

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**.

The image shows the North Dakota Login page. At the top is the 'North Dakota login' logo. Below it is a 'Sign in' heading. There is a link for 'Don't have a North Dakota Login? Create an account.' followed by a 'User ID' input field containing 'sybilfawltly' and a 'Forgot user ID?' link. Below that is a 'Password' input field with masked characters and a visibility icon, and a 'Forgot password?' link. At the bottom is a blue 'Sign in' button circled in red.

- 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**.

Set Up Security Questions

To continue using the CERIS-ND system, you must first set security questions for your account.

For each of the following fields, choose a challenge question prompt from the available options, and provide a corresponding answer. To help keep your account secure, choose question/answer pairs that will be both **easy to remember** and **difficult for others to guess**.

Security Question 1

Choose a question prompt...
Your answer

Security Question 2

Choose a question prompt...
Your answer

Security Question 3

Choose a question prompt...
Your answer

Security Question 4

Choose a question prompt...
Your answer

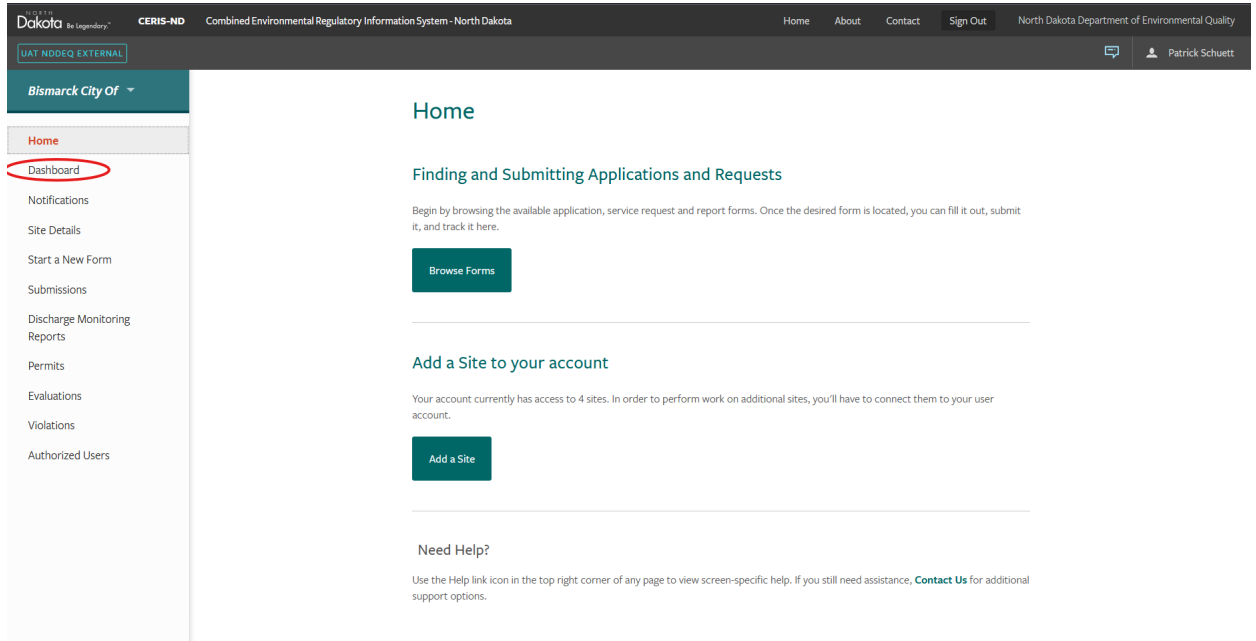
Security Question 5

Choose a question prompt...
Your answer

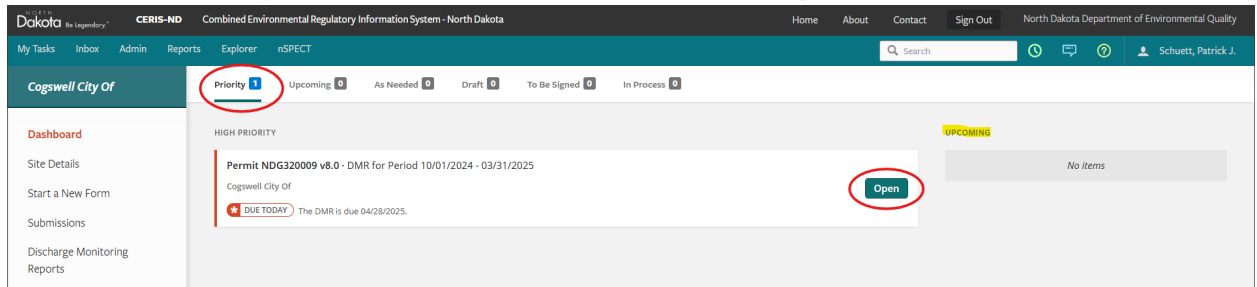
