

Instructions for the Discharge Monitoring Report (DMR)

If you have more than one discharge point where you are sampling, you must submit a separate Discharge Monitoring Report (DMR) for each sampling location. You must submit the DMR every quarter, no later than 45 days after the end of each quarter (see below):

First Quarter (January, February, March):	No later than May 15
Second Quarter (April, May, June):	No later than August 14
Third Quarter (July, August, September):	No later than November 14
Fourth Quarter (October, November, December):	No later than February 14

1. **Mail your completed form to:**

Joyce M. Smith
Industrial Stormwater Permit Coordinator
Washington State Dept. of Ecology
PO Box 47696
Olympia, WA 98504-7696

Contact: Joyce Smith (360) 407-6858
josm@ecy.wa.gov

Internet Information:
www.ecy.wa.gov/programs/wq/stormwater/

2. **Permit Number:** Make sure the correct permit number is listed at the top of the Discharge Monitoring Report (DMR). If not, please write in the correct number on your report.
3. **Monitoring Period:** Complete the "Monitoring Period" information by writing in the year in which the sample was taken and checking the appropriate box.
4. **Facility/Mailing Information:**
 - a. **Facility/Site Information:** Please check to make sure the correct facility/site name, address, county, and primary SIC code is correct. If not, please write in the corrections on your DMR.
 - b. **Mailing Information:** Please check to make sure the correct mailing address information is on your report. If not, please write in the corrections on your DMR.
5. **Discharge Point:** In your monitoring plan you identified all points of discharge from your facility/site and which discharge point(s) you would sample. You write the same name or identifier here at "Discharge Point" as you used in your monitoring plan. Each discharge point needs a separate DMR.
6. **No samples were taken:** If you were not able to get a sample for the period you are reporting, mark this box. At the bottom of the report you must provide an explanation or comment. It can be as simple as "There were no storm events that occurred during normal working hours." or there may be other circumstances such as "Site was inactive during the entire quarter".
7. **Consistent Attainment Check Box:** For each listed pollutant, if your samples have been equal to or less than benchmark values (see table on next page) for eight consecutive quarters, you can suspend analysis for the remainder of this permit but you must submit the DMR and mark this box.
8. **Reporting Values:** Write in the value (the number you measured or the lab supplied) for each listed pollutant in the column marked "**Maximum**". In addition to the basic 4 parameters, you have additional parameters listed because your zinc samples were above the benchmark for at least two consecutive quarters. Because of this, you are required to sample for the additional pollutants.
 - a. **More than one sample for a pollutant:** You are only required to take one stormwater sample each quarter for each pollutant. If you do take more than one sample at more than one storm event during the quarter, enter how many samples were taken in the "events sampled" column.
 - b. **Average:** If you took more than one sample for a pollutant from more than one storm event, you must enter values under both the "**Average**" and "**Maximum**" columns. Enter the highest value under "Maximum" (this works for pH too) and the average value of your samples under "Average" (for pH enter the lowest value under "Average").

9. **Units of measurement (units):** Do not change the units listed on your DMR and be careful to check the values that you are entering. Sometimes labs use different units in their report to you. If you have any questions about the units in your lab report, contact your lab to ask for assistance. The following are the units that must be used for each pollutant:
- Turbidity must be in nephelometric turbidity units (NTU).
 - pH must be between 0 and 14 standard units.
 - Zinc in micrograms per liter ($\mu\text{g/L}$, parts per billion).
 - Oil and gGrease must be in milligrams per liter (mg/L , parts per million).
 - Copper is in micrograms per liter ($\mu\text{g/L}$, parts per billion).
 - Lead is in micrograms per liter ($\mu\text{g/L}$, parts per billion).
 - Hardness is in milligrams per liter (mg/L , parts per million).
10. **Sample Type:** This will typically be a “grab” sample, meaning you take a single, one-time sample and have it analyzed. Oil & grease must be a grab sample. The permit allows composite samples for the other pollutants. Composite samples are multiple samples taken over a period of time or space that you then combine into one sample and send to a lab for testing.
11. **Signature Box:** The DMR must be properly signed and dated. Only someone with signature authority as identified by permit general condition G17 (see next page) is authorized to sign the DMR. The DMR will be returned to you if there is any question whether or not the signature is an original or whether that person has authority to sign the DMR.

Additional Information from the Permit

Benchmark Values:

The permittee may suspend stormwater sampling and analysis for turbidity, pH, zinc, copper, lead and oil and grease (petroleum) based on consistent attainment of benchmark values. **Consistent attainment** is defined as eight consecutive quarters (any quarter with no stormwater discharge is not counted) where the reported values are equal to or less than the benchmark values. For pH equal to or less than the benchmark values means that the pH did not exceed 9 and was not less than 6.

Benchmark values are not water quality standards and are not permit limits. They are indicator values. Values at or below benchmark are considered unlikely to cause a water quality violation. (See following table)

Parameter	Benchmark Value
Turbidity	25 NTU
pH	6 – 9 SU
Total Zinc	117 $\mu\text{g/L}$
Petroleum - Oil and Grease	15 mg/L
Copper	63.6 $\mu\text{g/L}$
Lead	81.6 $\mu\text{g/L}$
Hardness (hardness is not required if the stormwater discharge is to marine waters)	NA, not applicable – suspended if analysis of metals (zinc, copper, lead) is suspended

The following is taken from the Industrial Stormwater General Permit:

G17. Signatory Requirements

All applications, reports, or information submitted to Ecology shall be signed and certified.

- A. In the case of a municipal, state or other public facility, all permit applications shall be signed by a principal executive officer or ranking elected official. In the case of a corporation, partnership, or sole proprietorship, all permit applications shall be signed by either a principal executive officer of at least the level of vice president of a corporation, a general partner of a partnership, or the proprietor of a sole proprietorship.
- B. All reports required by this permit and other information requested by Ecology shall be signed by a person described above or by a duly authorized representative of that person. A person is a duly authorized representative only if:
 1. The authorization is made in writing by a person described above and submitted to Ecology.
 2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility, such as the position of plant manager, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.)
- C. Changes to authorization. If an authorization under paragraph B.2 above is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of paragraph B.2 above must be submitted to Ecology prior to or together with any reports, information, or applications to be signed by an authorized representative.

