TCEQ NetDMR Reporting Requirement Guide

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Introduction

Overview of NetDMR System

NetDMR is a Web-based tool that allows TPDES permittees to electronically sign and submit their discharge monitoring reports (DMRs) to EPA's Integrated Compliance Information System (ICIS-NPDES) via the Central Data Exchange (CDX) node on the Environmental Information Exchange Network. NetDMR is designed to reduce the burden on EPA, states, and the regulated community; improve data quality; provide a cost savings; and expand the ability of both states and EPA in targeting their limited resources to meet environmental goals. An essential component of NetDMR is the exchange of data with ICIS-NPDES allowing permittees to complete a DMR that is specific to their permit limits and outfalls.

Reasons and Benefits of Using the NetDMR System

- Saves facilities compliance costs with a streamlined reporting method and readily available computer tools

- Improves accuracy of compliance data by eliminating potential errors that might otherwise be introduced through manual data entry processes

- Places the facility in control of reporting on time

- Incorporates legal and security encryption measures to ensure the identity of the sender and the integrity of the information

- Allows facility personnel to easily obtain up-to-date reporting requirements

- Provides immediate feedback of compliance status for proper actions

- Serves as a secure electronic communication channel

Common NetDMR Terms

Acronym/Term	Definition
CDX	Central Data Exchange (epa.gov/cdx)
COR	Copy of Record, a legally enforceable copy of a DMR submission.
CROMERR	Cross-Media Electronic Reporting Regulation (epa.gov/cromerr)
DMR	Discharge Monitoring Report, generated by permittees regulated under the National Pollutant Discharge Elimination System and containing information pertaining to the self-monitoring of discharges into waters regulated under the Clean Water Act.

Acronym/Term	Definition
ECOS	Environmental Council of States (ecos.org)
eDMR	Electronic Discharge Monitoring Report
EPA	U.S. Environmental Protection Agency
ICIS-NPDES	Integrated Compliance Information System–National Pollutant Discharge Elimination System, a Web-based system that enables individuals from states and EPA to access integrated enforcement and compliance and NPDES data from any desktop connected to the Internet (epa.gov/compliance/data/systems/modernization).
IIS	Internet Information Server, a set of Internet-based services for servers created by Microsoft for use with Microsoft Windows.
Installation	The NetDMR application as deployed in a hosting environment. A NetDMR installation may be comprised of multiple instances. This guidance document pertains to the Texas NetDMR installation.
Instance	A customized version of NetDMR, specific to a Regulatory Authority, such as a state regulating agency or EPA Region. A NetDMR instance is contained within a NetDMR installation.
IPT	Integrated Project Team, a group of individuals comprised of state and EPA staff, support contractors, and technology vendors organized to design and implement a specific data exchange.
J2EE	Java 2 Platform, Enterprise Edition
NAAS	Network Authentication and Authorization Services
NEIEN	National Environmental Information Exchange Network, an Internet-based system used to securely exchange environmental and health data among EPA, states, tribes and territories, and other partners (www.exhangenetwork.net).
NPDES	National Pollutant Discharge Elimination System (epa.gov/npdes)
OECA	U.S. EPA's Office of Enforcement and Compliance Assurance
OEI	(epa.gov/compliance)
PCS	Permit Compliance System, has been undergoing a modernization effort to address outdated technology and new program requirements and is being replaced by ICIS-NPDES.
Regulatory Authority/ Regulating Agency	A governing body that issues NPDES permits such as States, EPA Regions, or tribes.
TRC	Technical Review Committee, established by EPA to review applications submitted under CROMERR.
URL	Uniform Resource Locator
XML	Extensible Markup Language

Who Can Participate

In order to participate in NetDMR the state in which your facility resides must either host its own version of NetDMR or participate within the national NetDMR installation. NPDES permittees required to submit Discharge Monitoring Reports (DMRs) may use NetDMR after requesting and receiving permission from their permitting authority. Additionally to participate in NetDMR your facility must be currently under the TCEQ compliance and enforcement authority.

For other sites that do not fall under this criteria, please refer to the following URL to see if other NetDMR states and federal program meet your need: http://epa.gov/netdmr/report/index.html.

Preparations for Electronic Reporting

Minimum System Requirements

NetDMR is a Web-based system and requires a Web browser for a facility to gain access. NetDMR requires the facility to have an internet connection and Microsoft Internet Explorer 6.0 or above with javascript, and session cookies enabled, and pop-up blockers disabled. The internet access speed should be T1 or DSL. NetDMR also requires a Pentium III/IV or an equivalent processor, 128 MB RAM (512 MB recommended), and a monitor with a resolution of at least 800 x 600. In addition, the NetDMR application sends the data to ICIS-NPDES via the Exchange Network so the regulatory authority must use ICIS-NPDES.

Types of User Accounts

The ability to view and modify data within the National Installation of NetDMR is controlled by the organization a user is affiliated with and the roles a user can be assigned to:

User Category	Role	Functions
Permittee or Facility	Signatory	- View and download CORs - Modify, sign and submit DMRs - Delete DMRs - Request a Permit Administrator role - Sign and submit subscriber agreements - Download blank DMRs - Import DMRs
Permittee or Facility	Permit Administrator	- Manage permit administrator, edit, read-only, and view partial DMRs requests to view or modify DMRs and CORs - Manage read only access to partially completed DMRs - Request access to view, modify, sign or submit DMRs for a permit - Download blank DMRs - Import DMRs
Permittee or Facility	Edit	- View CORs - Import and modify DMRs for a permit - Delete DMRs - Request Permit Administrator and Signatory roles - View users - Download blank DMRs - Download CORs

User Category	Role	Functions
Data Provider (Contractor or Lab)	Edit	- View CORs - Import and modify DMRs for a permit - View users - Download blank DMRs - Download CORs
Permittee or Facility	Read Only	- View a permit and its DMRs/CORs - View partially completed DMRs - Delete DMRs - Request Edit, Permit Administrator and Signatory roles - Download blank DMRs
Data Provider (Contractor or Lab)	Read Only	- View a permit and its DMRs/CORs - View partially completed DMRs - Request an Edit role - Download blank DMRs

Options for Preparing and Submitting Data

Option 1: Online Data Entry

A facility may submit data through direct online data entry by utilizing the DMR Data Entry web page.

Option 2: Importing Data

A facility may export DMRs from a spreadsheet or database system into a comma delimited format supported by NetDMR and upload them into NetDMR. Additional information on importing data into NetDMR can be found in Appendix 3.

Search, Edit, and Submit DMRs

As an external user with signatory or edit access to a permit, you can search for DMRs to edit by selecting to either search all DMRs and CORs or selecting DMRs that are ready to submit. You can then choose a DMR to edit. Search and edit functionality are described in the sections below.

Search for DMRs

As an external user with signatory or edit access to a permit, you can search for DMRs by selecting to either search all DMRs and CORs or searching DMRs that are ready to submit.

Search All DMRs & CORs

You can search for DMRs by selecting the *All DMRs & CORs* tab from your ***NetDMR Home*** page, or by clicking **All DMRs and CORs** under the **Search** menu. You can search using any combination of the criteria below. Leaving a field blank or selecting "All" from a pick list will instruct NetDMR not to search on that criterion. All search fields are optional. After entering your search criteria, click the *Search* button to display the search results.

1. Login to your Signatory or Edit Account

2. Specify Permit ID or Facility search criteria:

You can choose to search for DMRs and CORs for a specific permit ID or facility name, but not both. Click in the circle to the left of Permit ID or Facility to select either option. The option not selected will be disabled. You can change options at any time by clicking to reactivate the option.

- **Permit ID** - After clicking in the circle to the left of Permit ID, select the permit number of interest by clicking in the box the right of Permit ID. After selecting a permit, click the *Update* button next to your selection. NetDMR will retrieve the permitted feature, discharge, and Edited or Submitted by options for that permit. Note that the Permit ID list will only include those permits that you have requested and been granted access to.

- **Facility** – After clicking in the circle to the left of Facility, select the facility name of interest by clicking in the box to the right of Facility. After selecting a Facility, click the *Update* button next to your selection. NetDMR will retrieve the permitted feature, discharge, and Edited or Submitted by options for that Facility. Note that the Facility list will only include those facilities associated with the permits that you have requested and been granted access to.

3. Specify additional search criteria:

- **Permitted Feature** - Select the permitted feature of interest from the box next to Permitted Feature. After selecting a Permitted Feature, click the *Update* button next to your selection. NetDMR will retrieve the discharge and Edited or Submitted by options associated with that permitted feature. Note that the Permitted Feature list will only include those features associated with the permits that you have requested and been granted access to.

- **Discharge** – Select the discharge (name and numbers of available limit sets) of interest from the box next to Discharge. Note that the Discharge list will only include those features associated with the permits that you have requested and been granted access to.

- **Monitoring Period End Date Range -** Enter the start and end dates for the monitoring period end date range using the *mm/dd/yyyy* format or select the appropriate start and end dates from a calendar by clicking the calendar icon next to each text box.

- **Edited or Submitted by** – Click in the box next to Edited or Submitted by to view the names of users who have modified the DMRs for permits that you can access. Click to select a name from the box.

- **Status** – Select a DMR status. You can make multiple selections by holding down the control key on your keyboard while clicking more than one selection from the list. You can select all status options by clicking the *All* button next to the selection box. Available status options include:

  — Ready for Data Entry
  — NetDMR Validation Errors
  — NetDMR Validated
  — Imported
  — Signed & Submitted
  — Submission Errors/Warnings
  — Completed

- **COR Confirmation # -** Enter the submission confirmation number for the DMR/COR you wish to view.

4. Click *Search* to retrieve the DMRs and CORs that match the criteria you specified on the ***DMR/COR Search Results*** page.

Search DMRs Ready to Submit

External users with signatory access to a permit can quickly retrieve DMRs ready to be submitted by click the *DMRs Ready to Submit* tab from your ***Home*** page, or by clicking **DMRs Ready to Submit** from the **Search** menu. You can choose to search for DMRs ready to sign and submit (i.e., in "NetDMR Validated" status) using the search options described below.

- **All DMRs** – Search all DMRs ready to sign and submit by clicking the *Search* button next to *the All DMRs* label. Available DMRs are customized based on user roles and permissions.

- **DMRs for Permit ID** - Search for DMRs ready to sign and submit by permit number. Select the permit number for which you wish to view

validated DMRs from the drop-down list. Once you have selected a specific permit number, click the *Search* button next to the drop down box. Available permit numbers are customized based on user roles and permissions.

- **DMRs for Facility** - Search for DMRs ready to sign and submit by facility name. Select the facility for which you wish to view validated DMRs from the drop-down list. Once you have selected a specific facility, click the *Search* button next to the drop down box. Available facilities are customized based on user roles and permissions.

Last 10 Logins

The dates and times for the last ten logins are displayed. If DMRs were submitted during the last ten sessions, a link to the resultant COR(s) is also provided. Clicking the hot link will allow you to view the COR(s) submitted during a particular session.

DMR/COR Search Results

After entering search criteria and clicking the *Search* button, the DMRs/CORs that match your criteria are displayed on the ***DMR/COR Search Results*** page. Up to ten DMRs/CORs are displayed by default. If more than 10 DMRs/CORs are returned, you can navigate through the list by:

- Clicking a page number link to go to a specific page of results.
- Clicking the green forward arrow to display the next page of results.
- Clicking the green back arrow to view the previous page of results.
- Clicking the double green forward arrow icon to display the last 10 results.
- Clicking the double green back arrow icon to display the first 10 results.
- Clicking the View All link to show all results in the table on the same page.
- Clicking the View Partial link to return from the View All display back to viewing 10 results at a time.

You can click any underlined column title to sort the search results in ascending or descending order by the information in that column.

For each DMR or COR that is displayed in the Search Results table, the following options and information are provided:

- **Next Step(s)** – The list of actions that you can perform for a specific DMR or COR. Select the action of interest by clicking in the box on the column and clicking the *Go* button. The possible options are listed below. The options displayed for a specific DMR depend on the type of access you have been granted for that DMR.

- **Edit DMR** – You can enter or edit DMR data if the status of the DMR is "Ready for Data Entry", "NetDMR Validated", or "NetDMR Validation Errors" and no COR has ever been submitted for this DMR. This option is available to external users with edit, signatory, or data provider access to this permit.
- **Correct DMR** – You can correct data for DMRs that you have successfully signed and submitted if the status is "Completed", "Submission Errors/Warnings", "NetDMR Validated", or "NetDMR Validation Errors". This option is available to external users with edit, signatory, or data provider access to this permit.
- **Sign & Submit DMR** – You can sign and submit DMRs with a status of "NetDMR Validated". When this option is available, a check box is displayed in the Include in Batch Submit column. Checking this box for more than one DMR and clicking *Sign & Submit Checked DMRs* gives you the option to sign multiple DMRs at the same time. This option is available to external users with signatory access to this permit.
- **View CORs** – CORs are available only for DMRs that have been signed and submitted. This option is available to external users that have approved access to the permit and all internal users. After clicking to view COR details, the COR will be displayed in a new window. When you close the COR, you will be returned to the DMR/COR Search Results table with any sorting or paging selections still applied.
- **Download CORs** – You can download the COR file for DMRs that have been signed and submitted. When this option is available, you can check the box displayed in the Include in Batch Download column to include this COR in the group to be downloaded. This option is available to external users that have approved access to the permit and all internal users.
- **Review Last Submissions Errors/Warnings** – The Review Last Submissions Errors/Warnings step is displayed only after the DMR has been submitted AND if errors or warnings were encountered. If the DMR was submitted and no errors or warnings were encountered, this next step will not be displayed. You can view data transfer errors, data validation errors, or warnings generated by ICIS-NPDES for a DMR submittal by selecting this option. This option is available to external users that have edit, signatory, or data provider access to the permit.

