

DMR INSTRUCTIONS OVERVIEW

When completing a DMR, the facility should refer to EPA's "NPDES Permit Program Instructions for the Discharge Monitoring Report Forms (DMRs) Report Year (Current Year)". To obtain EPA's DMR instruction booklet, go on-line at www.epa.gov/region01/enforcementandassistance/dmr.html. Please keep in mind that these instructions may change yearly for any monitoring and reporting procedure and/or requirement and those changes may supercede your existing permit.

GENERAL ENTRIES

1. DMR **Use the correct DMR for the month being reported.**
2. Permittee name and mailing address If incorrect, submit a letter with the correct information to EPA and DES
3. Permit number **Reminder: All letters and reports need the NPDES permit number prominently displayed.**
4. Parameter Check the sampling frequency in your permit. **For example, 2x/week, 2x/month, etc.**
5. Permit Requirement Row Lists effluent limit for each parameter and whether the requirement is a daily minimum or maximum, monthly or weekly average, etc.
6. Sample Measurement Row All reporting blocks in which "*****" does not appear must be filled in. If any blocks are not completed on the DMR, EPA's tracking system will detect these as non-reporting violations subject to enforcement actions. **For example, if there was no discharge for the month, a 'C' would be placed in the box in the upper right corner of the DMR.** Attachment E lists the types of 'No Data Indicator Code' (NODI).
7. Number of Exceedances Enter the number of actual sample measurements that exceed the permit limits. For example, if you had 3 daily maximum, one monthly average and one weekly average, you would enter a 5 in the NO. EX. box. **When reporting a weekly average violation, please provide which week was in violation in your cover letter.**
8. Frequency of Analysis Minimum frequency of sample analysis as specified in the permit. However, if you sample more frequent than that specified in the permit, enter the code that most accurately represents the actual sampling frequency. **For example, if you're required to sample only twice a week and decided to sample three times that week, the code would be 03/07 rather than 02/07.** Attachment C lists the frequency of analysis codes.
9. Sample Type Enter the actual sample type used during the monitoring period. **For example, if the sample was a grab, then enter 'GR' in the sample type box.** Attachment D lists the sample type codes that are allowed to be used.
10. Unit of Measurement Code Enter the actual unit of measure used during the monitoring period. **The more common examples of unit codes are mg/l, lbs/dy, ug/l, MGD, su, etc.** Attachment D1 lists other unit codes that can be used.
11. Comments **Please take note of any pre-printed comments or instructions that appear in the comment section. For example, it may read "Refer to Permit issued on March 30, 2000 for further monitoring requirements."** This may refer to a temporary request for additional sampling to complete the re-application process (i.e. priority pollutant testing). This field should also be used to reference any required explanations of permit violations and should also note the person

name(s) or laboratory that perform the tests. If space is limited, the information can be placed on a cover letter. **Remember to include your permit number on the cover letter.**

12. Signature and date

Be sure the name and title of the principle executive officer (PEO) is in the PEO box. In addition, make sure the form is appropriately signed and dated by either the PEO or authorized agent. **AN ORIGINAL DMR FORM AND SIGNATURE IS REQUIRED.**

13. Transmittal

All reports should be post-marked* by the 15th of the month or an actual date specified in the permit (i.e. annual sludge reports, if applicable, are due by 2/19 of each year) following the reporting period and forwarded to EPA and DES.

* There is an exception called "The Rule of Law". This rule mainly says that if the 15th falls on a Sunday or a Holiday, then the DMR can be postmarked on the next business day.