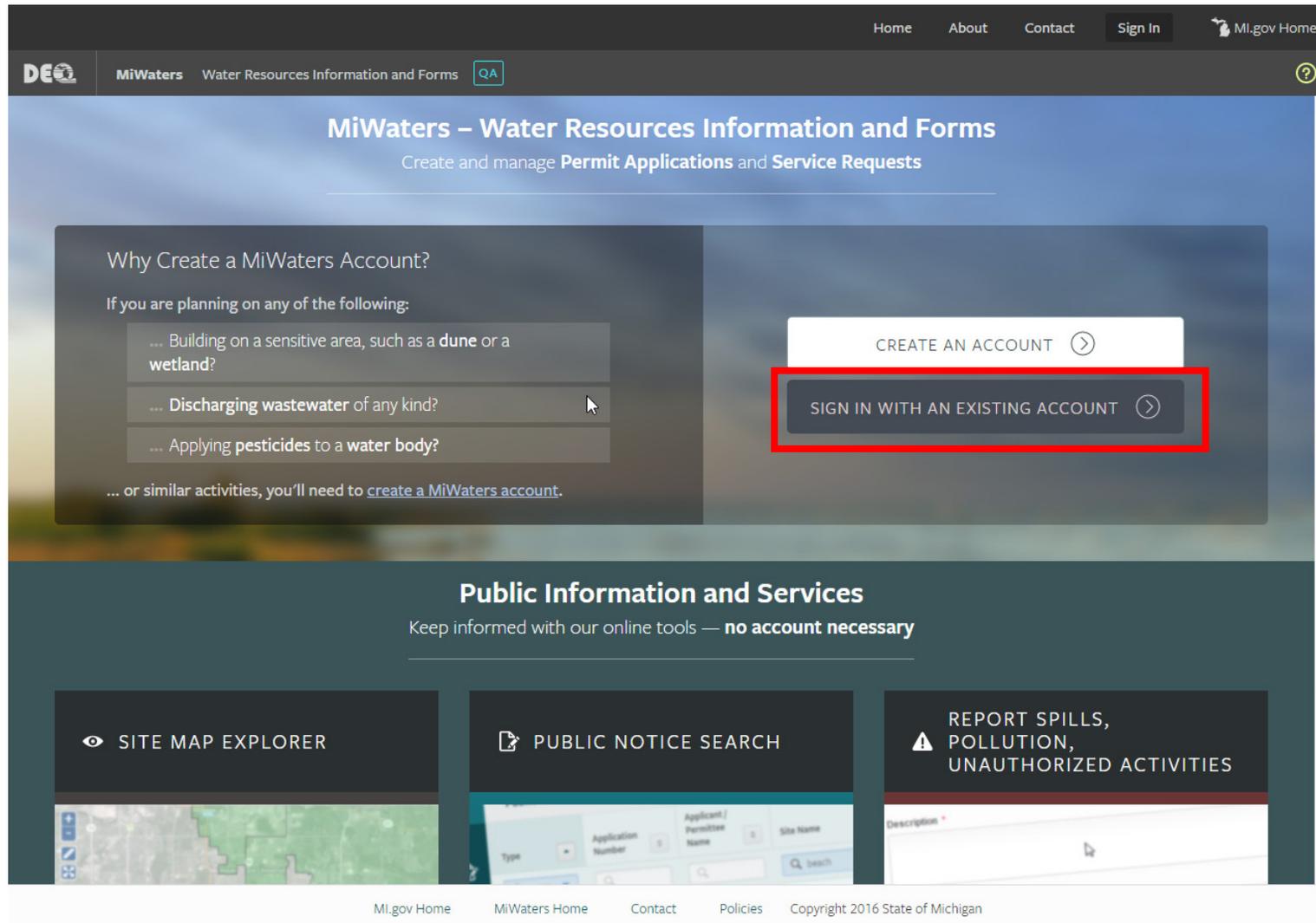


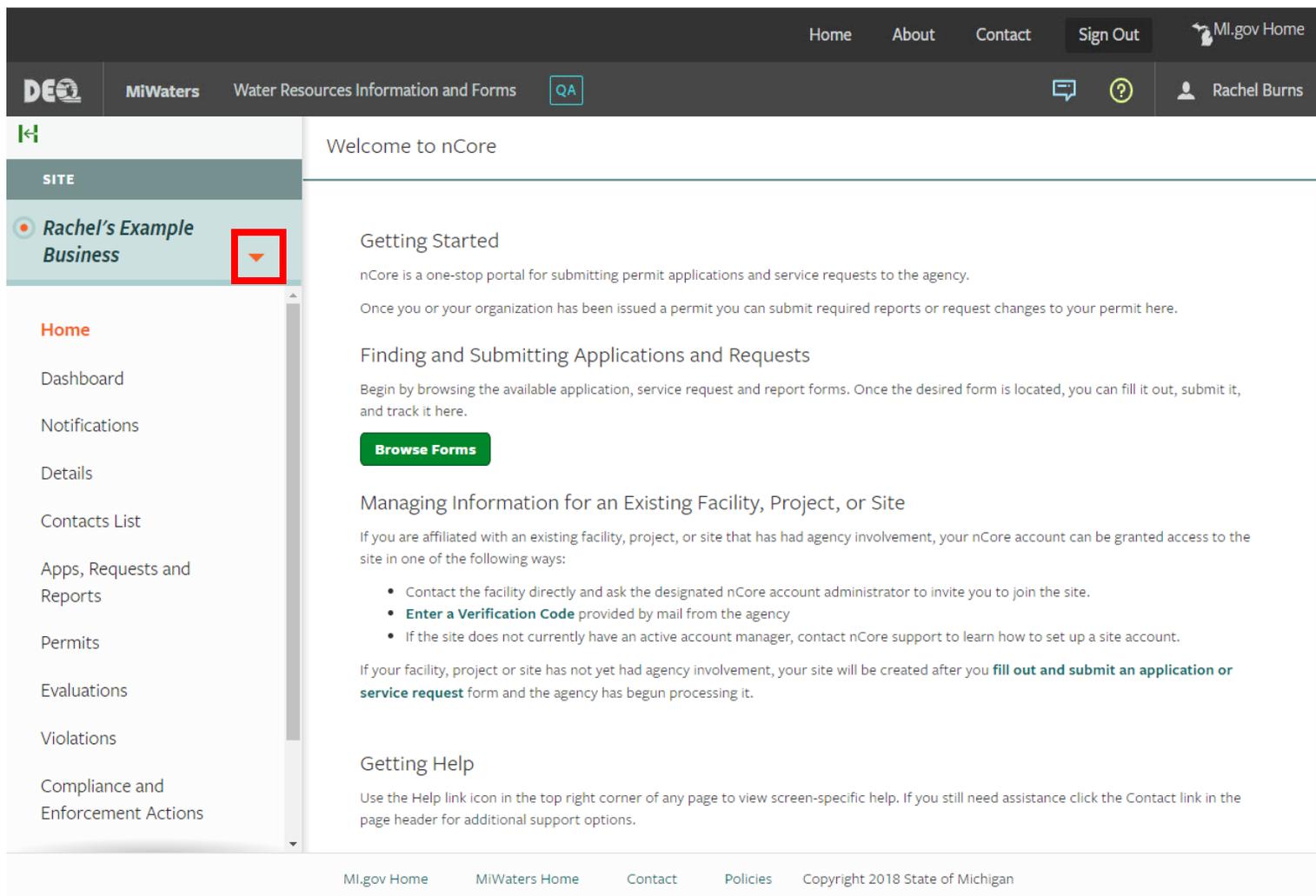


How to Submit a Groundwater Annual Discharge Monitoring Report (DMR) for 2211(a) and 2215-1 permits

1. Go to the MiWaters website: <https://miwaters.deq.state.mi.us> and sign in using the “Sign in with an Existing Account” button.



- 2. Using the small, down-ward pointing orange arrow near the upper left-hand corner of the page, select your site.



3. On the left-hand side of the screen, click on the Apps, Requests and Reports section.

The screenshot displays the nCore user interface. At the top, there is a dark navigation bar with links for Home, About, Contact, Sign Out, and MI.gov Home. Below this is a secondary bar with the DEQ logo, MiWaters, Water Resources Information and Forms, and a QA icon. The user's name, Rachel Burns, is shown in the top right corner. The main content area is titled 'Welcome to nCore' and contains sections for 'Getting Started', 'Finding and Submitting Applications and Requests', and 'Managing Information for an Existing Facility, Project, or Site'. A green 'Browse Forms' button is visible under the 'Finding and Submitting Applications and Requests' section. The left sidebar, under the 'SITE' heading, lists various navigation options: Home, Dashboard, Notifications, Details, Contacts List, Apps, Requests and Reports (highlighted with a red box), Permits, Evaluations, Violations, Compliance and Enforcement Actions, and Rachel's Example Business.

- Click on the blue button located near the bottom of the page titled "View DMRs" to see all available Discharge Monitoring Reports (DMRs).

The screenshot shows the MIWaters portal interface. At the top, there is a navigation bar with links for Home, About, Contact, Sign Out, and MI.gov Home. Below this is a secondary navigation bar with the DEQ logo, MiWaters, Water Resources Information and Forms, and a QA button. A user profile for Rachel Burns is visible in the top right. On the left, a sidebar menu lists various site options, with 'Apps, Requests and Reports' highlighted in red. The main content area is titled 'Forms' and is divided into three sections: 1. 'Applications, Service Requests, Permit Change Forms & Reports' with sub-sections 'Start New Form' and 'Draft & Submitted Forms'. 2. 'Assigned Forms and Schedules' with sub-sections 'New and Draft Assigned Forms' and 'Submitted Reporting Forms'. 3. 'DMRs' with the sub-section 'View DMRs', which is highlighted by a red rectangular box. The footer contains links for MI.gov Home, MiWaters Home, Contact, Policies, and Copyright 2018 State of Michigan.

