NetDMR User’s Guide

How to Complete and Submit Electronic Discharge Monitoring Reports
Alternative formats

Documents can be provided upon request in an alternate format for individuals with disabilities or in a language other than English for people with limited English skills. To request a document in another format or language, call DEQ in Portland at 503-229-5696, or toll-free in Oregon at 1-800-452-4011, ext. 5696; or email deqinfo@deq.state.or.us.
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Executive Summary

Oregon DEQ has developed this guide to help permittees use EPA’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), September 2017 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

Oregon DEQ’s eReporting Website
https://www.oregon.gov/deq/wq/wqpermits/Pages/NPDES-E-Reporting.aspx

EPA’s NetDMR Support Portal
https://netdmr.zendesk.com/hc/en-us

Oregon DEQ’s NetDMR Support Team
NetDMRSupport@deq.state.or.us
503-229-6400

DEQ Quality Assurance Guidance for Self-Monitoring Laboratories (NPDES and WPCF), September 2017
https://www.oregon.gov/deq/FilterDocs/QAguidanceSM.pdf
What are the two versions of NetDMR?

NetDMR Test is a test system that mirrors EPA’s official site where DMR data are entered, called NetDMR Production. The Test instance is just for practice, so while you use it you must still submit paper DMRs. Any DMRs submitted in NetDMR Test have no legal standing, do not fulfill your NPDES reporting requirement, and cannot be made to fulfill your NPDES reporting requirement.

NetDMR Production is where you will officially submit your DMR data; the system generates and stores the official copy of record, replacing your paper submission. DEQ will approve permit access for signatories in Production, 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, and the new signatory will need to create a NetDMR account and sign a Subscriber Agreement for your permit.

You will start using NetDMR Test to practice using the submission; DEQ will review your test submissions and provide feedback, then grant permission to begin submitting eDMRs in NetDMR Production after several successful Test submissions. DEQ will no longer review Test submissions when your permit moves to Production; however, you are welcome to use Test for training staff at your facility.

How do I use NetDMR Test?

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. 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.

DMR/COR Search Results

<table>
<thead>
<tr>
<th>Permit ID</th>
<th>Facility</th>
<th>Permitted Feature</th>
<th>Discharge #</th>
<th>Discharge Description</th>
<th>Monitoring Period End Date</th>
<th>Scheduled/Unscheduled</th>
<th>DMR Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORTEST002</td>
<td>OREGON TEST</td>
<td>001</td>
<td>001-A</td>
<td>Influent and Effluent</td>
<td>001A</td>
<td>06/31/18</td>
<td>Scheduled</td>
<td>09/15/18</td>
</tr>
<tr>
<td></td>
<td>FACILITY 002</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORTEST002</td>
<td>OREGON TEST</td>
<td>001</td>
<td>001-A</td>
<td>Influent and Effluent</td>
<td>001A</td>
<td>07/31/18</td>
<td>Scheduled</td>
<td>08/15/18</td>
</tr>
<tr>
<td></td>
<td>FACILITY 002</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

State of Oregon Department of Environmental Quality
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. Further down the Edit DMR page is a table of parameters for which you need to report. This 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 p. 6 of this fact sheet for your reference. Codes that are specific to your permit are defined on the bottom of the Edit DMR page under DMR Comments.

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>00300</td>
<td>Oxygen, dissolved [DO]</td>
</tr>
<tr>
<td>1</td>
<td>1 - Effluent Gross</td>
</tr>
<tr>
<td>0</td>
<td>Season: 0</td>
</tr>
<tr>
<td></td>
<td>NODI:</td>
</tr>
</tbody>
</table>

DMR Comments
- Q = No resample required or Resample log mean > 126 #/100ml
- R = Resample log mean <= 126 #/100ml
- M = Stream Flow < 60 cfs
- P = Stream Flow > 60 cfs to < 90 cfs
- S = Stream Flow > 90 cfs
- T = < 2.9 MGD
- U = > 2.69 MGD
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.

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.

