

# **NPDES REPORTING REQUIREMENTS HANDBOOK**

[www.epa.gov/region6/6en/w/dmrman.pdf](http://www.epa.gov/region6/6en/w/dmrman.pdf)



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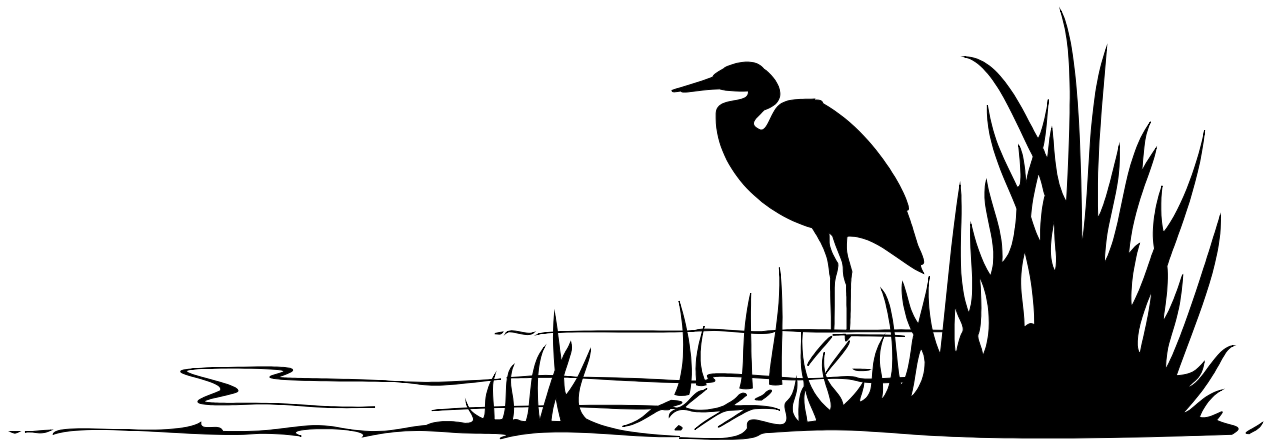
Environmental Protection Agency  
Region 6 (6EN-WC)  
1445 Ross Ave., Suite 1200  
Dallas, TX 75202-2733

## **PROGRAM AUTHORITY**

Facilities that discharge wastewater to receiving waters of the United States must apply for a National Pollutant Discharge Elimination System (NPDES) permit for that discharge. Program Authority is in accordance with Sections 301, 302, 308, 402 and 503 of the Federal Water Pollution Control Act of 1972, as amended by the Clean Water Act of 1977. The Permittee is responsible for understanding and meeting all permit requirements and submitting complete, accurate and legible self-monitoring data.

This booklet is designed to assist the permittee in complying with the reporting requirements in the NPDES permit. We will take you step-by-step in filling out the Discharge Monitoring Report (DMR) and submitting non-compliance and other reports. We have listed the most commonly asked questions with the answers. You will also find helpful information in the form of commonly used math formulas and acceptable abbreviations for filling out the DMR.

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## **I. DISCHARGE MONITORING REPORTS (DMRS)**

The sample collection and analytical results required by the effective permit (EPA or state issued) must be reported to the enforcement authority (EPA or state) through the submission of DMRs (EPA Form 3320-1). An original and one legible copy of the DMRs must be submitted to the enforcement authority by the date specified in the permit. This data is entered into a national database available to the public. *It is extremely important that the data reported on the DMR be accurate, timely, and legible to ensure the facility's compliance status is correctly reflected.* The reported data will be compared with the current limits contained in the permit or any enforcement order to determine facility compliance. It should be noted that a DMR is required even if the facility did not have a discharge during a reporting period.

# FIGURE 1

PERMITTEE NAME/ADDRESS (Include Facility Name/Location if Different)  
NAME

ADDRESS

FACILITY  
LOCATION

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)  
DISCHARGE MONITORING REPORT (DMR)

PERMIT NUMBER

DISCHARGE NUMBER

MONITORING PERIOD

|                         |    |     |                         |    |     |
|-------------------------|----|-----|-------------------------|----|-----|
| YEAR                    | MO | DAY | YEAR                    | MO | DAY |
| FROM                    |    |     | TO                      |    |     |
| (20-21) (22-23) (24-25) |    |     | (26-27) (28-29) (30-31) |    |     |

☐ Check here if No Discharge

NOTE: Read Instructions before completing this form

| PARAMETER<br>(32-37)                   |                    | QUANTITY OR LOADING<br>(46-53)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |         |       | QUALITY OR CONCENTRATION<br>(46-53) |         |         | NO.<br>EX<br>(62-63)                                               | FREQUENCY<br>OF<br>ANALYSIS<br>(64-66) | SAMPLE<br>TYPE<br>(69-70) |       |
|----------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------|-------------------------------------|---------|---------|--------------------------------------------------------------------|----------------------------------------|---------------------------|-------|
|                                        |                    | AVERAGE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | MAXIMUM | UNITS | MINIMUM                             | AVERAGE | MAXIMUM |                                                                    |                                        |                           | UNITS |
| 7                                      | SAMPLE MEASUREMENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |       |                                     |         |         |                                                                    | 8A                                     | 8B                        | 8C    |
|                                        | PERMIT REQUIREMENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |       |                                     |         |         |                                                                    |                                        |                           |       |
|                                        | SAMPLE MEASUREMENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |       |                                     |         |         |                                                                    |                                        |                           |       |
|                                        | PERMIT REQUIREMENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |       |                                     |         |         |                                                                    |                                        |                           |       |
|                                        | SAMPLE MEASUREMENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |       |                                     |         |         |                                                                    |                                        |                           |       |
|                                        | PERMIT REQUIREMENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |       |                                     |         |         |                                                                    |                                        |                           |       |
|                                        | SAMPLE MEASUREMENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |       |                                     |         |         |                                                                    |                                        |                           |       |
|                                        | PERMIT REQUIREMENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |       |                                     |         |         |                                                                    |                                        |                           |       |
|                                        | SAMPLE MEASUREMENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |       |                                     |         |         |                                                                    |                                        |                           |       |
|                                        | PERMIT REQUIREMENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |       |                                     |         |         |                                                                    |                                        |                           |       |
|                                        | SAMPLE MEASUREMENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |       |                                     |         |         |                                                                    |                                        |                           |       |
|                                        | PERMIT REQUIREMENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |       |                                     |         |         |                                                                    |                                        |                           |       |
|                                        | SAMPLE MEASUREMENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |       |                                     |         |         |                                                                    |                                        |                           |       |
|                                        | PERMIT REQUIREMENT |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |       |                                     |         |         |                                                                    |                                        |                           |       |
| NAME/TITLE PRINCIPAL EXECUTIVE OFFICER |                    | I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHER AND EVALUATE THE INFORMATION SUBMITTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, THE INFORMATION SUBMITTED IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE, ACCURATE, AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS. |         |       |                                     |         |         | TELEPHONE                                                          |                                        | DATE                      |       |
| 10<br>TYPED OR PRINTED                 |                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |         |       |                                     |         |         | 11<br>SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT |                                        | 12<br>AREA CODE NUMBER    |       |

COMMENTS AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here)

## DISCHARGE MONITORING REPORTS (DMRS)

### Instructions for Completion

See Figure 1

#### DISCHARGE MONITORING REPORT

1. Permittee Name/Address - Name and mailing address of permittee.
2. Facility/Location - Enter if different from mailing address.
3. Permit Number - The permit number usually consists of nine characters, alpha and numeric combined. Currently, the permit numbers begin with the two-digit alpha state abbreviation (EX: ARXXXXXXXX, etc.). For permits issued by the State of Texas (TPDES), the EPA ID Number is the permit number used for reporting purposes. Other variations of the permit number will be assigned to identify special programs (EX: storm water, oil and gas, sludge, etc.)
4. Discharge Number (Outfall Number) - Consists of a combination of four alpha and numeric characters. (EX: 001A, 002Q, 003S, 004Y). Some exceptions include, but are not limited to, biomonitoring/toxicity, and sludge. The first two characters are "TX" for biomonitoring/toxicity reporting and "SL" for sludge reporting. The last two characters are usually an assigned code used for Agency tracking purposes (EX: TX1A, TX1S, TX1Y, SLDP, SLSA, SLSF, etc.).
5. Monitoring Period - From first day of monitoring period through last day of monitoring period. The dates should be displayed as YR MO DAY. Applicable monitoring periods will be specified in each permit. Some examples include, but are not limited to:

|             |   |    |    |    |    |    |    |    |
|-------------|---|----|----|----|----|----|----|----|
| Monthly     | - | 02 | 01 | 01 | to | 02 | 01 | 31 |
| Quarterly   | - | 02 | 01 | 01 | to | 02 | 03 | 31 |
| Semi-annual | - | 02 | 01 | 01 | to | 02 | 06 | 30 |
| Annual      | - | 02 | 01 | 01 | to | 02 | 12 | 31 |
6. No Discharge - Mark this block if the facility has no discharge for a specific outfall during the monitoring period. Do not mark if the facility had a discharge but failed to sample.
7. Parameters - Specified in the permit as effluent characteristics for each discharge number (outfall), one parameter per box. Each box must display the parameter name and corresponding storet code number. (EX: BOD (00310), pH (00400), TSS (00530), flow (50050)). The parameters should display on the DMR form in numeric order by storet code number. **Consult the appropriate regulatory agency if any changes need to be made to the pre-printed or self-generated DMRs.**
8. Sample Measurement - Sample measurement data for each parameter under "Quantity or Loading" or "Quality or Concentration" in accordance with permit limitations. Indicate

units (lbs/day, mg/L, su, etc) as specified in the permit. It may be necessary to do calculations to convert data to the units required in the permit. "Average" is normally arithmetic average (geometric average for bacterial parameters) of all sample measurements for each parameter obtained during the monitoring period. "Maximum" and "Minimum" are normally the highest and lowest measurements obtained during the monitoring period. (See **TABLE 1 - MATH FORMULAS.**) **Consult the appropriate regulatory agency if any changes need to be made to the pre-printed or self-generated DMRs.**