- **Permit ID** – The permit number associated with this DMR/COR.

- **Facility** – The facility name associated with this DMR/COR.

- **Permitted Feature** – The permitted feature associated with this DMR/COR.

- **Discharge #** – The limit set designator associated with this DMR/COR.

- **Discharge Description** – The limit set name associated with this DMR/COR.

- **Monitoring Period End Date** – The monitoring period end date associated with this DMR/COR.

- **DMR Due Date** – The due date for this DMR/COR.

- **Status** – If more than one COR was generated for this DMR (due to corrections), the Status shown is for the most recent DMR.

— **Ready for Data Entry** – No data have been entered for the DMR.
— **NetDMR Validated** – A DMR for which the entered data passes all NetDMR validation checks.
— **NetDMR Validation Errors** – A DMR for which the entered data fails certain NetDMR validation checks.
— **Signed & Submitted** – A DMR that has been signed and submitted and for which a COR has been generated.
— **Submission Errors/Warnings** – A DMR submission with data exchange or ICIS-NPDES validation errors. These errors are only applicable to DMRs that have been signed and submitted.
— **Imported** – Data for the DMR have been imported using NetDMR's import functionality but not yet reviewed.
— **Completed** – A DMR that has been signed, submitted, and accepted by ICIS-NPDES.

- **COR Received Date** – The date the COR was generated by NetDMR. More than one COR date is displayed if the DMR was signed and submitted multiple times due to corrections. Click on the hyperlinked date to view the COR.

- **Include in Batch Submit** – If the DMR is "NetDMR Validated", you can check the box in this column to include it in a batch submittal. You can check all available boxes or clear all available boxes for batch submittal by clicking *Check All* or *Clear All* in the column title.

- **Include in Batch COR Download** – You can download the CORs available for this DMR by checking the box in this column. You can also check all available boxes or clear all available boxes for batch submittal by clicking the appropriate button, *Check All* or *Clear All*, in the column header. Batch COR downloads are limited to the ten (10) most recent CORs.

Edit a DMR

After an external user with Signatory or Edit access to a permit selects a DMR on the ***DMR/COR Search Results*** page and clicks Go, the ***Edit DMR*** page is displayed. This page includes the following sections:

- A header section with general information for the permit with which the DMR is associated and space to enter information for the principal executive officer;
- A parameter section that displays limit sets for the DMR and provides space for entering data to meet the reporting requirements;
- An edit check section that displays validation errors NetDMR identified for the DMR data you entered;
- An attachment section, where additional files relevant to the DMR can be added. Note that attached files are included in the COR when you submit your DMR but are not forwarded to ICIS-NPDES;
- A comment section to enter a notes relevant to the DMR submission; and
- A 'Last Saved By" section that displays the name of the user that last saved the DMR, as well as the date and time of the save.

Header Section

The header displays general information for a DMR. Signatory or Edit users can collapse or expand the header section by clicking the *Collapse/Expand Header* button. Expanding the header section will show all the details of the header. Five types of information are presented in the header:

- **Permit**

— **Permit ID** - The permit number associated with this DMR; you can not edit this information.
— **Major** – A check in the box next to Major indicates that the DMR is associated with a facility designated as 'major'; you can not edit this information.
— **Permitted Feature** – The permitted feature number and description for this DMR; you can not edit this information.
— **Permittee** – The name of the organization that holds the permit with which this DMR is associated; you can not edit this information.
— **Permittee Address** – The address for the permittee; you can not edit this information.
— **Discharge** – The DMR limit set designator and limit set description; you can not edit this information.
— **Facility** – The name of the facility with which the DMR is associated; you can not edit this information.
— **Facility Location** – The full address of the facility with which the DMR is associated; you can not edit this information.

- **Report Dates & Status**

— **Monitoring Period** – The monitoring period start and end dates for this DMR; you can not edit this information.
— **DMR Due Date** – The date this DMR is required to be submitted; you can not edit this information.
— **Status** – The DMR's status (e.g. Ready for Data Entry, NetDMR validated, etc.); you can not edit this information.

  - **Ready for Data Entry** – No data have been entered for the DMR.
  - **NetDMR Validated** – A DMR for which the entered data passes all NetDMR validation checks.
  - **NetDMR Validation Errors** – A DMR for which the entered data fails certain NetDMR validation checks.
  - **Signed & Submitted** – A DMR that has been signed and submitted and for which a COR has been generated.
  - **Submission Errors/Warnings** – A DMR submission with data exchange or ICIS-NPDES validation errors or warnings. These errors or warnings are only applicable to DMRs that have been signed and submitted.
  - **Imported** – Data for the DMR have been imported using NetDMR's import functionality but not yet reviewed.
  - **Completed** – A DMR that has been signed, submitted, and accepted by ICIS-NPDES.

- **Considerations for Form Completion** – This section displays the permit comments for this DMR from ICIS-NPDES. You can not edit this information.

- **Principal Executive Officer**

— **First Name** – Enter the principal executive officer's first name. The only special characters allowed in this field are hyphens (-) and apostrophes (').
— **Last Name** – Enter the principal executive officer's last name. The only special characters allowed in this field are hyphens (-) and apostrophes (').
— **Title** – Enter the principal executive officer's title. The only special characters allowed in this field are hyphens (-) and apostrophes (').
— **Telephone** – Enter the principal executive officer's telephone number in the format XXX-XXX-XXXX.

- **No Data Indicator (NODI)** – This section displays the form-level no data indicator selection options that can be applied to all required report parameters. Selecting an option from the box in this section will apply the selected item in the list to all of the DMR's parameter NODI fields and all of the DMR's editable quantity NODI fields that correspond to a blank sample measurement. For DMRs with more than one page of parameters,

after selecting a Form NODI and clicking *Apply*, NetDMR will apply the NODI code to all parameters or all pages of the DMR. **Note that if you choose to apply a NODI code to the page, NetDMR will ignore any selections that you make for qualifiers, units, frequency of analysis, and sample type.** A list of possible NODI codes and their descriptions include the following:

Code	Description
1	Wrong Flow
2	Operation Shutdown
4	Discharge to Lagoon/Groundwater
5	Frozen Conditions
7	No Influent
8	Other (See Comments)
9	Conditional Monitoring - Not Required This Period
A	General Permit Exemption
B	Below Detection Limit/No Detection
C	No Discharge
D	Lost Sample/Data Not Available
E	Analysis Not Conducted/No Sample
F	Insufficient Flow for Sampling
G	Sampling Equipment Failure
H	Invalid Test
I	Land Applied
J	Recycled – Water-Closed System
K	Flood Disaster
L	DMR Received But Not Entered
Q	Not Quantifiable
R	Administratively Resolved
S	Fire Conditions
V	Weather Related
W	Dry Lysimeter/Well
X	Parameter/Value Not Reported

Parameter Section

The Parameter Section contains one row for each DMR parameter that external users with Signatory or Edit access to a permit can modify.

- **Parameter**

— **Code** – Parameter code, you can not edit this information. You can sort the parameters in ascending or descending order by code by clicking on the hyperlinked column title.

— **Name** – Parameter name, you can not edit this information. You can sort the parameters in ascending or descending order by name by clicking on the hyperlinked column title.

- **Monitoring Location** – Monitoring location code and name for the parameter, you can not edit this information.
- **Season #** – The season for which the parameter limits are applicable, you can not edit this information.
- **Parameter NODI** – You can select a no data indicator to apply to all entries for the parameter by clicking in the box in the Parameter NODI column, displayed as 'Param. NODI'. Select the NODI code of interest by clicking in the box and clicking on the entry of interest. You can view the NODI codes and a description of each by clicking *List* in the Param. NODI column. **Note that if you choose to apply a NODI code to a parameter, NetDMR will ignore any qualifier, unit, frequency of analysis, and sample type selections that you make for that parameter.**

- **Quantity or Loading** – Select a qualifier and enter the value you would like to report for the parameter. These numerical entries can contain comma separators and decimals. Value fields can contain only numbers.
- **Qualifier 1** – Qualifies the value entered for Value 1 (Sample) and Value 1 (Effluent Trading Sample), if present. The available qualifiers can include:
  - Equals (=) (default)
  - Less than (<)
  - Greater than (>)
  - Less than or equal to (<=)
  - Greater than or equal to (>=)
  - "T" (too numerous to count)
  - "E" (estimate)
  - Note that the '=' qualifier is the default if no qualifier is selected.
- **Value 1 (Sample)** – Enter the quantity or loading value for the measured sample for this parameter. You can edit this entry if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
  - No more than eight characters, including decimal point and +/- sign but excluding comma separators
  - Minimum value: -9999999
  - Maximum value: 99999999
  - Maximum of 7 digits to the right of the decimal point, for example '.1234567'
- **Value 1 (Permit Requirement)** – Permit limit for the parameter for Quantity or Loading Value 1, including the limit value, qualifier, statistical base, and whether monitoring is optional. You can not edit this information.
- **Value 1 (Effluent Trading Sample)** – Enter the quantity or loading value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
- Minimum value: -9999999
- Maximum value: 99999999
- Maximum of 7 digits to the right of the decimal point, for example .1234567

— **Value 1 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.

— **Qualifier 2** – Qualifies the value entered for Value 2 (Sample) and Value 2 (Effluent Trading Sample), if present. The available qualifiers can include:

- Equals (=) (default)
- Less than (<)
- Greater than (>)
- Less than or equal to (<=)
- Greater than or equal to (>=)
- "T" (too numerous to count)
- "E" (estimate)
- Note that the '=' qualifier is the default if no qualifier is selected.

— **Value 2 (Sample)** – Enter the quantity or loading value for the measured sample for this parameter. You can edit this entry only if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
- Minimum value: -9999999
- Maximum value: 99999999
- Maximum of 7 digits to the right of the decimal point, for example '.1234567'

— **Value 2 (Effluent Trading Sample)** – Enter the quantity or loading value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
- Minimum value: -9999999
- Maximum value: 99999999
- Maximum of 7 digits to the right of the decimal point, for example '.1234567'

— **Value 2 (Permit Requirement)** – Permit limit for the parameter for Quantity or Loading Value 2, including the limit value, qualifier,

statistical base, and whether monitoring is optional. You can not edit this information.

- **Value 2 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.
- **Units (Sample)** – Select the appropriate unit of measure from the list for this quantity or loading value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.
- **Units (Effluent Trading Sample)** - Select the appropriate unit of measure from the drop-down list for this quantity or loading value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.
- **Units (Permit Requirement)** – Unit of measure code and description specified in the limit set for quantity or loading value. You can not edit this field.

- **Quality or Concentration** – Select a qualifier and enter the value you would like to report for the parameter. These numerical entries can contain comma separators and decimals. Value fields can contain only numbers.
- **Qualifier 1** – Qualifies the value entered for Value 1 (Sample) and Value 1 (Effluent Trading Sample), if present. The available qualifiers can include:
  - Equals (=) (default)
  - Less than (<)
  - Greater than (>)
  - Less than or equal to (<=)
  - Greater than or equal to (>=)
  - "T" (too numerous to count)
  - "E" (estimate)
  - Note that the '=' qualifier is the default if no qualifier is selected.
- **Value 1 (Sample)** – Enter the quality or concentration value for the measured sample for this parameter. You can edit this entry if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
  - No more than eight characters, including decimal point and +/- sign but excluding comma separators
  - Minimum value: -9999999
  - Maximum value: 99999999
  - Maximum of 7 digits to the right of the decimal point, for example '.1234567'
- **Value 1 (Permit Requirement)** – Permit limit for the parameter for Quality or Concentration Value 1, including the limit value, qualifier,

statistical base, and whether monitoring is optional. You can not edit this information.

— **Value 1 (Effluent Trading Sample)** – Enter the quality or concentration value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
  - No more than eight characters, including decimal point and +/- sign but excluding comma separators
  - Minimum value: -9999999
  - Maximum value: 99999999
  - Maximum of 7 digits to the right of the decimal point, for example '.1234567'

— **Value 1 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.

— **Qualifier 2** – Qualifies the value entered for Value 2 (Sample) and Value 2 (Effluent Trading Sample), if present. The available qualifiers can include:
  - Equals (=) (default)
  - Less than (<)
  - Greater than (>)
  - Less than or equal to (<=)
  - Greater than or equal to (>=)
  - "T" (too numerous to count)
  - "E" (estimate)
  - Note that the '=' qualifier is the default if no qualifier is selected.

