



eSMR² Discharger Quick Start Guide

Prerequisites (Completed by WB Staff):

- Organization = Discharger's Agency
- Party = Discharger Staff
- Party = Water Board Staff
- Place = Discharge Point(s)
- Place = Facility
 - o Linked to a Regional Board
 - o Related Parties Tab > [Link a Person] > link Discharger Staff
 - o Related Places Tab > [Link a Place] > link Discharge Point(s)
- User Account = Discharger Legally Responsible Official

eSMR II Report Selection Screens:

- Facility: _____
- Order Number: _____
- Report Name: _____

eSMR II No Discharge Tab:

- Added/Modified No Discharge Dates
- OR-**
- No Discharge Entire Period
- Add Comment

eSMR II EDF/CDF Tab:

- Uploaded CDF file
- AND/OR-**
- Uploaded EDF file

eSMR II Analytical Data Tab:

- Select Monitoring Location
- Add Parameters (Group/Individual)
- Complete Added Parameters
 - o Analytical Method
 - o Sample Date/Time
 - o Analytical Date/Time
 - o Qualifier
 - o Result
 - o Units
 - o MDL/ML/RL (where applicable)
 - o Comment

eSMR II Calculated Data Tab:

- Select Monitoring Location
- Add Parameters (Individual)
- Complete Added Parameters
 - o Calculation Type
 - o Result
 - o Units
 - o Qualifier
 - o Comment



eSMR II Data Summary Tab:

- Sort and Verify Information Entered In
 - o EDF/CDF Tab
 - o Analytical Data Tab
 - o Calculated Data Tab

eSMR II Attachments Tab:

- Upload Attachments to Report

eSMR II Violations Tab:

- Add New Violation
 - Violation Option A (by parameter)
 - o Parameter
 - o Occurrence Date
 - o Limit
 - o Bounded
 - o Result
 - o Units
 - o Limitation Period
 - o Description (automatically populated)
 - o Comment
 - o Corrective Action
 - OR-**
 - Violation Option B (by type)
 - o Violation Type
 - o Occurrence Date
 - o Comment
 - o Corrective Action
- Add Additional New Violations (as necessary)
- Update Entered Violation (as necessary)
- Delete Entered Violation (as necessary)

eSMR II Submittal Tab:

- Preview Report
- Upload Cover Letter (option A)
- AND/OR-**
- Type in Plain Text (option B)
- Certify & Submit Report
 - o Certifier Name
 - o Title
 - o Executed On (date, automatically populated)
 - o Executed At (location)