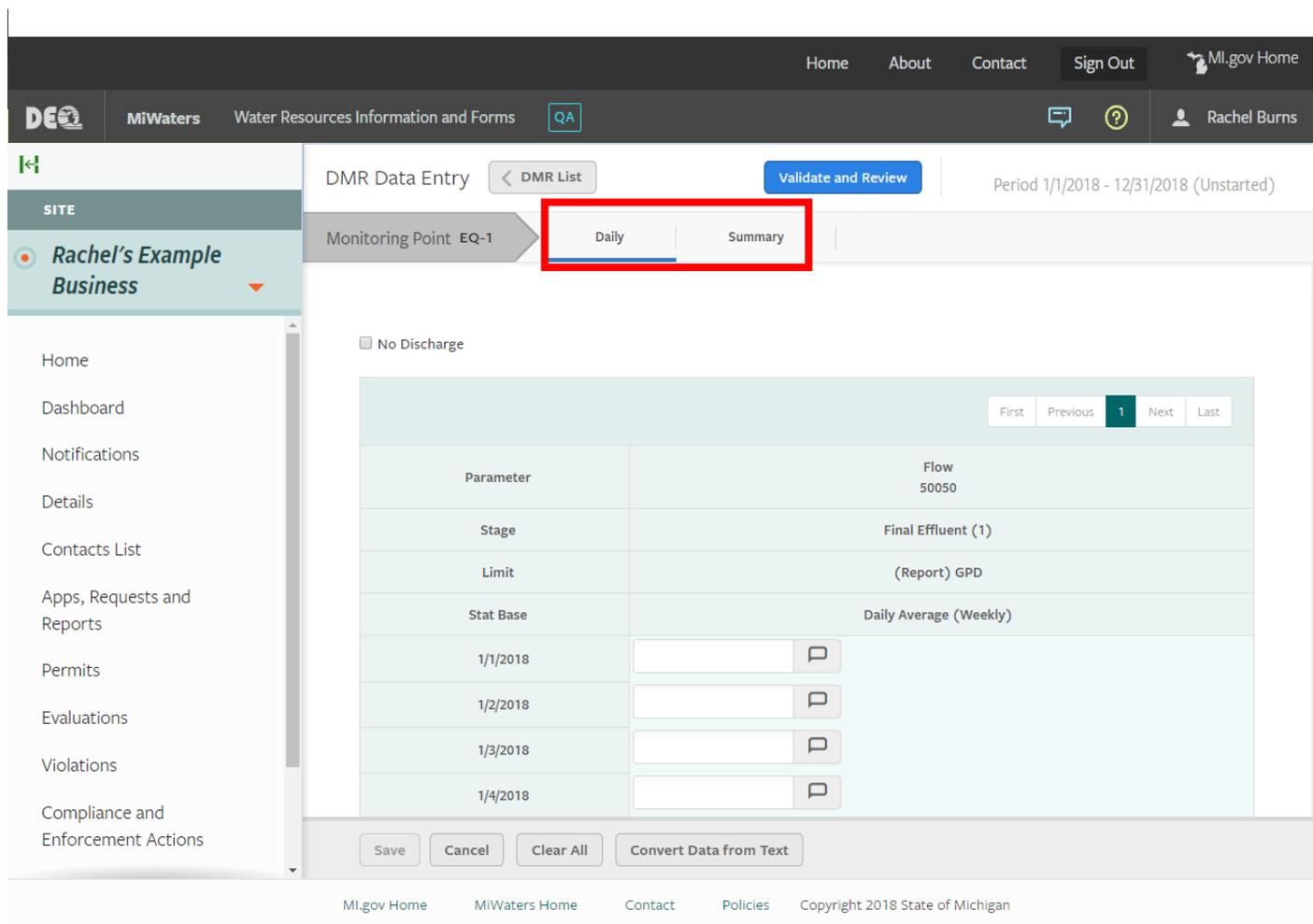
- 5. On the Discharge Monitoring Reports screen, find the correct DMR and click the “Open” button on the right-hand side of the row. To find the correct DMR, first look at the information contained in the DMR Set column and make sure that the DMR covers the calendar year that you are reporting for. You’ll also want to confirm that the “Due” column shows January 31st as the due date. Please note that some permits also require that an annual biosolids DMR be submitted; that is a separate DMR and covers a different reporting period (October through September of the following year) and is due on October 30th.

DMR Set	Frequency	Due	Received	Violations	Status	
(10/1/2018 - 9/30/2019) v1 Due 7+	Annual	10/30/2019		No	Unstarted	Open XML
(1/1/2018 - 12/31/2018) v1 Due 7+	Annual	1/31/2019		No	Unstarted	Open XML
(10/1/2017 - 9/30/2018) v1 Due 7+	Annual	10/30/2018		No	Unstarted	Open XML

This is the groundwater annual DMR. Note that it covers January 1st through December 31st and is due January 31st.

This is the biosolids annual DMR. Note that it covers October 1st through September 30th and is due October 30th.

- 6. The DMR has both a Daily and Summary section. Both sections need to be filled out completely in order to submit the DMR. The DMR will open to the Daily section. To switch between sections, click the tabs near the top of the page (please see image below).



- 7. The Daily section is where daily and/or weekly data will be reported. The Daily section has one row for each day of the year, however, not all rows need to have a number added. The permit requires that a daily average be reported on a weekly basis, meaning that a daily average must be reported at least once a week. You may report daily flow data or choose any day of the week to report the daily average for the week. Data can be entered into the form manually or copied from an Excel spreadsheet and pasted to the page by using the Convert Data from Text button (located at the bottom of the page). **For more detailed instructions on using Excel spreadsheets to enter this data, please refer to steps 7a through 7i below; those choosing to enter data manually can skip to step 8 on page 16.**

DMR Data Entry < DMR List Validate and Review Period 1/1/2018 - 12/31/2018 (Unstarted)

Monitoring Point EQ-1 Daily Summary

No Discharge

Parameter	Flow
50050	50050
Stage	Final Effluent (1)
Limit	(Report) GPD
Stat Base	Daily Average (Weekly)
1/1/2018	<input type="text"/>
1/2/2018	<input type="text"/>
1/3/2018	<input type="text"/>
1/4/2018	<input type="text"/>

Save Cancel Clear All Convert Data from Text

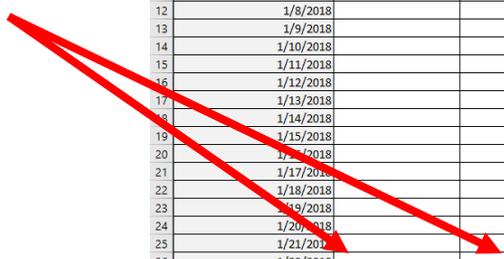
MI.gov Home MIWaters Home Contact Policies Copyright 2018 State of Michigan

7a. Click [here](#) to go to the Groundwater program webpage to find an up-to-date copy of the excel spreadsheet.