— **Value 2 (Sample)** – Enter the quality or concentration value for the measured sample for this parameter. You can edit this entry only if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
  - No more than eight characters, including decimal point and +/- sign but excluding comma separators
  - Minimum value: -9999999
  - Maximum value: 99999999
  - Maximum of 7 digits to the right of the decimal point, for example '.1234567'

— **Value 2 (Effluent Trading Sample)** – Enter the quality or concentration value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:
  - No more than eight characters, including decimal point and +/- sign but excluding comma separators

- Minimum value: -9999999
- Maximum value: 99999999
- Maximum of 7 digits to the right of the decimal point, for example '.1234567'

— **Value 2 (Permit Requirement)** – Permit limit for the parameter for Quality or Concentration Value 2, including the limit value, qualifier, statistical base, and whether monitoring is optional. You can not edit this information.

— **Value 2 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.

— **Qualifier 3** – Qualifies the value entered for Value 3 (Sample) and Value 3 (Effluent Trading Sample), if present. The available qualifiers can include:

- Equals (=) (default)
- Less than (<)
- Greater than (>)
- Less than or equal to (<=)
- Greater than or equal to (>=)
- "T" (too numerous to count)
- "E" (estimate)
- Note that the '=' qualifier is the default if no qualifier is selected.

— **Value 3 (Sample)** – Enter the quality or concentration value for the measured sample for this parameter. You can edit this entry only if the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
- Minimum value: -9999999
- Maximum value: 99999999
- Maximum of 7 digits to the right of the decimal point, for example '.1234567'

— **Value 3 (Effluent Trading Sample)** – Enter the quality or concentration value for the effluent trading sample. You can edit this information only if effluent trading is in effect for this parameter and the corresponding permit requirement value is populated. The format and range requirements for the value are as follows:

- No more than eight characters, including decimal point and +/- sign but excluding comma separators
- Minimum value: -9999999
- Maximum value: 99999999
- Maximum of 7 digits to the right of the decimal point, for example '.1234567'

- **Value 3 (Permit Requirement)** – Permit limit for the parameter for Quality or Concentration Value 3, including the limit value, qualifier, statistical base, and whether monitoring is optional. You can not edit this information.
- **Value 3 (Value NODI)** – If applicable, select a NODI value from the drop-down list. You can view a list of NODI value descriptions by clicking the *List* button under the *Value NODI* label for this entry. You can edit this information only if the corresponding permit requirement value is populated.

- **Units (Sample)** – Select the appropriate unit of measure from the list for this quality or concentration value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.
- **Units (Effluent Trading Sample)** - Select the appropriate unit of measure from the drop-down list for this quantity or loading value. This information is editable only if the corresponding permit requirement unit is populated. The units listed in the permit will be selected by default.
- **Units (Permit Requirement)** – Unit of measure code and description specified in the limit set for quality or concentration value. You can not edit this field.

- **Number of Excursions** – If appropriate, enter the number of excursions for this parameter. You can only enter whole numbers for this field.

- **Frequency of Analysis**
- **Sample** – Select the frequency of analysis for the sample from the drop-down list. The drop-down list contains all active ICIS-NPDES frequency of analysis codes and descriptions. You can view a list of acceptable ICIS-NPDES frequency of analysis codes and descriptions by clicking the *List* button under the selection box for this field. The frequency of analysis listed in the permit will be selected by default.
- **Permit Requirement** – Frequency of analysis for the permit requirement for this parameter. You can not edit this information.

- **Sample Type**
- **Sample** – Select the appropriate sample type for this parameter by clicking in the box next to sample type and clicking to select an option. The list contains all active ICIS-NPDES sample type codes and descriptions. The sample type listed in the permit will be selected by default.
- **Permit Requirement** – Sample type for the parameter specified in the limit set. It includes the sample type code and description. You can not edit this information.

Edit Check Error Table

The errors summary shows a listing of any hard or soft errors found in the DMR resulting from the entries that you made as an external user with Signatory or Edit access. Both Soft and Hard errors will, when they occur, cause the DMR's status to change to "NetDMR Validation Errors". A DMR with a status of NetDMR Validation Errors can not be signed and submitted. Only DMRs with a status of "NetDMR Validated" can be signed and submitted. To prepare the DMR for signature and submission, you must resolve all hard errors and acknowledge all soft errors. The Edit Check Errors table includes the following:

- **Parameter**
  - **Code** – The parameter code associated with the submission errors.
  - **Name** – The parameter name associated with the submission errors.
- **Monitoring Location** – The monitoring location code.
- **Field** – The field in the DMR associated with the submission errors.
- **Type** – The type of error, Hard or Soft, that was encountered.
  - **Hard Errors** – Hard errors must be resolved by editing the DMR. Possible hard error messages are:
    - A quantity or quality value can not be entered when the Too Numerous to Count (T) qualifier is selected.
    - A quantity or quality value NODI code can not be entered when the T qualifier is selected.
    - If a quantity or quality value is negative, the less than (<) qualifier can not be selected.
    - You can not select both a quantity or quality value and a value NODI code.
    - Value fields may contain numbers and the special characters "." , "-" and "," only.
    - If an effluent trading sample value is entered, a sample value must be entered

  - **Soft Errors** – Soft errors can be resolved by editing the DMR or by acknowledging the errors in the errors summary. Possible soft error messages are:
- The selected units do not match the permit requirement units for this parameter. The provided quality or quantity value(s) may be outside the permit limit.
- The provided quantity or quality value is outside the permit limit. This soft error is displayed if any of the following apply:
  - The value entered is outside the permit limit and the units of measure are the same as those listed in the permit. For example, the permit requirement is 2 mg/L and the entered value is 3 mg/L. Note: NetDMR does not perform unit conversions and will not display this soft error if it can only be determined after a conversion is completed.
  - The user selects a qualifier opposite of the qualifier specified in the permit. A few examples include:

- The permit requirement is >= 20% and the user enters < 20%.
- The permit requirement is >= 20% and the user enters 19%.
- The permit requirement is < 10 mg/L and the user enters 10 mg/L.
- The permit requirement is < 10 mg/L and the user enters 11 mg/L.

- The number of excursions should be greater than zero. This soft error is displayed if all of the following apply: (1) the selected units match the permit units, AND (2) one or more of the entered values are outside the permit limit AND (3) excursions are null or zero. Note: NetDMR does not perform unit conversions and will not display this error if it can only be determined after a conversion is completed.

- **Description** – A short description of the error that was encountered.

- **Acknowledge** – A box that you can check to acknowledge soft errors.

Note that NetDMR does not generate hard or soft errors for the following:

- **If a Form-level NODI is applied, NetDMR ignores any selections that you make for qualifiers, units, frequency of analysis, and sample type**
- **If a parameter NODI is applied, NetDMR ignores any selections that you make for qualifiers, units, frequency of analysis, and sample type**
- **If you select qualifiers, units, frequency of analysis, or sample type for a parameter but do not provide a value, NetDMR ignores your selections.**

Comments

The comments section provides space for external users with signatory or edit access to a permit to enter additional comments related to your DMR submission. A maximum of 4,000 characters can be entered as a comment.

Attachments

The attachment section lists the following information for all attachments associated with the DMR:

- **File Name** – The name of the attached file, presented as a hyperlink. You can download the file by clicking the file name hyperlink.
- **Type** – The MIME content type of the attached file.
- **Size** – The size of the attached file in megabytes.
- **Remove** – Click the in this column to delete an attachment from a DMR submission.

Report Last Saved By

The Report Last Saved by section lists the following for the user that last saved DMR edits:

- **User** – The name of the user who last saved the DMR.
- **Name** – The full name of the user who last saved the DMR.
- **E-mail** – The email of the user who last saved the DMR.
- **Date/Time** – The date and time the DMR was last saved.

Page-level Edit Options

Page-level edit options available to you as an external user with Signatory or Edit access include the following:

- **Clear Parameter Fields** – Click **Clear Parameter Fields** to blank out or erase all editable fields in the Parameter Section and restores the defaults listed in the permit for qualifier, frequency of analysis, and sample type.

- **Save & Continue** – Click **Save & Continue** to save your edits on this page and remain on this page for further edits. Clicking this link also causes NetDMR to recheck the data for hard and soft errors, update the DMR's status, and reload this page for this DMR.

- **Save & Exit** – Click Save & Exit to save your edits on this page. Clicking this link also causes NetDMR to perform On Save edit checks, update the DMR's status, and returns you to the ***DMR/COR Search Results*** page. If the DMR has any outstanding "Soft" or "Hard" errors, NetDMR will set the status to "NetDMR Validation Errors". If the DMR does not contain any outstanding "Soft" or "Hard" errors, NetDMR will set the status to "NetDMR Validated".

- **Sign & Submit** – If the DMR's status is "NetDMR Validated," click **Sign & Submit** to sign and submit this DMR.

- **Print Friendly View** – Click **Print Friendly View** to view the DMR in a print friendly format.

- **DMR/COR Search Results** – Click **DMR/COR Search Results** to return to the ***DMR/COR Search Results*** page. You will be returned to the results with any sorting or paging selections still applied. Note that if the DMR you were working on is no longer part of the search results, you will be returned to the previous or next page of results.

Add Attachment

As an external user with signatory or edit access, you can also attach one or more files to a DMR from the Attachments section of the ***Edit DMR*** page by following these steps:

1. Click *Add Attachment* and the ***Add Attachment*** page is displayed.
2. Click *Browse* and navigate to the file you would like to attach.
3. Click to highlight the file and click Open. The file size cannot exceed 20 megabytes (MB).
   - NetDMR will not allow upload of the following file types: com, dll, exe, and vbs. If you attempt to upload a file on one of these types, NetDMR will display an error message indicating that the file type is not allowed.
4. Click *Attach File* to attach the file or click *Cancel* to return to the ***Edit DMR*** page without attaching a file.

Delete a DMR

As an external user with signatory or edit access, you can delete a previously submitted DMR by following these steps:

1. Log into NetDMR with an Edit, Data Provider, or Signatory account.
2. Search for the DMR you would like to delete. You can search for the DMR by accessing the All DMRs & CORs tab (see Page 8), selecting the Permit ID, permitted feature, and discharge for the DMR, and clicking *Search.*
3. On the ***DMR/COR Search Results*** page, locate the row for the DMR that you would like to delete, select Correct DMR in the Next Step(s) column, and click *Go*.
4. On the ***Edit DMR*** page, click Clear Parameter Fields. All entered sample values and NODI codes will be deleted and the qualifier, units, sample type, and frequency of analysis fields will be set to the defaults listed in your permit. Alternatively, you can delete each value entry manually and resave to clear reported values.
5. Manually update the Principal Executive Officer information, attachments, and comments if changes are needed.
6. Click *Save & Continue.*
7. If you are a signatory, you can sign the submission to delete the DMR entry as follows:
   - Click Sign & Submit.
   - Review the information on the ***Sign and Submit*** page to verify that you are signing the DMR you intend to submit.
   - Provide a response to the Security Question.
   - Enter your Password in the text box.
   - Click *Submit* to submit the DMR(s)
   - The ***Submission Confirmation*** page will indicate whether the DMR has been forwarded for submission.
8. If you do not have signatory access to the DMR, inform the signatory that the DMR is ready for signature and submission.

Import DMRs

As an external user with signatory or edit access, you can enter data for one or more DMRs using the import functionality by uploading a file that conforms to the Import DMR file specifications. The import file can contain data to start data entry of a DMR that you have not yet edited, alter in-process DMRs, and/or correct previously submitted DMRs. NetDMR will populate the DMR using the data contained in the file. NetDMR will validate the import file and flag any errors. You must still use the NetDMR interface to acknowledge soft errors, provide information such as the Principal Executive Officer, and sign a completed DMR.

Import DMR Format

The DMR import file must be in comma separated value format (csv) and be saved with an extension of '.txt', or a '.txt' file that is zipped according the PKWare zip format and saved with an extension of. '.zip' CSV files can be readily created using a program such as Microsoft Excel. The import format will allow you to specify all of the parameter data that you would otherwise enter using the NetDMR Edit DMR functionality. You will still need to use the NetDMR Edit DMR functionality to acknowledge soft errors and enter DMR level information such as the Principal Executive Officer. The following fields are listed in the order in which they must appear for each row in the import file.

