

## The Most Common DMR Errors

- 1. NOT PAYING ATTENTION:** Your DMR may have changed, don't rush! Take time to review and understand your permits monitoring requirements.
  - TIP – upon completion put the DMR aside for the day and then review it.
- 2. INCORRECT WEEKLY AVERAGE:** For purposes of weekly average calculations and reporting ONLY, partial weeks at the end of the month are reported on the month with 4 or more calendar days, regardless of when samples are collected. Remember – for DMR reporting purposes, a calendar week is from Sunday through Saturday.
- 3. NOT CORRECTING DMR ERRORS PROPERLY:** To correct an error on your DMR, cross out the error and enter the correct number in the field or box and initial. If you are submitting a revised DMR due to errors found by you or an inspector after submittal, correct as noted above, re-sign and re-date the DMR and forward to the Department.
- 4. AVERAGE WEEKLY LOADING AVERAGES FIGURED INCORRECTLY:** Each day's loading must be calculated separately – then averaged. Do not use the average flow and concentration for calculating the monthly average.
- 5. NOT COMPLETING ALL REPORTING BOXES:** All boxes must be completed. Failure to complete all sample measurement boxes, without providing an explanation on the DMR or on a cover letter attached to the DMR will result in a non-reporting violation.
- 6. INCORRECT DAILY FLOW AVERAGES:** If you did not discharge every day of the month, divide the total monthly flow by the number of days you discharged, not the number of days in the month.
- 7. NO EXPLANATION FOR VIOLATION COMMENTS BOX AT THE BOTTOM OF DMR OR IN A COVER LETTER:** An explanation must be provided for all violations.
- 8. REPORTING OR CALCULATING WITH “<” OR “ND” VALUES:**
  - When reporting a < or ND value from your lab, verify the value is the correct RRV and report it on the DMR as “< RRV value”
  - When conducting a weekly or monthly average, loading, or % removal calculation with a < or ND value, use a 0 in place of the < or ND value.
  - When using a < or ND value in a geometric mean calculation, use a 1 in place of the < or ND value.
- 9. LATE DMRS –** DMR's typically must be postmarked no later than the 28<sup>th</sup> day of the month following the reporting period.

## FAQ

**Q: What should I do if my DMRs are missing parameters or look different than I think they should?**

**A:** Be sure to look at the most current permit limits and monitoring requirements. The requirements on the forms should be identical to those listed on the limits and monitoring pages of your most current permit. If they are different, contact the Department immediately. If you have sampled something that is not required by your permit, or you are waiting for corrected forms and wish to submit your report right away, write the parameter sampled, monitoring location, frequency, sample type and units and value type at the bottom of the DMR.

**Q: Do I still have to submit forms for monitoring locations where there is no activity or discharge?**

**A:** Yes. If the monitoring location (outfall) is listed in your permit, you should have a form for it. All forms must be submitted for each station. If there is no activity, the “No Discharge” box at the top of the form should be checked.

**Q: Can I send my daily value data in on my own computer form?**

**A:** Yes, you are allowed to submit your own form. It must have all the information that is requested on the MPDES’s DMR Form pertinent to your permit. However, if the form you created doesn’t contain all the required parameters then you will receive a violation. It is highly recommended you use the DMR’s that are provided by the Department.

**Q: On my DMR there is more than one blank for a parameter I am only required to sample once. Which box do I fill in?**

**A:** **ALL blank white boxes** should be filled in. You may only be required to sample (e.g., pH once per month) but that one sample must be compared to both its lower (minimum) limit and its upper (maximum) limit. If you only sample once but the DMR requires a calendar month average and a daily maximum, record the single value in **BOTH blank white boxes**.

**Q: I missed my quarterly influent sampling for April – June. Can I make it up in July?**

**A:** Missed sampling in one monitoring period cannot be made up in another monitoring period. The compliance staff assigned to your facility may ask you to take additional samples in the new quarter, but this data should be reported in the monitoring period in which it was taken. Additional sampling will not remove the violations generated for the missed sampling in the previous monitoring period. Samples may be taken anytime during the 90-day monitoring period and recorded on your daily log/benchsheets on the day they were taken, but they must be transferred to the DMR at the end of the quarter. (e.g., Sample taken April 22nd must be recorded on the April benchsheet and submitted not later than the July 28th.)