Appendix VIII: Summary Data Form Instructions

In addition to the recordkeeping requirements found in Part II.C of this permit, the results of the sampling, monitoring, testing, and analysis of influent and effluent during the reporting period, (either as a requirement of the permit or for your own information) shall be summarized monthly on this form and kept on-site or with the permittee and available for inspection by EPA or the State.

A. For each discharge location, complete the top of the form by indicating:

1. The facility name,
2. Facility address and telephone number,
3. Discharge and sampling locations, and
4. The reporting period covered by the summary report,

B. For each parameter monitored complete the form as follows:

1. Parameter column - list parameter name.

2. Enter minimum, average, and maximum values for quantity and/or concentration under appropriate column headings.
   a. If frequency is once per month or less, enter the one value under the average and leave minimum and maximum blank.
   b. lb/day (pounds per day) equals flow (in million gallons per day, MGD) times concentration in milligrams per liter (mg/l) times 8.34.
      Example: 2.5 MGD x 30 mg/l TSS x 8.34 = 625.5 lb TSS/day
   c. MGD = gallons per minute times 0.00144.

3. Enter units as appropriate.
   MGD = million gallons per day
   lb/day = pounds per day
   mg/l = milligrams per liter
   SU = standard units (for pH)
   °F = degrees Fahrenheit
   kg/day = kilograms per day = (lb/day)/2.2 kg per lb
   Other units may be used as necessary

4. Specify the number of samples that exceeded the maximum (and/or minimum, as applicable) in the columns labeled “NO. EX”. If none, enter “0”. If there are any violations, send a letter of explanation to the applicable addresses listed below.

5. Specify the frequency of analysis as the number of analyses per number of days. (For example: 3/7 is three analyses per seven days, 30/30 is daily, 1/7 is weekly, 1/30 is once per month, 1/90 is quarterly, 1/180 is semiannually, etc.) If continuous, enter “CONT”.

6. Specify sample type (e.g., “grab” or “hourly composite”). If frequency was continuous, enter “NA”.

7. Under the “Remarks” section of the form, indicate the person or laboratory that performed the analytical work.

8. Print the name and title of the person responsible for monitoring and reporting. Sign and date the form.
**Reporting:**

The permittee shall submit a summary of the results from sampling, monitoring, testing, and analysis to EPA-NE and the appropriate State only if:

1) the results indicate that a violation of the effluent limitations of this permit has occurred, or
2) EPA-NE or the State request such a report.

If required by EPA or the State, the summary report shall be submitted to the following addresses, as appropriate:

1) EPA (for reports required by either MA or NH):
   
   U.S. Environmental Protection Agency, Region I  
   Water Technical Unit (SEW)  
   One Congress St., Suite 1100  
   Boston, Massachusetts 02114-8127

2) Massachusetts Department of Environmental Protection (for reports required by MA):
   
   i. The Regional Offices wherein the discharge occurs, shall receive a copy of the DMRs required herein:
   
   Massachusetts Department of Environmental Protection  
   Western Regional Office  
   436 Dwight Street, Suite 402  
   Springfield, MA 01103

   Massachusetts Department of Environmental Protection  
   Southeast Regional Office  
   20 Riverside Drive  
   Lakeville, MA 02347

   Massachusetts Department of Environmental Protection  
   Northeast Regional Office  
   One Winter Street  
   Boston, MA 02108

   Massachusetts Department of Environmental Protection  
   Central Regional Office (CERU)  
   627 Main St.  
   Worcester, MA 01608

   Massachusetts Department of Environmental Protection  
   Division of Watershed Management  
   627 Main Street, 2nd floor  
   Worcester, MA 01608

3) New Hampshire Department of Environmental Services (for all reports required by NH): Signed copies of all reports, information, and certifications required herein shall be submitted to:

   New Hampshire Department of Environmental Services  
   Water Division  
   Wastewater Engineering Bureau  
   P.O. Box 95  
   Concord, New Hampshire 03302-0095.