### Parameter Measurements or Statistics Table

<table>
<thead>
<tr>
<th>Parameter</th>
<th>NODI</th>
<th>Quantity or Loading</th>
<th>Quality or Concentration</th>
<th>R of Ex.</th>
<th>Freq. of Analysis</th>
<th>Smpl. Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Name</td>
<td>Value 1</td>
<td>Value 2</td>
<td>Value 1</td>
<td>Value 2</td>
<td>Value 3</td>
</tr>
<tr>
<td>00310</td>
<td>BOD, 5-day, 20 deg. C</td>
<td>Smpl.</td>
<td></td>
<td>=</td>
<td>mg/L</td>
<td></td>
</tr>
<tr>
<td>G - Raw Sewage Influent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Season: 0</td>
<td>Req.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NODI:</td>
<td>NODI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- This is where you enter your measured value or
- This NODI code field applies to the entire parameter
- This NODI code applies to a single reporting value
- This tells you which statistic to calculate and report
- This indicates the type of monitoring (Req = required, Opt = optional)
- Units
- Sampling frequency
- Sampling method

**DMR Comments**

Q = No resample required or Resample log mean > 126 #/100ml; R = Resample log mean <= 126 #/100ml; O = Stream Flow < 60 cfs; P = Stream Flow >60 cfs to <96 cfs; S = Stream Flow >96 cfs; T = <2.9 MGD; U = > 2.69 MGD;

**Comments**

Use this field to provide additional explanation for the reported data

**Attachments**

Attach spreadsheets, special reports, laboratory analysis results, calculations, or other documentation

State of Oregon Department of Environmental Quality
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 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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Intake</td>
</tr>
<tr>
<td>1</td>
<td>Effluent Gross</td>
</tr>
<tr>
<td>2</td>
<td>Effluent Net</td>
</tr>
<tr>
<td>5</td>
<td>Upstream Monitoring</td>
</tr>
<tr>
<td>6</td>
<td>Downstream Monitoring</td>
</tr>
<tr>
<td>7</td>
<td>Intake from Stream</td>
</tr>
<tr>
<td>G</td>
<td>Raw Sewage Influent</td>
</tr>
<tr>
<td>GW</td>
<td>Groundwater</td>
</tr>
<tr>
<td>H</td>
<td>During Manufacturing</td>
</tr>
<tr>
<td>I</td>
<td>Intake from Well</td>
</tr>
<tr>
<td>K</td>
<td>Percent Removal</td>
</tr>
<tr>
<td>RW</td>
<td>Receiving Water</td>
</tr>
<tr>
<td>Z</td>
<td>Instream Monitoring</td>
</tr>
<tr>
<td>O</td>
<td>See Comments</td>
</tr>
<tr>
<td>Q</td>
<td>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.</td>
</tr>
<tr>
<td>R</td>
<td>See Comments. Unless otherwise noted, use R when daily limit for E. coli is exceeded and resample is less than 126#/100ml.</td>
</tr>
<tr>
<td>SC</td>
<td>See Comments</td>
</tr>
<tr>
<td>T</td>
<td>See Comments</td>
</tr>
<tr>
<td>U</td>
<td>See Comments</td>
</tr>
<tr>
<td>V</td>
<td>See Comments. Unless otherwise noted, V indicates 7-day moving average.</td>
</tr>
<tr>
<td>W</td>
<td>See Comments. Unless otherwise noted, W indicates weekly monitoring.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Year-Round Monitoring</td>
</tr>
<tr>
<td>1</td>
<td>Monitoring Reported During the Dry Months</td>
</tr>
<tr>
<td>2</td>
<td>Monitoring Reported During the Wet Months</td>
</tr>
<tr>
<td>Other</td>
<td>Monitoring Period Specified by the Permit</td>
</tr>
</tbody>
</table>

Parameter
<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>00300</td>
<td>Oxygen, dissolved [DO]</td>
</tr>
</tbody>
</table>

Season: 0

Monitoring Location

Parameter
<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>00300</td>
<td>Oxygen, dissolved [DO]</td>
</tr>
</tbody>
</table>

Season: 0

Season ID Code
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 included for your convenience, so you will know at-a-glance which codes indicate compliance or noncompliance. Do not use NODI codes 8, L, or X.