7b. After opening the excel spreadsheet for the year that you need to report for, find the correct worksheet for your type of facility. Below are descriptions of each worksheet. To navigate between the different worksheets, just click the tabs at the bottom of the page.

- i. Annual Flow Log (Meter Reading): This worksheet should be used by groundwater discharge facilities that collect direct meter readings. **Please continue to step 7c on page 9 if this is the worksheet you are using.**
- ii. Annual Flow Log: This worksheet should be used by groundwater discharge facilities collecting or calculating flow volumes. **Please skip to step 7d on page 10 if this is the worksheet you are using.**

Click the tabs to navigate between the different worksheets.



Working DRAFT 2018 Groundwater Annual DMR Worksheets for 2211a and 2215-1 permits - Excel

File Home Insert Draw Page Layout Formulas Data Review View Add-ins Help Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

E376

2018 Annual Flow Worksheet
for:
general groundwater discharge facilities collecting direct meter reads

Date	Flow Data			
	Meter Read (gallons)	Number of Days Represented by Flow Reading	Weekly Total Flow (gallons) <i>*calculated automatically*</i>	Average Daily Flow on a Weekly Basis (gallons) <i>*calculated automatically*</i>
Start Reading:				
1/1/2018			#N/A	
1/2/2018			#N/A	
1/3/2018			#N/A	
1/4/2018			#N/A	
1/5/2018			#N/A	
1/6/2018			#N/A	
1/7/2018			#N/A	
1/8/2018			#N/A	
1/9/2018			#N/A	
1/10/2018			#N/A	
1/11/2018			#N/A	
1/12/2018			#N/A	
1/13/2018			#N/A	
1/14/2018			#N/A	
1/15/2018			#N/A	
1/16/2018			#N/A	
1/17/2018			#N/A	
1/18/2018			#N/A	
1/19/2018			#N/A	
1/20/2018			#N/A	
1/21/2018			#N/A	
1/22/2018			#N/A	

Annual Flow Log (Meter Reading) | Annual Flow Log (Flow Volume)

7c. When using the Annual Flow Log (Meter Reading) worksheet, a start reading (from the beginning of the year) must first be entered. After that, readings may be entered daily or weekly; meter readings must be in gallons and need to be entered in the Meter Read column. The number of days between flow readings needs to be entered in to the Number of Days Represented by Flow Reading column. Numbers in the Weekly Total Flow and Average Daily Flow on a Weekly Basis columns will be calculated automatically once meter readings and number of days between flows are added. All grey boxes in the form are calculated automatically and numbers cannot be added or changed. **Continue to Step 7e on page 11.**

Enter start reading

Enter meter readings and the number of days represented by each reading

2018 Annual Flow Worksheet for: general groundwater discharge facilities collecting direct meter reads				
Date	Flow Data			
	Meter Read (gallons)	Number of Days Represented by Flow Reading	Weekly Total Flow (gallons) <i>*calculated automatically*</i>	Average Daily Flow on a Weekly Basis (gallons) <i>*calculated automatically*</i>
Start Reading:	159862			
1/1/2018				
1/2/2018				
1/3/2018				
1/4/2018				
1/5/2018	161543	5	1681	336
1/6/2018				
1/7/2018				
1/8/2018				
1/9/2018				
1/10/2018				
1/11/2018				
1/12/2018	164592	7	3049	436
1/13/2018				
1/14/2018				
1/15/2018				
1/16/2018				
1/17/2018				
1/18/2018				
1/19/2018	167157	7	2565	366
1/20/2018				
1/21/2018				
1/22/2018				

7d. When using the Annual Flow Log (Flow Volume) worksheet, readings may be entered daily or weekly. Readings need to be entered in the Flow column in gallons. The number of days between flow readings needs to be entered in to the Number of Days Represented by Flow Reading column. Numbers in the Daily Flow on a Weekly Basis column will be calculated automatically once the flow volumes and number of days between flows are added. All grey boxes in the form are calculated automatically and numbers cannot be added or changed. **Continue to Step 7e on page 11.**

Enter flow readings and the number of days represented by each reading

2018 Annual Flow Worksheet for: general groundwater discharge facilities collecting or calculating flow volumes			
Date	Flow Data		
	Flow (gallons)	Number of Days Represented by Flow Reading	Average Daily Flow on a Weekly Basis (gallons) <i>*calculated automatically*</i>
1/1/2018			
1/2/2018			
1/3/2018			
1/4/2018			
1/5/2018	1681	5	336
1/6/2018			
1/7/2018			
1/8/2018			
1/9/2018			
1/10/2018			
1/11/2018			
1/12/2018	5684	7	812
1/13/2018			
1/14/2018			
1/15/2018			
1/16/2018			
1/17/2018			
1/18/2018			
1/19/2018	4268	7	610
1/20/2018			
1/21/2018			
1/22/2018			
1/23/2018			

7e. Ensure that readings have been added for the entire year. At the bottom of the page there will be a section for Summary DMR Data. Within this box will be a result for Total Annual Flow, Total Number of Discharge Days, Highest Annual Daily Flow and Annual Average Daily Flow. These numbers are calculated automatically from the data added in the table above. Review the Total Annual Flow and Total Number of Discharge Days numbers and ensure that they look reasonable; if these numbers do not look correct, review the readings and number of discharge days entered in the worksheet to ensure they are accurate. Facilities that discharge every day year-round should have 365 for the Total Number of Discharge Days; facilities that do not discharge daily or only discharge seasonally will have a Total Number of Discharge Days that is less than 365.