Import DMR File Specifications							
#	Grouping	Header	Short Description	Full Description	Example	Type	Required
1	DMR	permitted_feature_id	Permitted Feature ID	The alphanumeric identifier or name assigned by a permit issuing organization to identify a permitted unit, feature, or process	LVW	alphanumeric string 100 characters or less	y
2		limit_set_txt	Limit Set Designator	The unique identifier for a particular grouping of limits for a given outfall or discharge point for reporting purposes	A	alphanumeric string 50 characters or less	y
3		mped_txt	Monitoring Period End Date (yyyy-mm-dd)	The Monitoring Period End Date (MPED) for a given DMR.	2008-03-31	Date in YYYY-MM-DD Format	y
4	Parameter	parameter_cd	Parameter Code	The unique code identifying the parameter within the pollutant	TRB6J	string 5 characters or less	y
5		monitor_location_cd	Monitoring Location Code	The code that the monitoring location at which the monitoring requirement (and effluent limit if limited) applies.	RW	string 3 characters or less	y
6		season_num	Season Number	Unique number between 0 and 12 inclusive that identifies a particular seasonal limit for the same parameter within a single limit start and end date.	1	Integer between 1 and 12 inclusive	y
7	Quant 1	quant_1_nodi_cd	Quantity 1 Nodi Code	The unique code for no discharge indicator values of DMR	W	string 3 characters or less	
8		quant_1_qualifier_txt	Quantity 1 Qualifier Text	The qualifier of the numeric condition. It specifies whether the condition is greater than, less than, and/or equal to the NumericConditionValue. This field may also indicate if the value is estimated (E) or too numerous to count (T) when applicable.	=	one of: =,<=,=>,<,>,T,E	
9		quant_1_sample_num	Quantity 1 Sample Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
10		quant_1_effluent_num	Quantity 1 Effluent Value	Value	3.75	Number, , not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	

Import DMR File Specifications							
#	Grouping	Header	Short Description	Full Description	Example	Type	Required
11	Quant 2	quant_2_nodi_cd	Quantity 2 Nodi Code	The unique code for no discharge indicator values of DMR	W	String 3 characters or less	
12		quant_2_qualifier_txt	Quantity 2 Qualifier Text	The qualifier of the numeric condition. It specifies whether the condition is greater than, less than, and/or equal to the NumericConditionValue. This field may also indicate if the value is estimated (E) or too numerous to count (T) when applicable.	=	One of: =,<=,=>,<,>,T,E	
13		quant_2_sample_num	Quantity 2 Sample Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
14		quant_2_effluent_num	Quantity 2 Effluent Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
15	Quant UOM	quant_uom_cd	Quantity Unit Of Measure Code	Unit of measure abbreviation	MBTU/hr	String 15 characters or less	
16	Conc 1	conc_1_nodi_cd	Concentration 1 Nodi Code	The unique code for no discharge indicator values of DMR	W	String 3 characters or less	
17		conc_1_qualifier_txt	Concentration 1 Qualifier Text	The qualifier of the numeric condition. It specifies whether the condition is greater than, less than, and/or equal to the NumericConditionValue. This field may also indicate if the value is estimated (E) or too numerous to count (T) when applicable.	=	One of: =,<=,=>,<,>,T,E	
18		conc_1_sample_num	Concentration 1 Sample Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	

Import DMR File Specifications							
#	Grouping	Header	Short Description	Full Description	Example	Type	Required
19		conc_1_effluent_num	Concentration 1 Effluent Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
20	Conc 2	conc_2_nodi_cd	Concentration 2 Nodi Code	The unique code for no discharge indicator values of DMR	W	String 3 characters or less	
21		conc_2_qualifier_txt	Concentration 2 Qualifier Text	The qualifier of the numeric condition. It specifies whether the condition is greater than, less than, and/or equal to the NumericConditionValue. This field may also indicate if the value is estimated (E) or too numerous to count (T) when applicable.	=	One of: =,<=,=>,<,>,T,E	
22		conc_2_sample_num	Concentration 2 Sample Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
23		conc_2_effluent_num	Concentration 2 Effluent Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
24	Conc 3	conc_3_nodi_cd	Concentration 3 Nodi Code	The unique code for no discharge indicator values of DMR	W	String 3 characters or less	
25		conc_3_qualifier_txt	Concentration 3 Qualifier Text	The qualifier of the numeric condition. It specifies whether the condition is greater than, less than, and/or equal to the NumericConditionValue. This field may also indicate if the value is estimated (E) or too numerous to count (T) when applicable.	=	One of: =,<=,=>,<,>,T,E	

Import DMR File Specifications							
#	Grouping	Header	Short Description	Full Description	Example	Type	Required
26		conc_3_sample_num	Concentration 3 Sample Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
27		conc_3_effluent_num	Concentration 3 Effluent Value	Value	3.75	Number, not more than 8 characters including decimal point and +/- sign but excluding comma separators. Maximum of 7 digits to the right of the decimal point.	
28	Conc UOM	conc_uom_cd	Concentration Unit Of Measure Code	Unit of measure abbreviation	MBTU/hr	String 15 characters or less	
29	Additional	excursions_num	Number of reported excursions	Number of reported excursions	2	Integer 0 or above	
30		freq_analysis_cd	Frequency of Analysis Code	The code that indicates the frequency with which the permittee must analyze the sampled data. The general format is XX/YY where XX= number of times sampled and YY = period of time sampled	01/8H	String 15 characters or less	y
31		sample_type_cd	Sample Type Code	The code that is the sampling method required by the permit to be used to provide measurement values on the DMR	CT	String 3 characters or less	y

CSV Format Specifications

The comma separated value (CSV) format recognized by NetDMR is based on the CSV specification outlined by the Internet Engineering Task Force (IETF) at http://tools.ietf.org/html/rfc4180.

9. Any line in the file beginning with the pound sign (#) is treated as a comment and will be ignored by the import.

10. The data for each parameter is located on a separate line, delimited by a line break (CRLF). For example:

    aaa,bbb,ccc CRLF
    zzz,yyy,xxx CRLF

11. The last record in the file may or may not have an ending line break. For example:

    aaa,bbb,ccc CRLF
    zzz,yyy,xxx

12. A header line must appear as the first line of the file with the same format as normal record lines. This header contains names corresponding to the fields in the file and contains the same number of fields as the records in the rest of the file. For example:

    field_name,field_name,field_name CRLF
    aaa,bbb,ccc CRLF
    zzz,yyy,xxx CRLF

13. Within the header and each record, there can be one or more fields, separated by commas. Each line should contain the same number of fields throughout the file. Spaces are considered part of a field and should not be ignored. The last field in the record must not be followed by a comma. For example:

    aaa,bbb,ccc

14. Each field may or may not be enclosed in double quotes. If fields are not enclosed with double quotes, then double quotes can not appear inside the fields. If surrounding double quotes are used, the initial double quote must immediately follow the comma delimiter separating the field from the previous field and the final double quote must immediately precede the comma separating the field from the next field. For example:

"aaa","bbb","ccc" CRLF
zzz,yyy,xxx

"aaa","b,bb","ccc" CRLF
zzz,yyy,xxx

15. If double-quotes are used to enclose fields, then a double-quote appearing inside a field must be escaped by preceding it with another double quote. For example:

    "aaa","b""quoted""b","ccc"

16. Fields that do not contain any data can either be surrounded in double quotes or be empty. For example,
    "a","b","c" CRLF
    a,,c CRLF
    a,"",c

Import DMRs

As an external user with signatory or edit access to a permit, you can use the ***Import DMRs*** page to import a properly formatted DMR data file. The file can contain data for only one permit (although it may cover multiple permitted features, limit sets, and monitoring periods for that permit). You can include in the file both new DMR data and corrections to in-process or previously submitted DMRs. The file can not be larger than twenty (20) megabytes (MB). To import a DMR file, follow these steps:

1. Prepare a properly formatted import file. The file must only contain data for one permit ID as NetDMR can only process DMRs for one permit in each import file.
2. Login to NetDMR with a Signatory or Edit User account.
3. Click **Perform Import** under the **Import DMRs** menu.
4. Click in the box next to Permit ID to select the permit with which the DMR is associated. This box is pre-populated with the list of permits to which you have access. This field is mandatory.
5. Click *Browse* and navigate to folder on your desktop, network, or other location that contains the import file. Click the file name and click Open to select the file to be imported. This field is mandatory.
6. Click in the box next to File Type to select the type of file being imported. Valid file types are “Text” and “Zip” files. This field is mandatory.
7. Click to select a Data Replacement Strategy. The strategy tells NetDMR how to handle the data in the import file. This field is mandatory
    1. **Append Only** – The import can add data to an in-process DMR but can not overwrite the DMR’s existing data.

2. **Append and Overwrite** – The import can both add data to and overwrite existing data in an in-process DMR.

8. Enter a description of the import file. This field is mandatory.
9. Click *Submit Import File* to initiate the import process. After you submit a file, NetDMR adds it to the import queue. You can monitor the status of the import request on the Check ***DMR Import Results*** page. After the DMR has been processed, NetDMR will notify you by email and make any errors available via the ***Check DMR Import Results*** page.

You can stop the import process by clicking *Cancel*. NetDMR will return you to the previous page without submitting a DMR file to import.

Import Validation

NetDMR automatically processes and validates each row in the import file. If an error is encountered in a row, no data from the row will be processed. Errors in one row do not affect the processing of previous or subsequent rows. NetDMR performs the following validations:

1. Each import file must contain data for only one permit number. You specify the permit number on the ***Import DMRs*** page.
2. Each row must be of the exact format specified in Import DMR Format (Section 6.5.1) and DMR Import File Contents (Section 6.5.2).

3. Each row must contain data for the following fields to uniquely identify a parameter row in a DMR:
   a. Permitted Feature ID
   b. Limit Set Designator
   c. Monitoring Period End Date (yyyy-mm-dd)
   d. Parameter Code
   e. Monitoring Location Code

4. Each row must relate to a parameter row of a DMR that exists in NetDMR

5. If you provide a NODI code for a row, the associated sample value and effluent values must be blank. For example, if a Concentration 1 NODI Code is provided in a row, data cannot be provided for the Concentration 1 Sample Value or the Concentration 1 Effluent Value for that same record.

6. All included codes for fields such as Parameter Code, Monitoring Location Code. NODI codes (Appendix A), Unit of Measure Codes (Appendix B), Frequency of Analysis Codes (Appendix C), and Sample Type Codes (Appendix D) must match the codes in an applicable reference table in the NetDMR database. NetDMR uses the same codes as ICIS-NPDES.

7. The Monitoring Period End Date must be specified in the format YYYY-MM-DD.

8. If provided, the Number of Excursions must be an integer >= 0.

9. If provided, the Unit of Measure Code (Appendix B) must be appropriate for the specified parameter. The reference tables retrieved from ICIS-NPDES specify which unit codes are appropriate for each parameter code.

DMR Import Results

The ***DMR Import Results*** page summarizes the status of your DMR import requests. . As an external user with signatory or edit access to a permit, you can view these results by clicking **Check Results** under the **Import DMRs** menu. The following information is provided:

- **Transaction ID** – A NetDMR-generated identifier for the request.
- **Submission Date/Time** – The date/time you made the request to import the DMR on the ***Import DMRs*** page.
- **Permit ID** – The permit number to which the DMR data are being added.
- **Facility**– The name of the facility associated with the permit.
- **Import File** – The name of the import file.
- **Data Replacement Strategy** – Indicates if the data replacement strategy is "Append Only" or "Append and Overwrite".
- **Description** – The description you provided for this import on the ***Import DMRs*** page.
- **Status** – The status of the DMR Import
- **Pending** – The import request is waiting in NetDMR's import queue.
- **In Process** – NetDMR is processing the import request.
- **Failed** – NetDMR attempted to process the request but encountered fatal errors. No data were imported. Failed import requests are removed from the table after three months.
- **Completed With Errors** – NetDMR processed the request and encountered non-fatal errors; some data were imported. Completed with errors import requests are removed after all of the DMRs created by this request are signed and submitted or deleted.
- **Completed** – NetDMR processed the request without errors; all data were imported. Completed import requests are removed from the table after all of the DMRs created by this request are signed and submitted or deleted.
- **Log** – You can view the import log for each request by clicking the icon. The import log contains detailed status and error messages generated during import processing.
- **Back** – Click the *Back* button to return to the previous page.

Up to ten import requests will be displayed in the table by default. If more than 10 import requests are available, you can navigate through the list by:

- Clicking a page number link to go to a specific page of import requests.
- Clicking the green forward arrow to display the next page of import requests.
- Clicking the green back arrow to view the previous page of import requests.
- Clicking the double green forward arrow icon to display the last 10 import requests.
- Clicking the double green back arrow icon to display the first 10 import requests.
- Clicking the View All link to show all import requests in the table on the same page with the default sort order applied
- Clicking the View Partial link to return from the View All display back to viewing 10 import requests at a time with the default sort order applied.

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column.

DMR Import Log

The ***DMR Import Log*** page displays status and error messages generated during the processing of a DMR import request. As an external user with signatory or edit access to a permit, you can view the DMR Import Log by clicking the log icon in the Log column on the ***DMR Import Results*** page. The DMR import request information is summarized in the table at the top of the page and the log entries are presented in the table at the bottom of the page.

DMR Import Request Information

- **Transaction ID** – A NetDMR-generated identifier for the request.
- **Submission Date/Time** – The date/time you made the request to import the DMR on the ***Import DMRs*** page.
- **Permit ID** – Permit number to which the DMR is being added.
- **Facility** – Name of the facility associated with the permit.
- **Import File** – The name of the import file.
- **Data Replacement Strategy** – Indicates if the data replacement strategy is "Append Only" or "Append and Overwrite".
- **Description** –The description you provided for this import on the ***Import DMRs*** page.
- **Status** – The status of the DMR Import.
- **Pending** – The import request is waiting in NetDMR's import queue.
- **In Process** – NetDMR is processing the import request.

