NetDMR User's Guide

How to Complete and Submit Electronic Discharge Monitoring Reports

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DEQ
State of Oregon
Department of Environmental Quality

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Executive Summary

Oregon DEQ has developed this guide to help permittees use U.S. Environmental Protection Agency's web-based NetDMR tool. This guide supplements EPA's NetDMR User Guide (see link below) and is based on the questions we received. Although permit monitoring requirements have not changed, reporting via the NetDMR user interface is different than reporting via paper DMR forms. The biggest difference is that NetDMR requires online reporting of summary statistic values. This guide contains basic information on these calculations. DEQ's *Quality Assurance Guidance for Self-Monitoring Laboratories (NPDES and WPCF), January 2019* contains information on calculating summary statistics when the results are less than the quantitation or detection limits. The individual monitoring results are attached to the NetDMR submittal.

This guide will walk you through the following tasks:

- Accessing DMRs for data entry
- Interpreting the codes, terminology and layout of the NetDMR data entry screens
- Reporting certain types of laboratory analysis results
- Calculating summary statistics
- Handling special parameters
- Signing and submitting eDMRs
- Reporting noncompliance
- Finding answers to frequently asked questions

For more information and guidance, as well as additional support, please refer to our e-reporting website, visit EPA's NetDMR Support Portal, or contact DEQ's NetDMR Support Team.

EPA's *NetDMR User Guide*	https://usepa.servicenowservices.com/oeca_icis?id=kb_article_view&sysparm_article=KB0014611
Oregon DEQ's eReporting Website	https://www.oregon.gov/deq/wq/wqpermits/Pages/NPDES-E-Reporting.aspx
EPA's NetDMR Support Portal	https://usepa.servicenowservices.com/oeca_icis?id=netdmr_homepage
Oregon DEQ's NetDMR Support Team	NetDMRSupport@deq.oregon.gov 503-229-6400
DEQ *Quality Assurance Guidance for Self-Monitoring Laboratories (NPDES and WPCF), January 2019*	https://www.oregon.gov/deq/FilterPermitsDocs/qaguidanceSML.pdf

What is NetDMR?

NetDMR is a web-based portal hosted by EPA's Central Data Exchange where you submit your DMR data to DEQ. NetDMR generates and stores the official copy of record, replacing your paper submission. DEQ approves permit access for signatories, and signatories approve other users to have view, edit, and permit administrator privileges. If the signatory for a permit changes due to staff turnover, you must notify DEQ to revoke the former signatory's access. The new signatory will need to create a Central Data Exchange account for NetDMR and sign a subscriber agreement to link the account to your permit.

DEQ recommends that you access NetDMR through EPA's NetDMR Support Portal. This portal provides information about the status of the system and updates. The Launch NetDMR button takes you to a login page for the Central Data Exchange.

How do I use NetDMR?

Find your permit and available DMRs

1. Use the search screen to select the DMRs you want to edit.
2. If you have more than one Permit ID, choose the Permit ID for which you want to enter DMR data and click Update. You can continue to refine your DMR search by facility, permitted feature, discharge, monitoring period, and which user last edited a DMR. Choose the Status Ready for Data Entry and click Search to see the selected DMRs.
3. If you only have one Permit ID, choose the Status Ready for Data Entry and click Search.
4. On the DMR/COR Search Results page, select the DMR for which you want to enter data and click Go.

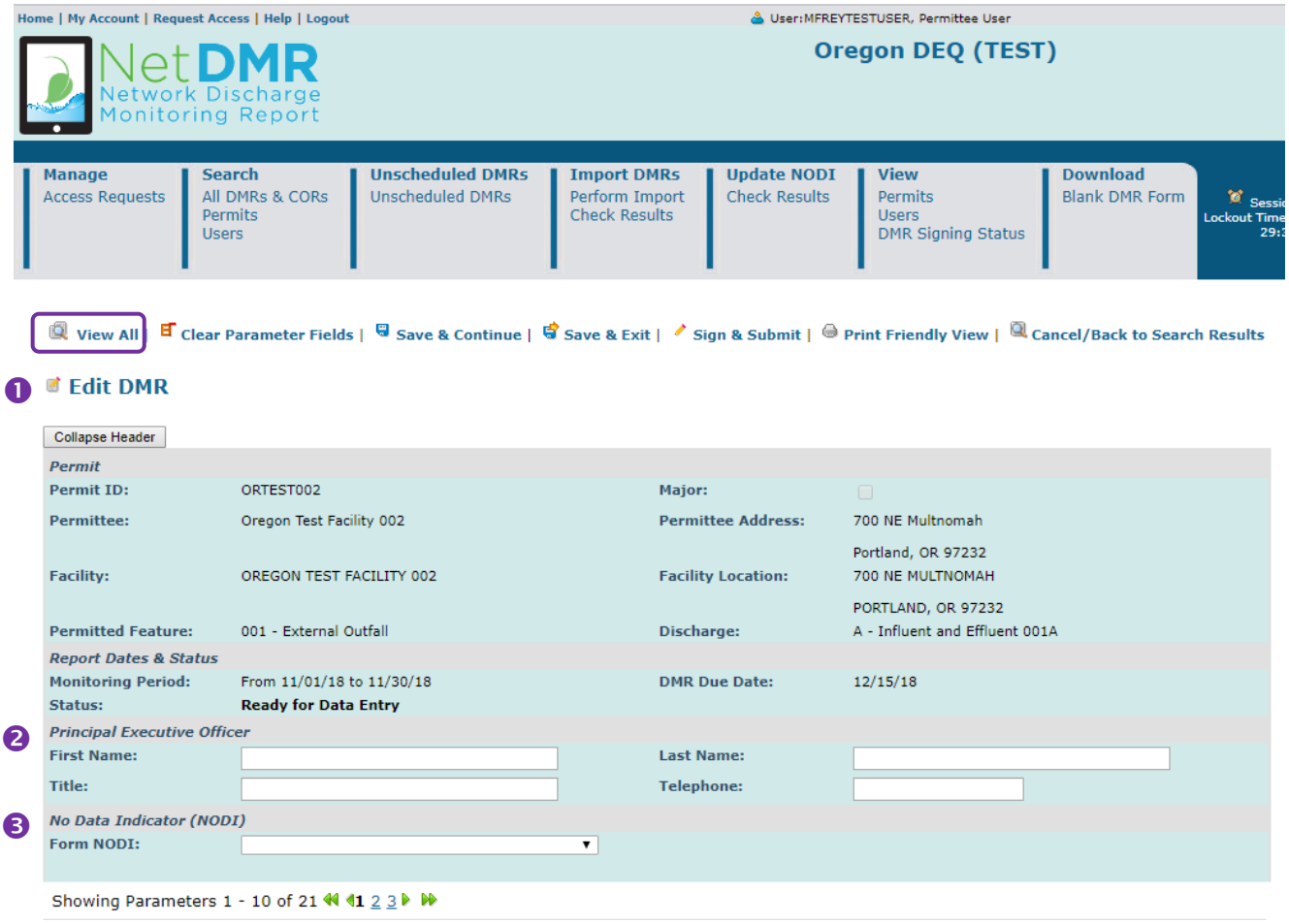
4 DMR/COR Search Results

Next Step(s)	Permit ID	Facility	Permitted Feature	Discharge #	Discharge Description	Monitoring Period End Date	Scheduled/ Unscheduled	DMR Due Date	Status
Edit DMR Go	ORTEST002	OREGON TEST FACILITY 002	001	001-A	Influent and Effluent 001A	08/31/18	Scheduled	09/15/18	Ready for Data Entry
Edit DMR Go	ORTEST002	OREGON TEST FACILITY 002	001	001-A	Influent and Effluent 001A	07/31/18	Scheduled	08/15/18	Ready for Data Entry

Enter basic facility information and no data form option

1. On the **Edit DMR** page, you will find basic information about your permit, permitted feature, discharge and monitoring period.
2. Fill in the Principal Executive Officer name and contact information.
3. If you had no data for the permitted feature for the discharge type specified, you can use the form-wide No Data Indicator (**Form NODI**) to select the appropriate code explaining why data will not be submitted.

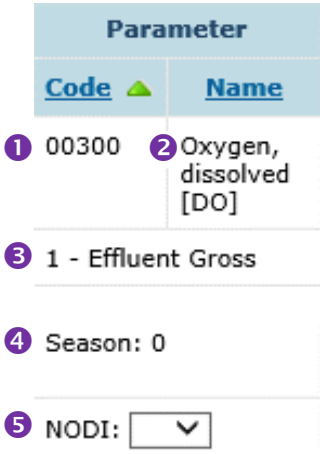
   Before you apply a Form NODI Code, be sure you are viewing all parameters on one page by clicking **View All** at the top of the page. Otherwise, NetDMR will apply the Form NODI Code to one page only and you will see an error when you try to submit.

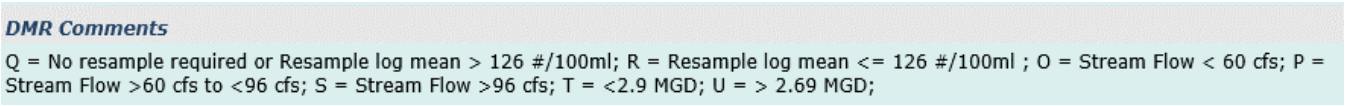


Decoding the parameter data table

1. Farther down the **Edit DMR** page is a table of parameters for which you need to report. This is list is customized to your facility's permit, so the specific parameters, sample type, frequency and summary statistics will differ from the example shown. It should match the parameters, sample types, frequencies and statistics you reported in the past using paper DMRs.
2. The **Edit DMR** page is sorted by parameter code by default, but you can sort by parameter name if you wish.
3. The following information is listed for each parameter:
    1. Parameter Code (5-digit numeric code)
    2. Parameter Name
    3. Monitoring Location Code
    4. Season ID
    5. No Discharge Indicator Code (NODI)

    These codes are defined on page 10 for your reference. Codes that are specific to your permit are defined on the bottom of the **Edit DMR** page under **DMR Comments**.





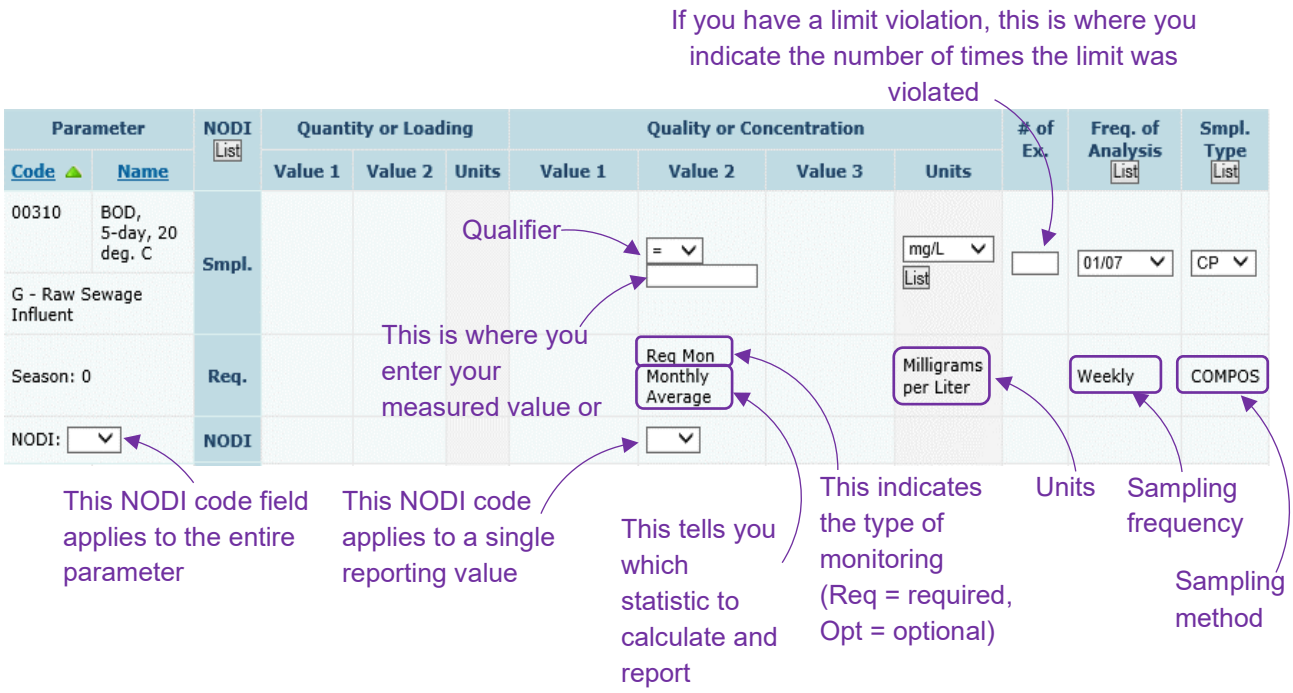
Enter parameter measurements or statistics

1. In the **Value** columns that have fields for data entry, type the value of the measurement or statistic using the units specified in the **Units** column. Choose the correct data qualifier that corresponds with your laboratory analysis result:

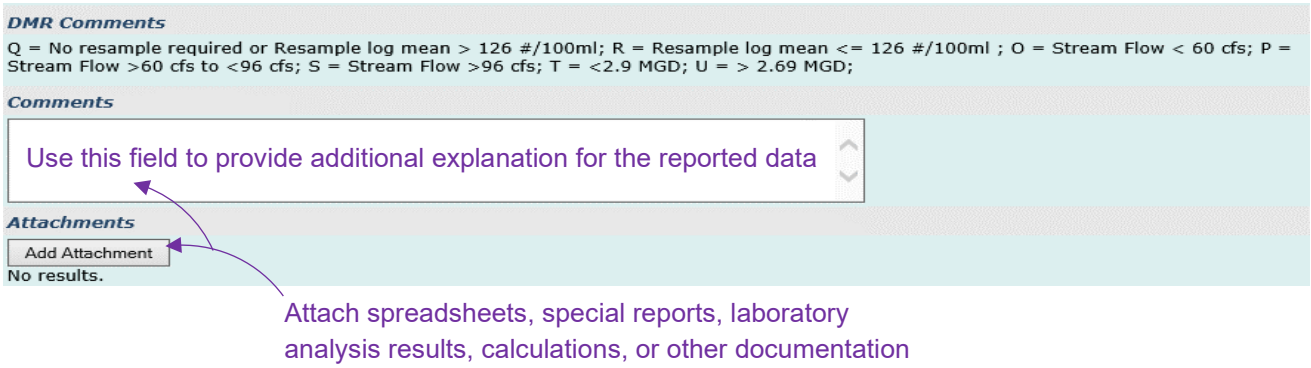
> Greater than	>= Greater than or equal to	= Equal to
< Less than	<= Less than or equal to	E Estimate

2. If your discharges violated a limit more than one time during the reporting period, enter the number of sample results that violated the limit in the **Number of Excursions (# of Ex.)** field.