### NODI codes indicating compliance

Your permit may contain conditions that exempt you from monitoring requirements. If you meet those conditions during the monitoring period, choose the NODI code that best describes the situation. You do not need to attach a memo or special report when using these codes. Additional notes are provided below.

- **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 4** Discharge to lagoon/groundwater
- **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 p. 13), daily mass load limit exemption (see p. 15), 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 NODI 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 5).
- **NODI code C** No discharge. Use for effluent parameters only, if facility was operational but did not discharge.
- **NODI code I** Land applied
- **NODI code J** Recycled water – closed system
- **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 5).
- **NODI code W** Dry lysimeter/well

### 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 1** Wrong flow. Use if the flow meter failed or was obstructed. This code usually only applies to the maximum day, but it can apply to the weekly or monthly flows as well. Use for flow parameters only.
- **NODI code D** Lost sample/data not available. Only use when the sample was lost in transit to the laboratory.
NODI code E  Analysis not conducted/no sample. Only use when a sample was not collected or the analysis was not done.
NODI code G  Sampling equipment failure. Only use when the sampling equipment did not collect an adequate sample.
NODI code H  Use only when data from resampling or additional monitoring is not available due to laboratory QA/QC failures when proper laboratory lab procedures were followed.
NODI code M  Use only 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 18).
- NODI code 5 Frozen Conditions. Only use when monitoring was not conducted due to frozen conditions.
- NODI code F Insufficient Flow for Sampling. Only use when monitoring was not conducted because of insufficient flow.
- NODI code K Natural Disaster. Only use when monitoring was not conducted because of a natural disaster.
- NODI code N Not Constructed. Only use when monitoring was not conducted because the treatment system has not yet been constructed.
- NODI code S Fire Conditions. Only use when monitoring was not conducted because of fire conditions.
- NODI code V Weather Related. Only use when monitoring was not conducted because of weather-related conditions, e.g., if extreme weather creates unsafe conditions for collecting ambient samples.

**Quick reference guide to NODI codes**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wrong flow</td>
<td>G</td>
<td>Sampling equipment failure</td>
</tr>
<tr>
<td>2</td>
<td>Operation shutdown</td>
<td>H</td>
<td>Invalid test</td>
</tr>
<tr>
<td>3</td>
<td>Special report attached</td>
<td>I</td>
<td>Land applied</td>
</tr>
<tr>
<td>4</td>
<td>Discharge to lagoon/groundwater</td>
<td>J</td>
<td>Recycled water – closed system</td>
</tr>
<tr>
<td>5</td>
<td>Frozen conditions</td>
<td>K</td>
<td>Natural disaster</td>
</tr>
<tr>
<td>7</td>
<td>No influent</td>
<td>L</td>
<td>DMR received but not entered – Do not use</td>
</tr>
<tr>
<td>8</td>
<td>Other (see comments) – Do not use</td>
<td>M</td>
<td>Laboratory error</td>
</tr>
<tr>
<td>9</td>
<td>Conditional monitoring – not required this period</td>
<td>N</td>
<td>Not constructed</td>
</tr>
<tr>
<td>A</td>
<td>General permit exemption</td>
<td>Q</td>
<td>Not quantifiable</td>
</tr>
<tr>
<td>B</td>
<td>Below detection limit/no detection</td>
<td>S</td>
<td>Fire conditions</td>
</tr>
<tr>
<td>C</td>
<td>No discharge</td>
<td>V</td>
<td>Weather related</td>
</tr>
<tr>
<td>D</td>
<td>Lost sample/data not available</td>
<td>W</td>
<td>Dry lysimeter/well</td>
</tr>
<tr>
<td>E</td>
<td>Analysis not conducted/no sample</td>
<td>X</td>
<td>Parameter/value not reported – Do not use</td>
</tr>
<tr>
<td>F</td>
<td>Insufficient flow for sampling</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>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.</td>
</tr>
<tr>
<td>Optional</td>
<td>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.</td>
</tr>
<tr>
<td>Limit-Based</td>
<td>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.</td>
</tr>
</tbody>
</table>
### 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 BOD₅ dataset.

