



eSMR² Discharger Report Submittal Checklist

Prerequisites for Submitting:

- Contact Case Worker to Activate Permit
- Submit User Registration Forms for:
 - Legally Responsible Official
 - Data Preparer (if applicable)
- Obtain Login Information from CIWQS Help Center
- Gather Monitoring Data for Entry/Upload
- Prepare CIWQS Data Files/EDF Files (if applicable)

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
 - Analytical Method
 - Sample Date/Time
 - Analytical Date/Time
 - Qualifier
 - Result
 - Units
 - MDL/ML/RL (where applicable)
 - Comment

eSMR II Calculated Data Tab:

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



eSMR II Data Summary Tab:

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

eSMR II Attachments Tab:

- Upload Attachments to Report

eSMR II Violations Tab:

- Add New Violation
 - Violation Option A (by parameter)
 - Parameter
 - Occurrence Date
 - Limit
 - Bounded
 - Result
 - Units
 - Limitation Period
 - Description (automatically populated)
 - Comment
 - Corrective Action
 - OR-**
 - Violation Option B (by type)
 - Violation Type
 - Occurrence Date
 - Comment
 - 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
 - Certifier Name
 - Title
 - Executed On (date, automatically populated)
 - Executed At (location)