See **Interpreting and Reporting Laboratory Analysis Results** on p. 9 for more information about how to report data based on laboratory analysis method limits and analysis results.



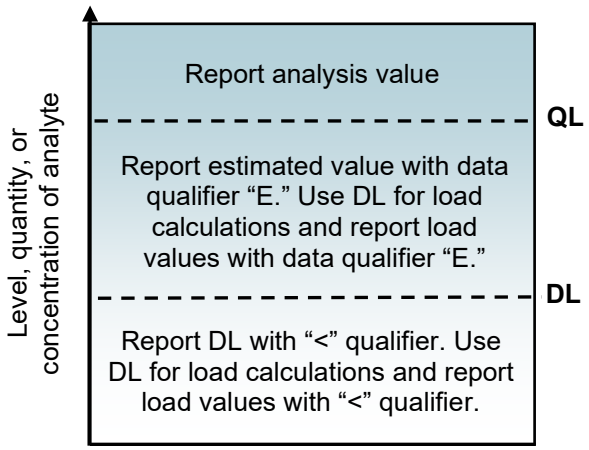
3. If there was no data for the specified parameter, location and season, choose the appropriate no data indicator code from the **NODI** pull-down list. You can assign a NODI code for individual values or for an entire parameter/row.
4. Add comments in the **Comments** field if needed, e.g., if NODI code 8 is used for any of the parameters or if you want to explain any violations.
5. Attach additional files if specified in your permit, such as to report daily values in an Excel spreadsheet or show certain calculations.



Interpreting and reporting laboratory analysis results

Analytical methods are associated with two values that affect the way data are entered in NetDMR:

- **Quantification Limit** (QL, MRL or LOQ) is the minimum level, concentration, or quantity of an analyte that can be reported with a specific degree of confidence.
- **Detection Limit** (DL) is the minimum measured concentration of a substance that can be distinguished from a method blank with 99% confidence.



The figure to the right explains how to report laboratory analysis results that are below the method's QL or DL. The next section describes special reporting needed when the permit limit is less than the QL.

Special reporting when the permit limit is less than the QL

As a standard procedure, DEQ includes a **QL compliance limit** when the permit's calculated limit is less than the quantification limit. NetDMR is set up with the QL compliance limit instead of the calculated limit. However, in some cases, DEQ has omitted a QL compliance limit in the permit, and NetDMR is set up with the calculated limit.

In these cases, reporting either the estimated value or <DL will trigger a false violation because the reported values are greater than the limit. To avoid triggering these false violations, enter one of the following, as applicable:

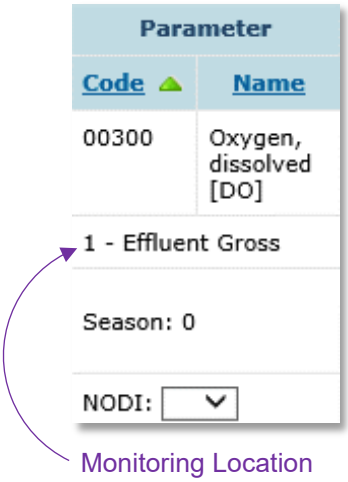
- When results are less than the QL and above the DL — Use NODI code Q – Not Quantifiable
- When results are less than the DL — Use NODI code B – Below Detection Limit

Guide to DMR codes and terminology

Monitoring location codes

The table below contains examples of common monitoring location codes. Your permit may contain different monitoring location codes:

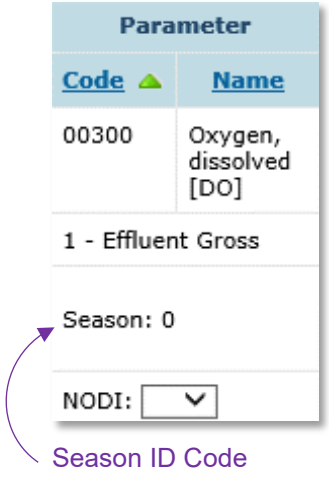
Code	Description
0	Intake
1	Effluent Gross
2	Effluent Net
5	Upstream Monitoring
6	Downstream Monitoring
7	Intake from Stream
G	Raw Sewage Influent
GW	Groundwater
H	During Manufacturing
I	Intake from Well
K	Percent Removal
RW	Receiving Water
Z	Instream Monitoring
O	See Comments
Q	See Comments. Unless otherwise noted, use Q for reporting original samples without violations, or when daily limit for E. coli is exceeded and resample is **greater** than 126#/100ml.
R	See Comments. Unless otherwise noted, use R when daily limit for E. coli is exceeded and resample is **less** than 126#/100ml.
SC	See Comments
T	See Comments
U	See Comments
V	See Comments. Unless otherwise noted, V indicates 7-day moving average.
W	See Comments. Unless otherwise noted, W indicates weekly monitoring.



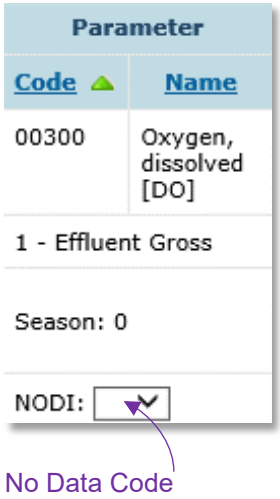
Season identification codes

The table below contains examples of common season ID codes. Your permit may contain different season ID codes:

Code	Description
0	Year-Round Monitoring
1	Monitoring Reported During the Dry Months
2	Monitoring Reported During the Wet Months
Other	Monitoring Period Specified by the Permit



No data indicator (NODI) codes



There will be instances where you will not have a value to report in a field in your DMR. NetDMR uses No Data Indicator (NODI) codes to represent the reason that a value is not reported. It is important to use the correct NODI code for your circumstances, because several codes flag a violation in the system and require follow-up or correction afterward. **NODI codes may only be used if you do not have data. If you have data, you must report the value and may not use a NODI code.**

Below are the different categories of NODI codes with notes on when they should be used. A color-coded quick-reference guide is also included for your convenience.

NODI codes indicating compliance

Monitoring is not required in certain situations. Choose the NODI code that best describes the situation. You do not need to attach a memo or special report when using these codes.

NODI code 2	Operation Shutdown. Use if the facility was shut down and there was no discharge. You can use this code for the entire DMR.
NODI code 7	No Influent. Use for influent parameters only.
NODI code 9	Conditional Monitoring – Not Required This Period. Only use this code if NetDMR contains conditional monitoring, such as E. coli resampling (see page 17), daily mass load limit exemption (see page 19), or other reporting that is only required under certain circumstances.
NODI code A	General Permit Exemption – For use by general permit holders only. **Individual permit holders may not use this code.**
NODI code B	Below Detection Limit/No Detection. Only use in the special case when the limit is less than the QL, DEQ did not include a QL compliance limit in the permit, and the result is less than the DL. (See page 9).
NODI code C	No Discharge. Use for only effluent parameters if the facility was operational but did not discharge.
NODI code I	Land Applied
NODI code Q	Not Quantifiable. Only use in the special case when the limit is less than the QL, DEQ did not include a QL compliance limit in the permit, **and** the result is greater than the DL and less than the QL. (See page 9).
NODI code W	Dry Lysimeter/Well
NODI code Y	State-specific No Data Indicator –Valid. **Permittees may not use this code.**

NODI codes indicating noncompliance

Some NODI codes will flag a violation when used. The DMR must include a memo explaining the circumstances, as specified in Schedule F of your permit (Noncompliance Reporting Requirements).

NODI code 6	State-specific No Data Indicator – Invalid. **Permittees may not use this code.**
NODI code E	Failed to sample/required analysis not conducted. Use when monitoring data is not available for any reason other than that described by another NODI code.
NODI code P	Laboratory Error or Invalid Test. Use when data from resampling or additional monitoring is not available due to laboratory QA/QC failures when proper laboratory lab procedures were followed. Also use when data from resampling or additional monitoring is not available because proper laboratory lab procedures were not followed.

NODI codes indicating compliance that trigger DEQ review

Using NODI codes shaded in yellow indicates compliance with the permit but requires DEQ confirmation. The DMR must include a memo explaining the circumstances or a special report.

NODI code 3	Special Report Attached. Only use if a special report is needed to show compliance. Do not use if permit limits are not achieved. Generally used for flow-based effluent limits, such as excess thermal loads (see page 22).
NODI code F	Insufficient Flow for Sampling. Only use when monitoring was not conducted because of insufficient flow.
NODI code N	Not Constructed. Only use when monitoring was not conducted because the treatment system has not yet been constructed.
NODI code T	Environmental Conditions – Monitoring Not Possible. Use when monitoring was not conducted because of weather-related conditions, including frozen conditions, fire conditions, natural disaster, and if extreme weather creates unsafe conditions for collecting ambient samples

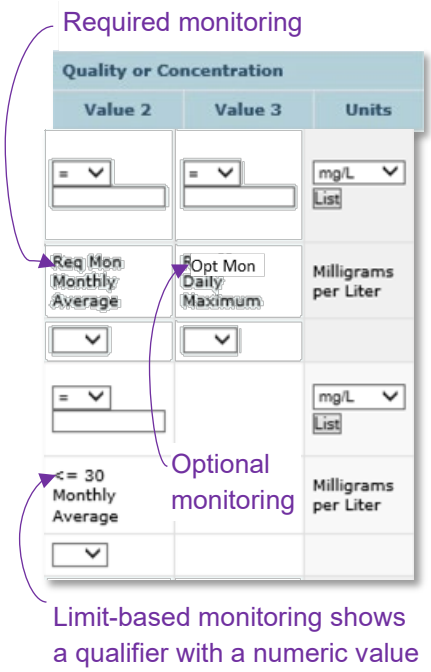
Quick reference guide to NODI codes

Code	Description
2	Operation shutdown
3	Special report attached
6	State-specific No Data Indicator – Invalid **DO NOT USE**
7	No influent
9	Conditional monitoring – not required this period
A	General permit exemption **DO NOT USE**
B	Below detection limit/no detection
C	No discharge
E	Failed to sample/required analysis not conducted
F	Insufficient flow for sampling
I	Land applied
N	Not constructed
P	Laboratory Error or Invalid Test
T	Environmental Conditions – Monitoring Not Possible
Q	Not-quantifiable
W	Dry lysimeter/well
Y	State-specific No Data Indicator – Valid **DO NOT USE**

Notes:
Codes in green rows indicate compliance and will not trigger a violation.
Codes in orange rows indicate noncompliance and will trigger a violation.
Codes in yellow rows do not automatically trigger a violation, but DEQ will review supplemental information to determine if a violation has occurred.
Codes in gray rows should not be used.

Monitoring types

Code	Description
Required	Monitoring that must be supplied when included on your DMR but the supplied values will not be compared to a limit. Failure to include these values will result in a violation.
Optional	Monitoring that when listed on your DMR is optional for reporting and the values reported will not be compared to a limit. Failing to supply these values will not result in a violation.
Limit-Based	Monitoring that is required and will be evaluated against a permit limit. These values will result in a violation if they are not reported or if the limit is exceeded.



How do I calculate summary statistics?