Example of facility that discharges daily year-round

Summary DMR Data <i>*calculated automatically*</i>	Total Annual Flow:	1573987
	Total Number of Discharge Days:	365
	Highest Annual Daily Flow:	7812
	Annual Average Daily Flow:	4312

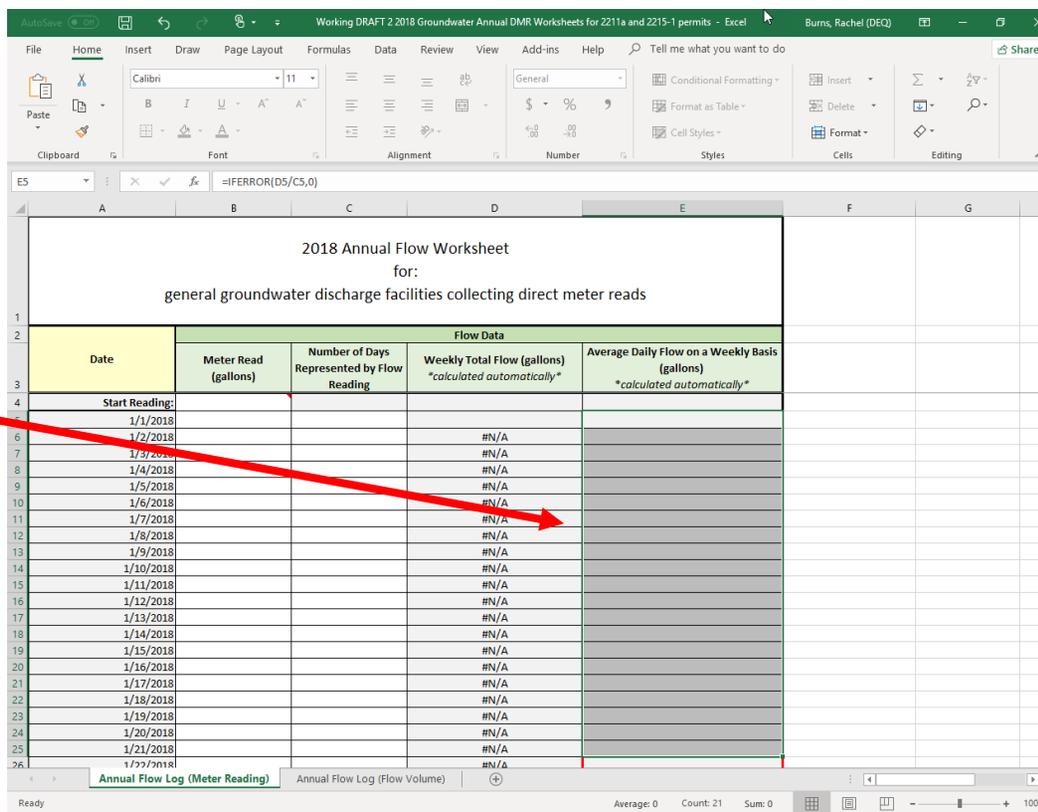
Example of facility that discharges daily March through November

Summary DMR Data <i>*calculated automatically*</i>	Total Annual Flow:	1573987
	Total Number of Discharge Days:	275
	Highest Annual Daily Flow:	6103
	Annual Average Daily Flow:	5724

7f. To copy data from the spreadsheet to the discharge monitoring report in MiWaters, the appropriate data must be copied from the spreadsheet. On the spreadsheet there is a section outlined in red within the Average Daily Flow on a Weekly Basis column. Once the red outlined section has been identified in the spreadsheet, it needs to be copied. Cells can be copied in Excel several different ways, the two easiest are explained below:

- Left-click on the first cell in the series to be copied, hold down the shift button on the keyboard and then click on the final cell in the series to be copied. Selected cells will highlight dark grey. On the keyboard hold down the control (Ctrl) button and then hit C. The copied cells will be outlined in a dotted line.
- Left-click on the first cell in the series to be copied and hold the left button down on the mouse. Still holding the left button down, scroll to the final cell in the series to be copied and release the button. Selected cells will highlight dark grey. On the keyboard hold down the control (Ctrl) button and then hit C. The copied cells will be outlined in a dotted line.

Example of copied cells



7g. Return to the MiWaters DMR page (step 7). On the DMR Daily page, click the Convert Data from Text button (see step 7). Click within the Convert Data from Text box, and on the keyboard hold down the control (Ctrl) button and hit the V button (to paste the copied cells from the Excel spreadsheet).

The screenshot displays the MiWaters DMR Data Entry interface. At the top, there is a navigation bar with links for Home, About, Contact, Sign Out, and MI.gov Home. Below this is a secondary navigation bar with the DEQ logo, MiWaters, Water Resources Information and Forms, and a QA button. The main content area is titled 'DMR Data Entry' and includes a 'DMR List' button and a 'Validate and Review' button. The period is set to '1/1/2017 - 12/31/2017 (Draft)'. The interface is for 'Monitoring Point EQ-1' and is currently in 'Daily' view. A 'Convert Data From Text' dialog box is open, prompting the user to 'Paste tab-delimited data from a spreadsheet into the text area below and click "Convert" to populate the DMR form.' The dialog box contains a text input field and 'Convert' and 'Cancel' buttons. In the background, a table is visible with columns for Parameter, Stage, Limit, Stat Base, and dates from 1/1/2017 to 1/4/2017. A 'No Discharge' checkbox is also present. The footer of the page includes links for MI.gov Home, MiWaters Home, Contact, Policies, and Copyright 2018 State of Michigan.