- A. No. EX (Number of Exceedance) - Total of sample measurements that exceed the daily maximum, daily minimum, 7-day (weekly) average permit limit. **DO NOT** include monthly average or daily average violations in this field. If none, enter "0". Permittees with continuous pH, or temperature monitoring requirements should consult the permit for what constitutes an exceedance and report accordingly.
  - B. Frequency of Analysis - **Actual** frequency of analysis used during the monitoring period; the minimum requirement is as specified in the permit. Enter "CONT" for continuous monitoring, "01/07" for one day per week, "01/30" for one day per month, "01/90" for one day per quarter, etc. Some examples are included in **TABLE 2.**
  - C. Sample Type - **Actual** sample type used during monitoring period. Enter "GRAB" for individual sample, "24HC" for 24-hour composite, "CONT" for continuous monitoring. Some examples are included in **TABLE 3.**
- 9. Permit Requirement - Effluent limitations for each parameter as specified in the permit are displayed on the DMR under "Quantity or Loading" and/or "Quality or Concentration". Monitoring requirements for frequency of analysis and sample type as specified in the permit are also displayed. The DMR must reflect the most current monitoring and reporting requirements. **Consult the appropriate regulatory agency if any changes need to be made to the pre-printed or self-generated DMRs.**
  - 10. Name/Title Principal Executive Officer or Authorized Agent - See the permit for qualifications of Principal Executive Officer and signature authorization.
  - 11. Signature - **Original** legible signature of authorized Principal Executive Officer or Authorized Agent. Every page of the DMR must have an original signature.

In the event a revised or corrected DMR is necessary, an original authorized signature and date of signature is required on each page. The word **REVISED** should be clearly visible on each page of the form.
  - 12. Telephone - Telephone number of Principal Executive Officer.

13. Date - **Actual date** of signature certifying authenticating data submitted on DMR.
14. Comments - May contain any clarifying information of permit requirements or reporting instructions.

**NOTE:** The results of any additional monitoring of parameters at the location(s) designated in the permit, using approved analytical methods, must be included on the DMR.

THE MOST RECENT VERSION OF A DISCHARGE MONITORING REPORT (FIGURE 1)  
CAN BE FOUND AT:

<http://www.epa.gov/region6/6en/w/dmr.htm>  
<http://www.epa.gov/region6/6en/w/dmr.pdf>



## **II. REVISED/CORRECTED DMRS**

Sometimes it will be necessary for the facility to submit a revised or corrected DMR either because the Agency has requested it or the facility has discovered an error. Some reasons for submitting a revision/correction are:

1. Missing original or unauthorized signature
2. Missing NPDES Permit Number, Discharge Number (Outfall Number) and/or Monitoring Period
3. Missing sample measurements
4. Parameters not reported
5. Loading measurements not correctly calculated
6. Missing Frequency of Analysis, Sample Type and/or Number of Excursions
7. Wrong monitoring period shown on DMR.

When a revised/corrected DMR is submitted, it **must**:

1. Have an original authorized signature. Signatures from a carbon copy, photocopy, stamp, or computer scanner are not acceptable.
2. Date of new signature
3. Be clearly marked as a revised or corrected DMR
4. Revised data should be highlighted or otherwise clearly indicated.

### **III. SELF-GENERATED DMR FORMS**

Before undertaking the task of generating self-monitoring reports, the facility should first contact their regulatory agency. In order to receive approval from EPA for use of a facility-generated (self-generated) DMR form, a facility must submit an approval request with sample DMRs (clearly marked “SAMPLE” and not signed) reflecting permit requirements for each monitoring period and discharge number. The forms submitted for approval must be an exact replica of the DMRs provided by the Agency with printing no smaller than the type on the pre-printed DMRs. **These facility-generated forms must not be used until Agency approval has been obtained.** If there is a change in monitoring or reporting requirements (EX: reissued permit), it will be necessary for the facility to revise their forms to reflect the changes and resubmit for approval. OMB Forms Approval Number in the upper right corner of the pre-printed DMR and the form number and other information under the last solid line at the bottom of the DMR form should not be included on the facility’s self-generated forms.

#### **IV. NON-COMPLIANCE REPORTS (NCRs)**

The Permittee shall report any instances of non-compliance with their permit. See your permit for specific requirements for reporting anticipated non-compliance, 24-hour reporting of conditions which may endanger health and the environment (via phone, e-mail or fax) and other non-compliances which must be reported.

This report must include the following information as indicated on Figure 2, **SAMPLE NON-COMPLIANCE REPORT:**

1.     Type of violation  
          Name of parameter and outfall, or description such as overflow/bypass.
2.     Date of violation  
          A date range is required for multi-date non-compliance reporting. If you have a 7 day violation, you must provide the first and last date of that 7 day monitoring period.
3.     Duration of violation
4.     Cause of violation
5.     Corrective action/Health or Environmental Impact/Preventative Measures/Other Narrative

The exact date and value of each occurrence for a minimum or maximum violation means to state the actual date the sample is taken and the value derived from the sample that exceeds the limit. If the sample exceeds the limit more than once in a monitoring period indicate each sample and value for that period.



# EPA REGION 6 NPDES NON-COMPLIANCE REPORT FORM



Facility Name:\_\_\_\_\_

NPDES Permit Number:\_\_\_\_\_

| Name of Parameter & Description<br>(e.g. TSS at Outfall 001, pH at Outfall 003, Sanitary Sewer Overflow at 123 Main St.) | Numeric Value<br>(e.g., volume, concentration or load)<br>(i.e., 67 mg/L daily max, 100 lbs/day or 100,000 gal) | Permit Limit<br>(e.g. 45 mg/L) | Date of Violation | Duration of Violation | Cause of Violation (e.g., power failure, sludge pump failure) | Corrective Action/Health or Environmental Impact/Preventative Measures/Other Narrative<br>(e.g., replaced pump, restored power, replaced backup generator, fish kill, applied disinfectant) |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------|-----------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                          |                                                                                                                 |                                |                   |                       |                                                               |                                                                                                                                                                                             |
|                                                                                                                          |                                                                                                                 |                                |                   |                       |                                                               |                                                                                                                                                                                             |
|                                                                                                                          |                                                                                                                 |                                |                   |                       |                                                               |                                                                                                                                                                                             |

Reported by:\_\_\_\_\_ Date of Report:\_\_\_\_\_ Phone #:\_\_\_\_\_

Title:\_\_\_\_\_

You may enter your data online and print this form.  
This is an optional form that you may alter for your own purposes.

## Signature

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

**Figure 2**

## **V. BYPASS/OVERFLOW/UPSET REPORTS**

(Twenty-Four Hour Reporting)

A bypass, an overflow and an upset condition are all deviations from the permit conditions and as such are subject to reporting conditions. If any noncompliance endangers health or the environment, it should be reported orally within 24 hours from the time the permittee becomes aware of the circumstances. A written submission shall be provided within 5 days of the time the permittee becomes aware of the circumstances. The report shall contain the following information:

1. A description of the noncompliance and its cause;
2. The period of noncompliance including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and,
3. Steps being taken to reduce, eliminate, and prevent recurrence of the noncomplying discharge.

The 24-hour verbal report shall include:

1. Any unanticipated bypass, which exceeds any effluent limitation in the permit;
2. Any upset which exceeds any effluent limitation in the permit;
3. Violation of a maximum daily discharge limitation for any of the pollutants listed by the Director in Part II (industrial permits only) of the permit to be reported within 24 hours.

## **VI. SCHEDULES/REPORTS**

In addition to DMRs and non-compliance reports (NCRs), the permit or formal enforcement actions may contain additional reporting provisions, with specific reporting requirements. These specific provisions could include compliance schedules with progress reports, pretreatment requirements, toxicity, sludge, storm water, etc. The actual completion date of any scheduled activity must be included in the submitted report and the report is due within 14 days of the scheduled activity. Any report which indicates noncompliance with a scheduled event should include the reason for the delay, what actions are being taken to get back on schedule, and how the delay will affect the remaining schedule events. See the permit or formal enforcement action for specific reporting dates and requirements.