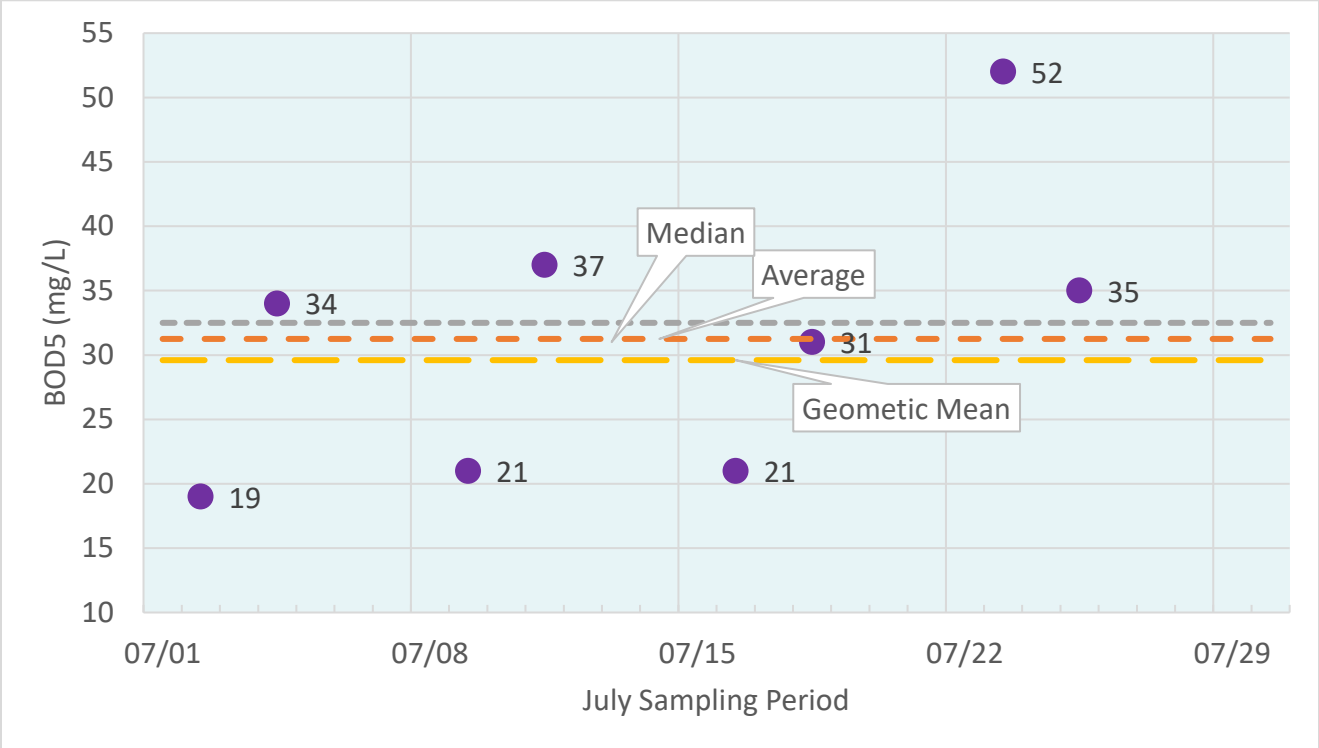
NetDMR is only set up to accept summary statistics, not raw data collected more frequently than monthly. As a result, permittees need to perform calculations on raw data to enter into the eDMR. Below are instructions for calculating common NetDMR summary statistics, including sample calculations for an example BOD_5 dataset.

Example data

Below is an example dataset for BOD_5 effluent concentration that demonstrates how common summary statistics are calculated for the NetDMR data entry fields. The sampling frequency is two times per week, and the effluent limit is 45 mg/L.

Example BOD_5 sampling data

Date	Day	Measured Value
7/3	Tue	19.0
7/5	Thu	34.0
7/10	Tue	21.0
7/12	Thu	37.0
7/17	Tue	21.0
7/19	Thu	31.0
7/24	Tue	52.0
7/26	Thu	35.0



Example BOD_5 monitoring data

Example calculations

Monthly Average

The sum of all values in the month divided by the number of values. If one or more of your values is below the detection limit, use a value of 0 in the calculation.

$$= \frac{19 + 34 + 21 + 37 + 21 + 31 + 52 + 35}{8}$$

$$= 31.25$$

Daily Minimum

The lowest sample result for a day occurring in the reporting period. Record the smallest single figure. The minimum for the example data set is 19.

Daily Maximum

The highest sample result for a day occurring in the reporting period. Record the largest single figure. The maximum for the example data set is 52.

Median

When arranged in ascending order, the median is the middle value of an odd number of values or the average of the two middle values of an even number of values.

Samples arranged in order: (Two middle values)

19 21 21 [31 34] 35 37 52

Because the set of values below is even-numbered, the median is the average of the two middle values:

$$\frac{(31 + 34)}{2} = 32.5$$

Rolling Seven-Day Average

A rolling seven-day average is requested in some permits for temperature and excess thermal load. The rolling average is calculated each day by averaging the most recent seven values in a data set.

Day [1 2 3 4 5 6 7] 8

$$\frac{23 + 19 + 34 + 21 + 37 + 21 + 31}{7} = 26.6$$

Day 1 [2 3 4 5 6 7 8]

$$\frac{19 + 34 + 21 + 37 + 21 + 31 + 30}{7} = 27.6$$

Geometric Mean

Multiply all values and calculate the n^{th} root of the product. If one or more of your values is below the detection limit, see DEQ's *Guidance for Self Monitoring Laboratories (NPDES and WPCF)*.

$$= \sqrt[8]{19 \times 34 \times 21 \times 37 \times 21 \times 31 \times 52 \times 35}$$

$$= 29.6$$

Mass Loading

The total amount of a pollutant discharged in the effluent over a period of time. It is calculated based on flow and pollutant concentration.

$$Mass\ loading\ \left(\frac{lb}{day}\right) = Q\ (MGD) \times C\ \left(\frac{mg}{L}\right) \times 8.34$$

Where: Q = flow
C = concentration
8.34 = unit conversion factor

Percent of Samples over Limit

The number of samples over the limit divided by the total number of samples.

Limit = 45 — One sample is over the limit

Samples: 19 21 21 31 34 35 37 **[52]**

$$= \frac{\textbf{1 sample over limit}}{\textbf{8 samples total}} \times \textbf{100}$$

$$= \textbf{12.5}\%$$

Percent Removal Efficiency

Calculate the monthly average influent and effluent concentrations and determine percent removal using the following formula:

$$= \frac{\text{Influent conc.} - \text{Effluent conc.}}{\text{Influent conc.}} \times 100$$

Monthly average influent concentration = 300 mg/L
Monthly average effluent concentration = 30.3 mg/L

$$= \frac{300 - 30.3}{300} \times 100$$

$$= 89.9\%$$

Weekly Average/Maximum Weekly Average

- Some permit limits are expressed as a weekly average or maximum weekly average. First calculate a weekly average for each week using all samples taken within each week. Only full weeks are used when calculating weekly average values. A full week begins on Sunday and ends on Saturday. Values from the previous month may be required for calculation of the weekly average for the first week of the month. If the last week of month is not a full week, the weekly average for that week is not reported for that month. Enter the highest weekly average as the maximum weekly average.
- If you sample twice per week, the month begins on a Thursday, and the first sample of the week was in a prior month, use the last sample of the previous month and the first sample of the current month to calculate the first week's average.
- If the two samples of the last week are in different months, no value is reported for that week. The two samples will be reported as a full week in the following month.
- If you sample weekly or once every two weeks, enter the highest sample value for the month as the maximum weekly average.

Example Weekly Average Calculations

Date	Day	Measured Value	Weekly Average
2/20	Tue	22.0	25.5
2/22	Thu	29.0	
2/27	Tue	23.0	21.0
3/1	Thu	19.0	
3/6	Tue	34.0	27.5
3/8	Thu	21.0	
3/13	Tue	37.0	29.0
3/15	Thu	21.0	
3/20	Tue	31.0	30.5
3/22	Thu	30.0	
3/27	Tue	35.0	43.5
3/29	Thu	52.0	

Report last week in February on March DMR. Use 2/27 sample to calculate the first weekly average in March.

Maximum weekly average is determined by calculating each's week's average concentration as described above and reporting the highest weekly average.

How do I enter *E. coli* results in NetDMR?

E. coli limits in NPDES permits

National Pollutant Discharge Elimination System permits for facilities that discharge into freshwater require *E. coli* monitoring and reporting. The limits are:

- Must not exceed a monthly geometric mean of 126 organisms/100 mL.
- No single sample may exceed 406 organisms/100 mL.

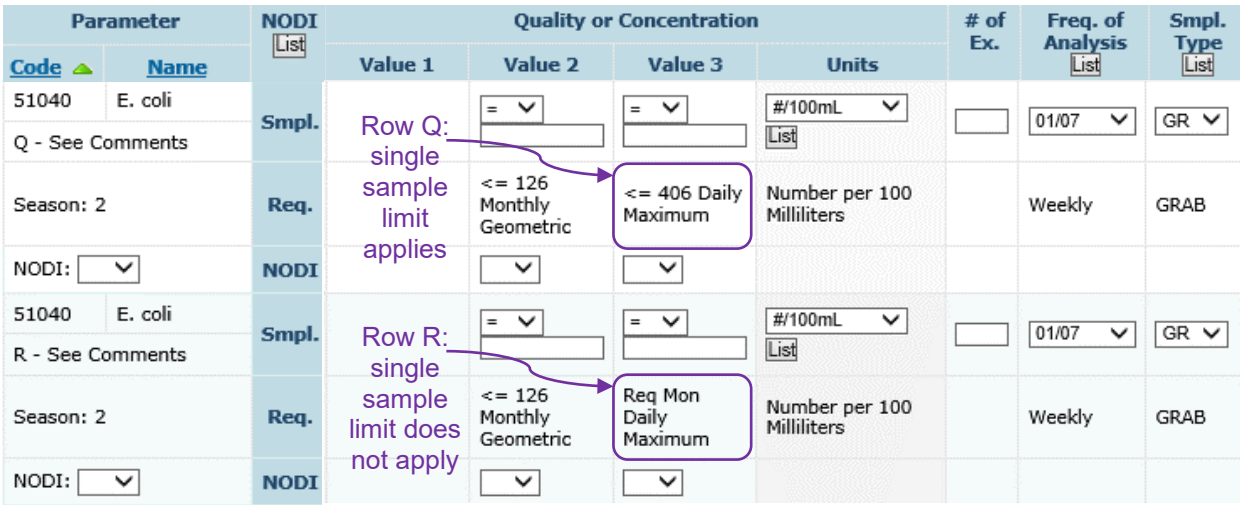
However, the permittee may demonstrate compliance with the single sample limit if:

- Resampling is done within the time specified by the permit (typically a minimum of five consecutive re-samples at four-hour intervals beginning within 28 hours after the original sample was taken); AND
- The geometric mean of the resamples is less than or equal to 126 organisms/100 mL. All resamples that meet quality control requirements must be included in the calculation.

Reporting *E. coli* in NetDMR

NetDMR has two rows for reporting *E. coli* monitoring results: row Q and row R. Note that the monthly limit is the same in both rows Q and R, but the daily maximum (single sample) limit is not included on row R.

You must report data in only one row. **Do not enter monitoring results in both rows Q and R. Enter NODI code *9 - Conditional Monitoring – Not Required This Period* in the unused row.**



Enter data in Row Q and NODI code 9 in Row R if:	**Enter data in Row R and NODI code 9 in Row Q only if:**
• Resampling was not performed, regardless of whether any limits are exceeded; *OR* • Resampling was performed, but did not meet the resampling requirements in the permit; *OR* • Resampling was performed and the geometric mean of one or more of the resampling events is GREATER than 126 organisms/100mL.	• One or more result is greater than 406 organisms/100mL, AND • Resampling was conducted in accordance with permit requirements; AND • The geometric mean of each resampling event is less than 126 organisms/100mL.

When is an *E. coli* special report required?

You must attach a special report to the NetDMR submittal whenever resampling is conducted. The report must include the results of all resamples and the geometric mean of these resamples. All *E. coli* monitoring done within the allowable resampling period specified in the permit must be included in the geometric mean, including any monitoring conducted after the initial high sample and prior to the beginning of resampling. For instance, if a facility monitors *E. coli* daily and the resampling began after the next day's regular monitoring, the result from the regular monitoring must be included in the geometric mean for determining a violation of the high single sample. Also, the monthly geometric mean must be calculated using all *E. coli* monitoring results that meet quality assurance and quality control requirements. This includes all results that exceed the single sample limit and all resample results.

What do I need to include in the *E. coli* special report?

Your E. coli resampling special report must contain the following:

1. Resample Results and Calculations: For each resampling event, include a table with all results taken after the high sample within the period allowed by the permit and calculation of the geometric mean of these results, AND
2. Calculation of Monthly Geometric Mean: A table with all E. coli results that pass QA/QC, including the result that exceeded the daily limit and the resample results, with the calculation of the geometric mean of all these values.

Example *E. coli* resampling special report

In this example, the resample results are less than 126 organisms/100 mL. Enter NODI code 9 in row Q and enter the data in row R. The monthly geometric mean is 14.5 organisms/100mL and the daily maximum is >2420 organisms/100 mL. For the monthly geometric mean calculation, ">2420" is replaced with the value 2420, and the resample values are also included.

