



Oregon Department of Environmental Quality

Electronic Data Delivery for Toxics Data: Permit Holder Data Submittal Instructions

Water Quality Program

Background

DEQ requires all major and some minor NPDES permit holders in Oregon to perform a “Priority Pollutant Scan” and monitor their effluent and ambient conditions for the presence of various toxic chemicals. The basis for these requirements is found in the Oregon Administrative Rules and the Code of Federal Regulations (40 CFR 122). The requirements are implemented through EPA's permit application forms and the permits issued by the DEQ. Monitoring data submitted by permit holders is used to characterize the effluent and ambient conditions, calculate site-specific water quality criteria and then determine if the discharge is likely to cause or contribute to an exceedance of Oregon's water quality criteria. This analysis is called a Reasonable Potential Analysis.

Generally, there are 2 types of data collected and addressed by this memo:

1. **Toxics monitoring:** effluent toxics characterization monitoring and ambient characterization monitoring. These can be either part of a permit monitoring requirement (Schedule B) or requested as part of a Monitoring Request Letter.
2. **Biotic Ligand Model:** temporally and spatially paired effluent and ambient data. This consists of both toxicity and general water quality data

In order to streamline the receipt and analysis of this characterization data, DEQ has developed an Electronic Data Delivery system. Under EDD, permit holders submit the toxics and BLM monitoring data required by their permit or permit renewal application in a standard format. DEQ's Laboratory then performs a quality assurance check, identifies possible issues, attempts to resolve them and enters the data into DEQ's Ambient Water Quality Monitoring System.

Submission instructions

1. Review your NPDES permit or speak with your compliance inspector to determine if/when/where you are required to monitor for toxics. If you are unsure who your permit writer or compliance officer is call your [regional office](#) for help. For questions about the BLM monitoring, please consult the applicable guidance on [DEQ's Copper Standards web page](#).
2. Prepare your data for upload by putting all sampling events for a specific type of monitoring (e.g. Copper BLM monitoring, RPA toxics) for the designated time period (data submission schedule determined by permit or compliance inspector) into the excel template. Instructions on how to fill out the excel template are included within the template. If you have questions after reading the instructions, please contact the DEQ Lab at PermitDataHelp@deq.state.or.us.
 - a. Share a copy of the blank template with your analytical laboratory. The lab should be able to supply all of the data requested in the template on the sheet labelled “Results” columns B through W (you will likely need to supply Column A-Monitoring Location). Note that you will need to fill in any data pertaining to sample temperature or pH (or any other results not analyzed by the lab).

Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)

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- b. It is recommended that you save a copy of the Excel template and fill out the “Organization Details” section. Please check every time you submit data to ensure that your Organization Details remain updated and accurate.
 - c. Include monitoring location information in the “Monitoring Locations” sheet.
 - d. Once you are finished adding data, save your Excel worksheet with the following naming convention: **OregonPermitNumber_MonitoringType_Sampling Quarter/Month_Year.xlsx** (e.g. OR1000000_CopperBLM_March_2019.xlsx or OR1000000_TierI_Q1_2019.xlsx)
3. Upload the following to [NetDMR](#) as an attachment (see next section).
 - a. A copy of the **Excel template with your data** (see EXAMPLE-Results sheet in the Excel template for guidance) and
 - b. A copy of the **Tier II (aka Level II) laboratory reports** Please note that laboratory reports should include laboratory quality control results (e.g. method blanks, matrix spikes). If the laboratory report does not contain a copy of the Chain of Custody form, please include a pdf of the COC with your upload.
 - c. A copy of the pH calibration records associated with measurements taken for any ambient pH monitoring. Note that the calibration records should include the following¹:
 - i. The date and time of calibration
 - ii. The name of the personnel who performed the calibration
 - iii. The temperature of each pH buffer used
 - iv. The pH that the meter was reading for each buffer prior to calibration
 - v. The slope (in %)
 - vi. Meter number/ID
 - vii. Buffer lot numbers
 - viii. pH calibration results
 - ix. Post measurement drift check
 - d. For additional information on calibration records, refer to [Guidance for NPDES and WPCF Permit Monitoring - pH](#).
4. If you are unsure whether you are able to submit EDD toxics data to NetDMR or if you are not set up in NetDMR, please contact the NetDMR support staff by email at NetDMRSupport@deq.oregon.gov or by phone at 503-229-5029.

Attaching data sheets in NetDMR

NetDMR has been set up with DMRs specifically for EDD reports. These are named with an outfall number (e.g., 001) and -TX or -TA for effluent toxics characterization monitoring and -CU for Copper Biotic Ligand Model monitoring (e.g., 001-CU).

The EDD-specific DMRs contain comments specific to your monitoring and reporting requirements. The DMRs contain a single parameter that indicates if you are submitting a report: Report due [yrmoda]. If you are attaching the report, enter 1 in the Value 1 field for the Report due [yrmoda] parameter. Enter 0 if you are not submitting a report.

Please note that a Tier II laboratory report is required as part of the EDD submission, and if you do not submit a lab report your submission will be considered incomplete. For BLM submissions pH calibrations records are required for ambient monitoring, if you do not submit the pH calibration records your submission will be considered incomplete.

Use the Add Attachment button at the bottom of the screen to browse to and attach files. Note that file names for attachments cannot contain any spaces, and certain punctuation is prohibited. Please use the naming

convention outlined in the submission guidelines (see above) when uploading eDMR attachments. Once you have attached the required documentation, you can sign and submit the DMR.

Figure 1. NetDMR data submission of EDD reports

Permit ID: | Permitted Feature ID: 001 | Discharge: TX | Monitoring End Period: 09/30/19 | DMR Due Date: 10/15/19 | Status: Ready for Data Entry

Form NODI:

Parameter		NODI	Quantity or Loading			Quality or Concentration			# of Ex.	Freq. of Analysis	Smpl. Type
Code	Name	List	Value 1	Value 2	Units	Value 1	Value 2	Value 3	Units		
85539	Report due [yrmoda]	Smpl.	=		N=0;Y=1						04/YR
1 - Effluent Gross					List						CP
Season: 0		Req.	Req MonValue		No=0; Yes=1						Four Per Year
NODI: <input type="text"/>		NODI	<input type="text"/>								COMPOS

Edit Check Errors
No results.

DMR Comments
TOXIC MONITORING: Attach the DEQ Approved Spreadsheet; Monitoring to occur in Feb, May Aug & Nov 2019 ONLY: 0=No Report Attached; 1=Req'd Report Attached.

Comments

Attachments

No results.

What you can expect after data submittal

DEQ will complete the following tasks within a month of receiving a complete set of data (Complete set of data includes **excel of results, laboratory report, COC, and pH calibration records (if applicable)**).

- Data review, including laboratory QA/QC and sample collection documentation
 - Depending upon data/submission quality, permittee may be contacted for clarifications
 - For datasets with significant data issues (e.g. missing analytes, inappropriate analytical methods, or sample collection issues) the permittee may be asked to resample by their compliance inspector.
- Data qualification as appropriate
- Data upload to DEQ's AWQMS data system
- Assist with unresolved QA/QC issues
- Create written report to be shared with the permittee that will cover the following:
 - Number of monitoring events
 - List of pollutants sampled
 - List of Quantitation limits met/not met along with discussion of qualifiers (if any)
 - List of methods used that are not listed in CFR 136 (if any)
 - Narrative regarding issues such as matrix interference and QC and if warranted, recommendations for resampling.
- Data will be made available to the Permit Writer for permit development purposes

Contact

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Non-discrimination statement

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