

Filling out Discharge Monitoring Reports (DMR) Frequently Asked Questions

ADEQ has created this document in order to answer frequently asked questions about Discharge Monitoring Reports (DMR) and how to properly fill them out.

What is a DMR?

The DMR is a report provided by ADEQ to facilities that have an individual Arizona Discharge Elimination System (AZPDES) permit. Based on requirements in the permit, the permittee is required to monitor and report results on the DMR.

Can I create my own DMR?

No, ADEQ does not allow a permittee to create his or her own DMR form. ADEQ provides the permittee a copy of the DMR when a new permit is issued or reissued. The DMR is specific to the facility and is made to conform to the permit to ensure that all required reporting is completed. The permittee must use ADEQ's DMR forms to ensure the DMR conforms to the permit.

How are DMRs organized?

The DMR is organized by reporting frequencies. The Discharge# at the upper right of the DMR designates the outfall number and the reporting frequency. The fourth character designates the reporting frequency. The permittee receives a DMR for each of the reporting frequencies specified in the permit. The possible report frequencies are:

- A -- Monthly DMR
- Q -- Quarterly DMR
- S -- Semiannual DMR
- Y -- Annual DMR

How do I know where to report results on the DMR?

For a parameter, if there is a numeric value or if "REPORT" is written in the gray box, a result is required. The results should be recorded in the white box located above the gray box designated for limits. If you see ***** in the gray box, no values should be reported in the white box above it.

Why did I receive multiple copies of DMRs?

When a new AZPDES permit or permit renewal is issued, a full set of blank DMR covering all of the monitoring requirements and reporting frequencies of the permit is sent to the permittee.

I am still awaiting results from the laboratory, but the DMR due date is approaching. What should I do?

Be sure to turn in your DMR on time to avoid a non-submittal violation. It is better to be on time with the DMR and submit partial results than to submit the DMR late. Write on the DMR next to the parameter and the cover letter that you are still waiting for results and write which results you are waiting for and submit the DMR on time. Send in the amended DMR when results are received.

Why does the DMR need to be signed by a principle executive officer or authorized agent in order to be accepted by ADEQ?

It is a legal requirement that the DMR be signed by the principle executive officer or authorized agent. If the DMR is not signed, ADEQ cannot accept it.

Should the person filling out the DMR provide a contact telephone number and date the DMR before submitting the DMR to ADEQ?

The person filling out the DMR should provide a contact telephone number and date the DMR using the spaces provided on the lower right portion of the DMR that says Signature of Principle Executive Officer and Telephone. The phone number will help ADEQ staff make contact with the person filling out the DMR in case there are issues with the DMR submittal.

Do I need to provide laboratory data in addition to my DMRs?

Yes. Part II B2 of the permit states "The permittee shall submit with the DMR, copies of the original lab results for all parameters monitored during the reporting period."

What should I do if I find a mistake on my DMR?

If you find a mistake on a DMR that has been previously submitted, make the necessary corrections, highlight the changes made, and submit an amended DMR to ADEQ. Prior to submitting the amended DMR, please write "Amended" at the top of the document before mailing it to ADEQ.

What are NODI codes?

A NODI or No Data Code is a code that can be used on the DMR to report no discharge. The NODI code of can be used at the form level to report no discharge or at the parameter level to report a specific monitoring condition.

**Common
No Discharge/
No Data Codes (NODI)**

C	No Discharge
B	Below Detection Limit/ Not Detected/Trace/Not Quantifiable
E	Analysis Not Conducted
F	Insufficient Flow For Sampling
D	Lost Sample
G	Sampling Equipment Failure
Q	Not Quantifiable
2	Operations Shutdown
8	Other (reason must be explained in cover letter)
9	Conditional Monitoring- not required this period

Please check Part IIB of your permit to see if the use of NODI(B) or NODI(Q) is allowed to be used when reporting on the DMR.

My facility didn't have a discharge this month. Do I still have to submit a DMR?