		Date	Time	Result	Geomean
Original Sample →		9/7/18	8:00	>2420.0	
		9/8/18	10:05	13.0	
		9/8/18	2:10	11.0	
Resamples →		9/8/18	6:05	8.6	
		9/8/18	10:01	50.0	
		9/9/18	2:06	28.5	17.7
Daily	1	9/1/18			
	2	9/2/18			
	3	9/3/18			
	4	9/4/18			
	5	9/5/18		8.6	
	6	9/6/18		344.8	
	7	9/7/18		2420.0	
	8	9/8/18			
	9	9/9/18			
	10	9/10/18			
	11	9/11/18		15.6	
	12	9/12/18		24.1	
	13	9/13/18		49.6	
	14	9/14/18			
	15	9/15/18			
	16	9/16/18			
	17	9/17/18			
	18	9/18/18		3.1	
	19	9/19/18		2.0	
	20	9/20/18		3.0	
	21	9/21/18			
	22	9/22/18			
	23	9/23/18			
	24	9/24/18			
	25	9/25/18			
	26	9/26/18		1.0	
	27	9/27/18		2.0	
	28	9/28/18		6.3	
	29	9/29/18			
	30	9/30/18			
		Monthly Geometric Mean		14.5	

Example: E. coli resampling special report.

How do I report BOD and TSS mass loads in NetDMR?

Mass limits specify the quantity of a pollutant that is discharged by a facility over a specified amount of time, e.g., pounds per day. Mass limits include monthly, weekly, and daily summary statistics. To determine compliance with mass limits, first calculate the daily load in lbs/day by multiplying the concentration (in mg/L) by the total daily flow (in million gallons per day) on the same day, and include a unit conversion factor of 8.34. Calculate the weekly and monthly averages based on the daily mass loads during the reporting period (e.g., week or month).

For example, a facility is required to collect two samples per month for total suspended solids (TSS) analysis and report the average weekly and monthly loads. The flow and concentration for the two days are as follows:

Week	TSS Concentration	Flow	Calculation	Load
1	10 mg/L	0.78 MGD	10 x 0.78 x 8.34	65.0 lbs/day
2	No sample	—	—	—
3	< 2.0 mg/L	0.85 MGD	<2.0 x 0.85 x 8.34	<14.2 lbs/day
4	No sample	—	—	—

The maximum weekly average load is 65.0 lbs/day. The monthly average load is <39.6 lbs/day ((65.0 + 14.2)/2).

If the permit only requires one sample per month and no additional monitoring is done, calculate the daily load using the single concentration value and the total daily flow for that day. Report this load in NetDMR as the daily maximum, weekly maximum, and monthly average load.

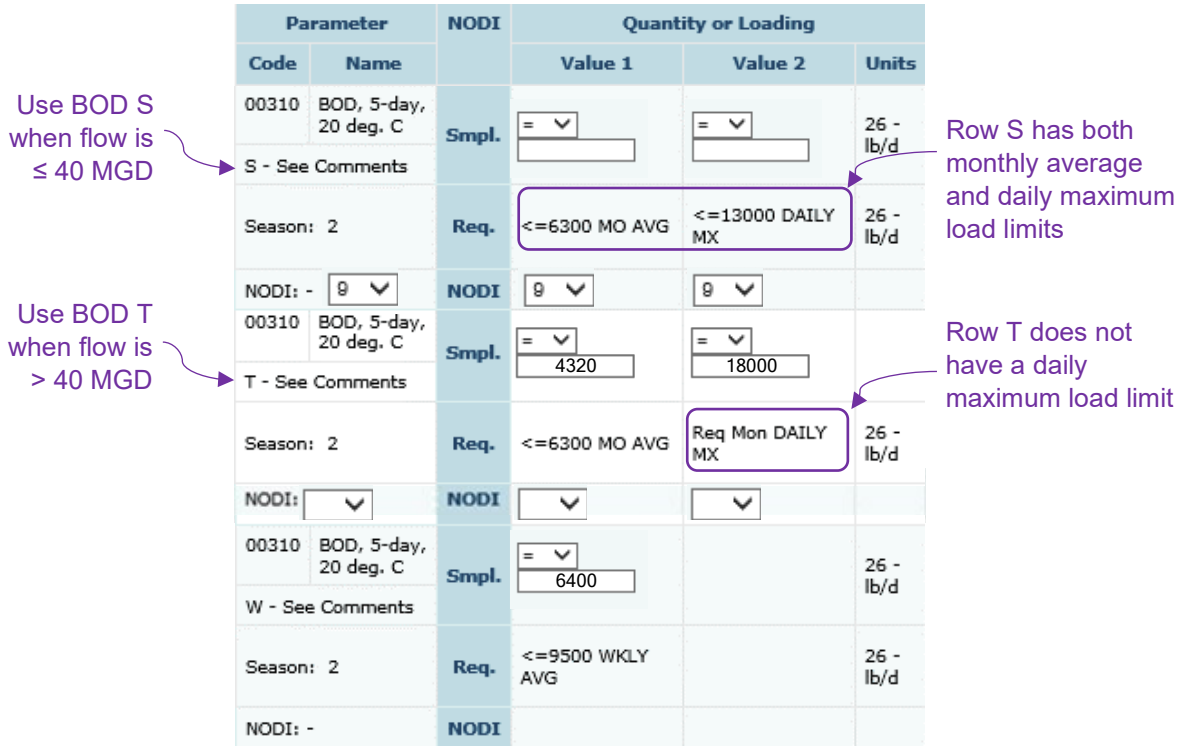
How do I report a daily mass limit suspension in NetDMR?

Many permits suspend the daily BOD and TSS mass limits on high flow days, typically twice the average daily dry weather flow. NetDMR setups for these permits have two rows to report daily mass load. The rows are distinguished by unique Monitoring Location Codes (MLCs), which are defined in the DMR comments section of every NetDMR screen. While various pairs of MLCs can be used, DEQ typically sets up NetDMR with row S for standard reporting and row T for reporting daily mass limit suspensions. However, be sure to refer to the DMR comments to determine which row to use for each situation. NOTE: The mass limit suspension applies to the daily mass limit only. The monthly and weekly averages are calculated using all data. Always use Row W to report the maximum weekly average BOD and TSS load and concentration (see p. 12 for instructions on how to calculate and report weekly statistics).

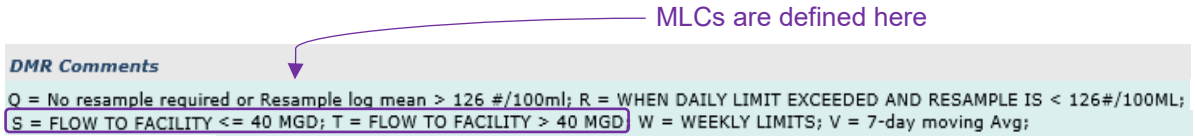
The highest daily value or values must be reported for both time periods: 1) daily flow is less than the suspension flow, and 2) daily flow is greater than the suspension flow. The following are some scenarios:

1) All BOD and TSS monitoring was done when the daily flows were **less** than the suspension flow: Report mass values on the row that has a daily limit (typically S) and enter NODI 9 on the other row.
2) All BOD and TSS monitoring was done when the daily flows were **greater** than the suspension flow: Report mass values on the row without a daily limit (typically T) and enter NODI 9 on the other row.
3) BOD and/or TSS monitoring was done on days that were greater than and less than the suspension flow: Report the same monthly average in both rows using all the data. Report the maximum daily mass value from days when the flow is less than the suspension flow on the row with the daily mass limit (typically S). Report the maximum daily mass value from days when the flow is less than the suspension flow on the row with the daily mass limit (typically row T).

Below is an example eDMR data entry screen showing the suspended daily BOD mass load limit when facility flow is >40 MGD. In the following example, the daily mass limit is suspended when flows are greater than 40 MGD and the flow was greater than 40 MGD on every day that monitoring was conducted. The highest daily mass BOD load of 20,000 lbs/d is entered into BOD row T. This is not an exceedance and does not need to be acknowledged when submitting the eDMR.



Example NetDMR screen for BOD parameters



Other BOD and TSS NetDMR setups

Some permits have three or more flow criteria with different limits for each. The flow ranges and their corresponding Monitoring Location Codes are defined in the DMR Comments section of every NetDMR data entry screen. When you have multiple rows to report BOD/TSS measurements, use the row that corresponds with the facility's daily maximum flow on the day the measurement was taken. Report *NODI Code 9* in the other rows to ensure there are no blank data entry fields when you submit the eDMR.

How do I report when BOD and CBOD data does not meet the minimum DO residual or DO depletion?

DEQ permits state that if quality control checks do not meet acceptance criteria, the results must be reported but not used in calculations of summary statistics. This condition applies to the standard (glucose-glutamic acid), blank (dilution water), and seed control quality checks. When the minimum DO depletion or the minimum residual DO is not met, the data must be used in summary statistic calculations, and the summary statistics are reported with the < or > data qualifiers. For example, when calculating mass loads, the data qualifiers are added to the value in NetDMR, as shown below.

Open the data qualifier drop down menu and choose either < or > as appropriate for your sample results

Parameter		NODI	Quantity or Loading				Quality or Concentration			# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
00310	**BOD, 5-day, 20 deg. C**	Smpl.	> 18.2	> 37.5			> 17.5			☐	01/07	24
1 – See Comments												
Season: 0		Req.	<= 20 Monthly Average	<= 60 Daily Maximum	Pounds per day		<= 20 Monthly Average		Milligrams per liter		Once per week	24COMP
NODI: v		NODI	v	v			v					
00310	**BOD, 5-day, 20 deg. C**	Smpl.	> 37.5				> 30.0			☐	01/07	CA
W – See Comments												
Season: 0		Req.	<= 40 Maximum Weekly Average		Pounds per day		<= 30 Maximum Weekly Average		Milligrams per liter		Once per week	CALCTD
NODI: v		NODI	v				v					

For more information, see DEQ fact sheet *Reporting Biochemical Oxygen Demand Results*. Also, see information about QA/QC failures on p. 37.

How do I enter excess thermal load into NetDMR?

DEQ permits specify several different methods for calculating excess thermal load (ETL) limits. ETL limits may be expressed as an absolute limit for a given time period, or a calculated limit using flows, temperatures, or other parameters. Typically, the absolute limit is based on the low-flow critical case and is listed as Option A, while the calculated flow-based limit is listed as Option B (and sometimes Option C when temperature or other parameters are included). An example is shown below:

Option A – No stream flow monitoring

Parameter	Limitations
Excess Thermal Load during…	*Shall not exceed a rolling seven-day average of…*
April 1–June 30	274 million Kcals/day
July 1–August 31	238 million Kcals/day
September 1–October 31	208 million Kcals/day

Options B and C – Stream flow monitoring needed to comply with thermal limits

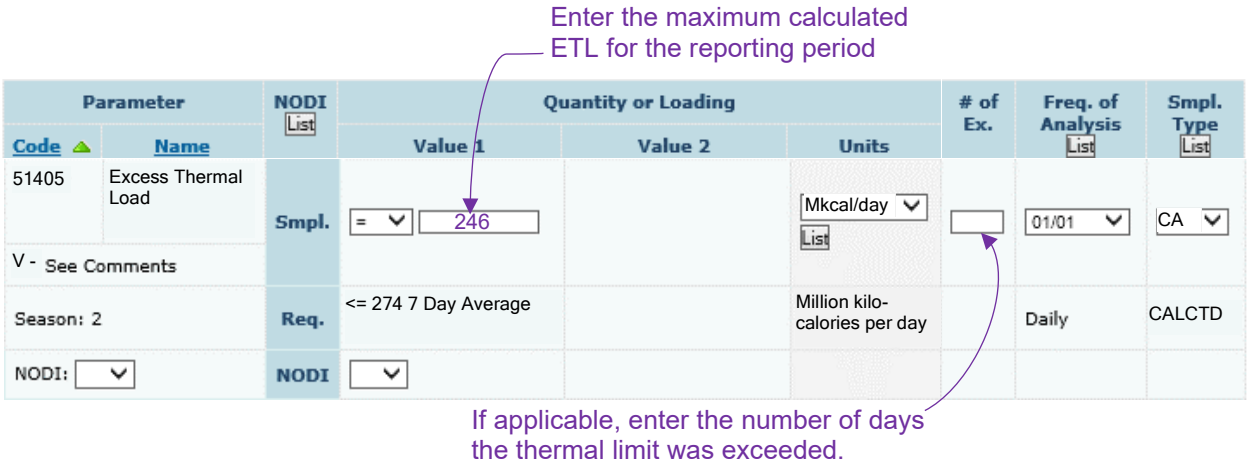
The thermal limit may be calculated on a daily basis when river flows are reported by using the formulas provided in your permit. While ***Option A*** will have the same limit throughout the listed time period, ***Options B and C*** will have a different calculated limit every day. Depending on the permit conditions, a permittee can choose which option they wish to use.

What does this look like in NetDMR?

NetDMR is designed for parameters that have the same limit throughout the listed time period. In the example below, the excess thermal load limit is 274 million kcal/day. Instructions on how to enter data are provided below. Data entry will vary depending on the option selected and whether the limit was exceeded.

Option A

When Option A is chosen, data entry is straightforward. Calculate the ETL for each day of the reporting period and enter the maximum ETL value for the month into NetDMR as you would with any other parameter. If the thermal limit was exceeded, enter the number of days the limit was violated in the **# of Ex.** box.