#### Example data

Below is an example dataset for BOD₅ 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Measured Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/27</td>
<td>Tue</td>
<td>23.0</td>
</tr>
<tr>
<td>3/1</td>
<td>Thu</td>
<td>19.0</td>
</tr>
<tr>
<td>3/6</td>
<td>Tue</td>
<td>34.0</td>
</tr>
<tr>
<td>3/8</td>
<td>Thu</td>
<td>21.0</td>
</tr>
<tr>
<td>3/13</td>
<td>Tue</td>
<td>37.0</td>
</tr>
<tr>
<td>3/15</td>
<td>Thu</td>
<td>21.0</td>
</tr>
<tr>
<td>3/20</td>
<td>Tue</td>
<td>31.0</td>
</tr>
<tr>
<td>3/22</td>
<td>Thu</td>
<td>30.0</td>
</tr>
<tr>
<td>3/27</td>
<td>Tue</td>
<td>35.0</td>
</tr>
<tr>
<td>3/29</td>
<td>Thu</td>
<td>52.0</td>
</tr>
</tbody>
</table>

**Graph of example BOD₅ sampling data**

Limit = 45 mg/L

**Graph of example BOD₅ sampling data**

March Sampling Period
Example calculations

**Average**

The sum of all values 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.

\[
\frac{23 + 19 + 34 + 21 + 37 + 21 + 31 + 30 + 35 + 52}{10} = 30.3
\]

**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: 19 21 21 23 [30 31] 34 35 37 52

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

\[
\frac{30 + 31}{2} = 30.5
\]

**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 nth root of the product. If one or more of your values is below the detection limit, see DEQ’s Quality Assurance Guidance for Self-Monitoring Laboratories.

\[
\sqrt[10]{23 \times 19 \times 34 \times 21 \times 37 \times 21 \times 31 \times 30 \times 35 \times 52} = 28.9
\]

**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.

\[
\text{Mass loading (lb day)} = Q \ (\text{MGD}) \times C \ (\text{mg L}) \times 8.34
\]

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

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

**Percent of Samples over Limit**

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

Limit = 45

Samples: 19 21 21 23 30 31 34 35 37 [52]

One sample is over the limit

\[
\text{Percent of Samples over Limit} = \frac{1}{10} \times 100 = 10\%
\]

**Percent Removal Efficiency**

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

Monthly average influent concentration = 300 mg/L

Monthly average effluent concentration = 30.3 mg/L

\[
\text{Percent Removal Efficiency} = \left( \frac{\text{Influent conc.} - \text{Effluent conc.}}{\text{Influent conc.}} \right) \times 100
\]

\[
= \left( \frac{300 - 30.3}{300} \right) \times 100
\]

\[
= 89.9\%
\]
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 single sample limit does not apply if:

- Additional monitoring is conducted as specified in the permit (typically 5 consecutive re-samples at 4-hour intervals beginning within 28 hours after the original sample was taken); AND
- The geometric mean of the 5 resamples is less than or equal to 126 organisms/100 mL.

**Reporting E. coli in NetDMR**

NetDMR automatically compares the data entered to the permit limits and flags any exceedances. As described above, the single sample limit does not apply under certain circumstances. Accordingly, NetDMR has two rows for reporting E. coli monitoring results: row Q (single sample limit applies) and row R (single sample limit does not apply). Note that the monthly limit is the same in both rows Q and R.