## **VII. SLUDGE REPORTING REQUIREMENTS**

Federal regulations contained in 40 CFR Part 503 are self implementing (i.e., compliance is required regardless of whether a permit contains the conditions). An updated version of the regulations can be found at EPA Region 6, web page

<http://www.epa.gov/earth1r6/6en/w/sludge.htm>. The regulations require all Publicly Owned Treatment Works (POTWs) servicing a population greater than 10,000 or having a design flow rate greater than one million gallons per day, or designated as Class I facilities to submit an annual report to the permitting authority every year on February 19<sup>th</sup>.

Annual sludge reports required by 40 CFR Parts 503-18, and 503-28, are due to the regulatory agency by either February 19<sup>th</sup> or September 1<sup>st</sup> of each year as specified in your permit. EPA Region 6, is the sludge regulatory authority for the States of Arkansas, Louisiana, and New Mexico. If you require assistance for completing the DMRs, or if you have questions regarding sewage sludge compliance with the Part 503 requirements, please contact the EPA Regional Sludge Coordinator at 214-665-6475.

Louisiana facilities should note that the Louisiana General Sewage Sludge permit was published in the federal register on August 21, 1998. The General Permit (LAG65000) can be found at 63 Fed. Reg. 44961-44984 in the EPA Region 6 web page mentioned above. Louisiana facilities that have not forwarded "Notice of Intent" for the permit coverage to EPA Region 6, may be in violation of the permit requirements. Contents of the "Notice of Intent" can be found in Part IV.B of the General Permit.

The basic set of sludge DMR forms consist of: Production and Use (Outfall SLDP); Land Application (Outfall SLLA); Surface Disposal (Outfall SLSA); and, Landfilling (Outfall SLDF). See the permit for additional outfalls required for specific sludge disposal operations. The entire set of forms must be appropriately completed (with facility name, address, NPDES number and appropriate monitoring periods) and each form must include an original signature. The original and one copy of the completed and signed reports must be mailed to the appropriate agency.

### **FREQUENCY OF ANALYSIS/MONITORING PERIOD**

**PRODUCTION AND USE FORMS:** The reporting year begins on January 1 and ends on December 31 each year for reports due on February 19<sup>th</sup>. The reporting year begins on August 1 and ends on July 31<sup>st</sup> each year for reports due on September 1<sup>st</sup>.

**LAND APPLICATION AND SURFACE DISPOSAL FORMS:** Facilities must indicate the actual frequency that sewage sludge is monitored in the "Frequency of Analysis" column. The minimum required frequency, indicated in Tables 1 of Parts 503.16 and 503.26, is dependent on the amount of sludge which is annually land applied or surface disposed, respectively.

A separate report shall be made and completed for EACH MONITORING PERIOD, and the appropriate monitoring period, dates must be indicated at the top of the DMR form. For example, if a facility is required to monitor once per quarter, four monitoring reports must be completed for each full reporting year.

In order to aid in processing reports for multiple monitoring periods, facilities should indicate "Monitoring Period 1, Monitoring Period 2, Monitoring Period 3, etc..." in the comments section at the bottom of the DMR form for each of the separate reports.

**NOTE: Frequency and sample type must be completed on every DMR form, except when "no discharge" is indicated.**

### **ADDITIONAL REPORTING REQUIREMENTS**

In addition to the DMR forms, facilities which land apply or surface dispose of sewage sludge are responsible for submitting the additional information required in Parts 503.18 or 503.28, respectively; i.e., appropriate certification statements, descriptions of how the management practices in Parts 503.14 or 503.24 are being met, and descriptions of how the site restrictions (if applicable) in Part 503.32(b)(5) are being met. This information must be attached to the original copy of the DMR forms when submitted to the regulatory agency.

Facilities which dispose of sewage sludge by incineration are required to provide the information required in Part 503.48 in addition to the DMR forms.

### **COMPLETION OF DMR FORMS**

The following instructions are for use in completing the basic set of sludge DMR forms. **All fields must be completed, including frequency of analysis and sample type. This is a summary of total sludge produced and the amount and method of disposal. All numeric values must be reported unless "not applicable" is indicated.**

### **PRODUCTION AND USE DMR (SLDP)**

This form is to be completed by all major and/or designated Class I facilities which generate sewage sludge. The annual production and use information must be reported in metric tons per year (MT/yr); other information shall be in the units indicated. If a particular sludge use does not apply to the facility's practice, then this must be indicated with a "0".

**Storet 39516: Polychlorinated Biphenyls (PCBs)** - Facilities which generate or prepare sewage sludge must indicate the concentration of PCBs (in mg/Kg) in the sludge. This parameter may be reported as N/A if sludge is not applied to facility during the monitoring period.

**Storet 46390: Toxic Characteristic Leaching Procedure (TCLP)** - Facilities which generate or prepare sewage sludge must indicate the results of the TCLP test on the sludge. If the sludge has passed the test, the form must be indicated with a "0" (Pass). If the sludge does not pass the test, the form must be indicated with a "1" (Fail). This parameter may be reported as N/A if sludge is not applied to facility during the monitoring period.

**Storet 49017: Annual Sludge Disposed by Other Methods** - Facilities must indicate the amount of sewage sludge prepared and used or disposed by a method other than land application,



surface disposal, incineration or co-disposal in a municipal solid waste landfill. Facilities which provide sewage sludge to another facility which further prepares the sludge, or changes the quality of the sludge, prior to land application, must report the amount provided to the other facility. The method of disposal or use other than those already indicated must be further described in the “Comments” section of the form. This parameter requires data showing the annual amount of sludge production and disposal; or, if none, report a zero (0).

**Storet 49018: Annual Sludge Incinerated** - Facilities must indicate the amount of sewage sludge prepared and disposed by incineration in a sewage sludge incinerator. This parameter requires data showing the annual amount of sludge production and disposal; or, if none, report a zero (0).

**Storet 49019: Annual Sludge Production** - Facilities must indicate the amount of sewage sludge produced after final sludge treatment for the reporting period. This parameter requires data showing the annual amount of sludge production and disposal; or, if none, report a zero (0). If this parameter shows sludge was produced, the appropriate parameter must be completed showing how the produced sludge was disposed; i.e.:

1) by other methods (storet 49017) requires stating what method was used in the comments section),

2) incinerated (storet 49018),

3) land applied (storet 49020) requires values be reported on the SLLA DMR accordingly. It is important to review your instructions to determine what monitoring frequency is required if sludge was land applied; i.e.,

a) <290, frequency of analysis for SLLA is once per year

b) 290 to <1500, frequency of analysis for SLLA is once per quarter

c) 1500 to <15,000, frequency of analysis for SLLA is once every two months

d) 15,000 and over, frequency of analysis for SLLA is once per month,

4) surface disposal (storet 49021) requires values be reported on the SLSA DMR accordingly. It is important to review your instructions to determine what monitoring frequency is required if sludge was surface disposed; i.e.:

a) <290, frequency of analysis for SLSA is once per year

b) 290 to <1500, frequency of analysis for SLSA is once per quarter

c) 1500 to <15,000, frequency of analysis for SLSA is once every tow months

- d) 15,000 and over, frequency of analysis for SLSA is once per month,
- 5) landfilled (storet 49022) requires completion of the SLDF DMR, or
- 6) transported interstate (storet 49023)

**Storet 49020: Annual Sludge Land Applied** - Facilities must indicate the amount of sewage prepared and beneficially reused by land application. Facilities which provide sewage sludge to another facility which further prepares the sludge prior to land application need not report that amount of sludge which it has not prepared. This parameter requires data showing the annual amount of sludge production and disposal; or, if none, report a zero (0).

**Storet 49021: Annual Sludge Surface Disposed** - Facilities must indicate the amount of sewage prepared and disposed in a surface disposal unit. This parameter requires data showing the annual amount of sludge production and disposal; or, if none, report a zero (0).

**Storet 49022: Annual Sludge Landfilled** - Facilities must indicate the amount of sewage sludge prepared and co-disposed in a municipal solid waste landfill. This parameter requires data showing the annual amount of sludge production and disposal; or, if none, report a zero (0).

**Storet 49023: Annual Sludge Transported Interstate** - Facilities must indicate the amount of sewage sludge prepared and transported to another state other than the one in which it was prepared for eventual use or disposal. This parameter requires data showing the annual amount of sludge production and disposal; or, if none, report a zero (0).

#### **LAND APPLICATION DMR (SLLA)**

This form is to be completed by those facilities which prepare bulk sewage sludge for land application, for beneficial reuse, or sold or given away in a bag or other container. This form does not apply to those facilities which provide all of their sewage sludge to another facility which changes the quality of the sludge prior to land application.

**NOTE:** Modifications to the regulation, published in the October 25, 1995, Federal Register, removed chromium from the list of regulated pollutants for land application, and relaxed the limitations for selenium in land applied sludge.

**Pollutant Table from 503.13** - The facility must indicate the pollutant table from Part 503.13 which is used to determine compliance with pollutant quality as follows:

**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 a 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 a 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 does not cause any of the Annual Pollutant Loading Rates in Table 4 to be exceeded.