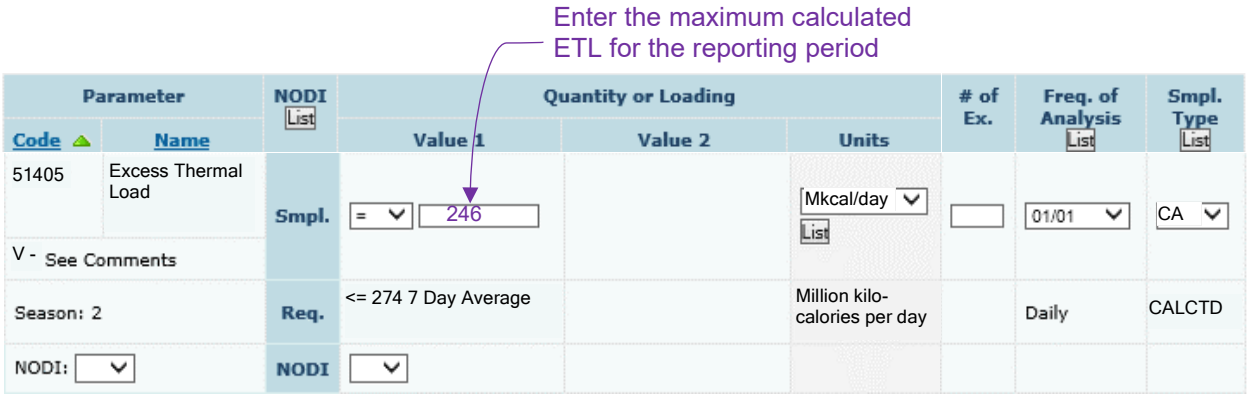
Option B or C

NetDMR requires a single limit and does not have provisions for calculated limits. NetDMR does however, allow the permit holder to submit a special report with these calculations.

The following examples show how to enter the ETL depending on whether the thermal limits are exceeded.

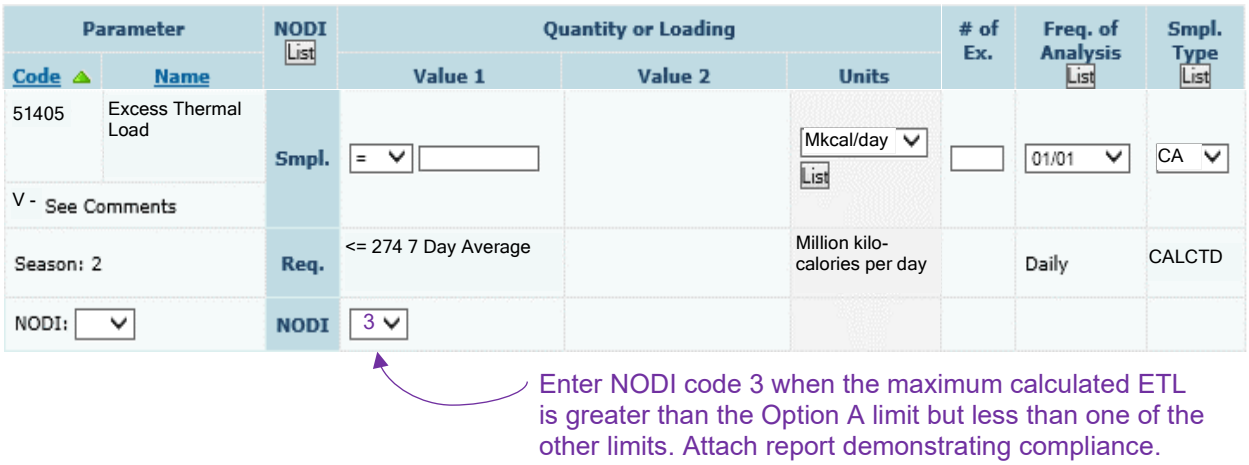
Maximum ETL is less than the Option A limit

If the maximum calculated ETL is *less than* the Option A thermal limit, enter the maximum calculated ETL value as you typically would. You do not need to submit a special report in this case.



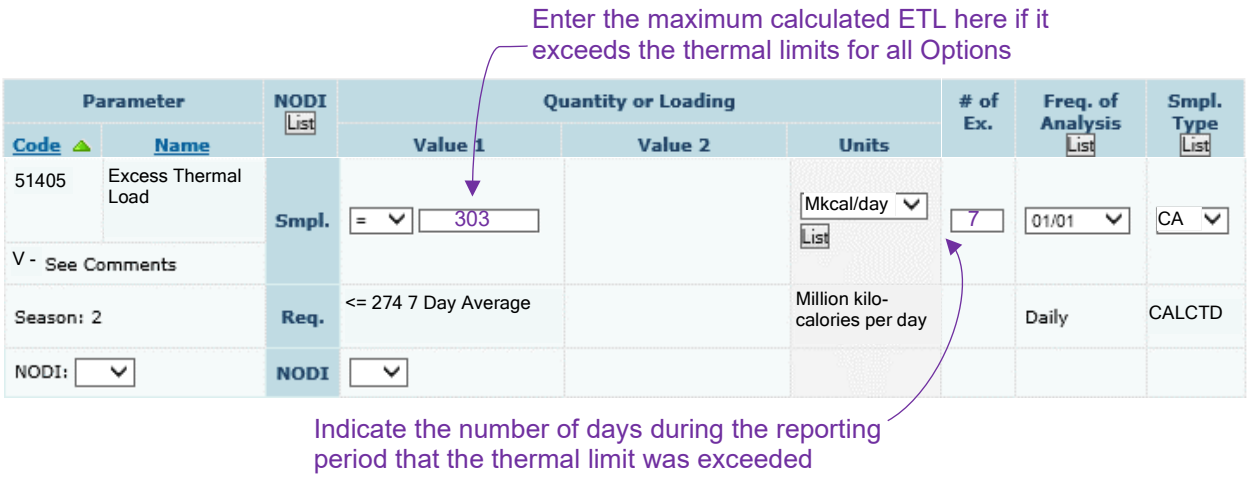
Maximum ETL is greater than the Option A limit but less than the Option B or C limits

If the maximum calculated ETL is *greater than* the Option A thermal limit but *less than* the calculated thermal limit for at least one of the other Options, enter NODI code 3 and attach a special report with the ETL limit calculations showing compliance with the Option. This will indicate that you are in compliance with the permit limits.



Maximum ETL is greater than the Option A, B, and C limits

If the maximum calculated ETL is *greater than* the Option A thermal limit and *greater than* the calculated thermal limits for all other Options, enter the maximum calculated ETL value. This will show as a violation in NetDMR. Indicate the number of days that the thermal limit was exceeded in the **# of Ex.** box. You must also submit a special report with the ETL limit calculations.

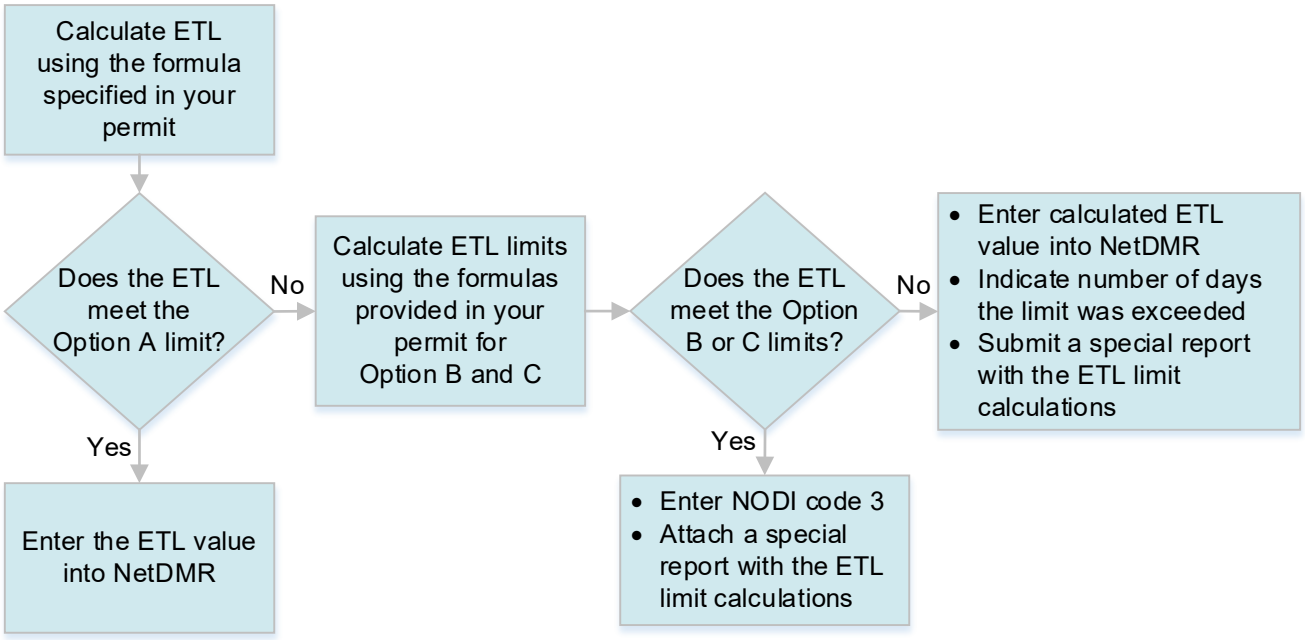


What supporting information do I need to include?

In all cases, include the daily ETL values on the attached daily data sheet. A sample ETL section is shown below.

Excess Thermal Load			
Eff Temp Max (°C)	**7-Day Avg River (cfs)**	**Load Limit (Mkcals/d)**	**7-Day Avg ETL (Mkcal/d)**
23.8	24.1	1855	108
24.0	24.1	1851	109
24.0	24.1	1850	108
24.2	24.1	1848	106
24.3	24.1	1845	105
24.1	24.0	1843	102
23.7	24.0	1842	99
23.6	24.0	1842	96
23.7	24.0	1846	94
24.2	24.0	1846	97
24.7	24.1	1861	100
24.9	24.1	1874	105
24.9	24.2	1887	112

Summary of the ETL reporting process



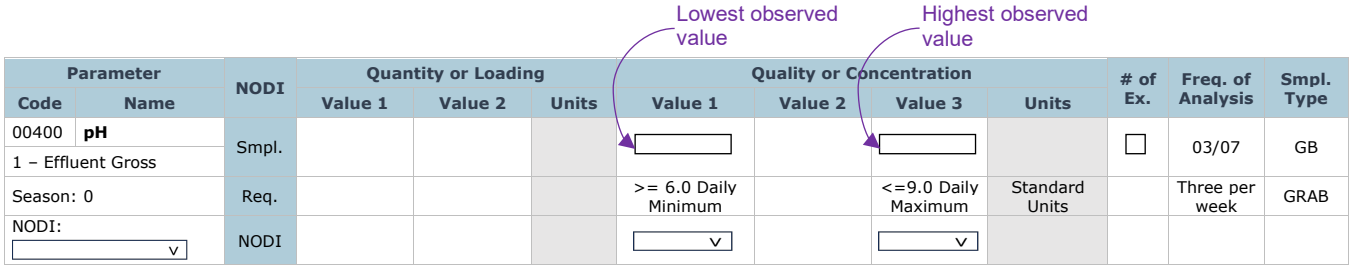
How do I report pH grab vs. continuous monitoring?

pH can be monitored by grab sample or using a continuous sampler; the sample type is specified in Schedule B of your permit. The reporting requirements differ between these two sample methods, as described below.

Grab sampling

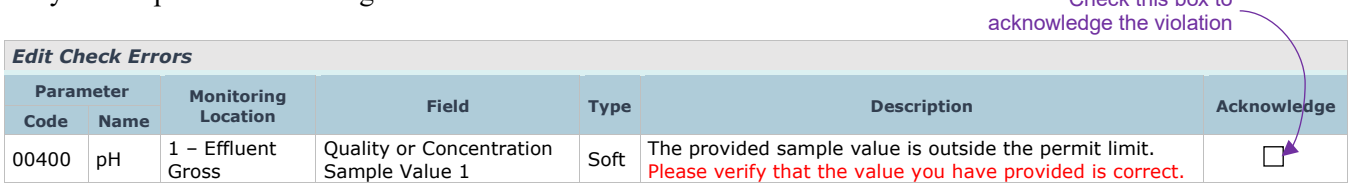
pH daily minimum and maximum

NetDMR contains a single row to report the daily minimum and daily maximum pH in standard units. Enter the lowest observed pH value in the daily minimum field and the highest in the daily maximum field.



Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
00400	**pH**	Smpl.								☐	03/07	GB
1 – Effluent Gross												
Season: 0		Req.				>= 6.0 Daily Minimum		<=9.0 Daily Maximum	Standard Units		Three per week	GRAB
NODI:		NODI										

If one or both values is outside of the allowed pH range, acknowledge the violation(s) at the bottom of the data entry screen prior to submitting.