- **Failed** – NetDMR attempted to process the request but encountered fatal errors; no data were imported. Failed import requests are removed after three months.
- **Completed With Errors** – NetDMR processed the request and encountered non-fatal errors; some data were imported. Completed with errors import requests are removed after all of the DMRs created by this request are signed and submitted or deleted.
- **Completed** – NetDMR processed the request without errors; all data were successfully imported. Completed import requests are removed after all of the DMRs created by this request are signed and submitted or deleted.

DMR Import Log Entries

- **Date/Time** – The date and time the message was logged.
- **Error Type Code** – A category for each log message, Information or Error

- **Error Code** – A NetDMR code useful for troubleshooting and technical support; this code is displayed for error messages only. See Appendix E for a complete listing of error codes.
- **Description** – A plain English description of the status event or error.
- **Back** – Click the *Back* button to return to the previous page.

Up to ten log messages will be displayed by default. If the import generated more than ten log messages, you can navigate through the log messages by:

- Clicking a page number link to go to a specific page of log messages.
- Clicking the green forward arrow to display the next page of log messages.
- Clicking the green back arrow to view the previous page of log messages.
- Clicking the double green forward arrow icon to display the last 10 log messages.
- Clicking the double green back arrow icon to display the first 10 log messages.
- Clicking the View All link to show all log messages in the table on the same page with the default sort order applied.
- Clicking the View Partial link to return from the View All display back to viewing 10 log messages at a time with the default sort order applied.

Click any underlined column title to sort the table rows in ascending or descending order by the information in that column.

Sign & Submit DMRs

As an external user with signatory access to a permit, you can use NetDMR to securely sign and submit DMRs. You can only sign and submit DMRs that have a status of 'NetDMR validated' and for which you have acknowledged all soft errors. You must have approved signatory access to a permit to sign and submit associated DMRs. NetDMR provides several options to search for and retrieve DMRs ready to sign and submit, including from your ***Home*** page, from the ***DMR/COR Search Results*** page, or from the ***Edit DMR*** page.

Search for DMRs Ready to Sign & Submit from your Home Page

As a Signatory user, you can search for DMRs Ready to sign and submit from your ***Home*** page by following these steps:

1. Login to your NetDMR Signatory account.
2. On your ***Home*** page:
   Click to select 'NetDMR Validated' in the box next to Status on the DMR/COR Search tab

   OR

   Click on the DMRs Ready to Submit Tab

   OR

   Click on the DMRs Ready to Submit under the Search Menu

3. Enter search criteria:
   - **All DMRs** – Search all DMRs ready to sign and submit by clicking the *Search* button next to the *All DMRs* label. Available DMRs are customized based on user roles and permissions.

   - **DMRs for Permit ID** - Search for DMRs ready to sign and submit by permit number. Select the permit number for which you wish to view validated DMRs from the drop-down list. Once you have selected a specific permit number, click the *Search* button next to the drop down box. Available permit numbers are customized based on user roles and permissions.

   - **DMRs for Facility**- Search for DMRs ready to sign and submit by facility name. Select the facility for which you wish to view validated DMRs from the drop-down list. Once you have selected a specific facility, click the *Search* button next to the drop down box. Available facilities are customized based on user roles and permissions.

4. Click *Submit*.
5. The ***DMR/COR Search Results*** page is displayed with a table listing DMRs that can be signed and submitted. The table will not included any results if none of your DMRs have a status of NetDMR validated or NetDMR validated with errors and you have not yet acknowledged all soft errors for your DMRs. You can sort the DMRs in this table in ascending or descending order by clicking on any underlined column title.
6. In the Include in Batch Submit column, click to check the box or click the *Select All* in the table title row. Note that you can submit a maximum of 10 DMRs at a time.
7. Click **Sign & Submit Checked DMRs** after you select all the DMRs you would like to Submit.
8. The ***Sign and Submit*** page is displayed and provides the following:

    - **Include in Submission** – Click to check the box in this column to confirm your intention to sign and submit this DMR.
    - **View Completed DMR** – Click the icon in this column to view a read-only copy of the DMR in a separate window.
    - **Permit ID** - The permit ID for this DMR.
    - **Facility** – The facility name for this DMR.
    - **Permitted Feature** – The permitted feature for this DMR.
    - **Discharge #** - The discharge number for this DMR.
    - **Discharge Description** – The discharge description for this DMR.
    - **Monitoring Period End Date** – The monitoring period end date for this DMR.
    - **DMR Due Date** – The due date for this DMR.
    - **Status** – The status of this DMR. The status must be "NetDMR Validated" to be signed and submitted.
    - **Acknowledged Soft Edit Check Errors** – Displays the parameters in the DMR being submitted for which you have acknowledged any soft errors identified by NetDMR (see Section 6.2.3).

    - **Parameter Code** – The parameter code associated with the submission errors
    - **Parameter Name** – The parameter name associated with the submission errors
    - **Monitoring Location** – The monitoring location code and description associated with the submission errors.
    - **Field** – The field in the DMR associated with the submission errors.
    - **Description** – A plain English description of the error that was encountered.

Attachments – Lists the files you attached to the DMR. Note that attachments are not forwarded directly to your regulatory authority. After you sign and submit a DMR, NetDMR sends an email to the set of the notification email addresses entered by the Permit Administrator as well as

the notification email addresses entered by the Internal Administrators. Those users can access attachments by logging in to NetDMR and viewing the COR for the submitted DMR.

- **Name** – The name of the attached file, presented as a hyperlink. You can download the attached file by clicking the file name hyperlink.
- **Type** – The MIME content type of the attached file
- **Size** – The size of the attached file in megabytes (MB)

Certification Statement – The legal certification statement for the impending submission. This statement verifies:

- You are the owner of this account.
- You have protected the account and password and are in compliance with the subscriber agreement.
- You have the authority to submit the selected DMRs.
- You agree that providing the account password to sign the DMR(s) constitutes an electronic signature equivalent to your written signature.

9. **Security Question** – Provide the answer to the security question that is displayed.
10. **Password** – Enter your password in the text box.
11. **Submit** – Click *Submit* to submit the DMR(s) and view the submission confirmation.

❖ **Do Not Submit** – Click the *Do Not Submit* button to cancel a submission and return to the previous page.

Submission Confirmation

As an external user with Signatory access to a permit, after you answer the security question and provide your password on the ***Sign & Submit DMR*** page, NetDMR creates the copy of record for your DMR. This copy of record includes your DMR data, any attached files, and a submission receipt. NetDMR also generates a unique confirmation number for your submission. NetDMR sends a notification e-mail to you, any addresses associated with the submitted DMRs' permit(s), and any addresses associated with the governing regulatory authority. The e-mail indicates that NetDMR has received the submission and will forward it to the Central Data Exchange for transfer to EPA's official repository for DMR submissions, the ICIS-NPDES database. The ***Submission Confirmation*** page displays the following confirmation information for a DMR submission.

- **Permit ID** - The permit ID for this DMR.
- **Facility** – This name of the facility associated with the permit.
- **Permitted Feature** – The permitted feature for this DMR.
- **Discharge #** - The discharge number for this DMR.
- **Discharge Description** – The discharge description for this DMR.

- **Monitoring Period End Date** – The monitoring period end date for this DMR.
- **DMR Due Date** – The due date for this DMR.
- **View COR** – Click the icon in this column to view the COR associated with this DMR's submission.
- **Download COR** – Click the icon to download the DMR's COR Zip file.
- **Download COR Signature** – Click the icon to download the COR signature file for this DMR submission.

NetDMR sends the following additional email notifications to you as the Signatory:

- Notification that the DMR has been submitted to ICIS via CDX.
- Notification that ICIS has finished processing the DMR, the results of the processing, and an indication of whether errors or warning were encountered.

Correct DMR

As an external user with signatory or edit access to a permit, you can correct a DMR previously submitted using NetDMR using the on the ***Correct DMR*** as follows:

Correct DMR

1. Login to NetDMR with a Signatory or Edit user account.
2. On your ***Home*** page, click to select "Completed", "Submission Errors/Warnings", "NetDMR Validated", or "NetDMR Validation Errors" in the box next to Status on the DMR/COR Search tab and enter any other search criteria.
3. Click *Submit*.
4. The ***DMR/COR Search Results*** page is displayed with a table listing DMRs that can be corrected. In the Next Steps column, click "Correct DMR" and click Go.
5. NetDMR retrieves the parameter values, other editable fields, and list of attachments on the ***Correct DMR*** page with the corresponding information in the DMR's most recent copy of record. Edit the DMR as needed, acknowledge any soft errors, and save the DMR. To view more detail about how to edit the DMR, see Section 6.2.

Sign and Submit a Corrected DMR

6. If you are a Signatory User, click *Sign & Submit* at the top or bottom of the page.
7. On the ***Sign & Submit DMR*** page, click to check the box in the **Include in Submission** column to confirm your intention to sign and submit the corrected DMR
8. Click the icon in the View Completed DMR column to display a read-only copy of the DMR in a separate window and verify your corrections.
9. Close the read-only view of the DMR by choosing File > Close from the menu or by clicking the red X in the top right corner of the window.
10. Review the statements in the Certification Statement section of the page.
11. Enter the appropriate response to the security question.

12. Enter your password.
13. Click Submit to submit your corrected DMR. NetDMR generates a new Copy of Record for this corrected DMR.

DMR Reporting Definitions

The following are definitions of some terms used for reporting on the Discharge Monitoring Report (DMR).

Term	Definition
Annual Average Flow	The arithmetic average of all daily flow determinations taken within the preceding 12 consecutive calendar months. The annual average flow determination shall consist of daily flow volume determinations made by a totalizing meter, charted on a chart recorder and limited to major domestic wastewater discharge facilities with a 1 million gallons per day or greater permitted flow
Daily Average Flow	The arithmetic average of all determinations of the daily discharge within a period of one calendar month. The daily average flow determination shall consist of determinations made on at least four separate days. If instantaneous measurements are used to determine the daily discharge, the determination shall be the arithmetic average of all instantaneous measurements taken during that month. Daily average flow determination for intermittent discharges shall consist of a minimum of three flow determinations on days of discharge.
Daily Maximum Flow **Instantaneous Flow**	The highest total flow for any 24-hour period in a calendar month. The measured flow during the minimum time required to interpret the flow measuring device.
2-hour Peak Flow	Applies to domestic wastewater treatment plants: The maximum flow sustained for a two-hour period during the period of daily discharge. Multiple measurements of instantaneous maximum flow within a two-hour period may be compared to the permitted 2-hour peak flow.
Maximum 2-hour Peak Flow	Applies to domestic wastewater treatment plants: The highest 2-hour peak flow for any 24-hour period in a calendar month.
Daily Average Concentration	The arithmetic average of all effluent samples, composite or grab as required by the permit, within a period of one calendar month, consisting of at least four separate representative measurements. When four samples are not available in a calendar month, the arithmetic average of the four most recent measurements or the arithmetic average (weighted by flow) of all values taken during the month shall be used as the daily average concentration.
7-day Average Concentration	The arithmetic average of all effluent samples, composite or grab as required by the permit, within a period of one calendar week, Sunday through Saturday.
Daily Maximum Concentration	The maximum concentration measured on a single day, by composite sample unless otherwise specified in the permit, within a period of one calendar month.

Term	Definition
Fecal Coliform Bacteria Concentration	The number of colonies of fecal coliform bacteria per 100 milliliters effluent. The fecal coliform bacteria daily average is a geometric mean of the values for the effluent samples collected in a calendar month. The geometric mean shall be determined by calculating the nth root of the product of all measurements made in a particular period of time. For example in a month's time, where n equals the number of measurements made; or, computed as the antilogarithm of the arithmetic average of the logarithms of each measurement made. For any measurement of fecal coliform bacteria equaling zero, a substituted value of one shall be made for input into either computation method.
Composite Sample	For domestic wastewater, a sample made up of a minimum of three effluent portions collected in a continuous 24-hour period or during the period of daily discharge if less than 24 hours, and combined in volumes proportional to flow, and collected no closer than two hours apart. For industrial wastewater, a composite sample is a sample made up of a minimum of three effluent portions collected in a continuous 24-hour period or during the period of daily discharge if less than 24 hours, and combined in volumes proportional to flow, and collected no closer than one hour apart.
Grab Sample	An individual sample collected in less than 15 minutes.

Example Calculations and Reporting

The example calculations and reporting instructions described in this section are illustrated using data in the following chart titled " Example Daily Operations Log for March."