7h. The formatting may look a little strange within the Convert Data from Text box after you paste into it – this is normal, do not make any changes to the formatting. Click the Convert button.

The screenshot displays the 'DMR Data Entry' interface. At the top, there is a navigation bar with links for Home, About, Contact, and Sign Out, along with a user profile for Rachel Burns. Below this, a sidebar lists various site management options. The main content area shows a table for data entry. A modal dialog box titled 'Convert Data From Text' is open, providing instructions on how to use tab-delimited data from a spreadsheet. The dialog box includes a text input field containing the value '2065' and two buttons: 'Convert' (highlighted with a red box) and 'Cancel'. The background table has columns for 'Parameter', 'Stage', 'Limit', 'Stat Base', and dates from '1/1/2017' to '1/4/2017'. A 'Convert Data from Text' button is also visible at the bottom of the main interface.

7i. The data will be converted and should appear within the DMR in the same order that it was entered on the Excel spreadsheet. Scroll down the DMR page to confirm that all data converted over correctly and is properly formatted. Any needed changes can be made manually within the DMR. **Skip to step 9 on page 17.**

DEQ MiWaters Water Resources Information and Forms QA Rachel Burns

Home About Contact Sign Out MI.gov Home

DMR Data Entry < DMR List Validate and Review Period 1/1/2017 - 12/31/2017 (Draft)

SITE Rachel's Example Business

Monitoring Point EQ-1 Daily Summary

Parameter	Value
Flow	50050
Stage	Final Effluent (1)
Limit	(Report) GPD
Stat Base	Daily Average (Weekly)
1/1/2017	<input type="text"/>
1/2/2017	<input type="text"/>
1/3/2017	<input type="text"/>
1/4/2017	<input type="text"/>
1/5/2017	<input type="text"/>
1/6/2017	<input type="text"/>
1/7/2017	2232
1/8/2017	<input type="text"/>

Save Cancel Clear All Convert Data from Text

MI.gov Home MiWaters Home Contact Policies Copyright 2018 State of Michigan

8. You may enter the information on the page manually by moving your mouse pointer over any of the open boxes and doing a single right click (the box will outline in blue when it is selected). You may report daily flow data or choose any day of the week to report the daily average for the week; either way, a daily average must be reported at least once a week. If reporting the daily average for the week, it should be calculated by taking the total flow for the week and dividing by the number of days that discharge was occurring. For example, if a total flow of 35,000 gallons was recorded between January 1st and January 7th, and the facility discharged every day that week, the daily average for the week would be calculated as follows:

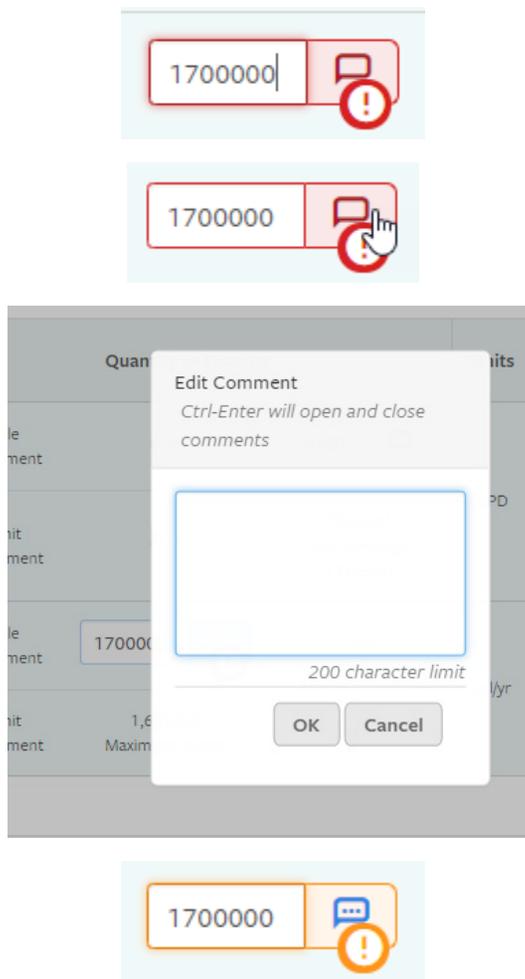
$$35,000 \text{ (gallons)} / 7 \text{ (days)} = 5,000 \text{ (gallons/day)}$$

The screenshot shows the 'DMR Data Entry' interface for 'Monitoring Point EQ-1'. The 'Daily' tab is active, showing a table with the following data:

Parameter	Value	Unit
50050		
Stage	Final Effluent (1)	
Limit	(Report) GPD	
Stat Base	Daily Average (Weekly)	
1/1/2017	<input type="text"/>	<input type="button" value="P"/>
1/2/2017	<input type="text"/>	<input type="button" value="P"/>
1/3/2017	<input type="text"/>	<input type="button" value="P"/>
1/4/2017	<input type="text"/>	<input type="button" value="P"/>
1/5/2017	<input type="text"/>	<input type="button" value="P"/>
1/6/2017	<input type="text"/>	<input type="button" value="P"/>
1/7/2017	5000	<input type="button" value="P"/>
1/8/2017	<input type="text"/>	<input type="button" value="P"/>

At the bottom of the table, there are buttons for 'Save', 'Cancel', 'Clear All', and 'Convert Data from Text'. The footer of the page includes 'MI.gov Home', 'MiWaters Home', 'Contact', 'Policies', and 'Copyright 2018 State of Michigan'.