**Metals** - The information to be included in this portion of the form consists of three types:

- 1) The cumulative loadings of the metals for a particular site (Kg/Ha);
- 2) The monthly average concentrations of metals (mg/Kg); and,
- 3) The maximum concentrations of the metals (mg/Kg).

All facilities which land apply bulk sewage sludge, sell, or give away sewage sludge in a bag or other container for land application must 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 of Part 503.13.

The “Average Concentration” information must be completed by those facilities whose sludge meets the Table 3 Pollutant Concentrations. This information must reflect the monthly average concentration during the monitoring period. Facilities which do not use the Pollutant Concentration limits for compliance must indicate this column with “0” to reflect “Not Applicable”.<sup>1</sup>

For those facilities whose sludge does not meet the Pollutant Concentrations of Table 3 and which are subject to the cumulative loading rates of Table 2, the cumulative loading of the metals at a site must be reported in the “Maximum Loading” columns if the loading rate has reached 90% or more of the maximum rate allowed by Table 2 of Part 503.13. If the facility has more than one application site, then this form must be included for each site which has reached 90% or more of the maximum rate allowed. Facilities which do not use the cumulative loading rates must indicate this column with a “0” to reflect “Not Applicable”.<sup>1</sup>

**Level of Pathogen Requirement Achieved** - Facilities must indicate the level of pathogen requirements achieved, if any. If the sludge meets the Class A requirements, the form must be indicated with a “1”. If the sludge meets the Class B requirements, the form must be indicated with a “2”. If the facility’s sludge does not meet either the Class A or Class B levels, the facility must report “0” (None).

**Pathogen Alternative Used** - Facilities must indicate which alternative number is used to achieve the pathogen level indicated above. The alternative numbers are given in Part 503.32(a)(3) - (8) for Class A (#1-6) and Part 503.32(b)(2) - (4) for Class B (#1-3). For those facilities which have been issued a permit containing the new requirements under Part 503, the alternative numbers are

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<sup>1</sup>For purposes of reporting sludge concentration and loading, analytical values below detection limit shall be reported as “< x”, where “x” represents the detection limit.

given in Section I.B.3. of the permit. If the facility's sludge does not meet either of the pathogen reduction levels, it must report "0".

**Vector Attraction Reduction Alternative Used** - Facilities must indicate which alternative was used to achieve the vector attraction reduction requirement. The alternative numbers which apply to land application (#1-10) are given in Part 503.33(b)(1) - (10). For those facilities which have been issued a permit containing the new requirements under Part 503, the alternative numbers for vector attraction reduction are given in Section I.B.4. of the permit. If a facility is unable to meet any of the vector attraction reduction alternatives, it must report "0".

**Annual Whole Sludge Application Rate** - Facilities whose sewage sludge does not meet the Pollutant Concentrations of Table 3, which sell or give away sludge in a bag or other container as defined by Part 503, and which include (with the sludge) a label or information sheet containing an annual whole sludge application rate which does not cause any of the annual pollutant loading rates in Table 4 to be exceeded, must include that rate in this portion of the form. If this information does not apply to the facility, then it must indicate "0" to reflect "Not Applicable".

This DMR must be completed with values if any value other than "0" was shown on the SLDP DMR for parameter with storet 49020. If parameter storet 49020 on the SLDP DMR was reported as "0", the No Discharge box should be marked at the upper right portion of the DMR.

#### **SURFACE DISPOSAL DMR (SLSA)**

**Storet 49028: Unit With Liner/Leachate Collection System** - Facilities must indicate the presence of a liner and leachate collection system in the surface disposal unit. A unit with a liner is indicated with "1" (Yes). A unit without a liner is indicated with "0" (No).

**Storet 49029: Unit Boundary to Property Line** - Facilities whose sewage sludge unit does not have a liner and leachate collection system must indicate the actual minimum distance (in meters) from the sewage sludge unit boundary to the property line of the surface disposal site.

**Storets 78469 and 78473: Metals Concentrations** - Facilities whose sewage sludge unit does not have a liner and leachate collection system must indicate the allowed pollutant concentrations for Arsenic, Chromium and Nickel from Tables 1 or 2 or Part 503.23., based on the unit boundary to property line distance. The allowed concentration must be entered into the "Average Concentration" column of the form. The actual maximum concentration measured by the permittee must be entered into the "Maximum Concentration" column of the form.

Facilities whose sewage sludge unit has a liner and leachate collection system need not indicate the pollutant concentrations but must indicate "0" to reflect "Not Applicable" in both the Average (allowed) and Maximum (actual) columns for the three pollutants.

**Storet 84368: Level of Pathogen Requirement Achieved** - See Land Application procedures above.

**Storet 84369: Pathogen Alternative Used** - See Land Application procedures above.

**Storet 84370: Vector Attraction Reduction Alternative Used** - Facilities must indicate which alternative was used to achieve the vector attraction reduction requirement. The alternative numbers which apply to surface disposal (#1 through #11) are given in Part 503.33(b)(1) - (11). For those facilities which have been issued a permit containing the new requirements under Part 503, the alternative numbers for vector attraction reduction are given in Section I.B.4. of the permit. If a facility is unable to meet any of the vector attraction reduction alternatives, it must report "0".

This DMR must be completed with values if any value other than "0" was shown on the SLDP DMR for parameter with storet 49021. If parameter storet 49021 on the SLDP DMR was reported as "0", the No Discharge box should be marked at the upper right portion of the DMR.

#### **LANDFILLING DMR (SLDF)**

**Storet 49030: In Compliance With Part 258 Requirements for Sludge** - Facilities which generate sewage sludge that is co-disposed in a municipal solid waste landfill must indicate whether the sludge meets the requirements of 40 CFR Part 258 (passes TCLP and paint filter test). If the facility's sludge meets the requirements, it must report "1" (Yes). If the facility's sludge does not meet the requirements, it must report "0" (No).

This DMR must be completed if any value other than "0" was shown on the SLDP DMR for parameter 49022. If parameter 49022 on the SLDP DMR was reported as "0", the No Discharge box should be marked at the upper right portion of the DMR.

## **VIII. BIOMONITORING/TOXICITY**

The Permittee must test the effluent for toxicity in accordance with the provisions specified in their permit. Such testing will determine if an effluent sample dilution affects the survival, reproduction or growth of the appropriate test organism.

1. **VALID TEST.** A valid test must be performed and data submitted on a Discharge Monitoring Report (DMR) for each species required to be tested during the monitoring period specified in the permit. A valid test is defined as any test which satisfies the test acceptability criteria, procedures, and quality assurance requirements specified in the test methods and permit. All reports, tables, plans, summaries, and related correspondence required by your permit shall be prepared and/or submitted to the appropriate regulatory agency (EPA or State).
2. **DMRS.** If Agency provided preprinted DMRs have not been received for the initial test, or if the permittee has other questions regarding the monitoring periods, parameter codes, etc., the regulatory agency should be contacted for instructions. Discharge Numbers for Toxicity DMRs, such as TX1A, TX2Q, TX3Y, etc, are identified usually as follows:

TX - indicates Toxicity reporting;  
1, 2 or 3 - indicates which outfall is being tested for toxicity.  
A, Q or Y - indicates if a test is to be conducted monthly (A), quarterly (Q) or yearly (Y).

Toxicity data is reported on the appropriate DMRs, for example:

Pass/Fail (1 = Failure, 0 = Pass),  
NOEC value for Survival (Percent),  
NOEC value for Reproduction (Percent),  
% Mortality at Critical Dilution (Percent),  
% Coefficient of Variation (Percent), etc.

3. **INVALID TEST.** An invalid test is defined as any test which does not satisfy the test acceptability criteria, procedures, and quality assurance requirements specified in the test methods and permit. A REPEAT Test shall be conducted within the reporting period of any test determined to be invalid.
4. **RETESTS.** The permittee shall perform a total of two (2) additional tests (Retests) as a result of a previously failed test. The retests shall be conducted as outlined in the permit. If one or both of the two retests demonstrates significant lethal effects at or below the critical dilution, the permittee shall initiate Toxicity Reduction Evaluation (TRE) requirements as specified in the permit.
5. **TRE.** A TRE is an investigation intended to determine those actions necessary to achieve compliance with water quality-based limits by reducing an effluent's toxicity to an acceptable level. The permittee shall submit a Action Plan and Schedule for conducting the TRE. The Action Plan shall specify the approach and methodology to be

used in performing the TRE. The permittee shall submit quarterly activity reports concerning the progress of the TRE.

Based upon the results of the TRE and proposed corrective actions, the permit may be amended to modify the biomonitoring requirements where necessary, to require a compliance schedule for implementation of corrective actions, to specify a Whole Effluent Toxicity (WET) limit, to specify a Best Management Practice (BMP), and/or to specify Chemical Specific Effluent Limits.

6. **WET.** Failure to identify the specific chemical compound causing toxicity test failure will normally result in a WET permit limit and will be reported on a DMR as Parameter 22414.

## **IX. CONCENTRATED ANIMAL FEEDING OPERATION**

[www.epa.gov/region6/6en/w/cafo](http://www.epa.gov/region6/6en/w/cafo)

The EPA Region 6 CAFO General Permit became effective March 10, 1993, and expired on midnight of March 10, 1998. A draft permit was published on June 26, 1998, and the public comment period was open through August 25, 1998, but the draft permit has not been finalized. Facilities with permit coverage as of March 10, 1998, have administratively extended permit coverage until a new permit is issued. New facilities may not apply for coverage under the expired 1993 general permit.