Edit Check Errors

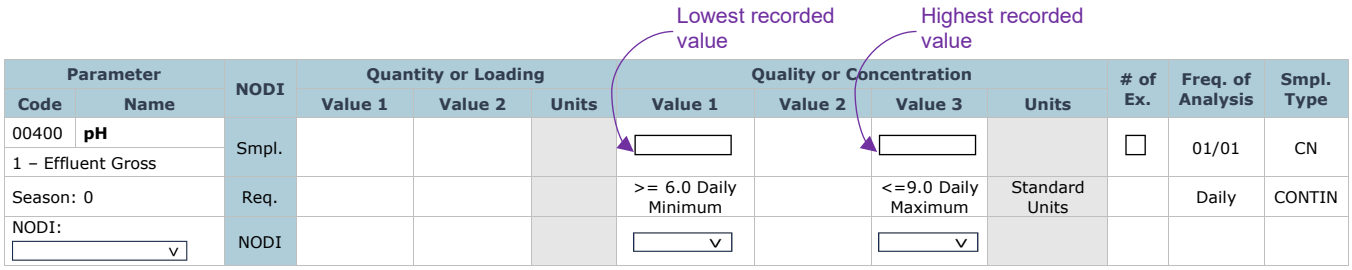
Parameter		Monitoring Location	Field	Type	Description	Acknowledge
Code	Name					
00400	pH	1 – Effluent Gross	Quality or Concentration Sample Value 1	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	☐

Continuous monitoring

For continuous pH monitoring, the Clean Water Act allows pH range excursions up to 1 percent of the time if no single excursion is longer than 60 minutes. NetDMR displays three rows to account for allowable excursions outside the pH range.

pH daily minimum and maximum

In the first pH row (parameter code 00400), enter the lowest recorded pH value in the daily minimum field and the highest in the daily maximum field.



Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
00400	**pH**	Smpl.								☐	01/01	CN
1 – Effluent Gross												
Season: 0		Req.				>= 6.0 Daily Minimum		<=9.0 Daily Maximum	Standard Units		Daily	CONTIN
NODI:		NODI										

If one or both values is outside of the allowed pH range, acknowledge the excursion(s) at the bottom of the data entry screen prior to submitting. **Note that values outside the pH range for continuous monitoring do not constitute permit violations unless other conditions are met**.

Check this box to acknowledge the excursion

Edit Check Errors

Parameter		Monitoring Location	Field	Type	Description	Acknowledge
Code	Name					
00400	pH	1 – Effluent Gross	Quality or Concentration Sample Value 1	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	☐

pH range excursions longer than 60 minutes

Evaluate your continuous monitoring data to determine how many times a pH range excursion exceeded 60 minutes in duration. On the second pH row in NetDMR (parameter code 82581), report the number of times pH was out of range for more than 60 minutes. If the number of occurrences is greater than zero, acknowledge the violation at the bottom of the data entry screen prior to submitting.

Enter the number of times pH was out of range for more than 60 minutes at a time

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
82581	**pH range excursions, >60 minutes**	Smpl.								☐	01/30	CA
1 – Effluent Gross												
Season: 0		Req.						<= 0.0 Total	Occurrences per Month		Monthly	CALC
NODI:		NODI										

Monthly total accumulated pH range excursions

Evaluate your continuous monitoring data to determine the total amount of time during the month that pH was outside the allowable range. On the third pH row in NetDMR (parameter code 82582), enter the number of minutes pH was out of range. If the total is greater than 446 minutes, acknowledge the violation at the bottom of the data entry screen prior to submitting.

Enter the total time in minutes that pH was out of range

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
82582	**pH range excursions, monthly total accum**	Smpl.								☐	01/30	CA
1 – Effluent Gross												
Season: 0		Req.						<= 446.0 Total	Minutes		Monthly	CALC
NODI:		NODI										

Permittees that installed continuous monitoring equipment since the last permit renewal

A facility may have installed continuous pH monitoring since the last permit renewal. NetDMR will show only one row for pH reporting, however excursions are conditionally allowed. The following describes how to report based on different scenarios.

Compliant: no pH excursions

Enter the lowest observed pH value in the daily minimum field and the highest in the daily maximum field.

Lowest observed value

Highest observed value

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
00400	**pH**	Smpl.								☐	03/07	GB
1 – Effluent Gross												
Season: 0		Req.				>= 6.0 Daily Minimum		<=9.0 Daily Maximum	Standard Units		Three per week	GRAB
NODI:		NODI										

Compliant: pH out of range for less than 446 minutes total and no single excursion exceeded 60 minutes

If either your minimum or maximum pH value was in range, enter the value in the appropriate field. For the value that was out of range, select *NODI 3 – Special Report Attached*. Attach a report detailing the excursion(s).

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
00400	**pH**	Smpl.						**8.2**		☐	03/07	GB
1 – Effluent Gross												
Season: 0		Req.				>= 6.0 Daily Minimum		<=9.0 Daily Maximum	Standard Units		Three per week	GRAB
NODI:		NODI				**NODI 3**						

Noncompliant: pH out of range for more than 446 minutes total, or one or more excursions exceeded 60 minutes

Enter the lowest observed pH value in the daily minimum field and the highest in the daily maximum field.

Lowest observed value

Highest observed value

Parameter		NODI	Quantity or Loading			Quality or Concentration				# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name		Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units			
00400	**pH**	Smpl.								☐	03/07	GB
1 – Effluent Gross												
Season: 0		Req.				>= 6.0 Daily Minimum		<=9.0 Daily Maximum	Standard Units		Three per week	GRAB
NODI:		NODI										

Acknowledge the violation(s) at the bottom of the data entry screen prior to submitting. Attach a report to the DMR detailing the excursion(s).

Check this box to acknowledge the violation

Edit Check Errors

Parameter		Monitoring Location	Field	Type	Description	Acknowledge
Code	Name					
00400	pH	1 – Effluent Gross	Quality or Concentration Sample Value 1	Soft	The provided sample value is outside the permit limit. Please verify that the value you have provided is correct.	☐

How do I report intermittent discharges?

DEQ recognizes the difficulty of monitoring intermittent discharges. To the maximum extent possible, the permit holder must manage the discharge so that the monitoring requirements in the permit can be met. Generally, the permit holder should follow an established monitoring schedule (e.g., Monday, Wednesday, Friday). However, if the discharge is intermittent, there may be no discharge on the scheduled sampling day. In these cases, DEQ expects the permit holder to monitor at least once per month and recommends the following guidelines for discharges that last less than one week:

Discharge Scenario	Minimum Monitoring Required
Discharge occurs on some days during the work week.	Monitoring must be performed on discharge days as typically scheduled. Monitor at least once during the week.
Discharge occurs on the weekend, but not during the work week prior to or after the weekend.	The permit holder must arrange to monitor on the weekend.
Discharge begins before or after normal working hours (generally 8-5, 5 days a week)	The daily sample from the day before or day after may be considered representative of the discharge during the partial day discharge. If discharge only occurs outside of normal working hours, the facility must arrange for off-hours monitoring, and at least one sample per week is expected for weekly or daily frequencies.

Please note that it is a permit violation to manipulate effluent flow to either avoid required monitoring or reduce the reported effluent load.

How do I report recycled water use?

Recycled water reporting requirements must be included on an attachment (see below). Additionally, the recycled water rules have special summary statistics regarding total coliform results. Class A, B, and C recycled water requires the calculation and reporting of a "median based on results of the last seven days that analyses have been completed." The rule also establishes the minimum monitoring frequency (e.g., once per week for Class C). Therefore, compliance may be based on data over multiple monthly DMRs if the minimum monitoring is conducted (e.g., three monitoring events in one month and four monitoring events in the following month). If monitoring is conducted more frequently than required, compliance is still based on the last seven days of monitoring. If multiple samples are collected on a single day, report the median of the samples collected on a single day as one of the 7 samples. Report the maximum median in the "weekly average maximum" row of the DMR.

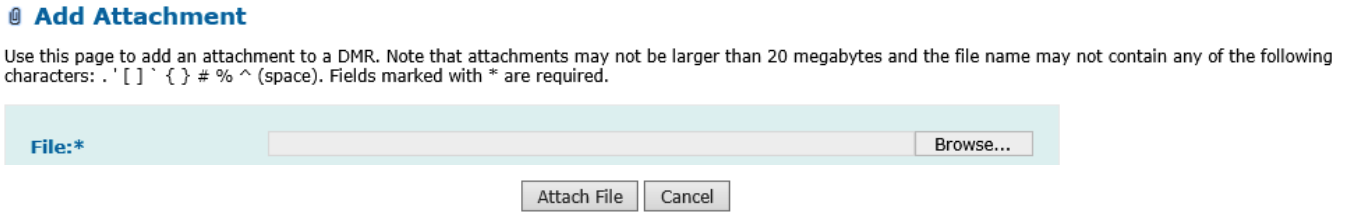
Class C recycled water also requires reporting if "two consecutive samples" exceed 240 organisms per 100 mL. This review will also be based over multiple monthly DMRs. The operator should note in the comments section of the DMR if two consecutive samples exceed 240 organisms per 100 mL.

How do I attach data to the eDMR?

Most permittees need to submit daily data and other data that is not available in the eDMR data entry forms (recycled water, for example). This type of data must be included with your submission as attachments. Click the **Add Attachment** button near the bottom of the NetDMR data entry screen:

The Add Attachment page will allow you to browse to and attach a file. Excel compatible spreadsheets are the preferred format for data submittal, though other formats are accepted. **If all the required data for all outfalls is in one Excel workbook, attach this workbook to the DMR for outfall 001-A. Do not attach duplicate copies of the same workbook on other outfall DMRs (001-G, 002-A, etc.).**

Note: file names for attachments cannot contain any spaces, and certain punctuation is prohibited. It is best to use simple file names when uploading eDMR attachments.



How do I sign and submit the eDMR?

Before the eDMR can be submitted it must be properly signed by an authorized person or representative. This may be a principal executive officer or ranking elected official or their designated representative(s). NetDMR will capture the date the eDMR was signed and submitted. The person signing the DMR is accountable for assuring that the information submitted has been properly gathered and evaluated and certifies it is true, accurate, and complete to the best of their knowledge. Be aware that there are significant penalties for knowingly submitting false information. The role for signing DMRs in NetDMR is the permit administrator or the signatory.

NetDMR user roles and access

Role	Manage Access	View DMR CORs	Download Blank DMRs	Edit DMRs	Sign & Submit DMRs
Edit		✓	✓		
View		✓	✓		
Signatory		✓	✓	✓	✓
Permit Admin. w/Signatory	✓	✓	✓	✓	✓
Permit Admin. w/Edit	✓	✓	✓	✓	
Permit Admin. w/View	✓	✓	✓		

A person is a duly authorized representative and may sign and submit DMRs only if the subscriber agreement in NetDMR is submitted electronically or by mail to DEQ, and the authorization specifies an individual or position having responsibility for the overall operation of the system, such as plant manager, supervisor, superintendent or equivalent responsibility. When an authorization is no longer accurate because a different individual or position has responsibility for the overall operation of the system, a new subscriber agreement must be submitted to DEQ. Subscriber agreements are populated in NetDMR when access to the permit is requested.

To submit your eDMR:

1. Select **Save & Continue** at the top or bottom of any NetDMR data entry screen. If there are any violations or errors, you will need to acknowledge each one with a ✓.

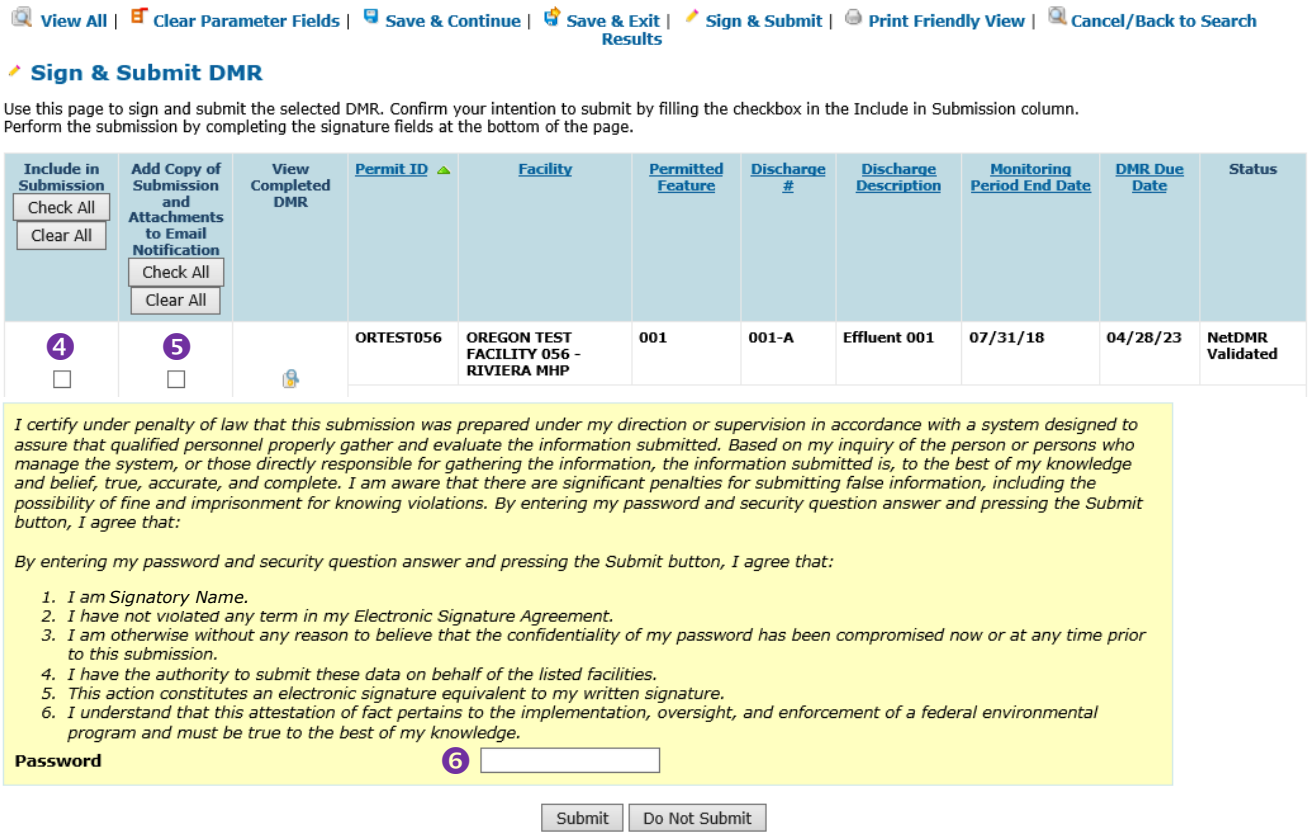
Edit Check Errors

Code	Name	Monitoring Location	Season ID	Field	Type	Description	Acknowledge
00310	BOD, 5-day, 20 deg. C	Effluent Gross	5	Quantity or Loading Sample Value 1	Soft	The provided sample value is outside the permit limit.	☑
00310	BOD, 5-day, 20 deg. C	Effluent Gross	5	Quantity or Loading Sample Value 2	Soft	The provided sample value is outside the permit limit.	☑
00310	BOD, 5-day, 20 deg. C	Effluent Gross	5	Quality or Concentration Sample Value 2	Soft	The provided sample value is outside the permit limit.	☑

2. Click **Save & Exit** and go back to the **COR Search** page. The status of the DMR will now say "NetDMR Validated." Click **Go** under **Edit DMR** to return to the Edit DMR page.