- 9. If any boxes turn red (please see image below) indicating that the flow is higher than allowed under the permit, ensure that the number entered in the box is correct then click the comment box and add a comment about why the flow is higher than allowed under the permit. The box will turn orange once a comment is entered.



- 10. Once you have entered all your data for the year, click the green Save button at the bottom of the page. There is also a General Report Comments box at the bottom of the page where you may add comments if needed.

The screenshot shows the 'DMR Data Entry' interface. At the top, there is a navigation bar with links for Home, About, Contact, Sign Out, and MI.gov Home. Below this is a secondary navigation bar with 'DEQ', 'MiWaters', 'Water Resources Information and Forms', and a 'QA' button. The user's name, 'Rachel Burns', is displayed in the top right. The main content area is titled 'DMR Data Entry' and includes a 'DMR List' link and a 'Validate and Review' button. The data entry period is set to '1/1/2017 - 12/31/2017 (Draft)'. The interface is divided into 'Monitoring Point EQ-1', 'Daily', and 'Summary' tabs. The 'Daily' tab is active, showing a table with columns for date and data entry. The table contains the following data:

Date	Data	Action
12/27/2017	5900	[Icon]
12/28/2017		[Icon]
12/29/2017		[Icon]
12/30/2017		[Icon]
12/31/2017		[Icon]

Below the table is a 'General Report Comments' section with a text input area. At the bottom of the page, there is a 'Save' button (highlighted with a red box), 'Cancel', 'Clear All', and 'Convert Data from Text' buttons. The footer contains links for MI.gov Home, MiWaters Home, Contact, Policies, and Copyright 2018 State of Michigan.

11. Next, click on the Summary section near the top of the page.

DEQ MiWaters Water Resources Information and Forms QA Rachel Burns

Home About Contact Sign Out MI.gov Home

DMR Data Entry < DMR List Validate and Review Period 1/1/2017 - 12/31/2017 (Draft)

SITE Rachel's Example Business

Monitoring Point EQ-1 Daily **Summary**

No Discharge

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	Sample Freq
Flow 50050 Final Effluent (1)	Sample Measurement **** <input type="text"/> <input type="button" value="P"/>	GPD	**** **** ****	****	Weekly
	Permit Requirement **** (Report) Daily Average (Weekly)		**** **** ****		Weekly
Flow (Calculated) 90028 Final Effluent (1)	Sample Measurement <input type="text"/> <input type="button" value="P"/>	gal/yr	**** **** ****	****	Annually
	Permit Requirement 1,609,295 Maximum Annual ****		**** **** ****		Annually

Save Cancel Clear All

MI.gov Home MiWaters Home Contact Policies Copyright 2018 State of Michigan

12. The data required to be entered in the Summary section of the DMR will differ slightly between permit types. 2211(a) permits will need to report the highest daily average flow for the year and the total annual flow for the year, while 2215-1 permits will also need to report the annual daily average flow. **If you are using the Excel spreadsheet, please see step 12a for where to find these numbers;** descriptions for calculating these numbers are included below.

- ① Flow (Calculated) Final Effluent/Maximum Annual: the total flow volume for the year (in gallons).
- ② Flow Final Effluent/Daily Average (Weekly): the highest daily average reported for the year (from the Daily page).
- ③ Flow Final Effluent/Daily Average (Annual): the annual daily average flow; calculated by taking the total annual flow volume and dividing by the number of days that discharge occurred (365 for year-round daily dischargers, less than 365 for seasonal or non-daily dischargers).

Example of DMR Summary page for 2211(a) permit

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	Sample Freq	Sample Type
Flow 50050 Final Effluent (1)	Sample Measurement	****	②	****	****	Weekly Calculation
	Permit Requirement	****	9100 Daily Average (Weekly)	****	****	Weekly Calculation
Flow (Calculated) 90028 Final Effluent (1)	Sample Measurement	①	****	****	****	Annually Calculation
	Permit Requirement	698,000 Maximum Annual	****	****	****	Annually Calculation

Example of DMR Summary page for 2215-1 permit

Parameter	Quantity or Loading	Units	Quality or Concentration	Units	Sample Freq	Sample Type
Flow 50050 Final Effluent (1)	Sample Measurement	③	②	****	****	See Permit Requirements Calculation
	Permit Requirement	10000 Daily Average (Annual)	20000 Daily Average (Weekly)	****	****	See Permit Requirements Calculation
Flow (Calculated) 90028 Final Effluent (1)	Sample Measurement	①	****	****	****	Annually Calculation
	Permit Requirement	1,892,935 Maximum Annual	****	****	****	Annually Calculation

12a. From the Summary DMR Data section near the bottom of the spreadsheet, copy (either manually or using the copy/paste function) the numbers into the corresponding boxes on the DMR Summary page (please see image below).

Summary DMR Data <i>*calculated automatically*</i>	Total Annual Flow:	1573987
	Total Number of Discharge Days:	365
	Highest Annual Daily Flow:	7812
	Annual Average Daily Flow:	4312

2215-1 permits only, for other permits this box will not exist on the DMR.