EXAMPLE DAILY OPERATIONS LOG FOR MARCH

Day of Week	Date	Flow (MGD)	BOD_5 (mg/l)	TSS (mg/l)	pH (s.u.)	Cl_2 (mg/l)	BOD_5 (lbs/day)	TSS (lbs/day)
Sunday	3/1	0.17						
Monday	3/2	0.20				2.00		
Tuesday	3/3	0.19	22.00	30.00	7.50	1.40	34.86	47.54
Wednesday	3/4	0.17				1.30		
Thursday	3/5	0.14				1.00		
Friday	3/6	0.15				1.00		
Saturday	3/7	0.13						
Sunday	3/8	0.17						
Monday	3/9	0.23				1.40		
Tuesday	3/10	0.20	29.00	23.00	7.00	2.10	48.37	38.36
Wednesday	3/11	0.34				1.10		
Thursday	3/12	0.30				1.00		
Friday	3/13	0.20				1.20		
Saturday	3/14	0.14						
Sunday	3/15	0.15						
Monday	3/16	0.20				0.00		
Tuesday	3/17	0.18	18.00	16.00	7.20	1.30	27.02	24.02
Wednesday	3/18	0.17				1.10		
Thursday	3/19	0.21				1.40		
Friday	3/20	0.22				1.40		
Saturday	3/21	0.13						
Sunday	3/22	0.14						
Monday	3/23	0.21				1.00		
Tuesday	3/24	0.19	10.00		6.80	1.30	15.85	
Wednesday	3/25	0.18				1.70		
Thursday	3/26	0.20				1.30		
Friday	3/27	0.17				2.10		
Saturday	3/28	0.15						
Sunday	3/29	0.13						
Monday	3/30	0.19				2.20		
Tuesday	3/31	0.14				1.40		
Total	31	5.69	79.00	69.00	---	---	126.10	109.92
Average	--	0.183	19.75	23.12	N/A	N/A	31.53	36.64
Maximum	--	0.34	29.00	30.00	7.50	2.20	48.37	47.54
Minimum	--	0.13	10.00	16.00	6.80	0.00	15.85	24.02

Reporting of Concentration

The example Daily Operations Log shows that four individual BOD_5 grab samples were obtained during the month as follows:

March 3 - 22.00 mg/l
March 10 - 29.00 mg/l
March 17 - 18.00 mg/l
March 24 - 10.00 mg/l

The daily average concentration is calculated by adding the four values obtained and dividing by the number of samples taken during the month. The calculated BOD_5 daily average is 19.75 mg/l.

$$\frac{(22.00 + 29.00 + 18.00 + 10.00)}{4} = 19.75 \text{ mg/l Daily Average } BOD_5$$

The highest BOD_5 concentration was obtained on March 10. This value is reported as the maximum BOD_5 individual grab for the reporting period.

Reporting of Loadings

Some parameters in the permit are limited in terms of pounds per day (lbs/day). Although all of these parameters are measured initially in milligrams per liter (mg/l), conversion to lbs/day can be achieved by using the following formula. **Always be sure to use the flow measurement determined on the day when sampling was done.**

Flow on day of sampling (MGD) x concentration (mg/l) x 8.34 (lbs/gal) = Loading (lbs/day)

Using the four BOD_5 concentrations and the flow measurements obtained on the days of sampling, the individual daily loadings are calculated as follows:

March 3 - (.19 MGD) (22.00 mg/l) (8.34 lbs/gal) = 34.86 lbs/day
March 10 - (.20 MGD) (29.00 mg/l) (8.34 lbs/gal) = 48.37 lbs/day
March 17 - (.18 MGD) (18.00 mg/l) (8.34 lbs/gal) = 27.02 lbs/day
March 24 - (.19 MGD) (10.00 mg/l) (8.34 lbs/gal) = 15.85 lbs/day

The daily average loading (lbs/day) is calculated by adding the individual daily loading values together and dividing by the number of samples taken during the month. The calculated BOD_5 daily average loading is 31.53 lbs/day.

$$\frac{(34.86 + 48.37 + 27.02 + 15.85)}{4} = 31.53 \text{ lbs/day Daily Average } BOD_5$$

Flow-weighted Averages

When four samples are not available in a calendar month, the daily average concentration should be calculated using the four most recent measurements or the arithmetic average (weighted by flow) of all values taken during the month.

The example Daily Operations Log shows that TSS grab samples were taken only three times during the month. The values obtained and the flows on the days of sampling are as follows:

	TSS (mg/l)	Flow on day of sampling (MGD)
March 3	30.00	.19
March 10	23.00	.20
March 17	16.00	.18
Total flow on sample days		.57

To calculate the flow-weighted concentration for each sample, the following equation must be used. The flow-weighted average concentration is then determined by adding the flow-weighted concentrations for the individual samples together.

Concentration (mg/l) x Flow on day of sampling (MGD) = Flow-weighted Concentration
Total flow on days of sampling (MGD)

Sum of Flow-weighted Concentrations = Flow-weighted Daily Average Concentration

March 3 30.00 mg/l x .19/.57 = 10.00
March 10 23.00 mg/l x .20/.57 = 8.07
March 17 16.00 mg/l x .18/.57 = 5.05

Flow-weighted Daily Average = 23.12 mg/l
TSS Concentration

To calculate the daily average flow-weighted loading, the following equation must be used:

Daily average flow-weighted concentration x Average of flows on sampling days x 8.34 lbs/gal = Flow-weighted Daily Average Loading (lbs/day)

$\frac{23.12}{3}$ mg/l x $\frac{.19 + .20 + .18}{}$ x 8.34 = 36.64 lbs/day Flow-weighted Daily Average TSS Loading

pH

A review of the example Daily Operations Log indicates four pH values were obtained during the reporting period ranging from a minimum value of 6.80 s.u. on March 24 to a maximum value of 7.50 s.u. on March 3. The highest pH value obtained on March 3 is reported as the maximum pH for the reporting period. The lowest pH value obtained on March 24 is reported as the minimum pH for the reporting period.

Note that pH is not subject to averaging.

Cl_2 Residual

A review of the example Daily Operations Log shows Cl_2 residual values ranging from a minimum value of 0.00 mg/l on March 16 to a maximum value of 2.20 mg/l on March 30 were obtained during the reporting period. The highest Cl_2 value obtained on March 30 is reported as the maximum Cl_2 residual for the reporting period. The lowest Cl_2 value obtained on March 16 is reported as the minimum Cl_2 residual for the reporting period.

Note that chlorine residual is not subject to averaging.

Flow

Daily Average Flow and Daily Maximum Flow

The average daily flow is calculated by adding the individual daily flow measurements together and dividing by the number of days on which flow measurements were taken during the month. The average daily flow calculated from the example Daily Operations Log is 0.183 MGD. The daily maximum flow is the highest daily flow value obtained during the reporting period. On the example Daily Operations Log, the daily maximum flow value is 0.34 MGD, which occurred on March 11.

Annual Average Flow

The annual average flow is the arithmetic average of all daily flow determinations taken during the previous 12-month period. It is calculated by adding the individual daily flow measurements together and dividing by the number of measurements taken during the previous 365 days. For example, if the total flow recorded during a 12-month period is 600 MG and during that period of time flow measurements were obtained once per day, the annual average would be calculated as follows:

600 MG/365 Days = 1.64 MGD Annual Average Flow

For new facilities, the first annual average should be calculated based on the number of measurements taken during the first full month of operation. The second annual average should be calculated based on the number of measurements taken during the first and second months of operation. The third annual average should be calculated based on the number of measurements taken during the first, second and third months of operation, etc. After twelve months of operation, all annual average flows should be calculated using the sum of the individual flow measurements divided by the number of measurements taken during the previous 365 days.

For example, during the first full month of operation, if the total flow recorded is 45 MG and 30 flow measurements were taken (one each day), the annual average flow would be calculated by dividing the total flow by the number of measurements taken during the month: **45 MG/30 Measurements = 1.5 MGD Annual Average Flow**. During the next 30 days, if the total flow recorded is 75 MG and 31 measurements were taken (one each day), the annual average flow would be calculated by dividing the total flow for the first 61 days by the number of measurements taken during that period: **45 MG+75 MG/61 Measurements = 1.967 MGD Annual Average Flow**. During the third month of operation, if the total flow recorded is 65 MG and 31 measurements were taken (one each day), the annual average would be calculated by dividing the total flows for the first 92 days by the number of measurements taken during that period: **45 MG + 75 MG + 65 MG/ 92 Measurements = 2.01 MGD Annual Average Flow**.

2-hour Peak Flow

The 2-hour peak flow is the maximum flow sustained for a two-hour period during the period of daily discharge. The maximum 2-hour peak flow which is reported on the Discharge Monitoring Report should be the highest 2-hour peak flow for any 24-hour period in a calendar month. Questions about how to determine the 2-hour peak flow should be directed to the Wastewater Permitting Section (MC 148) in the Water Permits and Resource Management Division.

Calculating Fecal Coliform Geometric Mean

Fecal coliform bacteria concentration is the number of colonies of fecal coliform bacteria per 100 milliliters effluent. Fecal coliform bacteria daily average is the geometric mean of the fecal coliform samples collected in a calendar month. The following instructions show two ways to calculate the geometric mean.

nth Root

The geometric mean can be calculated as the *n*th root of the product of *n* data points. In this case, *n* is the number of fecal coliform bacteria sample results.

$$\text{Geometric Mean} = \sqrt[n]{X_1X_2X_3X_4X_5...X_n}$$

For example, if five fecal coliform bacteria samples are taken and the samples results are 99, 126, 90, 420, and 2200 colonies/ml, the calculated geometric mean is 253.

$$(99)(126)(90)(420)(2200) = 1.037 \times 10^{12}$$

$$\sqrt[5]{1.037 \times 10^{12}} = 253$$

Antilog

The geometric mean can also be calculated by taking the antilog of the arithmetic average of the logarithms of the sample results. The following instructions describe how this can be done using the data provided in the chart as an example.

1. Calculate the logarithm for each sample result. For example: The second sample result in the chart is 120. Enter 120 into the calculator and press the log function. The result is 2.079. This is the log of 120. *

2. Calculate the arithmetic average of the logarithms. To do this, add all of the logarithm values together and divide the sum by the number of logarithm values. In the example in the chart, the sum of the logs is 13.703. Since there are 7 log values, divide 13.703 by seven to determine the average of the logs. The result is 1.9576. **

3. Take the antilog of the arithmetic average of the logarithms. This will be the geometric mean. Using the example in the chart, enter 1.9576 into the calculator and press the antilog function. The result is 91. This is the geometric mean for the sample results. ***

Colonies per 100 ml	Log of Colonies per 100 ml
10	1
120	2.079 *
601	2.779
48	1.681
130	2.114
11	1.041
1020	3.009

Arithmetic Average	13.703 ÷ 7 = 1.9576 **
Geometric Mean	Antilog of 1.9576 = 91 ***

Using the MAL Provision to Determine Reportable Results

For some parameters (toxic organic and inorganic constituents), the permit will contain a provision in the Other Requirements section stating that compliance/noncompliance determinations will be based on the minimum analytical level (MAL) for the parameter, and effluent concentrations measured as less than the MAL are deemed to be compliant with the permit limits. This permit provision further states that when an analysis of an effluent sample for the parameter results in a measurement of less than the MAL that parameter shall be reported as "< (MAL value)" and this shall be interpreted as a value of zero (0) for compliance purposes. This means, in these instances, to record the concentration for the sample as < (MAL value) for the purposes of determining daily maximum concentration and use a zero for that measurement when calculating the daily average concentration and the daily average loading. The following examples show how to determine reportable values based on the MAL permit provision, using Mercury as an illustration.

MAL for Mercury = 0.0002 mg/l (0.2μg/l)

***Example 1*:** Some measured values above the MAL and some below the MAL

Sample	Lab Result for Mercury (mg/l)	Concentration (mg/l) to be used for calculating average & loading	Flow on day of sample collection (MGD)	Loading (lbs/day)
Sample 1	0.00014 (<0.0002)	0.0	1.022	0.0
Sample 2	0.00028	0.00028	1.039	0.00242
Sample 3	0.00034	0.00034	1.186	0.00336
Sample 4	0.00012 (<0.0002)	0.0	0.974	0.0
Average	---	0.00015	---	0.00144

Values to be Reported on the DMR
Daily Maximum Concentration: 0.00034 mg/l
Daily Average Concentration: 0.00015 mg/l
Daily Average Loading: 0.00144 lbs/day

***Example 2*:** All measured values below the MAL

Sample	Lab Result for Mercury (mg/l)	Concentration (mg/l) to be used for calculating average & loading	Flow on day of sample collection (MGD)	Loading (lbs/day)
Sample 1	0.00014 (<0.0002)	0.0	1.183	0.0
Sample 2	0.00011 (<0.0002)	0.0	0.966	0.0
Sample 3	0.00018 (<0.0002)	0.0	1.205	0.0
Sample 4	0.00015 (<0.0002)	0.0	1.078	0.0
Average	---	0.0	---	0.0

Values to be Reported on the DMR
Daily Maximum Concentration: <0.0002 mg/l
Daily Average Concentration: 0 mg/l
Daily Average Loading: 0 lbs/day

Note: When an analysis of an effluent sample for a parameter covered by the MAL permit provision indicates no detectable levels and the test method detection level is not as sensitive as the specified MAL, then the level of detection achieved must be used for that sample result in determining reportable maximum and average values. A zero (0) may not be used.