The CAFO Final Rule became effective upon it being signed by the Administrator on December 15, 2002. You can find the entire rule and associated information on the Office of Water's CAFO WEB Page.



## **X. STORM WATER**

Website instructions for completing multi-sector general permit DMRs can be found at:

[www.epa.gov/region6/6en/w/dmr.htm](http://www.epa.gov/region6/6en/w/dmr.htm)

## **XI. OFFSHORE GENERAL PERMIT GMG290000**

Website instructions for completing offshore DMRs can be found at:

[www.epa.gov/region6/6en/w/offshore/dmrinstructions.htm](http://www.epa.gov/region6/6en/w/offshore/dmrinstructions.htm)

## **XII. MOST COMMONLY ASKED QUESTIONS**

### **1. How do I report “too numerous to count” (TNTC) coliform samples?**

#### **A. Using Standard Methods 9222 D, 18<sup>th</sup> - 20<sup>th</sup> Edition**

If the Standard Methods 9222 D analysis procedure results in a colony count greater than 60, or is not distinct enough for accurate counting, on the membrane with the smallest filtration volume, report TNTC on the DMR form if only a single sample was collected for the reporting period (i.e. once a week sample for the 7-day geometric mean or a Daily Maximum). A TNTC reported on the DMR exceeds the permit limit and is considered a permit violation. However, actual numbers are required by the permit and should be reported whenever possible, and a broader dilution range should be adopted to ensure that a reportable fecal coliform count is obtained in future samples.

However, when calculating the 30-day geometric mean or a 7-day geometric mean with multiple sample results within each reporting period, the TNTC fecal coliform plate sample should be estimated as a “>” (greater than) value by dividing 60 by the smallest filtration value by using the following formula:

$$\frac{\text{No. of Fecal Coliform Colonies Counted}}{\text{Volume in mL of Sample Filtered}} \times 100 = \text{Fecal coliform count / 100 mL}$$

i.e., for a 0.1 mL volume filtered  $60/0.1 \times 100 = 60,000$

Calculate as: >60,000 fecal coliforms/100 mL.

Example based on a 7x/week sampling schedule, using the optimum range for colony plate count (20 - 60 colonies) and sample filtration volumes of 100 mL, 10 mL, 1.0 mL, and 0.1 mL (the smallest filtration volume of 0.1 mL):

|           |                                                                                                                         |
|-----------|-------------------------------------------------------------------------------------------------------------------------|
| Monday    | 200 colonies (20 colonies/10 mL x 100 = 200 colonies/100 mL)                                                            |
| Tuesday   | 600 colonies (60 colonies/10 mL x 100 = 600 colonies/100 mL)                                                            |
| Wednesday | TNTC = >60,000 colonies based on smallest filtration volume of 0.1 mL and using 60 colonies as the basis of calculation |
| Thursday  | 3000 colonies (30 colonies/1.0 mL x 100 = 3000 colonies/100mL)                                                          |
| Friday    | 500 colonies (50 colonies/10 mL x 100 = 500 colonies/100 mL)                                                            |
| Saturday  | 400 colonies (40 colonies/10 mL x 100 = 400 colonies/100 mL)                                                            |
| Sunday    | 200 colonies (20 colonies/10 mL x 100 = 200 colonies/100 mL)                                                            |

The 7-day fecal coliform geometric mean would be calculated by multiplying the seven values 200 x 600 x 60,000 x 3000 x 500 x 400 x 200 and taking the seventh root of the multiplication factor which equals 979. If (as in this case) the geometric mean contained 1 or more greater than (>) values, the final average should be reported as >979.

B. Using EPA Method, page 124

If the EPA method Part III. Section C Fecal Coliform Methods (page 124) analysis procedure results in uncountable membranes with more than 60 colonies, use 60 colonies as the basis of calculation with the smallest filtration volume as illustrated above. A TNTC report is not allowed, but rather the result is reported as a “>” value by dividing 60 by the smallest filtration value, i.e.. 0.1 mL:

$$60/0.1 \times 100 = 60,000$$

Calculate and/or report as: >60,000 fecal coliforms/100 mL.

Again, a broader dilution range may need to be adopted to ensure that a reportable fecal coliform count is obtained in future samples

2. **How do I count number of exceedance?**

If daily maximum/daily minimum, count each sample that is below and/or above the minimum/maximum limit.

If a 7-day average or weekly limit, every 7-day average which exceeds the limit in the permit shall be counted as one exceedance.

**DO NOT INCLUDE 30-DAY AVERAGES OR DAILY AVERAGES AS EXCEEDANCES ON DMR.** This exceedance is already included in the above calculations.

3. **How do I calculate and report 7-day averages?**

We recognize that calendar weeks and calendar months rarely coincide. Therefore, for the purpose of calculating and reporting 7-day averages, you should follow the process below:

- a. Define your week (SUN-SAT, MON-SUN, etc.).
- b. Calculate the averages of all sample data obtained for each week.
- c. The highest calculated weekly average will be reported on the DMR for the month in which (1) the week ends or (2) the week begins, or (3) the month which contains the greatest number of days. It is the choice of the facility. However, the choice should be consistent month to month, year to year. SET A RULE AND STICK WITH IT.

4. **Who can sign a DMR?**

The definition of authorized signatory official can be found in your permit, and in the regulations at 40 CFR 122.22 and 40 CFR 403.6(a)(2)(ii). In general, it is a responsible

corporate official (e.g., officer of the corporation), partner, sole proprietor, or, for a governmental entity, a principal executive officer or ranking elected official. See the permit or regulations for the complete definition.

**Can signatory authority be delegated?** Yes. A duly authorized representative of a signatory official may also sign DMRs, or other NPDES reports, if such authorization has been made in writing by an authorized signatory official. The authorization must specify either an individual or a position having responsibility for the overall operation of the regulated facility or activity, it must be submitted to the permitting authority, and it must be certified by an authorized signatory official. See 40 CFR 122.22(b). Additionally, a sample delegation letter is available online and linked off of the following web page:  
[www.epa.gov/region6/6en/w/dmr.htm](http://www.epa.gov/region6/6en/w/dmr.htm).

5. **Do I have to sign each page of my DMR?**

Yes. Each page must be signed. If any revisions are submitted, that revised page must also have an original signature and new signature date.

6. **Do I send copies of State DMRs to EPA (Texas only)?**

No, and you do not need to send copies of EPA DMRs to TCEQ.

7. **Do I have to send a copy of a non-compliance report for my state permit to EPA?**

No. Copies of state required reports are not required to be submitted to EPA.

8. **I received a letter from EPA telling me that the State has NPDES authority. Do I have to send any more reports to EPA?**

Once you have received a letter from EPA transferring enforcement authority for your facility to an approved NPDES state, you no longer need to send DMRs, non-compliance reports, etc., to EPA, unless you receive a specific request or action from EPA.

9. **How do I report effluent data below detection limit?**

Unless otherwise stated in the permit, values below the detection limit are to be reported with a less than symbol ( < ) and the numeric value for the detection limit using the EPA approved method.

Where the permit contains a listing of Minimum Quantification Levels (MQLs) and the permittee is granted authority in the permit to report zero in lieu of the <MQL for a **specified parameter**, (conventional, priority pollutants, metals, etc.) then zero is to be reported for that parameter.

In some cases the permittee has been granted by letter the authority to report zero when the permit does not contain this language. The permittee may request this authorization from its regulatory agency.

Where authority has not been granted to report zero, the less than MQL values are to be averaged with the numbers greater than the MQL and report the calculated average using the less than symbol.

For Example: MQL is 3 mg/L, 4 sample results in a month: <3, 5, <3, 7.

$$\text{The Monthly Average} = (3 + 5 + 3 + 7)/4 = 4.5$$

Report on the DMR for Monthly Average as "<4.5"

Some permittees have complained that the MQL concentration for a parameter results in a loading calculation they believe is higher than they actually have. Unless one of the provisions discussed above applies, allowing you to use "0" for your calculation, you are to use the MQL concentration for calculating the loadings for results that are below the MQL. The only way to improve the loadings calculation is to switch to another approved method that has a lower MQL.

#### 10. **How do I round numbers and ratios?**

Permits sometimes require the rounding of numbers or ratios. These numbers or ratios should be rounded as follows:

- (1) If the digit 6, 7, 8, or 9 is dropped, increase preceding digit by one unit.  
Example: a calculated parameter of 1.06 should be rounded to 1.1 and reported as a violation of the permit limit if the permit limit is 1.0.
- (2) If the digit 0, 1, 2, 3, or 4 is dropped, do not alter the preceding digit.  
Example: a calculated parameter of 1.04 should be rounded to 1.0 and reported to EPA as compliant with the permit limit if the permit limit is 1.0.
- (3) If the digit 5 is dropped, round off preceding digit to the nearest even number.  
Example: a calculated ratio of 1.05 should be rounded to 1.0 and reported to EPA as compliant with the permit limit if the permit limit is 1.0.

