

## **Instructions for Completing Long Wastewater Discharge Reports (Electronic)**

### **General**

The eDMR template is divided into two panels. The upper panel scrolls up and down and displays facility, reporting period, and column header information. The lower panel scrolls up and down and displays daily sample results, a summary of the sample results (calculated monthly average, daily maximum, etc.), limits, and QA/QC information repeated as needed depending on the number of monitoring requirements. The lower portion of the lower panel contains two boxes: 1) general remarks (for operator comments concerning any matter other than quality control), and 2) laboratory quality control comments.

Signature blocks, language regarding the legal requirement to submit this form, possible uses of the data provided, a statement asserting truthful reporting, and a DNR mailing address are displayed on the Certification Sheet, which is created upon submittal of the eDMR file.

Each file includes a unique identification, the DOC number. It is very important to use the correct monthly file for each reporting period. If there are changes needed to the facility information (address, contact name, title), a "For DNR Use Only" box, limits, or monitoring requirements listed, contact your DNR representative or note your concerns in the general remarks box. You are required to test and report in accordance with the conditions of your permit. If needed changes necessitate a revised file be provided, your DNR representative can do so.

### **Column header information:**

Sample results should be reported in the correct units (mg/L, lbs/day) shown for the parameter in the column description. Data is considered to be in error if reported in any other unit. Contact your DNR representative if you believe a change to the file is necessary.

### **Reporting daily sample results:**

Sample results should be entered in the cell that corresponds to the date on which the sample was taken.

If more than one sample is analyzed on a day, enter the highest value obtained for that day. Enter the lowest value obtained for DO on a day, since the minimum level of this substance is of concern.

For BOD, multiple dilutions of the same sample represent only a single test. See Standard Methods for the Examination of Water and Wastewater to determine what test result should be reported for that sample.

When the test result is less than the limit of detection (LOD) or no detect, enter the value of the limit of detection preceded by a less than sign (<).

Do not enter dashes, asterisks, or other extraneous markings intended to call attention to comments entered in the comment boxes.

When no monitoring has been performed for a parameter, the entire column should be left blank.

### **Reporting summary data:**

After all sample results have been entered, the Validate button should be clicked. Summary values will be calculated using the same method used in the DNR database and displayed. The usual method of averaging (dividing the total of reported values by the number of reported values) will be used except for monthly average flow for land treatment. Monthly average flow for a land treatment sample point is calculated by dividing the total discharge volume for the month or period of time by the number of days in the month or period of time.

Discharge limits are displayed in the area titled "Limit(s) In Effect". If your discharge has exceeded any numerical permit limit during the report period, report the number of times the limit was exceeded in the box to the right of the limit. Enter the number of times a limit was exceeded only for parameters with limits printed on the form. If a value reported for the monthly average exceeds the monthly limit, enter a "1". When the monthly limit is not exceeded, enter a "0". Use the same process for determining the number of times a weekly limit is exceeded or the number of days a daily limit is exceeded.

There is a row entitled Totals, but totals are not displayed at this time.

When reporting a calculated annual total, enter the value for 12/31/YYYY. If monitoring forms are not generated for your facility each month year-round, report a calculated annual total on the last day of the last month for which forms will be available that calendar year.

Weeks are defined as days 1-7, days 8-14, days 15-21, days 22-28. A weekly average will not be calculated for the stub week. Any monitoring performed on days 29, 30, or 31 (the stub week) will not be included in any weekly average calculation, but will be included in calculating other average values such as the monthly average.

When reporting a calculated result, average or mass level, substitute a zero for any “less than” value unless directed otherwise in the permit. See standard requirements in the permit for more explicit instructions.

**Reporting Quality Assurance / Quality Control Information / Noncompliance:**

Currently the cells for LOD, LOQ, and laboratory certification number are not X'd out when it is unnecessary to report data in that field. When in doubt and a laboratory certification number is available, enter the number.

If you contract out your lab work, the lab should provide this information. If testing is performed on-site and you have questions regarding determining LOD / LOQ, contact your Lab Certification Officer or DNR representative.

Place a capital Y in the “QC Exceedance” box for any column that has been referred to in the “laboratory quality control comments” box.

QA/QC comments should be placed in the “laboratory quality control comments” box at the bottom of the page. The “general remarks” box should be used to relay any other information.

Note your permit obligations for reporting noncompliance, spills, plant upsets, etc. These requirements are usually noted in the general or standard conditions of your WPDES permit.

Provide the nine-digit laboratory certification number at the end of each column for any parameter that must be monitored by a certified or registered laboratory. Flow, pH, temperature, residual chlorine, fecal coliform bacteria, and dissolved oxygen do not need to be analyzed by a certified or registered laboratory.

**Form Completion, Distribution and Return:**

Upon submittal of the eDMR file, a Certification Sheet is generated and displayed. If any violations were reported, a box will be displayed for purposes of describing the violation and steps taken to improve the situation. Enter your comments and click the OK button. The remainder of the sheet will be displayed.

Print, sign, and make two copies of the Certification Sheet. The original Certification Sheet and one copy should be sent to the DNR address listed. Keep a copy for your records.

If an electronic DMR is not listed by the beginning of a report period, notify your DNR representative.

**Short DMR, which cover three, six, or twelve month periods are not available for electronic submittal at this time. Development is taking place now. You will continue to receive paper short DMRs quarterly until implementation of the short eDMR template.**

Version: 6/2003

Updated 4/2007