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	Sample Freq	Sample Type
Flow 50050 Final Effluent (1)	Sample Measurement	<input type="text"/>	<input type="text"/>	GPD	****	****	****	****	See Permit Requirements	Calculation
	Permit Requirement	10000 Daily Average (Annual)	20000 Daily Average (Weekly)		****	****	****		See Permit Requirements	Calculation
Flow (Calculated) 90028 Final Effluent (1)	Sample Measurement	<input type="text"/>		gal/yr	****	****	****	****	Annually	Calculation
	Permit Requirement	1,892,935 Maximum Annual	****		****	****	****		Annually	Calculation

13. Once you have entered all required numbers, click the Save button at the bottom of the page.

DEQ MiWaters Water Resources Information and Forms QA

Home About Contact Sign Out MI.gov Home Rachel Burns

DMR Data Entry < DMR List Validate and Review Period 1/1/2018 - 12/31/2018 (Draft)

SITE Rachel's Example Business

Monitoring Point EQ-1 Daily 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	Units	Sample Fr
Flow 50050 Final Effluent (1)	Sample Measurement	7812	****	****	Weekly
	Permit Requirement	(Report) Daily Average (Weekly)	****	****	Weekly
Flow (Calculated) 90028 Final Effluent (1)	Sample Measurement	1573987	****	****	Annually
	Permit Requirement	1,609,295 Maximum Annual	****	****	Annually

General Report Comments

Save Cancel Clear All

MI.gov Home MiWaters Home Contact Policies Copyright 2018 State of Michigan

14. Click the blue Validate and Review button near the top of the page.

DEQ MiWaters Water Resources Information and Forms QA Rachel Burns

Home About Contact Sign Out MI.gov Home

DMR Data Entry < DMR List **Validate and Review** Period 1/1/2018 - 12/31/2018 (Draft)

SITE Rachel's Example Business

Monitoring Point EQ-1 Daily 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	Units	Sample Fr
Flow 50050 Final Effluent (1)	Sample Measurement	**** 7812	****	****	Weekly
	Permit Requirement	****	(Report) Daily Average (Weekly)	****	Weekly
Flow (Calculated) 90028 Final Effluent (1)	Sample Measurement	1573987	****	****	Annually
	Permit Requirement	1,609,295 Maximum Annual	****	****	Annually

General Report Comments

Save Cancel Clear All

MI.gov Home MIWaters Home Contact Policies Copyright 2018 State of Michigan

15. The review page will open. Ensure that there are no errors and click the Certify and Submit button at the bottom of the page.

The screenshot displays the 'Review DMR Errors and Violations' interface. At the top, there is a navigation bar with links for Home, About, Contact, and Sign Out, along with a user profile for Rachel Burns. The main header includes the DEQ logo, MiWaters branding, and the current page title. A left-hand sidebar lists various site management options, with 'Rachel's Example Business' selected. The central content area features a green notification box indicating that all data is clear. Below this is a filterable table with columns for DMR Set, Monitoring Point, DMR Type, Day, Parameter, Result Type, and Description. The table currently shows no data. At the bottom of the page, a prominent green 'Certify and Submit' button is highlighted with a red rectangular border.

16. On the Certify and Submit DMR page be sure to click the button next to the “I Certify the statement below:” line, enter your MiWaters password, provide your answer to the security question and then click the green Submit button at the bottom of the page.

The screenshot displays the 'Certify And Submit DMR' page. At the top, there is a dark navigation bar with links for Home, About, Contact, Sign Out, and Mi.gov Home. Below this is a secondary navigation bar with the DEQ logo, MiWaters, Water Resources Information and Forms, and a QA icon. The user's name, Rachel Burns, is visible in the top right. The left sidebar shows a 'SITE' menu with 'Rachel's Example Business' selected. The main content area features a 'Certify And Submit DMR' title with a 'Back' button and a period of '1/1/2017 - 12/31/2017 (Draft)'. The form includes a checked checkbox for 'I Certify the statement below:', a text box with a certification statement, a 'Password' field with masked characters, a 'Security Question' field with the text 'In what city or town did your mother and father meet?', and a 'Security Question Answer' field with the text 'test_answer'. A green 'Submit' button is highlighted with a red box at the bottom of the form. The footer contains links for MI.gov Home, MiWaters Home, Contact, Policies, and Copyright 2018 State of Michigan.

17. Once the DMR is successfully submitted, a DMR Submission Confirmation window will appear. At the bottom of the page there is a Download Copy of Record button that you may use to download a copy of the submission confirmation and save to your computer or print off for your records. Once finished, click the green OK button to close the page.

The screenshot displays the 'DMR Submission Confirmation' page. The top navigation bar includes 'Home', 'About', 'Contact', 'Sign Out', and 'MI.gov Home'. The user is identified as 'Rachel Burns'. The left sidebar shows the 'SITE' menu with 'Rachel's Example Business' selected. The main content area shows submission details: Checksum (uAeduxqWQ7mOh7cXvCMbxjMYitLJ+haat0QBSZqh8fs=), Site Name, Permit Number, and Reporting Period (1/1/2017 - 12/31/2017). Below this is the 'Submitter Details' section with fields for Name (Rachel Burns), Organization, Email, and Phone. A 'Download Copy of Record' button is highlighted with a red box. At the bottom of the confirmation area, a green 'OK' button is also highlighted with a red box. The footer contains links for 'MI.gov Home', 'MiWaters Home', 'Contact', 'Policies', and 'Copyright 2018 State of Michigan'.