3. On the **Edit DMR** page, click **Sign & Submit**, which will take you to the **Sign & Submit DMR** page.

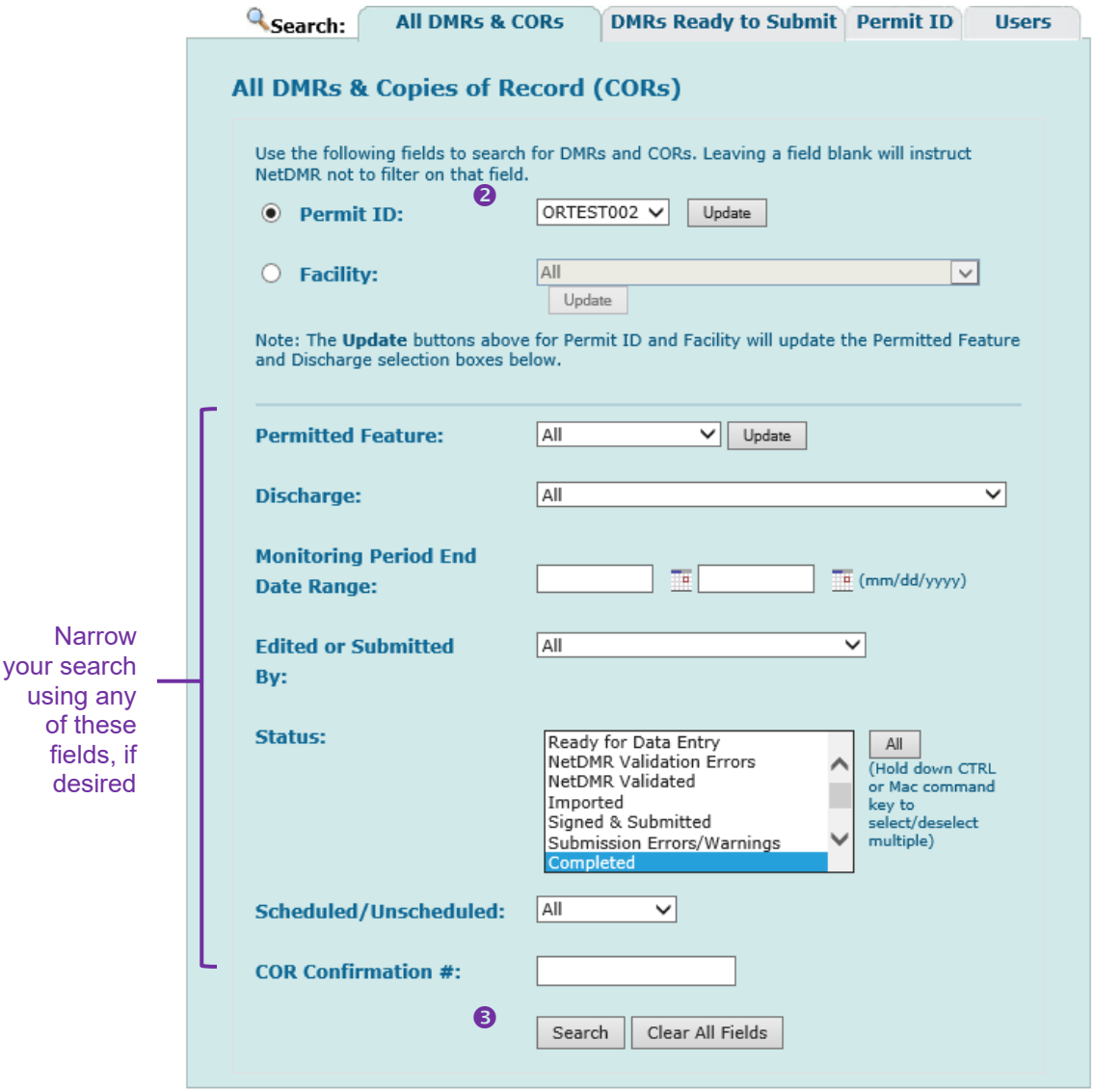
4. On the **Sign & Submit DMR** page, check the box in the **Include in Submission** column next to the eDMR you are ready to submit.
5. For your recordkeeping, you can choose to add copies of the submission and attachments to the notification email you will receive.
6. To complete the submission, enter your CDX password, answer the security question, and choose Submit. **Take care with your CDX password and security questions. If you enter them incorrectly three times, CDX will lock you out of your account.**



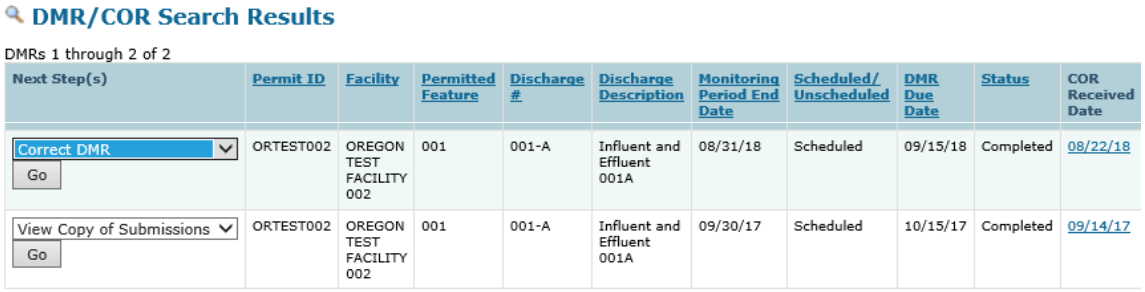
How do I correct a DMR?

You can correct and resubmit an eDMR via NetDMR if you discovered an error in data entry or a problem in the attachment.

1. Log into NetDMR.
2. From the **All DMRs & CORs** tab, select your **Permit ID** from the dropdown and click **Update**.
3. Specify other search fields, such as date range or status, if desired, and click **Search**.



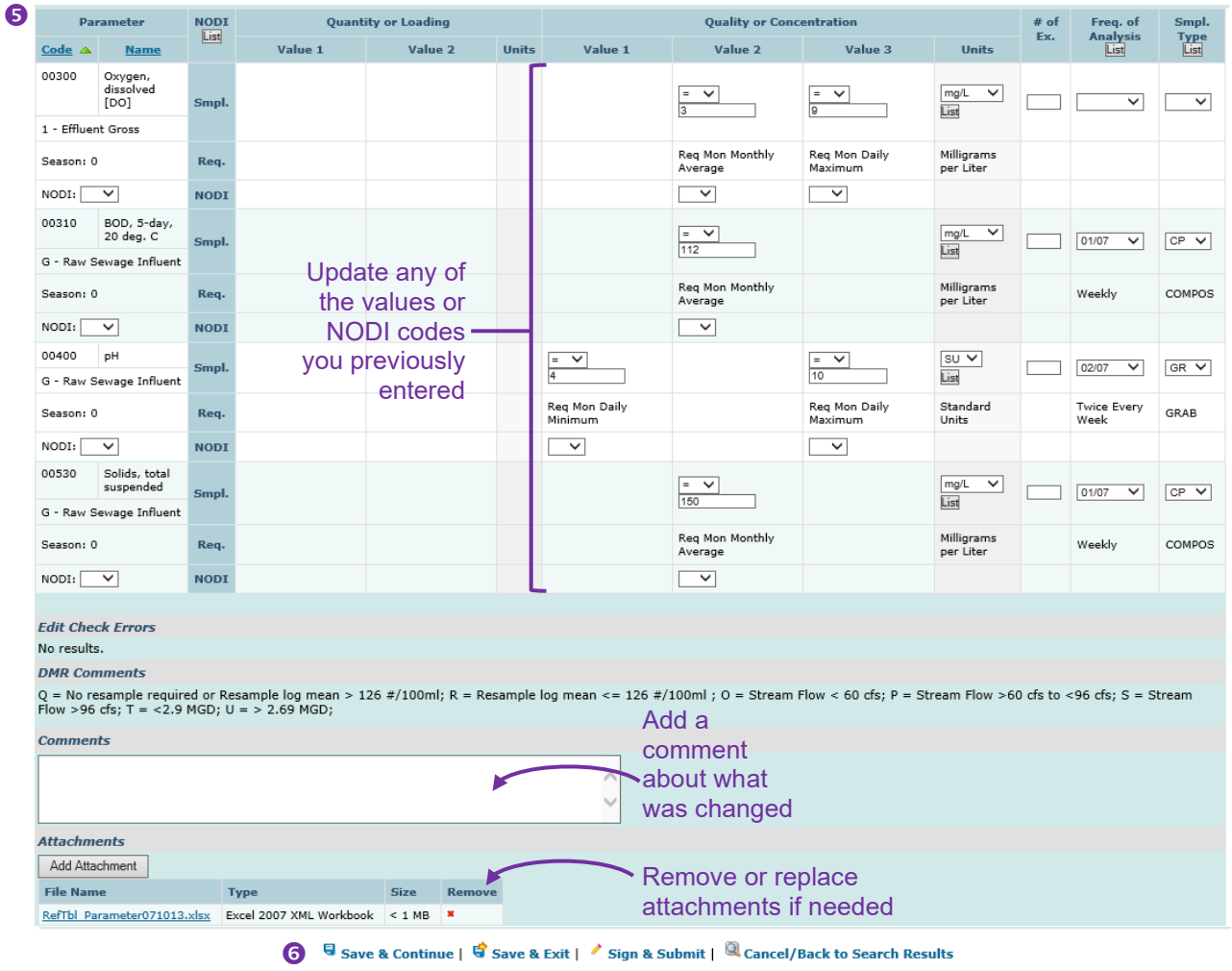
4. Under **DMR/COR Search Results**, find the DMR that you want to correct. Choose **Correct DMR** in the dropdown under **Next Step(s)** and click **Go**.



5. In the **Edit DMR** screen, you can add, delete, or update parameter values, NODI codes, comments, and file attachments.