This method of rounding numbers and ratios is consistent with the EPA rounding method recommended by EPA Headquarters' L. Y. Boornazian and M. T. Flores Oct 10, 2003, memo.

## **XII. MISCELLANEOUS**

- A. Math Formulas
- B. Fecal Coliform - How to Calculate
- C. Metric System
- D. Population Equivalent
- E. Compounds/Pesticides
- F. Frequency of Analysis
- G. Sample Types
- H. Definitions and Calculations for DMRs

## A. MATH FORMULAS

### CONVERSION FACTORS:

|            |   |                                                            |
|------------|---|------------------------------------------------------------|
| 1 gallon   | = | 8.34 lbs. (estimate that varies slightly with temperature) |
| 1 cu. ft.  | = | 7.4805195 gallons                                          |
| 1 acre     | = | 43,560 sq. ft.                                             |
| 1 ft. head | = | 0.43 PSI                                                   |
| $\pi$      | = | 3.14159                                                    |

### FORMULAS:

1. Area of a Rectangle (square units)

$$\text{Length} \times \text{Width} = \text{Area}$$

2. Area of a circle (square units)

$$\pi \times \text{radius}^2 = \text{Area} \quad \text{or} \quad .785 \times \text{Diameter}^2 = \text{Area}$$

3. Volume of rectangular or circular container (clarifier, pond, pipe, etc.)

$$\text{Surface Area} \times \text{Depth} = \text{Volume (cu. units)}$$

4. Volume in Gallons

$$\text{Volume in cu. ft.} \times 7.48 = \text{gallons}$$

5. Detention Time

$$\frac{\text{Volume (gals.)}}{\text{Flow (gpm)}} = \text{Detention Time (in minutes)}$$

NOTE: If flow is in gpd, detention time is in days.)



6. Circumference of a Circle

$$\pi \times \text{Diameter} = \text{Circumference}$$

7. BOD (mg/L)

$$\frac{(\text{Initial D.O.} - \text{Final D.O.}) \times 100}{\% \text{ Dilution}} = \text{BOD (mg/L)}$$

OR

$$(\text{Initial D.O.} - \text{Final D.O.}) \times \text{Dilution Factor} = \text{BOD}$$

$$\text{Dilution Factor} = \frac{\text{TOTAL VOLUME}}{\text{SAMPLE VOLUME}}$$

8. Suspended Solids (mg/L)

$$\frac{\text{Weight}_2 \text{ (mg)} - \text{Weight}_1 \text{ (mg)}}{\text{mL of Sample Filtered}} \times 1000$$

9. Pounds of BOD, Solids, Chemicals

$$\text{Concentration (mg/L)} \times \text{Quantity (million gals.)} \times 8.34 = \text{lbs.}$$

NOTE: Quantity, Volume or Flow must be in million gals.

10. Weir Overflow Rate

$$\frac{\text{GPD}}{\text{Length of Weir}} = \text{gal./ft./day}$$

11. Surface Loading Rate

$$\frac{\text{GPD}}{\text{Surface Area}} = \text{gal./sq.ft./day}$$

## B. FECAL COLIFORM

### HOW TO CALCULATE GEOMETRIC MEAN

Determine the optimum number of colonies per plate based on the series of dilutions. The acceptable range is usually 20 to 60 colonies. If it is too dense to count refer to Section XII for directions on reporting TNTC.

There are two methods by which to calculate the geometric mean (GM). Method One is the product of all the values ( $n_1 \times n_2 \times n_3 \dots$ ) followed by taking the  $n^{\text{th}}$  root of the multiplication factor, and Method Two is to average the sum of the logs ( $\log n_1 + \log n_2 + \log n_3 \dots$ ) followed by the antilog of the average.

The following example is based on a 7x/week sampling schedule, using the optimum range for colony plate count (20 - 60 colonies) and sample filtration volumes of 100 mL, 10 mL, 1.0 mL, and 0.1 mL (the smallest filtration volume being of 0.1 mL):

|           |                                                              |
|-----------|--------------------------------------------------------------|
| Monday    | 20 colonies (20 colonies/100 mL x 100 = 20 colonies/100 mL)  |
| Tuesday   | 60 colonies (60 colonies/100 mL x 100 = 60 colonies/100 mL)  |
| Wednesday | 45 colonies (45 colonies/100 mL x 100 = 45 colonies/100 mL)  |
| Thursday  | 300 colonies (30 colonies/10 mL x 100 = 300 colonies/100mL)  |
| Friday    | 550 colonies (55 colonies/10 mL x 100 = 550 colonies/100 mL) |
| Saturday  | 42 colonies (42 colonies/100 mL x 100 = 42 colonies/100 mL)  |
| Sunday    | 27 colonies (27 colonies/100 mL x 100 = 27 colonies/100 mL)  |

#### Using the Method One Formula

$$\text{GM} = \text{"n"}^{\text{th}} \text{ root of } n_1 \times n_2 \times n_3 \dots$$

The 7-day fecal coliform geometric mean would be calculated by multiplying the seven values 20 x 60 x 45 x 300 x 550 x 42 x 27 and taking the seventh root of the multiplication product which yields a geometric mean of 72.

#### Using the Method Two Formula

$$X = \frac{\text{Sum of the Log for Sample Measurements}}{\text{\# samples}}$$

Then take the anti-log of X to obtain the GM.

The 7-day fecal coliform geometric mean would be calculated by adding the sum of the logs for each value ( $\log 20 = 1.30103 + \log 60 = 1.77815 + \log 45 = 1.65321 + \log 300 = 2.047712 + \log 550 = 2.074036 + \log 42 = 1.62325 + \log 27 = 1.43136$ ), dividing the summation of 13.00448 by 7 = 1.85778, followed by the anti-log of the result which also yields a geometric mean of 72.

#### How to Average “<” Daily Max or 7-Day Averages into the 30-Day Average

For samples that have a value of “0 colonies” on a plate count, the value must be reported as less than (calculated value) / 100 mL, based upon the largest single volume filtered. For example, if 10 mL, 1.0 mL and 0.1 mL are filtered and all plates show zero counts, select the largest volume, and apply the general formula for determining fecal coliform counts at various dilutions and report the count as < (less than) value.

$$\frac{1}{10} \times 100 = <10 \text{ fecal coliforms / 100 mL}$$

If the geometric mean for a reporting period (i.e., the 7-day average or 30-day average) has a sample with a zero count, use the above formula to obtain a “< fecal coliform count”, and average that number (i.e. 10 from the above example) with the other samples taken.

### C. METRIC SYSTEM

| <u>Prefix</u> |   | <u>Value</u>           |  | <u>Example</u>         |                 |
|---------------|---|------------------------|--|------------------------|-----------------|
| Kilo          | - | 1000                   |  | 1 Kilogram             | = 1000 Grams    |
| Hecto         | - | 100                    |  | 1 Hectogram            | = 100 Grams     |
| Deca (Deka)   | - | 10                     |  | 1 Decagram (Dekagram)= | 10 Grams        |
| (Unit)        | - | 1                      |  | 1 Gram                 | = 1 Gram        |
| Deci          | - | 0.1 (1/10)             |  | 1 Decigram             | = 0.1 Gram      |
| Centi         | - | 0.01 (1/100)           |  | 1 Centigram            | = 0.01 Gram     |
| Milli         | - | 0.001 (1/1000)         |  | 1 Milligram            | = 0.001 Gram    |
| Micro         | - | 0.000001 (1/1,000,000) |  | 1 Microgram            | = 0.000001 Gram |

### METRIC SYSTEM CONVERSION FACTORS

|          |   |                  |
|----------|---|------------------|
| 1 pound  | = | 453.6 grams      |
| 1 ounce  | = | 28.35 grams      |
| 1 gallon | = | 3.785 liters     |
| 1 quart  | = | 0.946 liter      |
| 1 inch   | = | 25.4 millimeter  |
| 1 foot   | = | 0.305 meters     |
| 1 mile   | = | 1.609 kilometers |

#### **D. POPULATION EQUIVALENT**

$$\text{Population Equivalent} = \frac{\text{Average BOD (mg/L)} \times \text{Average Flow (MGD)} \times 8.34}{.17 \text{ lbs/person/day}}$$

Average BOD will consist of a minimum of four (6 hour composite) samples taken at least 5 days apart.

Average flow will be the average of at least 20 days within a 30-day period.

