

>INSTRUCTIONS FOR COMPLETING PREPRINTED DMR FORMS (EPA 3320-1)<

GENERAL:

L THE FORMS MUST BE SUBMITTED TO EPA EVEN IF THERE WAS NOT ANY DISCHARGE.

L An original and three copies are provided. After completion of the DMR, *return the ORIGINAL to EPA* and send one copy to your state agency, if applicable. The remaining two copies are for your use.

L When these instructions conflict with those on the back of the forms, these instructions shall be controlling.

DESCRIPTIONS & SPECIFIC INSTRUCTIONS: Each of the following items corresponds to a like - number item on the attached sample DMR form.

L YOU provide the information for items marked with **N**

1. Address to which the forms are sent.
2. ATTN: name of person to whom the forms are sent; it need not be the person who signs the completed forms.
3. NPDES Permit number.
4. Discharge Number: the first three characters usually indicate the actual discharge number. However, some situations require use of "special" discharge numbers; in such cases, an explanation will appear in the Discharge Description, Item 9. The fourth character is a report grouping code. All references herein to "discharge number" refer to all four characters as printed on the DMR forms.
5. Monitoring Period: the period covered by the DMR form.
6. Major discharger indicator.
7. Applicable only to California permittees - indicates the number of the appropriate Regional Water Quality Control Board.
8. EPA designation for type of effluent limits in the NPDES permit: Initial, Interim or Final. **N/A**
9. Discharge Description: if present, describes the Discharge Number, Item 4
10. **N** Pipe Level "No Discharge/No Data" box: when NO data is being reported for the entire discharge number (see Item 4. above for the definition of discharge number), enter the appropriate code in the box; the list of codes is located at the end of these instructions. If you are reporting No Discharge for the entire discharge number, you may proceed directly to Item 28 after completing this Item. (No Discharge/No Data for an Individual parameter is discussed in Item 26.)
11. Parameter Description.
12. Parameter Code: parameters are always listed on the form in Parameter Code order.

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13. Monitoring Location Description: describes the waste stream to be sampled - influent, effluent, % removal, etc. If it says "SEE COMMENTS BELOW", refer to the Comments section of the form (Item 30) for an explanation.

14. Monitoring Location Code. N/A

15. **N** Sample Measurement Boxes: enter the data you are reporting in these boxes. Asterisks (*****) in a Sample Measurement Box indicate that no entry is required in that box.

L Data must be reported in the same unit of measurement as specified by Items 20 and 22.

L All blank Sample Measurement boxes **MUST** be filled in, except as noted in Item 10 above or Item 25 below. When an average is to be reported, put in the actual average of all the data for the period, regardless of how few samples are taken. Even one sample is sufficient for an average. If your permit has a condition to the effect that "compliance will not be determined if less than_ samples are analyzed", this will be considered when the data are evaluated.

NO DISCHARGE/NO DATA: See Item 25 below.

NON-NUMERIC ENTRIES: the only acceptable non-numeric entries are:

> (greater than)	requires an accompanying numeric value
< (less than)	requires an accompanying numeric value
- (negative number)	requires an accompanying numeric value
E (estimate)	requires an accompanying numeric value
T (too numerous to count)	valid only by itself

Permit Requirements (Items 16 thru 22) are obtained from the Effluent Limits and/or Monitoring & Reporting Program sections of the NPDES permit.

16. **N** No. Ex.: Number of times during the monitoring period that the limit(s) for the parameter were exceeded. Follow the instructions on the back of the DMR form.

17. **N** Reported Frequency of Analysis.

18. **N** Reported Sample Type.

19. Mass Emission Limits.(*)

(*) When no limits apply, but monitoring and reporting is still required, either "REPORT" or "OPTIONAL" will appear in place of a numerical limit in items 16 and 18. "REPORT" means that the indicated value (such as 30 DA AV) must be reported. "OPTIONAL" means that reporting of the indicated value is optional.

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20. Mass Emission Units: LBS/DAY, KG/DAY, MGD, etc; the 2-digit number in parentheses is the EPA computer code for the unit measurement.
21. Concentration Limits. (*)
22. Concentration Units: MG/L, etc; the 2 digit number in parentheses is the EPA computer code for the unit of measurement.
23. Description of values to be reported: defines the statistical value to be entered in the corresponding "Sample Measurement" box. Each value should be calculated as directed in the permit. When there are multiple values, such as Weekly or 7-Day Averages, the highest one should be reported on the DMR form. For "Daily Max", report the highest single sample value obtained during the month. These statistical values supercede the MINIMUM, AVERAGE, MAXIMUM printed at the top of the five columns on each DMR page.
24. Required Sampling Frequency.
25. Required Sample Type.

26. **N** No Discharge/No Data (NODI) Indicator for an individual parameter: put the letters "NODI" and the appropriate code in parentheses in ONE of the Sample Measurement boxes for the parameter. Example: NODI (C). The list of codes is located at the end of these instructions.

L The No Discharge/No Data (NODI), when used at the parameter level, applies to ALL "Sample Measurement" boxes for that parameter. Do not put the NODI in some of the "Sample Measurement" boxes for a parameter and numerical values in the other "Sample Measurement" boxes for the same parameter. If you feel that this restriction on the use of "NODI" is not acceptable or does not adequately represent your data, do not use it. Instead, put numeric entries in all blank "Sample Measurement" boxes, using the < (less than) as necessary.

27. Incorrect use of the No Discharge/No Data (NODI) Indicator.

L The No Discharge/No Data Indicator may NOT be mixed with other entries for the same parameter.

28. **N** Typed or printed name of principal executive officer.

29. **N** Signature of principal executive officer or authorized agent.

30. **N** Phone number of the person signing the form.

31. **N** Date of signature.

(*) When no limits apply, but monitoring and reporting is still required, either "REPORT" or "OPTIONAL" will appear in place of a numerical limit in items 16 and 18. "REPORT" means that the indicated value (such as 30 DA AV) must be reported. "OPTIONAL" means that reporting of the indicated value is optional.

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32. **N** Comments: May contain special instructions, explanations, etc. May also be used by permittee to enter comments.

NO DISCHARGE/NO DATA CODES

<u>Code</u>	<u>Meaning</u>
C	NO DISCHARGE
B	BELOW DETECTION LIMIT/NOT DETECTED/TRACE/NOT QUANTIFIABLE
9	CONDITIONAL MONITORING-NOT REQUIRED THIS PERIOD
F	INSUFFICIENT FLOW FOR SAMPLING
D	LOST SAMPLE
G	SAMPLING EQUIPMENT FAILURE
2	OPERATIONS SHUTDOWN
8	OTHER (<i>REASON MUST BE EXPLAINED IN COVER LETTER</i>)