No Detection for Non-MAL Parameters

When an analysis of an effluent sample indicates no detectable levels for a parameter not covered by the MAL permit provision, the level of detection achieved must be used for that sample result in determining reportable maximum and average values. A zero (0) may not be used.

SEWAGE SLUDGE ANNUAL REPORTING

Annual Report

Your Texas Pollutant Discharge Elimination System (TPDES) permit requires you to submit a sewage sludge annual report to the Enforcement Division of the Texas Commission on Environmental Quality (TCEQ) and to the TCEQ Regional Office. Previously, no standard format was required for this report. To standardize reporting, the TCEQ has developed Discharge Monitoring Reports (DMRs) for sewage sludge. If you have been sent DMRs, you are now required to submit your annual sewage sludge data using the DMRs with supplemental attachments. Supplemental attachments are to be used for any additional information that is required to be reported but is not included on the DMRs. The DMRs with the additional attachments will meet the requirement in the TPDES permit for the sewage sludge annual report.

Monitoring Period And Due Date

The monitoring period for sewage sludge use and disposal begins on August 1 and ends on July 31. The DMRs and attachments are due September 1. If your permit is issued during the monitoring cycle, you may receive DMRs for that portion of the monitoring cycle after issuance of your permit.

Discharge Monitoring Reports (DMRs)

The following DMRs will be used for reporting sewage sludge use and disposal information for TPDES permits.

SLDP DMR: Production and Use
SLLA DMR: Land Application (for land application on-site or marketing and distribution of sewage sludge for land application)
SLLY DMR: Pathogen Density Data for Land Application
SLDF DMR: Landfill
SLSA DMR: Surface Disposal
SLDL DMR: Digested Sludge and Sludge in Lagoons

You will receive DMRs for all sewage sludge use and disposal options that are listed in your TPDES permit. *All DMRs that you receive must be submitted to TCEQ. If you do not submit all of the DMRs, you may receive a Notice of Violation for failure to report.*

Basic Instructions for Sewage Sludge DMRs

Some basic instructions for completing the sewage sludge DMRs are listed below. More detailed instructions for each DMR can be found in Section II of this packet.

- Every permittee must fill in data on the Production and Use (SLDP) DMR, even if sewage sludge was not produced during the monitoring period. If a particular use or disposal method was not applicable during the monitoring period, put a "0" in the appropriate space for that item on the SLDP DMR. Otherwise, fill in actual values. If sewage sludge was not produced during the monitoring period, put a "0" in each space on the form for reported values.

- For the other DMRs, fill in data on the form if you used or disposed of sewage sludge by the practice represented by that DMR.

- If a particular DMR does not apply to your sewage sludge use or disposal practice, mark "No Discharge" in the top right hand corner of the form. This indicates that no sewage sludge was handled by that method.

- *Sign and date all DMRs on each page, including those marked "No Discharge."*

Additional Attachments

Any additional sewage sludge information that is required to be reported annually but is not listed on the DMRs should be attached to the original copies of the DMRs. You should check your permit to determine what specific additional data must be reported. Additional information

that is typically required to be reported is listed below. Copies of the required certification statements are included in Section III of this packet.

Type Method	Additional Information To Be Attached to DMRs
Land Application On-site	• Identity of hauler(s) and TCEQ transporter number. • Date(s) of disposal. • Owner of disposal site(s). • TCEQ registration number, if applicable. • Amount of sludge disposal dry weight (lbs/acre) at each disposal site.

Type Method	Additional Information To Be Attached to DMRs

Type Method	Additional Information To Be Attached to DMRs
Land Application On-site (continued)	• If Class B, information on how site restrictions were met. • Certification statement listed in either 30 TAC §312.47(a)(4)(A)(ii) or 30 TAC §312.47(a)(5)(A)(ii) as applicable to the permittee's sewage sludge treatment activities. • When the amount of any pollutant applied to the land exceeds 90% of the cumulative pollutant loading rate for that pollutant, as described in Table 2: – Location, by street address, and specific latitude and longitude; – Number of acres in each site on which bulk sewage sludge was applied; – Date and time bulk sewage sludge was applied to each site; – Cumulative amount of each pollutant (i.e., pounds/acre) listed in Table 2 in the bulk sewage sludge applied to each site; – Amount of sewage sludge (i.e., dry tons) applied to each site.
Marketing and Distribution of Sewage Sludge for Land Application	• Certification statement listed in the permit.
Municipal Solid Waste Landfill	• Identity of hauler(s) and transporter registration number. • Owner of disposal site(s). • Location of disposal site(s). • Date(s) of disposal. • Certification that the sewage sludge meets the requirements of 30 TAC Chapter 330 concerning the quality of the sewage sludge disposed in a municipal solid waste landfill (i.e. passes TCLP and paint filter tests).

Type Method	Additional Information To Be Attached to DMRs
Surface Disposal	• Amount of sludge disposal dry weight (tons) at the sewage surface disposal site. • Date(s) of disposal. • Certification statement found in 30 TAC §312.67 as listed in the permit. • Narrative description explaining how the management practices in 30 TAC §312.64 are met. • Identity of hauler(s) and TCEQ transporter number. • Owner of disposal site.
Digested Sewage Sludge and Lagoons	• Results of any other additional analyses performed on the sludge that are not included on the DMRs (i.e., priority pollutants)

Who To Contact About Questions

If you have questions about how to report data on the DMRs or how to submit the DMRs, please contact:

Water Quality Compliance Monitoring Team (MC 224)
Enforcement Division
(512) 239-2545

If you have questions about the technical aspects of the permit requirements or applicable rules and regulations for sewage sludge use and disposal, please contact:

Agriculture Team (MC 158)
Water Permits and Resource Management Division
(512) 239-4433

How to Obtain Copies of Applicable Rules and Regulations

Copies of applicable rules and regulations are available from the following sources:

Rules/Regulations	Electronic Copies	Printed Copies
TCEQ Rules (e.g., 30 TAC Chapter 312)	http://www.TCEQ.state.tx.us	TCEQ Publications, MC 195 P.O. Box 13087 Austin, TX 78711-3087 Phone: 512/239-0028 Fax: 512/239-4488 Note: The initial copy is free and you may reproduce additional copies yourself. If you request TCEQ to reproduce copies, a fee will be charged.

Federal Regulations (e.g., 40 CFR Part 503)	http://www.epa.gov	U.S. Government Printing Office Texas Crude Building 801 Travis Street Houston, Texas 77002 Phone: 713/228-1187 U.S. Government Printing Office Room 1C-50 Federal Building 1100 Commerce Street Dallas, Texas 75242 Phone: 214/767-0076

COMPLETING SEWAGE SLUDGE DMRs

SLDP DMR: Production And Use

Data must be filled in on this form by all permittees that generate sewage sludge, even if sewage sludge was not produced during the monitoring period. This DMR cannot be marked "No Discharge" at the top of the form. The annual production and use information must be reported in metric tons per year (MT/yr); other information should be reported in the units indicated on the form. All reported quantity and concentration measurements must be based on dry weight. If a particular sewage sludge use or disposal method does not apply to your facility, then put a "0" in that field. If sewage sludge was not produced during the monitoring period, put zeroes in all the spaces for reported values.

Polychlorinated Biphenyls (PCBs): Indicate the concentration of PCBs (mg/kg) measured in the sewage sludge during the reporting period. If PCB testing did not apply during the reporting period, put "N/A" for not applicable and include an explanatory statement in the Comments Section at the bottom of the form.

Toxic Characteristic Leaching Procedure (TCLP): If a TCLP test was performed on the sewage sludge during the reporting period, indicate the results of the TCLP test. If the sewage sludge passed the TCLP test, put a "0" (Pass). If the sewage sludge did not pass the TCLP test, put a "1" (Fail). If TCLP testing did not apply during the reporting period, put "N/A" for not applicable and include an explanatory statement in the Comments Section at the bottom of the form.

Annual Sludge Production: Indicate the amount of sewage sludge produced after final sludge treatment for the reporting period. If you did not produce sewage sludge during the reporting

period, put a “0" and include an explanatory statement in the Comments Section at the bottom of the form.

Annual Sludge Land Applied (land application on-site or marketing and distribution): If you marketed and distributed sewage sludge, indicate the amount that was sold or given away in bulk, bag or other container for land application. If you land applied sewage sludge *on-site* for beneficial use, indicate the amount of sewage sludge that was land applied at your site. *If your sewage sludge was hauled off-site for land application or was transferred to another facility for further processing prior to land application, put a “0" in this field (see Annual Sludge Disposed by Other Method for related reporting instructions).*

Annual Sludge Surface Disposed: Indicate the amount of sewage sludge that was prepared and disposed in a surface disposal unit.

Annual Sludge Landfilled: Indicate the amount of sewage sludge that was prepared and co-disposed in a municipal solid waste landfill.

Annual Sludge Incinerated: Indicate the amount of sewage sludge that was prepared and disposed by incineration.
Annual Sludge Transported Interstate: Indicate the amount of sewage sludge that was prepared and transported to another state other than the one in which it was prepared for eventual use or disposal.

Annual Sludge Disposed by Other Methods: Indicate the amount of sewage sludge that was prepared and was used or disposed by a method other than land application on-site, marketing and distribution, surface disposal, co-disposal in a municipal solid waste landfill, incineration, or transportation to another state. In the Comments Section at the bottom of the form, describe the other method. *If your sewage sludge was hauled off-site for land application or was transferred to another facility for further processing before it was disposed or beneficially used, you should report the amount hauled or transferred in this field on the form and put an explanatory statement in the Comments Section. The explanatory statement should include the name and registration number of the transporter or the name and ID number of the facility to which the sludge was transferred for further processing.*

SLLA DMR: Land Application (for land application on-site or marketing and distribution of sewage sludge for land application)

You must fill in data on this form if you prepared bulk sewage sludge and beneficially reused it by land application *on-site* or gave it away in bulk, bag or other container for land application (marketing and distribution). *If you did not use these methods, or if your sewage sludge was hauled off-site for land application or was transferred to another facility for further processing before it was land applied, mark “No Discharge” at the top of the form and leave the spaces for reported values blank.*

Pollutant Table Used: Indicate the pollutant table from 30 TAC §312.43 which is used for determining compliance with pollutant quality.

Table 2: Used if bulk sewage sludge exceeds the pollutant concentrations of Table 3.

Table 3: Used if bulk sewage sludge or sewage sludge sold or given away in bulk, bag or other container of one metric ton or less meets (does not exceed) the pollutant concentrations of Table 3.

Table 4: Used if sewage sludge is sold or given away in bulk, bag or other container of one metric ton or less, does not meet the Pollutant Concentrations of Table 3, and contains a label or information sheet indicating an annual whole sludge application rate which will not cause any of the Annual Pollutant Loading Rates in Table 4 to be exceeded.

Metals: The information to be reported for metals consists of three types.

Maximum Concentration (mg/kg): Indicate the maximum concentration for all metals during the monitoring period in the "Maximum Concentration" column. These concentrations are limited by the values of Table 1 in 30 TAC §312.43.
Average Concentration (mg/kg): If the sewage sludge meets the pollutant concentrations in Table 3 of the permit, report the "Average Concentration" results for the monitoring period. If your facility does not use the Pollutant Concentration limits for compliance, put a "0" to indicate not applicable.

Loading Rate (lbs/acre): If the sewage sludge does not meet the Table 3 pollutant concentrations and it is subject to the cumulative loading rates of Table 2, you must report the cumulative loading of the metals at the site in the "Maximum Loading" column if the loading rate has reached 90% or more of the maximum rate allowed by Table 2. If the loading rate has not reached 90% or more of the maximum rate allowed, or if the cumulative loading rates do not apply, put a "0" in this column to indicate not applicable.*

* For purposes of reporting sewage sludge concentration and loading, analytical values below detection limit should be reported as "< x", where "x" represents the detection limit.

Level of Pathogen Requirement Achieved: Indicate the level of pathogen control requirements achieved. If the sewage sludge met the Class A requirements, put a "1". If the sewage sludge met the Class B requirements, put a "2". If the sewage sludge did not meet either the Class A or Class B levels, put a "0".

Pathogen Alternative Used: Indicate by number which alternative was used to achieve the

pathogen control level indicated above. Descriptions of the pathogen control alternatives for Class A (numbers1-6) and Class B (numbers 1-3) are listed in 30 TAC §312.82 and in the permit. If the sewage sludge did not meet either Class A or Class B levels, put a "0".

Vector Attraction Reduction Alternative Used : Indicate by number which alternative was used to achieve the vector attraction reduction requirement. Descriptions of the vector attraction reduction alternatives which apply to land application are listed in 30 TAC §312.83 and in the permit. If the sewage sludge did not meet any of the vector attraction reduction alternatives, put a "0".

Annual Whole Sludge Application Rate: If the sewage sludge did not meet the pollutant concentrations of Table 3, and it was sold or given away in bulk, bag or other container with a label or information sheet containing an annual whole sludge application rate which will not cause any of the annual pollutant loading rates in Table 4 to be exceeded, report the annual whole sludge application rate in this field on the form. If this information does not apply to your sewage sludge, put a "0" to indicate not applicable.