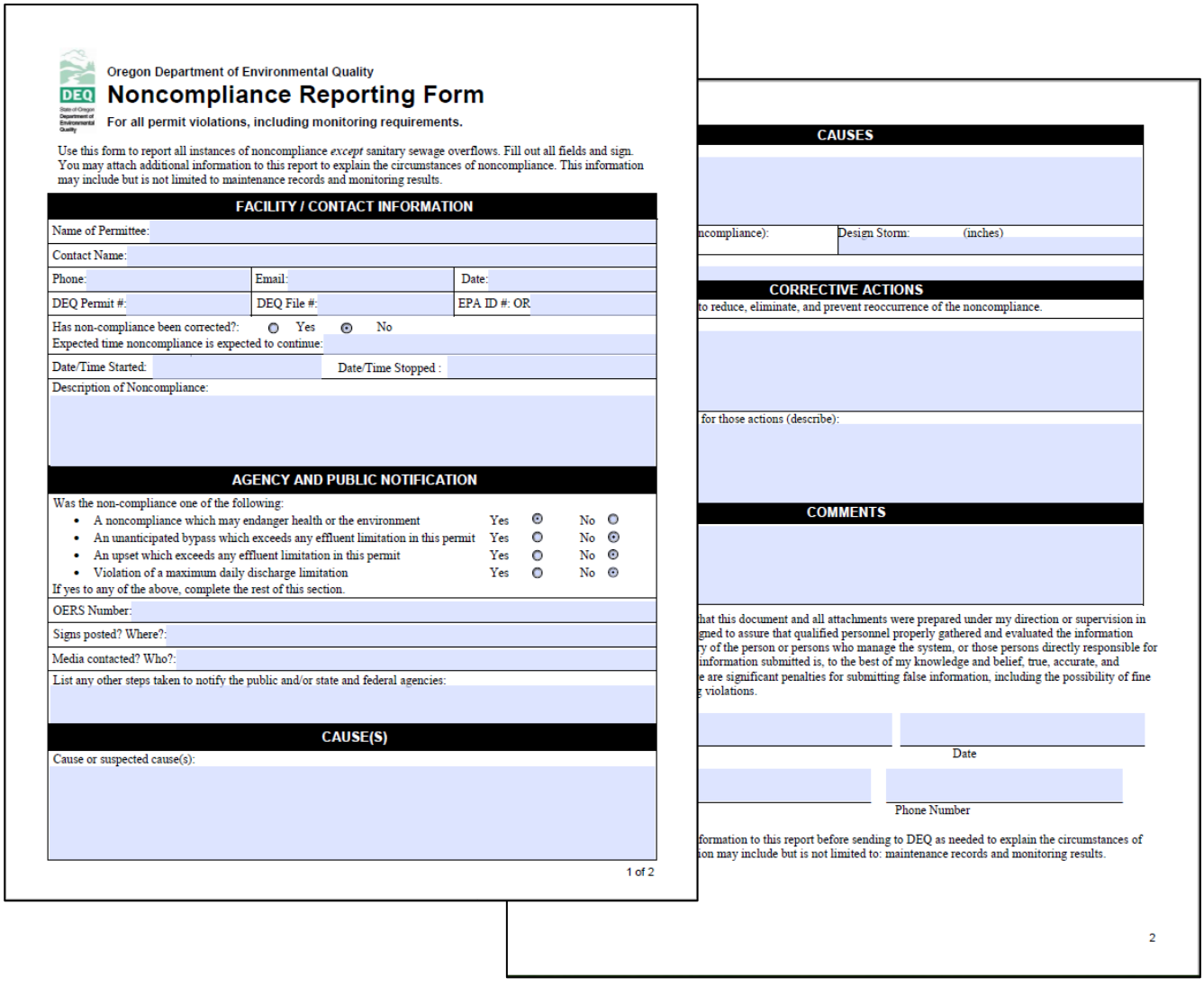
6. Once corrections have been made, choose **Save & Continue** and **Sign & Submit** as usual.

   If you are not the signatory, choose **Save & Exit.** The signatory needs to search for the DMR as instructed in Steps 2 and 3 above and choose **Correct DMR** as in Step 4 to sign and submit the **modified** DMR.



How do I report noncompliance?

Any non-compliance during a reporting period will require that the permittee signatory acknowledge the non-compliance prior to submitting the eDMR. A brief explanation describing the cause and corrective actions taken should also be included in the comments section at the bottom of the eDMR. A hard copy report needs to be sent to the DEQ regional office. A copy of the report may also be attached to the eDMR submission. DEQ has a Noncompliance Reporting Form (shown below) that can be used for this purpose: https://www.oregon.gov/deq/FilterDocs/NoncomplianceReportForm.pdf.



Oregon Department of Environmental Quality

Noncompliance Reporting Form

For all permit violations, including monitoring requirements.

Use this form to report all instances of noncompliance *except* sanitary sewage overflows. Fill out all fields and sign. You may attach additional information to this report to explain the circumstances of noncompliance. This information may include but is not limited to maintenance records and monitoring results.

FACILITY / CONTACT INFORMATION

Name of Permittee:

Contact Name:

Phone: | Email: | Date:

DEQ Permit #: | DEQ File #: | EPA ID #: OR

Has non-compliance been corrected?: Yes No

Expected time noncompliance is expected to continue:

Date/Time Started: | Date/Time Stopped :

Description of Noncompliance:

AGENCY AND PUBLIC NOTIFICATION

Was the non-compliance one of the following:

- A noncompliance which may endanger health or the environment — Yes No
- An unanticipated bypass which exceeds any effluent limitation in this permit — Yes No
- An upset which exceeds any effluent limitation in this permit — Yes No
- Violation of a maximum daily discharge limitation — Yes No

If yes to any of the above, complete the rest of this section.

OERS Number:

Signs posted? Where?:

Media contacted? Who?:

List any other steps taken to notify the public and/or state and federal agencies:

CAUSE(S)

Cause or suspected cause(s):

1 of 2

CAUSES

ncompliance): | Design Storm: (inches)

CORRECTIVE ACTIONS

to reduce, eliminate, and prevent reoccurrence of the noncompliance.

for those actions (describe):

COMMENTS

hat this document and all attachments were prepared under my direction or supervision in gned to assure that qualified personnel properly gathered and evaluated the information y of the person or persons who manage the system, or those persons directly responsible for information submitted is, to the best of my knowledge and belief, true, accurate, and e are significant penalties for submitting false information, including the possibility of fine g violations.

Date

Phone Number

formation to this report before sending to DEQ as needed to explain the circumstances of ion may include but is not limited to: maintenance records and monitoring results.

2

What if I have Mutual Agreement and Order interim limits?

What is a Mutual Agreement and Order?

A Mutual Agreement and Order settles past violations and may address future permit violations when the permittee needs additional time to construct the facilities required to correct the violations. The orders establish a compliance schedule for the needed treatment system improvements and include interim limits which trigger DEQ enforcement. The orders also include specified stipulated penalties for failure to comply with the agreed-to schedule and for exceeding interim limits specified in the order.

Do MAO interim limits replace permit limits in NetDMR?

Permit limits only are set up in NetDMR. MAO interim limits do not replace permit limits. Accordingly, any permit limit exceedance will result in a "soft error" in NetDMR, even if the reported value is less than the order's interim limit.

What do I need to do if the permit limits are exceeded?

Schedule F of the permit requires permit holders to submit a report with additional information for all instances of noncompliance. Exceeding a permit limit is a noncompliance, whether or not there is a mutual agreement and order. If the permit holder has an order with interim limits, the noncompliance report must still report any exceedances of permit limits, including the cause of the exceedances and steps taken or planned to prevent a reoccurrence. The noncompliance report should also state whether the interim limits were exceeded or not. Permit limit noncompliance reports are due with the monthly discharge monitoring report.

When reporting in NetDMR, the permit holder must acknowledge the permit limit exceedance. The permit holder should also include a comment about the order's interim limits and whether or not they were also exceeded. The comment should include the case number of the order.

How are permit limit exceedances resolved?

If the permit limits are exceeded, but the interim limits are not, DEQ will amend EPA's Integrated Compliance Information System to link the exceedances to the mutual agreement and order, resolving the violation. If the interim limits are exceeded, DEQ might issue a penalty demand notice for the stipulated penalties.

Other important information

Measurement units

Sampling data must be converted and reported in proper units (e.g., flow in MGD, concentrations in mg/L, µg/L, loading in lb per day, etc.). The units are in a column in the eDMR and may be changed by selecting the needed unit from the drop down. In some cases the temperature and pH units cannot be changed. In general, BOD, TSS, ammonia, chlorine, nutrients, oil and grease, and dissolved oxygen are reported in mg/L. Metals and organics are typically reported in µg/L.

Significant figures

Results must be reported using the same number of significant figures as the permit limit. For a complete discussion on the use of significant figures and rounding conventions in permitting, refer to: https://www.oregon.gov/deq/Filtered%20Library/SigFigsIMD.pdf.

Quality assurance and quality control (QA/QC)

All data gathered to meet monitoring and reporting requirements must be conducted in accordance with DEQ-approved analytical methods and validated by QA procedures. DEQ-approved analytical methods are defined in the permit under "general conditions." Unless otherwise noted in the permit, NPDES permit holders must use EPA approved methods listed in the most recent publication of 40 CFR Part 136. Please note that not all methods in Standard Methods for the Examination of Water and Wastewater are included in 40 CFR Part 136. Data from any additional monitoring of a required parameter that is based on approved analytical methods must also be included with the COR. A note must be added in the comments section at the bottom of the eDMR explaining the additional monitoring. The additional monitoring results must be attached if the results are not included in the comments section.

All EPA-approved methods contain QA/QC procedures, including investigation and corrective actions for QC failures. It is not acceptable to regularly fail QC for any parameter. Failure to follow the QA procedures, including failure to implement corrective actions, is a violation of Schedule F of your permit.

Resampling requirement

If QA/QC requirements are not met, the permittee must re-sample if time permits. DEQ recommends sampling early in monitoring period to allow time for resampling (e.g., sample the first week of the month for once-per-month monitoring). Resampling is not required if the next required monitoring occurs prior to completing resampling for the prior analysis. For example, if the permit requires twice weekly BOD monitoring, there is no time to resample because the test takes five days. However, if the permit requires BOD monitoring once per month, there is time for a resampling if the first sample was collected during the first week of the month.

Reporting QA/QC failures

Sampling data not validated by QA procedures must be reported (and clearly noted) but not used in the calculations required by the permit unless inadequate data are available from other sampling events.

- If the minimum monitoring frequency is met through resampling and/or additional monitoring, use only data with passing QC for reporting in NetDMR and attach a memo to the COR regarding the data that did not pass QC validation.
- If the minimum monitoring frequency is not met with validated data, but there is validated data during the monitoring period, use only validated data for reporting. In this case, attach a report to the COR describing why the minimum monitoring frequency was not met.
- If there is insufficient monitoring data during the monitoring period, the non-validated data must be reported and used in the calculations for that period. For instance, if only one sample was collected during a week and that sample did not meet QA/QC requirements, the results are reported as the daily and weekly concentration result. The non-validated concentration also must be used to calculate the daily and

weekly loadings. In these cases, the data is qualified with *E* in NetDMR, and you must include a note in the comments section at the bottom of the eDMR about the QA/QC failure and the corrective actions that have been or will be taken to prevent future failures.

Special reporting requirements for BOD and CBOD test QC failures

Special reporting requirements are needed for biochemical oxygen demand tests because it is a bioassay. Standard Methods identifies five critical quality control checks for biochemical oxygen demand tests (BOD and CBOD). See page 21 for reporting BOD and CBOD data does not meet the minimum DO residual or DO depletion. These are not considered QA/QC failures for reporting purposes.

The following are instructions for reporting data when specific QC checks are not met:

- **Dilution water blank exceeds 0.2 mg/L.** Report data qualified with *E*. Include the data in all calculations.
- **Glucose-Glutamic Acid is outside acceptable limits.** Discard all data from seeded samples and include a separate report with this data. For unseeded samples, report data qualified with *E* and include data in all calculations if replicates are within 30 percent. Otherwise discard all data from these samples.
- **Replicates exceed 30% difference.** Report data qualified with *E*. Include data in all calculations.
- **Seed Control samples do not meet criteria.** Discard all data from seeded samples and include a separate report with this data. For unseeded samples, report data qualified with *E* and include data in all calculations if replicates are within 30 percent. Otherwise discard all data from these samples.

Frequently asked questions

My facility sometimes doesn't discharge at all in a month. How do I record that in NetDMR?

If your facility does not discharge during the month, you must enter NODI Code C - No Discharge at the top of the NetDMR data entry screen and submit. Please note that NetDMR will generate a soft error if you submit a DMR using NODI Code C before the end date of the monitoring period.

How do I obtain an unscheduled DMR in NetDMR, so I can enter data for a month when sampling was conducted?

In NetDMR, go to the **Unscheduled DMRs** tab, select your permit number from the drop down menu, and click **Update**. Select your Permitted Feature and Limit Set for your DMR month. Press **Submit** and the Unscheduled DMR will come up.

How do we report daily monitoring and calculations?

Permittees may need to submit data that they collect such as daily data or data from multiple outfalls, or data and calculations needed for summary statistics. These options are not available in the DMR data entry slots. This information can be included with your eDMR as an attachment (see p. 22 for instructions on how to attach files to your eDMR). If in doubt, please contact your DMR reviewer or the DEQ NetDMR Support Desk.

When I enter my DEQ permit number, why does it say that my permit is not in the system?

The NetDMR system uses EPA Permit ID numbers to identify permits. Therefore, anyone who uses their DEQ permit number to look up a permit will receive the "permit not in the system" message. If you enter your EPA Permit ID number (OR00XXXXX), you will see that your permit is indeed available in NetDMR for testing.

Our facility has more than one permit, so why can I only find one permit in NetDMR?

Due to the volume of permits that DEQ needs to enter into NetDMR, we are taking a phased approach. Please refer to the schedule on our webpage to see when your other permits are likely to be processed, or contact the DEQ NetDMR Support Desk at (503) 229-6400 or NetDMRSupport@deq.state.or.us.

What if my eDMR doesn't include all of my reporting requirements?

If you notice any errors in how your permit was set up, let your DMR reviewer know to get the issue resolved.

How do we submit data for other sampling and monitoring locations such as recycled water re-use and biosolids monitoring?

In NetDMR, spreadsheet and text files can be attached and submitted, along with the parameter values added to the Web form. Check with your DMR reviewer to see if they would like you to attach additional data files with your NetDMR submissions.

How do I report recycled water parameters?

Enter data into an Excel spreadsheet and attach it to the eDMR.

Need more help?

EPA's NetDMR Support Portal:	https://usepa.servicenowservices.com/oeca_icis?id=netdmr_homepage
Oregon DEQ's NetDMR Support Team:	NetDMRSupport@deq.oregon.gov 503-229-6400
Oregon DEQ's eReporting Website:	https://www.oregon.gov/deq/wq/wqpermits/Pages/NPDES-E-Reporting.aspx