

## **Discharge Monitoring Data Instructions and Suggested Formats**

The results of the sampling and analysis of influent, effluent and receiving water during the term of this general permit shall be summarized monthly in accordance with the instructions in this appendix. Discharge monitoring data and related records must be kept on-site and made available for inspection by EPA and the State.

### **I. Discharge Monitoring Data:**

All discharges are subject to certain notification requirements that may require an operator to provide an attachment of discharge monitoring data. These notification requirements include:

1. An operator is submitting supplemental monitoring data for a Notice of Intent (NOI);
2. An operator is submitting written notification of an exceedance of one or more effluent limitations in the RGP;
3. An operator is submitting a Notice of Change (NOC) for a change that requires justification based on monitoring data;
4. An operator is submitting a Notice of Termination (NOT).

The instructions for providing discharge monitoring data with these notifications are provided below. The suggested format presented in this appendix should only be used in instances where use of an official DMR form is not required. See Part II, below.

1. Discharge monitoring data must include the following information:
  - Owner/Operator name and contact information;
  - Site name and location;
  - Permit number;
  - Monitoring data identification (e.g., influent sample and location, effluent sample and outfall number or source water type and location and receiving water name); and
  - The dates of the reporting period and each sample, if multiple samples are included.
2. Discharge monitoring data must include the following values for each parameter monitored:
  - Parameter name;
  - Units of measurement (e.g., mg/L = milligrams per liter, µg/L = micrograms per liter, MGD = million gallons per day, SU = standard units, °F = degrees Fahrenheit);
  - Sample date for each analysis;

- Measurement for each analysis; include a bold value if measurement is in exceedance of the effluent limitation for a parameter; include an italicized value if the parameter is not detected;
- A data qualifier if a value for a parameter is not-detected or was reported by a laboratory as an estimated value;
- A No Data Indicator Code, if necessary;
- Summary of minimum, maximum and average values relative to effluent limitations; and
- Test methods for each parameter and each analysis, if varied.

Any monitoring data included with and/or required by the above notifications must be submitted in electronic format to:

[NPDES.Generalpermits@epa.gov](mailto:NPDES.Generalpermits@epa.gov)

If an operator can demonstrate on a reasonable basis that electronic submittal is impracticable, any monitoring data included with and/or required by the above notifications must be submitted as a hard copy DMR to:

U.S. Environmental Protection Agency, Region 1  
5 Post Office Square, Suite 100  
Mail Code (OEPO6-1)  
Boston, MA 02109-3912  
ATTN: Remediation General Permit

Refer to Part 4 of the RGP for monitoring and reporting requirements, including notifications. Refer to Part 3, Part 5 and Appendix IV of the RGP for requirements pertaining to a NOI, NOC or NOT.

## **II. Discharge Monitoring Reports (DMRs):**

Any discharge lasting twelve (12) months or more is also subject to monthly reporting requirements as specified in Part 4.6 of the RGP. These discharges must use an official DMR form (OMB No. 2040-0004). For instructions, refer to the *NPDES Permit Program Instructions for the Discharge Monitoring Report Forms (DMRs)* available on EPA Region 1's website at: <https://www3.epa.gov/region1/npdes/dmr.html>. All DMRs submitted after **December 21, 2016** (or as revised) must be submitted electronically using NetDMR. Additional information regarding NetDMR can be found on EPA Region 1's website at: <https://www3.epa.gov/region1/npdes/netdmr/index.html>.

Instructions for completing a DMR for the purposes of notifications required under this general permit are below. This suggested format should only be used in instances where use of an official DMR form is not required.

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