SLLY DMR: Pathogen Density Data For Land Application (for land application on-site or marketing and distribution of sewage sludge for land application)

You must fill in data on this form if you prepared bulk sewage sludge and beneficially reused it by land application *on-site* or gave it away in bulk, bag or other container for land application (marketing and distribution). *If you did not use these methods, or if your sewage sludge was hauled off-site for land application or was transferred to another facility for further processing before it was land applied, mark "No Discharge" at the top of the form and leave the spaces for reported values blank.*
Fecal Coliform: If you tested the sewage sludge for Fecal Coliform, report the result as a MPN (most probable number) measurement. If Fecal Coliform testing was not required, put a "0" to indicate not applicable.*

Salmonella: If you tested the sewage sludge for Salmonella, report the result as a MPN (most probable number) measurement. If Salmonella testing was not required, put a "0" to indicate not applicable.*

* The MPN measurement can be found in Standard Methods.

SLDF: Landfill

You must fill in data on this form if you prepared sewage sludge and co-disposed of it in a municipal solid waste landfill. If you did not use this method, mark "No Discharge" at the top of the form and leave the spaces for reported values blank.

In Compliance With Part 258 Requirements for Sewage Sludge: Indicate whether the sewage sludge that was co-disposed in a municipal solid waste landfill met the requirements of 40 CFR Part 258 (passed TCLP and paint filter tests). If the sewage sludge met both of the requirements, put "1" (Yes). If the sewage sludge did not meet one or both of the requirements, put a "0" (No).

SLSA DMR: Surface Disposal

You must fill in data on this form if you prepared sewage sludge and disposed of it by surface disposal. If you did not use this method, mark "No Discharge" at the top of the form and leave the spaces for reported values blank.

Unit With Liner/Leachate Collection System: Indicate the presence of a liner and leachate collection system in the surface disposal unit. If the unit has a liner, put "1" (Yes). If the unit does not have a liner, put a "0" (No).

Unit Boundary to Property Line: If the sewage sludge unit does not have a liner and leachate collection system, indicate the actual minimum distance in meters from the sewage sludge unit boundary to the property line of the surface disposal site.

pH: Enter the highest pH value measured for the sewage sludge in the "Maximum Concentration" column. Note: If your DMR shows that a value is to be reported in the "Average Concentration" column for pH, this is an error. You may put a "0" or asterisks in this column to indicate not applicable.

Metal Concentrations: If the sewage sludge unit does not have a liner and leachate collection system, determine the allowed pollutant concentrations for Arsenic, Chromium and Nickel from Tables 6 or 7 of 30 TAC §312.63, and as indicated in the permit, based on the unit boundary to property line distance. Enter the allowed concentration in the "Average Concentration" column of the form. Enter the actual maximum concentration measured in the "Maximum Concentration" column of the form. The reported measurements for each of these metals must be based on dry weight.

If the sewage sludge unit has a liner and leachate collection system, you do not need to fill in pollutant concentrations, but you must put "0" to reflect not applicable in both the "Average" (allowed) and "Maximum" (actual) columns for the metal parameters.

Level of Pathogen Requirement Achieved: Indicate the level of pathogen control requirements achieved. If the sewage sludge met Class A requirements, put a "1". If the sewage sludge met Class B requirements, put a "2". If the sewage sludge did not meet either Class A or Class B levels, put a "0".

Pathogen Alternative Used: Indicate by number which alternative was used to achieve the pathogen control level indicated above. Descriptions of the pathogen control alternatives for Class A (numbers1-6) and Class B (numbers1-3) are given in 30 TAC §312.82 and in Section I.B.3 of the permit. If the sewage sludge did not meet either Class A or Class B levels, put a "0".

Vector Attraction Reduction Alternative Used: Indicate by number which alternative was used to achieve the vector attraction reduction requirement. Descriptions of the vector attraction reduction alternatives which apply to surface disposal (numbers1-11) are given in 30 TAC §312.83 and in the permit. If the sewage sludge did not meet any of the vector attraction reduction alternatives, put a "0".

SLDL: Digested Sewage Sludge And Sludge in Lagoons

You must fill in data on this form if you prepared sewage sludge and stored it in lagoons. If you did not use this method, mark "No Discharge" at the top of the form and leave the spaces for reported values blank.

Parameter Results: Indicate the measured values for the listed parameters.

SLUDGE CERTIFICATION STATEMENTS (REQUIRED CERTIFICATION STATEMENTS)

Land Application On-site

30 TAC §312.47(a)(4)(A)(ii) - Applies if the concentrations for metals in Table 3 are met and the Class B pathogen requirements are met.

"I certify, under penalty of law, that the Class B pathogen requirements in 30 TAC §312.82(b) and the vector attraction reduction requirement in (insert one of the vector attraction reduction requirements in §312.83(b)(1)-(8) if one of those requirements is met) have been met. This determination has been made under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate the information used to determine that the pathogen requirements [and vector attraction reduction requirements if applicable] have been met. I am aware that there are significant penalties for false certification including the possibility of fine and imprisonment."

- OR -

30 TAC §312.47(a)(5)(A)(ii) - Applies if the cumulative loading rates for metals in Table 2 are met.

"I certify, under penalty of law, that the pathogen requirements in (insert either 30 TAC §312.82(a) or (b)) and the vector attraction reduction requirement in (insert one of the vector attraction reduction requirements in §312.83(b)(1)-(8) if one of those requirements is met) have been met. This determination has been made under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate the information used to determine that the pathogen requirements [and vector attraction reduction requirements] have been met. I am aware that there are significant penalties for false certification including the possibility of fine and imprisonment."

Marketing and Distribution

"I certify, under penalty of law, that the Class A pathogen requirements in 30 TAC §312.82(a) and the vector attraction reduction requirement in (insert one of the vector attraction reduction requirements in §312.83(b)(1)-(8)) have been met. This determination has been made under my direction and supervision in accordance with the system designed to ensure that qualified personnel

properly gather and evaluate the information used to determine that the pathogen requirements and vector attraction reduction requirements have been met. I am aware that there are significant penalties for false certification including the possibility of fine and imprisonment."

Landfill

"I certify, under penalty of law, that the requirements of 30 TAC Chapter 330 concerning the quality of the sludge disposed in a municipal solid waste landfill have been met (i.e., the sewage sludge passed the TCLP and paint filter tests). This determination has been made under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate the information used to determine that these requirements have been met. I am aware that there are significant penalties for false certification including the possibility of fine and imprisonment."

Surface Disposal

"I certify, under penalty of law, that the management practices in 30 TAC §312.64; pathogen requirements in 30 TAC §312.82 and the vector attraction reduction requirements in 30 TAC §312.83(b) have been met. This determination has been made under my direction and supervision in accordance with the system designed to assure that qualified personnel properly gather and evaluate the information used to determine that the (insert the specific requirements for pathogen and vector attraction reduction) have been met. I am aware that there are significant penalties for false certification including the possibility of fine and imprisonment."

Common Sludge Calculations

Calculating Sewage Sludge Dry Metric Tons

On the SLDP DMR for sewage sludge production and use, the permittee must report the amount of sewage sludge produced and the amount of sewage sludge disposed or beneficially reused in dry metric tons. The following calculations show how to convert gallons or cubic yards of sewage sludge into dry metric tons.

Converting Gallons to Dry Metric Tons

To convert gallons of sewage sludge to dry metric tons, the following equation can be used.

$$\frac{\text{X gal}}{1} \times \frac{8.34 \text{ lbs}}{1 \text{ gal}} \times \frac{1 \text{ KG}}{2.2046 \text{ lbs}} \times \frac{1 \text{ MT}}{1000 \text{ KG}} \times \frac{\%\ \text{Dry MT}}{1 \text{ MT}} = \text{Dry Metric Tons}$$

Short Conversion: $\frac{(X)(8.34)(\%)}{(2.2046)(1000)}$

Where:
X = Gallons of sewage sludge
% = Percent of solids in the sewage sludge
The other values in the equation are conversion factors.

For example, if the permittee disposes of 22,500 gallons of sewage sludge that has a solids content of 5%, the amount disposed is 4.26 dry metric tons.

$$\frac{(22500)(8.34)(0.05)}{(2.2046)(1000)} = 4.26 \text{ dry metric tons}$$

Converting Cubic Yards to Dry Metric Tons

To convert cubic yards of sewage sludge to dry metric tons, the following equation can be used.

$$\frac{X \text{ yd}^3}{1} \times \frac{27 \text{ ft}^3}{1 \text{ yd}^3} \times \frac{Y \text{ lbs}}{1 \text{ ft}^3} \times \frac{1 \text{ KG}}{2.2046 \text{ lbs}} \times \frac{1 \text{ MT}}{1000 \text{ KG}} \times \frac{\% \text{ Dry MT}}{1 \text{ MT}} = \text{Dry Metric Tons}$$

Short Conversion: $\frac{(X)(27)(Y)(\%)}{(2.2046)(1000)}$

Where:
X = Cubic yards of sewage sludge
Y = Unit weight of sewage sludge in pounds per cubic foot
% = Percent of solids in the sewage sludge
The other values in the equation are conversion factors.
For example, if the permittee disposes of 100 cubic yards of sewage sludge with a solids content of 25% and a unit weight of 75 pounds per cubic foot, the amount disposed is 22.96 dry metric tons.

$$\frac{(100)(27)\ (75)(0.25)}{(2.2046)(1000)} = 22.96 \text{ dry metric tons}$$

Commonly Asked Questions

1. How do I change data for a parameter previously submitted?

Follow the steps for Edit a DMR. Any data resubmitted will override previously submitted data.

2. What water quality reports can be submitted through NetDMR?

Discharge Monitoring Report (DMR) data can be submitted electronically through the NetDMR system for the following TPDES permits where TCEQ has enforcement authority:

- Industrial wastewater discharge individual permit
- Domestic wastewater discharge individual permit
- Authorizations under the TPDES Wastewater General Permit for discharges from concrete production facilities (TXG110000)
- Authorizations under the TPDES Wastewater General Permit for discharges of wastewater from concentrated aquatic animal production facilities and certain related activities (TXG130000)
- Authorizations under the TPDES Wastewater General Permit for discharges contaminated with petroleum fuel or petroleum substances (TXG830000)
- Authorizations under the TPDES Wastewater General Permit for discharges of wastewater and contact storm water from petroleum bulk stations and terminals (TXG340000)

3. What reports cannot be submitted through NetDMR?

At this time, the following reports can not be accepted as valid TCEQ submittals:

- ***Monthly Effluent Reports (MER)*** - permittees required to report by MER must continue submitting paper forms to TCEQ. This data cannot be submitted through the NetDMR system at this time.
- ***Concentrated Animal Feeding Operation (CAFO) General Permit Reports*** - Annual reports required by authorizations under the TPDES

CAFO general permit must continue to be submitted by paper. See TPDES CAFO.

- ***Other required reports*** - Individual and general permits with reporting requirements that must continue to be submitted in paper form by mail include:
  - Pretreatment Semi Annual and Annual Reports required in permit or pretreatment program
  - Biomonitoring Quarterly, Semi Annual, and Annual Report required in permit
  - Sludge Beneficial Land Use Quarterly and Annual Reports (domestic permits & sludge disposal)
  - Multi Sector General Permit Benchmark testing
  - MS4 Annual Reports
  - Groundwater Reports required in permit
  - Other reports relate to compliance activities specified in your permit (example - construction schedule)
  - Notices of non-compliance

4. Do I have to submit all the parameters for a report at one time?

The initial DMR report submitted should contain all parameters for an outfall for the specific monitoring period. However, this system has been designed to allow users to submit data by parameter in order to allow for corrections to one or more pieces of data after an initial submittal.

5. What if my permit requires me to sample a particular parameter 4 times per week but I sampled 8 times per week? I do not see a corresponding frequency of analysis code to select from in the drop-down list. How do I report this?

If you have sampled at a frequency which does not have a corresponding description/code available in the drop-down list, select " (XX/XX)". If you choose this option, you must include a description of the actual frequency of analysis for the parameter in the comments field on the edit parameter page.

6. If the NetDMR system is not available online for submitting data, how do I report my self-reported data to the TCEQ

TCEQ will make every effort to have NetDMR available for customers to use as much as possible. However, certain maintenance activities are necessary for upgrades and security. These activities often require temporarily bringing down a server or database that NetDMR uses. During these times, parts of or all of NetDMR will be unavailable for use. Most of these maintenance activities are scheduled, but occasionally emergency maintenance may occur that is not on the schedule.

If you are unable to submit your data through the NetDMR system due to unavailability for *extended periods of time*, you can create a paper DMR using a blank form. A blank DMR form is available both inside and outside the NetDMR application. The external form can be found at http://www.tceq.state.tx.us/assets/public/compliance/netdmr/EPA_dmr_form_3320-1_rev_03-99.pdf. The internal form can be found after the login and towards the top of the page, click on the "Blank DMR Form" link under the Download tab.

NOTE: When your facility is registered to submit data electronically, this method of reporting on paper DMRs should only be used on a temporary, emergency basis.