Save

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

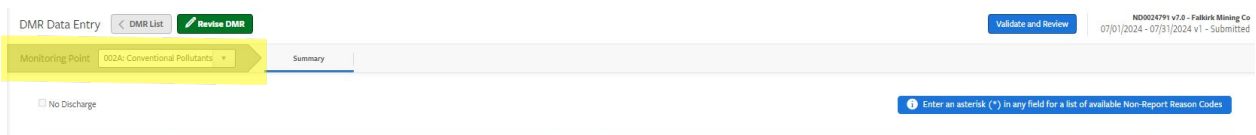
5. Click on **Dashboard**.



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**.



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.



8. Enter the results received from the laboratory.

DMR Data Entry < DMR List Validate and Review ND632009 v8.0 - Cogswell City Of 10/01/2024 - 03/31/2025 v1 - Unstarted

Monitoring Point: 001A: Conventional Pollutants 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 Freq	Sample Type
Biochemical Oxygen Demand 757 Effluent Gross Months: Jan, Feb, Mar, Oct, Nov, Dec	Sample Measurement	****	****	****	Weekly	Grab
	Permit Requirement	****	(Report) Daily Minimum	<=25.000000 Monthly Average	Weekly	Grab
Flow Total Month 867 Effluent Gross Months: Jan, Feb, Mar, Oct, Nov, Dec	Sample Measurement	****	****	****	Semiannual	Calculation
	Permit Requirement	****	(Report) Monthly Total	****	Semiannual	Calculation
pH 780 Effluent Gross Months: Jan, Feb, Mar, Oct, Nov, Dec	Sample Measurement	****	****	****	Weekly	Grab
	Permit Requirement	****	>=6.000000 Minimum	<=9.000000 Maximum	Weekly	Grab
Total Suspended Solids 808 Effluent Gross Months: Jan, Feb, Mar, Oct, Nov, Dec	Sample Measurement	****	****	****	Weekly	Grab
	Permit Requirement	****	(Report) Daily Minimum	<=30.000000 Monthly Average	Weekly	Grab