Yes, you still need to submit the DMR to indicate to ADEQ that no discharge is present. Use one of the "No Data Codes" (NODI) and provide comments to indicate why there was no discharge. Write the NODI Code "C" in the No Discharge box on the DMR and provide comments to explain why you have no discharge in the space provided on the DMR. If you do not submit your DMR, your facility is not in compliance with your permit requirements.

Should I leave blanks on the DMRs if I don't have results?

You should never leave blanks on the DMRs where results are required. You should use the NODI codes that are provided above, to provide a reason why results are not available. Only one NODI code should be used per parameter per line.

What are the beginning and end monitoring period dates on a monthly DMR?

The begin date is the first day of that monitoring month and the end date is the last day of that same month.

DMR Monthly Monitoring Period

	Begin Date	End Date	Report Due
JAN	1/1/14	1/31/14	2/28/14
FEB	2/1/14	2/28/14	3/28/14
MAR	3/1/14	3/31/14	4/28/14
APR	4/1/14	4/31/14	5/28/14
MAY	5/1/14	5/31/14	6/28/14
JUN	6/1/14	6/31/14	7/28/14
JUL	7/1/14	7/31/14	8/28/14
AUG	8/1/14	8/31/14	9/28/14
SEP	9/1/14	9/31/14	10/28/14
OCT	10/1/14	10/31/14	11/28/14
NOV	11/1/14	11/31/14	12/28/14
DEC	12/1/14	12/31/14	1/28/15

Submit your monthly DMR once per month. This is due to ADEQ, 28 days after the end of the monthly monitoring period.

What are the beginning and end monitoring period dates on a quarterly DMR?

The begin date is the first day of that monitoring quarter and end date is the last day of that same quarter.

DMR Quarterly Monitoring Period

	Begin Date	End Date	Report Due
1ST QTR 2014	1/1/14	3/31/14	4/28/14
2ND QTR 2014	4/1/14	6/30/14	7/28/14
3RD QTR 2014	7/1/14	9/30/14	10/28/14
4TH QTR 2014	10/1/14	12/31/14	1/28/15

Submit your quarterly DMR once per quarter period. This is due to ADEQ, 28 days after the end of the quarterly monitoring period.

What are the beginning and end monitoring period dates on a semiannual DMR?

The begin date is the first day of that monitoring semiannual period and end date is the last day of that same semiannual period. There are two semiannual periods in a year.

DMR Semiannual Monitoring Period

	Begin Date	End Date	Report Due
1ST SEMI ANNUAL 2014	1/1/14	6/30/14	7/28/14
2ND SEMI ANNUAL 2014	7/1/14	12/31/14	1/28/15

Submit your Semiannual SMRF once per semiannual period. This is due to ADEQ, 28 days after the end of the semiannual monitoring period

What are the beginning and end monitoring period dates on an annual DMR?

The begin date is the first day of that monitoring Annual period and end date is the last day of that same Annual period. There is one annual period in a year.

DMR Annual Monitoring Period

	Begin Date	End Date	Report Due
ANNUAL 2014	1/1/14	12/31/14	1/28/15

Submit your Annual SMRF once per annual period. The annual DMR is due to ADEQ, 28 days after the end of the annual monitoring period.

How do I calculate Loading?

Loading in kg/d = Flow (MGD) * Concentration (mg/l) * 3.786

Loading in g/d = Flow (MGD) * Concentration (µg/l) * 3.786

How do I calculate Percent Removal?

% Removal =
$$\frac{(\text{Influent Concentration} - \text{Effluent Concentration}) * 100}{\text{Influent Concentration}}$$

My results are below the detection level. How should I report this on the DMR?

If you do not know what the detection level is, please consult your lab documents for the detection level. Please consult Part IIB of your permit for instructions on how to report below detection level situations on the DMR.

How do I determine the detection limits of my instrument?

To determine the detection limits of your instrument, a Method Detection Limit (MDL) study must be completed. Please consult Arizona Department of Health Services on the method and how to conduct the MDL study.

Arizona Department of Health Services
Office of Laboratory Licensure
and Certification
250 N. 17th Avenue
Phoenix, AZ 85007

How often should I do a Method Detection Limit (MDL) study?

Please consult Arizona Department of Health Services on how often the MDL study should be conducted.

For more information

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