You must report data in only one row. **Do not enter monitoring results in both rows Q and R. Enter No Data Indicator (NODI) code 9 - Conditional Monitoring – Not Required This Period in the unused row.**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>NODI Code</th>
<th>Quality or Concentration</th>
<th># of Ex.</th>
<th>Freq. of Analysis</th>
<th>Smpl. Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Code</td>
<td>Value 1</td>
<td>Value 2</td>
<td>Value 3</td>
<td>Units</td>
</tr>
<tr>
<td>E. coli</td>
<td>51040</td>
<td>= ✓</td>
<td>= ✓</td>
<td>✓</td>
<td>/mL/100mL</td>
</tr>
<tr>
<td>Q - See Comments</td>
<td>Smpl. Req.</td>
<td>&lt;= 125 Monthly Geometric</td>
<td>&lt;= 406 Daily Maximum</td>
<td>Number per 100 Milliliters</td>
<td>Weekly</td>
</tr>
<tr>
<td>NODI</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. coli</td>
<td>51040</td>
<td>= ✓</td>
<td>= ✓</td>
<td>✓</td>
<td>/mL/100mL</td>
</tr>
<tr>
<td>R - See Comments</td>
<td>Smpl. Req.</td>
<td>&lt;= 125 Monthly Geometric</td>
<td>Req Mon Daily Maximum</td>
<td>Number per 100 Milliliters</td>
<td>Weekly</td>
</tr>
<tr>
<td>NODI</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Enter data in Row Q and NODI code 9 in Row R 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/100 mL.

**Enter data in Row R and NODI code 9 in Row Q only if:**

- One or more result is greater than 406 organisms/100 mL, AND
- Resampling was conducted in accordance with permit requirements; AND
- The geometric mean of each resampling event is less than 126 organisms/100 mL.
When is an *E. coli* special report required?

You must attach a special report to the NetDMR submittal whenever resampling is conducted. 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 five of the resample results and calculation of the geometric mean of these five 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 and the 5 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/100mL. 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/100mL. Note that “>2420” is replaced with the value 2420 and the five resample values are included in the monthly geometric mean calculation.

**Example E. coli resampling special report.**
How do I report BOD and TSS mass loads in NetDMR?

Mass load 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 load limits include monthly, weekly, and daily summary statistics. To determine compliance with mass load 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:

<table>
<thead>
<tr>
<th>Week</th>
<th>TSS Concentration</th>
<th>Flow</th>
<th>Calculation</th>
<th>Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10 mg/L</td>
<td>0.78 MGD</td>
<td>10 x 0.78 x 8.34</td>
<td>65.0 lbs/day</td>
</tr>
<tr>
<td>2</td>
<td>No sample</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>3</td>
<td>&lt; 2.0 mg/L</td>
<td>0.85 MGD</td>
<td>&lt;2.0 x 0.85 x 8.34</td>
<td>&lt;14.2 lbs/day</td>
</tr>
<tr>
<td>4</td>
<td>No sample</td>
<td>—</td>
<td>—</td>
<td>—</td>
</tr>
</tbody>
</table>

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.

What does this look like in NetDMR?

NetDMR setups for permits that have flow-based BOD and TSS mass load limit suspensions have two rows for each daily mass load. Enter data in one row only. Enter No Data Indicator (NODI) code 9 in the unused row. The rows are distinguished by unique Monitoring Location Codes (MLCs), which are defined in the DMR Comments section of every NetDMR screen. Various pairs of MLCs can be used (e.g., O and P or S and T); refer to the DMR Comments to determine which row to use for each situation. Below is an example eDMR data entry screen showing the suspended daily BOD mass load limit when facility flow is >40 MGD.
### Example NetDMR screen for BOD parameters

<table>
<thead>
<tr>
<th>Parameter Code</th>
<th>Parameter Name</th>
<th>NODI</th>
<th>Quantity or Loading</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>00310</td>
<td>BOD, 5-day, 20 deg. C</td>
<td>Req.</td>
<td>&lt;=6300 MO AVG</td>
<td>25 - lb/d</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NODI</td>
<td>&gt;=13000 DAILY MX</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NODI</td>
<td>&lt;=18000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NODI</td>
<td>4320</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NODI</td>
<td>18000</td>
<td></td>
</tr>
</tbody>
</table>

**NODI S**
- Has both monthly average and daily maximum load limits.
- Row S has both monthly average and daily maximum load limits.
- **Row T** does not have a daily maximum load limit.

**NODI T**
- Use BOD S when flow is <= 40 MGD.
- Use BOD T when flow is > 40 MGD.

**MLCs are defined here**

**DNR Comments**
- D = No resample required or resample (log mean) > 125 #/100 mL
- K = WHEN DAILY LIMIT EXCEEDED AND RESAMPLE IS < 125#/100mL
- S = FLOW TO FACILITY <= 40 MGD
- T = FLOW TO FACILITY > 40 MGD
- W = WEEKLY LIMITS; V = 7-day moving Avg.
How do I know which row to use?