Example: If your average BOD is 200 mg/L and your average flow is 1.0 MGD

$$\text{Pop. Eq.} = \frac{200 \times 1.0 \times 8.34}{.17} = 9,812 \text{ people}$$

## **E. COMPOUNDS/PESTICIDES**

### **VOLATILE COMPOUNDS**

### **MQL (ug/L)**

|                                 |    |
|---------------------------------|----|
| Acrolein                        | 50 |
| Acrylonitrile                   | 50 |
| Benzene                         | 10 |
| Bromoform                       | 10 |
| Carbon Tetrachloride            | 10 |
| Chlorobenzene                   | 10 |
| Chlorodibromomethane            | 10 |
| Chloroethane                    | 50 |
| 2-Chloroethyl Vinyl Ether       | 10 |
| Chloroform                      | 10 |
| Dichlorobromomethane            | 10 |
| 1,1-Dichloroethane              | 10 |
| 1,2-Dichloroethane              | 10 |
| 1,1-Dichloroethylene            | 10 |
| 1,2-Dichloropropane             | 10 |
| 1,3-Dichloropropylene           | 10 |
| Ethylbenzene                    | 10 |
| Methyl Bromide (Bromomethane)   | 50 |
| Methyl Chloride (Chloromethane) | 50 |
| Methylene Chloride              | 20 |
| 1,1,2,2-Tetrachloroethane       | 10 |
| Tetrachloroethylene             | 10 |
| Toluene                         | 10 |
| 1,2-trans-Dichloroethylene      | 10 |
| 1,1,-Trichloroethane            | 10 |
| 1,1,2-Trichloroethane           | 10 |
| Trichloroethylene               | 10 |
| Vinyl Chloride                  | 10 |

### **ACID COMPOUNDS**

### **MQL (ug/L)**

|                                                   |    |
|---------------------------------------------------|----|
| 2-Chlorophenol                                    | 10 |
| 2,4-Dichlorophenol                                | 10 |
| 2,4-Dimethylphenol                                | 10 |
| 4,6-Dinitro-o-Cresol [2-Methyl-4,6-Dinitrophenol] | 50 |
| 2,4-Dinitrophenol                                 | 50 |
| 2-Nitrophenol                                     | 20 |
| 4-Nitrophenol                                     | 50 |
| p-Chloro-m-Cresol [4-Chloro-3-Methylphenol]       | 10 |
| Pentachlorophenol                                 | 50 |
| Phenol                                            | 10 |
| 2,4,6-Trichlorophenol                             | 10 |

**ACID COMPOUNDS (CONT'D)**

|                                           |    |
|-------------------------------------------|----|
| 3,3'-Dichlorobenzidine                    | 50 |
| Diethyl Phthaate                          | 10 |
| Dimethyl Phthalate                        | 10 |
| Di-n-Butyl Phthalate                      | 10 |
| 2,4-Dinitrotoluene                        | 10 |
| 2,6-Dinitrotoluene                        | 10 |
| Di-n-octyl Phthalate                      | 10 |
| 1,2-Diphenylhydrazine                     | 20 |
| Fluoranthene                              | 10 |
| Fluorene                                  | 10 |
| Hexachlorobenzene                         | 10 |
| Hexachlorobutadiene                       | 10 |
| Hexachlorocyclopentadiene                 | 10 |
| Hexachloroethane                          | 20 |
| Indeno(1,2,3-cd) [2,3-o-Phenylene Pyrene] | 20 |
| Isophorone                                | 10 |
| Naphthalene                               | 10 |
| Nitrobenzene                              | 10 |
| n-Nitrosodimethylamine                    | 50 |
| n-Nitrosodi-n-Propylamine                 | 20 |
| n-Nitrosodiphenylamine                    | 20 |
| Phenanthrene                              | 10 |
| Pyrene                                    | 10 |
| 1,2,4-Trichlorobenzene                    | 10 |

**PESTICIDES****MQL (ug/L)**

|                     |      |
|---------------------|------|
| Aldrin              | 0.05 |
| Alpha-BHC           | 0.05 |
| Beta-BHC            | 0.05 |
| Gamma-BHC [Lindane] | 0.05 |
| Delta-BHC           | 0.05 |
| Chlordane           | 0.2  |
| 4,4'-DDT            | 0.1  |
| 4,4'-DDE [p,p-DDX]  | 0.1  |
| 4,4'-DDD [p,p-TDE]  | 0.1  |
| Dieldrin            | 0.1  |
| Alpha-Endosulfan    | 0.1  |
| Beta-Endosulfan     | 0.1  |
| Endosulfan Sulfate  | 0.1  |
| Endrin              | 0.1  |
| Endrin Aldehyde     | 0.1  |

**PESTICIDES (CONT'D)**

|                                                |      |
|------------------------------------------------|------|
| Heptachlor                                     | 0.05 |
| Heptachlor Epoxide [BHC-Hexachlorocyclohexane] | 0.05 |
| PCB-1242                                       | 1.0  |
| PCB-1254                                       | 1.0  |
| PCB-1221                                       | 1.0  |
| PCB-1232                                       | 1.0  |
| PCB-1248                                       | 1.0  |
| PCB-1260                                       | 1.0  |
| PCB-1016                                       | 1.0  |
| Toxaphene                                      | 5.0  |

**BASE/NEUTRAL COMPOUNDS****MQL (ug/L)**

|                             |    |
|-----------------------------|----|
| Acenaphthene                | 10 |
| Acenaphthylene              | 10 |
| Anthracene                  | 10 |
| Benzidine                   | 50 |
| Benzo(a)anthracene          | 10 |
| Benzo(a)pyrene              | 10 |
| 3,4-Benzofluoranthene       | 10 |
| Benzo(ghi)perylene          | 20 |
| Benzo(k)fluoranthene        | 10 |
| Bis(2-chloroethoxy) Methane | 10 |
| Bis(2-chloroethyl) Ether    | 10 |
| Bis(2-chlorisopropyl) Ether | 10 |
| Bis(2-ethylhexyl) Phthalate | 10 |
| 4-Bromophenyl Phenyl Ether  | 10 |
| Butyl Benzyl Phthalate      | 10 |
| 2-Chloronaphthalene         | 10 |
| 4-Chlorophenyl Phenyl Ether | 10 |
| Chrysene                    | 10 |
| Dibenzo(a,h)anthracene      | 20 |
| 1,2-Dichlorobenzene         | 10 |
| 1,3-Dichlorobenzene         | 10 |
| 1,4-Dichlorobenzene         | 10 |

**NOTE:** You may utilize these MQLs in association with the most appropriate test method approved at 40 CFR Part 136 for all future monitoring performed under your current Pollutant Discharge Elimination System permit. Exceptions to using this list as a benchmark for quantifiable values will be those cases where your current permit specifies other quantification levels or where you have demonstrated to the satisfaction of the regulatory authority that you are unable to achieve a level of analytical sensitivity equivalent to the MQL.



## F. FREQUENCY OF ANALYSIS

| <u>FREQUENCY</u> | <u>DESCRIPTION</u> | <u>FREQUENCY</u> | <u>DESCRIPTION</u> |
|------------------|--------------------|------------------|--------------------|
| N/A              | NOT APPLIC         | 01/5Y            | ONCE/5 YEARS       |
| N/R              | NOT REPORTD        | 01/60            | ONCE/2 MONTHS      |
| N/V              | NOT VALID          | 01/7M            | ONCE/7 MONTHS      |
| CL/OC            | CHLRNTN/OCCURS     | 01/90            | QUARTERLY          |
| DL/DS            | DLY WHNDISCHRG     | 01/99            | INSTNT             |
| REPT             | REPORT             | 02/BA            | TWICE/BATCH        |
| WH/DS            | WHEN DISCHRG       | 02/DS            | TWICE/DISCH        |
| WH/MN            | MEASRD WHN MON     | 02/DW            | TWICE/DSCHWK       |
| 01/BA            | ONCE/BATCH         | 02/SH            | TWICE/SHIFT        |
| 01/DD            | ONCE/DSCHDY        | 02/YR            | SEMI-ANNUAL        |
| 01/DM            | ONCE/DSCHMN        | 02/01            | TWICE/DAY          |
| 01/DQ            | ONCE/DSCHQTR       | 02/07            | TWICE/WEEK         |
| 01/DS            | ONCE/DISCHG        | 02/12            | TWICE/12 DAYS      |
| 01/DW            | ONCE/DSCHWK        | 02/30            | TWICE/MONTH        |
| 01/RN            | ONCE/RN EVNT       | 02/90            | TWICE/QTRLY        |
| 01/SH            | ONCE/SHIFT         | 02/99            | SEE PERMIT         |
| 01/SN            | ONCE/SEASON        | 03/BA            | THREE/BATCH        |
| 01/YR            | ANNUAL             | 03/DS            | THREE/DISCHG       |
| 01/01            | DAILY              | 03/DW            | 3 DAYS/WEEK        |
| 01/02            | ONCE/2 DAYS        | 03/YR            | THREE/YEAR         |
| 01/03            | ONCE/3 DAYS        | 03/01            | THREE/DAY          |
| 01/04            | ONCE/4 DAYS        | 03/05            | THREE/5 DAYS       |
| 01/05            | ONCE/5 DAYS        | 03/07            | THREE/WEEK         |
| 01/06            | ONCE/6 DAYS        | 03/08            | THREE/8 DAYS       |
| 01/07            | WEEKLY             | 03/30            | THREE/MONTH        |
| 01/08            | ONCE/8 DAYS        | 03/5Y            | THREE/5 YEARS      |
| 01/09            | ONCE/9 DAYS        | 03/99            | SEE PERMIT         |
| 01/10            | ONCE/10 DAYS       | 04/BA            | FOUR/BATCH         |
| 01/11            | ONCE/11 DAYS       | 04/01            | FOUR/DAY           |
| 01/12            | ONCE/12 DAYS       | 04/07            | FOUR/WEEK          |
| 01/13            | ONCE/13 DAYS       | 04/30            | FOUR/MONTH         |
| 01/14            | ONCE/2 WEEKS       | 04/99            | SEE PERMIT         |
| 01/21            | ONCE/3 WEEKS       | 05/BA            | FIVE/BATCH         |
| 01/28            | ONCE/4 WEEKS       | 05/DW            | 5 DAYS/WEEK        |
| 01/30            | ONCE/MONTH         | 05/WK            | 5 TIMES/WEEK       |
| 01/4M            | ONCE/4 MONTHS      | 05/01            | 5 TIMES/DAY        |
| 01/5M            | ONCE/5 MONTHS      | 05/07            | WEEK-DAYS          |