General Report Comments

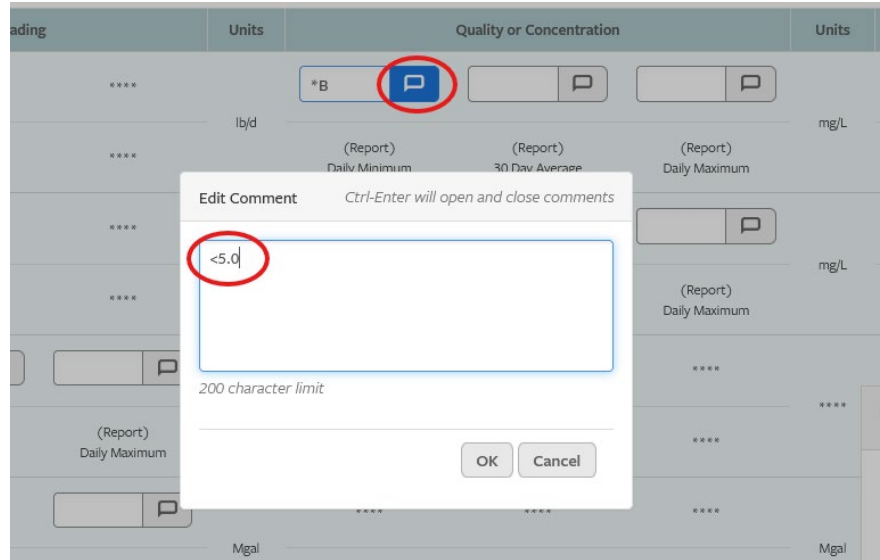
Save Cancel Clear All

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
- *1 - Land Applied
- *9 - Monitoring is Conditional/Not Required this MP
- *C - No Discharge
- *2 - Operations Shutdown
- *8 - Other

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.



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

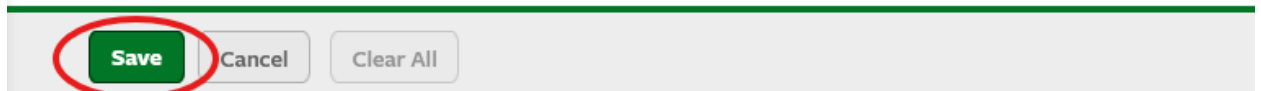
$$\text{Flow Total Month: Cell Size (acres)} \times \text{Water Level Drop (ft)} \times 0.3267$$

- 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.

DMR Data Entry < DMR List Validate and Review ND023434 v1.0 - Bismarck City Of
04/01/2025 - 04/30/2025 v1 - Draft

Monitoring Point: 001A: Conventional Pollutants Summary

Temperature in Celsius 795 Upstream Monitoring	Sample Measurement	****	****	****	****	****	Daily	Not Applicable
	Permit Requirement	****	****	(Report) Daily Minimum	(Report) 30 Day Average	(Report) Daily Maximum	Daily	Not Applicable
Total Residual Chlorine 602 Effluent Gross	Sample Measurement	****	****	****	****	****	Daily	Grab
	Permit Requirement	****	****	****	****	<=0.100000 Daily Maximum	Daily	Grab
Total Suspended Solids 602 Effluent Gross	Sample Measurement	****	****	****	****	****	Three per Week	Composte
	Permit Requirement	****	****	****	<=30.000000 Monthly Average	<=45.000000 Maximum Weekly Average	Three per Week	Composte
Total Suspended Solids 602 Raw Sewage Influent	Sample Measurement	****	****	****	****	****	Weekly	Composte
	Permit Requirement	****	****	(Report) Weekly Minimum	(Report) Monthly Average	(Report) Weekly Maximum	Weekly	Composte

General Report Comments

Save Cancel Clear All

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**.

Save
Certify and Submit
Cancel

14. Click **Certify and Submit**.

Save
Certify and Submit
Cancel

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

Certify And Submit DMR < Validate and Review

Preview DMR

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.

- 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.

To sign this form you need to use a generated passcode. The passcode will be sent to your account email address.

Generate and Email Passcode

16. Click **Generate and Email Passcode**. This will send a one-time 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**.

Passcode

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 Reports Explorer nSPECT Search Schuett, Patrick J.

Cogswell City Of Discharge Monitoring Reports File Upload Start Date: 04/01/2024, End Date: 03/31/2026, Show Only Latest Version: true Search

DMR Set	Frequency	Due	Received	Violations	Status	Decision
10/01/2025 - 03/31/2026 v1 NDG320009 v8.0	Semi-annual	04/28/2026	Due 7+	No	Unstarted	Open
04/01/2025 - 09/30/2025 v1 NDG320009 v8.0	Semi-annual	10/28/2025	Due 7+	No	Unstarted	Open
10/01/2024 - 03/31/2025 v1 NDG320009 v8.0	Semi-annual	04/28/2025	Due	No	Unstarted	Open
04/01/2024 - 09/30/2024 v1 NDG320009 v7.0	Semi-annual	10/28/2024	10/09/2024	No	Submitted	Open