1. When the daily flow is less than twice the average dry weather flow, use the rows that have limits for both monthly average and daily maximum load (BOD S in the figure on page 16).
   
   If a daily limit exceedance occurs on a day when the flow is less than twice the average dry weather design flow and the limit applies, enter the data into BOD/TSS row that has the daily limit listed. This is a permit limit exceedance and must be acknowledged when the eDMR is submitted. For example, in the figure on page 16, if the flow was <40 MGD and the BOD daily maximum was 24,000 lbs/d, enter 24,000 lbs/d into BOD S.

2. When all daily limit exceedances occur on days when the flow is greater than twice the average dry weather flow, the daily limit does not apply. In these situations, use the row that has a limit for monthly average load and no limit for daily maximum load (BOD T in the figure on page 16). If a daily limit exceedance occurs and the flow is greater than twice the average dry weather flow, enter the data into the BOD/TSS row that does not have the limit listed. For example, in the figure on page 16, if the flow is >40 MGD and BOD is 20,000 lbs/d, enter 20,000 lbs/d into BOD T. This is not an exceedance and does not need to be acknowledged when submitting the eDMR.

3. For the rows that you did not use to report BOD/TSS measurements, enter NODI Code 9 - Conditional Monitoring - Not Required This Period. This is important, because NetDMR will not allow you to submit the form if any data fields are blank.

4. Always use Row W to report weekly BOD and TSS load and concentration limits (see p. 12 for instructions on how to calculate and report weekly statistics).

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 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

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excess Thermal Load during…</td>
<td>Shall not exceed a rolling seven-day average of…</td>
</tr>
<tr>
<td>April 1–June 30</td>
<td>274 million Kcals/day</td>
</tr>
<tr>
<td>July 1–August 31</td>
<td>238 million Kcals/day</td>
</tr>
<tr>
<td>September 1–October 31</td>
<td>208 million Kcals/day</td>
</tr>
</tbody>
</table>

### 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.

Max 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 limit but less than one of the other limits, 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.

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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.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>NODI</th>
<th>Quantity or Loading</th>
<th># of Ex.</th>
<th>Freq. of Analysis</th>
<th>Smpl. Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excess Thermal Load</td>
<td>51405</td>
<td>&lt;= 274 7 Day Average</td>
<td>7</td>
<td>01/01</td>
<td>CA</td>
</tr>
<tr>
<td>Eff Temp Max °C</td>
<td></td>
<td>Value 1</td>
<td>Value 2</td>
<td>Units</td>
<td></td>
</tr>
<tr>
<td>23.8</td>
<td></td>
<td>24.1</td>
<td>1855</td>
<td>Mkcal/day</td>
<td></td>
</tr>
<tr>
<td>24.0</td>
<td></td>
<td>24.1</td>
<td>1851</td>
<td>109</td>
<td></td>
</tr>
<tr>
<td>24.0</td>
<td></td>
<td>24.1</td>
<td>1850</td>
<td>108</td>
<td></td>
</tr>
<tr>
<td>24.2</td>
<td></td>
<td>24.1</td>
<td>1848</td>
<td>106</td>
<td></td>
</tr>
<tr>
<td>24.3</td>
<td></td>
<td>24.1</td>
<td>1845</td>
<td>105</td>
<td></td>
</tr>
<tr>
<td>24.1</td>
<td></td>
<td>24.0</td>
<td>1843</td>
<td>102</td>
<td></td>
</tr>
<tr>
<td>23.7</td>
<td></td>
<td>24.0</td>
<td>1842</td>
<td>99</td>
<td></td>
</tr>
<tr>
<td>23.6</td>
<td></td>
<td>24.0</td>
<td>1842</td>
<td>96</td>
<td></td>
</tr>
<tr>
<td>23.7</td>
<td></td>
<td>24.0</td>
<td>1846</td>
<td>94</td>
<td></td>
</tr>
<tr>
<td>24.2</td>
<td></td>
<td>24.0</td>
<td>1846</td>
<td>97</td>
<td></td>
</tr>
<tr>
<td>24.7</td>
<td></td>
<td>24.1</td>
<td>1861</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>24.9</td>
<td></td>
<td>24.1</td>
<td>1874</td>
<td>105</td>
<td></td>
</tr>
<tr>
<td>24.9</td>
<td></td>
<td>24.2</td>
<td>1887</td>
<td>112</td>
<td></td>
</tr>
</tbody>
</table>