| <u>FREQUENCY</u> | <u>DESCRIPTION</u> | <u>FREQUENCY</u> | <u>DESCRIPTION</u> |
|------------------|--------------------|------------------|--------------------|
| 05/08            | FIVE/8 DAYS        | 09/99            | SEE PERMIT         |
| 05/30            | 5 TIMES/MONTH      | 10/30            | TEN/MONTH          |
| 05/90            | FIVE/QRTLY         | 10/99            | SEE PERMIT         |
| 05/99            | SEE PERMIT         | 12/01            | TWELVE/DAY         |
| 06/SH            | SIX/OPRSHIFT       | 12/30            | 12 PER MONTH       |
| 06/01            | SIX/DAY            | 15/30            | FIFTEEN/MONTH      |
| 6/07             | SIX/WEEK           | 16/01            | SIXTEEN/DAY        |
| 06/30            | 6 TIMES/MONTH      | 16/30            | SIXTEEN/MONTH      |
| 06/99            | SEE PERMIT         | 18/01            | EIGHTEEN/DAY       |
| 07/30            | 7 TIMES/MONTH      | 18/30            | EIGHTEEN/MONTH     |
| 07/99            | SEE PERMIT         | 24/01            | HOURLY             |
| 08/BA            | EIGHT/BATCH        | 48/01            | EVERY ½ HR         |
| 08/01            | EIGHT/DAY          | 66/66            | WPC PLAN           |
| 08/30            | EIGHT/MONTH        | 77/77            | CONTIN-GENT        |
| 08/99            | SEE PERMIT         | 88/88            | CLEANING           |
| 09/01            | NINE/DAY           | 99/99            | CONTINUOUS         |
| 09/30            | NINE/MONTH         |                  |                    |

## **G. SAMPLE TYPES**

| <b><u>SAMPLE</u></b> | <b><u>DESCRIPTION</u></b> | <b><u>SAMPLE</u></b> | <b><u>DESCRIPTION</u></b> |
|----------------------|---------------------------|----------------------|---------------------------|
| CA                   | CALCTD                    | RF                   | RCDFLO                    |
| CN                   | CONTIN                    | RG                   | RANG-C                    |
| CP                   | COMPOS                    | RP                   | REPRES                    |
| CR                   | CK REQ                    | RT                   | RCOTOT                    |
| CS                   | CORSAM                    | R4                   | RNG-4A                    |
| CT                   | CERTIF                    | SR                   | SGLRDG                    |
| CU                   | CURVE                     | SS                   | STAT-SH                   |
| DA                   | DAILAV                    | ST                   | STATIC                    |
| DS                   | DISCRT                    | TI                   | TIMEMT                    |
| ES                   | ESTIMA                    | TM                   | TOTALZ                    |
| FI                   | FLOIND                    | VI                   | VISUAL                    |
| GH                   | 5GR24H                    | 01                   | COMP-1                    |
| GM                   | GRAB10                    | 02                   | COMP-2                    |
| GR                   | GRAB                      | 03                   | COMP-3                    |
| G2                   | GRAB-2                    | 04                   | COMP-4                    |
| G3                   | GRAB-3                    | 05                   | COMP-5                    |
| G4                   | GRAB-4                    | 06                   | COMP-6                    |
| G5                   | GRAB-5                    | 08                   | COMP-8                    |
| G6                   | GRAB-6                    | 1H                   | AVG-1H                    |
| G7                   | GRAB-7                    | 10                   | COMP10                    |
| G8                   | GRAB-8                    | 12                   | COMP12                    |
| G9                   | GRAB-9                    | 16                   | COMP16                    |
| IM                   | IMERSN                    | 2H                   | AVG-2H                    |
| IN                   | INSTAN                    | 20                   | COMP20                    |
| IS                   | INSITU                    | 22                   | BATCH                     |
| IT                   | IMRSTB                    | 24                   | COMP24                    |
| MC                   | MATHCL                    | 28                   | COMP28                    |
| MP                   | MATHCP                    | 3G                   | 3GR/HR                    |
| MS                   | MEASRD                    | 4C                   | 4DA24C                    |
| MT                   | METER                     | 4H                   | AVG-4H                    |
| NA                   | NOT AP                    | 5G                   | 5GR45M                    |
| NR                   | NOTRPT                    | 72                   | COMP72                    |
| OC                   | OCCURS                    | 96                   | COMP96                    |
| PC                   | PMPCRV                    | SB                   | SEQBAR                    |
| PL                   | PMPLOG                    |                      |                           |
| RC                   | RCORDR                    |                      |                           |
| RD                   | RNG-DA                    |                      |                           |

## **H. DEFINITIONS AND CALCULATIONS FOR DISCHARGE MONITORING REPORTS**

### **1. Definitions**

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

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Annual Average Flow</b>         | 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.                                                                                                                                                          |
| <b>Daily Average Flow</b>          | The arithmetic average of all determinations of the daily discharge within a period on 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. |
| <b>Daily Maximum Flow</b>          | The highest total flow for any 24-hour period in a calendar month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Instantaneous Flow</b>          | The measured flow during the minimum time required to interpret the flow measuring device.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>2-hour Peak Flow</b>            | 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.                                                                                                                                                                                                                                                                              |
| <b>Maximum 2-hour Peak Flow</b>    | Applies to domestic wastewater treatment plants: The highest 2-hour peak flow for any 24-hour period in a calendar month.                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Daily Average Concentration</b> | 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.                                                                                        |
| <b>7-day Average Concentration</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Daily Maximum Concentration</b> | The maximum concentration measured on a single day, by composite sample unless otherwise specified in the permit, within a period of one calendar month.                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Fecal Coliform Bacteria</b>     | The number of colonies of fecal coliform bacteria per 100 milliliters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Concentration**

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  $n$ th 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.

**2. Example Calculations and Reporting for Concentration, Loading, Flow,  $\text{Cl}_2$  Residual and pH**

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 (mg/L) | TSS (mg/L) | pH (s.u.) | CL <sub>2</sub> (mg/L) | BOD <sub>5</sub> (lbs/dy) | TSS (lbs/dy) |
|-------------|------|------------|------------|------------|-----------|------------------------|---------------------------|--------------|
| 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<sub>5</sub> 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<sub>5</sub> 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<sub>5</sub> concentration was obtained on March 10. This value is reported as the maximum BOD<sub>5</sub> 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.**

$$\text{Flow on day of sampling (MGD)} \times \text{concentration (mg/L)} \times 8.34 \text{ (lbs/gal)} = \text{Loading (lbs/day)}$$

Using the four BOD<sub>5</sub> 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<sub>5</sub> 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:

|                           | <u>TSS (mg/L)</u> | <u>Flow on day of sampling (MGD)</u> |
|---------------------------|-------------------|--------------------------------------|
| March 3                   | 30.00             | .19                                  |
| March 10                  | 23.00             | .20                                  |
| March 17                  | 16.00             | <u>.18</u>                           |
| 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.

$$\text{Concentration (mg/L)} \times \frac{\text{Flow on day of sampling (MGD)}}{\text{Total flow on days of sampling (MGD)}} = \text{Flow-weighted Concentration}$$

**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 = <u>5.05</u> |

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

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

$$\text{Daily average flow-weighted concentration} \times \text{Average of flows on sampling days} \times 8.34 \text{ lbs/gal} = \text{Flow-weighted Daily Average Loading (lbs/day)}$$

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

## 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<sub>2</sub> Residual

A review of the example Daily Operations Log shows Cl<sub>2</sub> 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<sub>2</sub> value obtained on March 30 is reported as the maximum Cl<sub>2</sub> residual for the reporting period. The lowest Cl<sub>2</sub> value obtained on March 16 is reported as the minimum Cl<sub>2</sub> 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:

$$600 \text{ MG}/365 \text{ Days} = 1.64 \text{ MGD Annual Average Flow}$$

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.

### 3. 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.

#### ***n*th 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.

$$\text{Geometric Mean} = \sqrt[n]{X_1 X_2 X_3 X_4 X_5 \dots X_n}$$

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.

$$(99)(126)(90)(420)(22) = 1.037 \times 10^{12}$$

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

#### **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<br>(sample results) | 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 | $13.703 \div 7 = 1.9576$ ** |
| Geometric Mean     | Antilog of 1.9576 = 91 ***  |

#### 4. 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 (0.2 µg/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.

#### **5. 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.

#### **6. 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.

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

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

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.

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

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