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.
Summary of the ETL reporting process

1. **Does the ETL meet the Option A limit?**
   - Yes: Enter the ETL value into NetDMR
   - No: Calculate ETL limits using the formulas provided in your permit for Option B and C

2. **Does the ETL meet the Option B or C limits?**
   - Yes: Enter calculated ETL value into NetDMR, indicate number of days the limit was exceeded, submit a special report with the ETL limit calculations
   - No: Enter NODI code 3, attach a special report with the ETL limit calculations

How do I attach data to the eDMR?

NetDMR allows for the electronic submittal of an attachment. Many permittees will need to submit daily data or data from multiple outfalls, but these options are not available in the eDMR data entry forms. This type of data can be included with your submission as attachments. Click the **Add Attachment** button near the bottom of the NetDMR data entry screen:

**Attachments**

Add Attachment

No results.

The Add Attachment page will allow you to browse to and attach a file. Spreadsheets are the preferred format for data submittal, though other formats are accepted.

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.

**Add Attachment**

Use this page to add an attachment to a DMR. Note that attachments may not be larger than 20 megabytes and the file name may not contain any of the following characters: `\ / : * " < > |`. Fields marked with an asterisk are required.

**File:**

[Browse...]

[Attach File] [Cancel]
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 lbs 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: http://www.deq.state.or.us/wq/pubs/imds/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 General Conditions) the permit. 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). The following are instructions for reporting data when specific QC checks are not met:

- **Dilution water blank exceeds 0.20 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%. 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%. Otherwise discard all data from these samples.

- **Minimum DO is less than 1.0 mg/L.** Use the value from the biggest dilution and report it as “>.”
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

<table>
<thead>
<tr>
<th>Role</th>
<th>Manage Access</th>
<th>View DMR CORs</th>
<th>Download Blank DMRs</th>
<th>Edit DMRs</th>
<th>Sign &amp; Submit DMRs</th>
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</thead>
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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 ✓.

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.

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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.**

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### Sign & Submit DMR

Use this page to sign and submit the selected DMR. Confirm your intention to submit by filling the checkbox in the Include in Submission column. Perform the submission by completing the signature fields at the bottom of the page.

<table>
<thead>
<tr>
<th>Include in Submission</th>
<th>Add Copy of Submissions and Attachments to E-mail Notification</th>
<th>View Completed DMR</th>
<th>Permit ID</th>
<th>Facility</th>
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I certify under penalty of law that this submission was 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 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. By entering my password and security question answer and pressing the Submit button, I agree that:

1. I am Signatory Name.
2. I have not violated any term in my Electronic Signature Agreement.
3. I am otherwise without any reason to believe that the confidentiality of my password has been compromised now or at any time prior to this submission.
4. I have the authority to submit these data on behalf of the listed facilities.
5. This action constitutes an electronic signature equivalent to my written signature.
6. I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

**Password**

[Submit] [Do Not Submit]
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 Production at https://cdx.epa.gov/.
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](https://www.oregon.gov/deq/FilterDocs/NoncomplianceReportForm.pdf).
**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. Mutual agreement and order 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.
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 push 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. 18 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 once you are able to use the system, 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 reuse 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 sheet and attach it to the eDMR.
Need more help?

Oregon DEQ’s NetDMR Support Team:  NetDMRSupport@deq.state.or.us
                                      503-229-6400
Oregon DEQ’s eReporting Website:  https://www.oregon.gov/deq/wq/wqpermits/Pages/NPDES-E-Reporting.aspx