



## OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

### Instructions for Completing Discharge Monitoring Reports

This document outlines steps for the successful completion of preprinted Discharge Monitoring Reports (DMR) to be submitted to the Oklahoma Department of Environmental Quality (ODEQ). General instructions for required DMR completion can be found on the back of the preprinted DMR forms. Should you have questions contact the ODEQ Enforcement Coordinator (EC) who receives the DMRs for your facility.

Complete instructions on completing DMRs are available at:

<http://www.epa.gov/region6/6en/w/dmrman.pdf>

Please print out a copy of this handbook and keep it on file at your facility as a quick reference guide for filling out DMRs.

Blank DMR forms are available at:

<http://www.epa.gov/earth1r6/6en/w/dmr.pdf>

If the facility is using self-generated DMRs, the forms must be replicas of the DMRs provided by the DEQ. The forms must first be approved by the EC and sent back before they can be used for reporting purposes.

If the facility runs out of pre-printed DMR forms, please contact your EC. Pre-printed DMR forms are automatically sent out on an annual basis depending on the permit issue dates.

### Instructions for filling out DMRs

1. Complete **all** information as required by the facility's NPDES permit. DMRs with any missing or incorrect information received by the ODEQ will be returned to the facility for correction.  
If the facility has no reported discharge for the monitoring period, please mark the "No Discharge" box on the top right hand corner of the DMR.
2. If corrected DMR data is to be submitted or changes are made after the initial submission, please **resubmit the form**. Please indicate the corrected form by marking it "**Corrected DMR**" in the upper right hand corner of the DMR form. Sign and date the DMR and send to the ODEQ. Inclusion of a letter with the details for changes is recommended.
3. An original authorized signature must be given in the space provided on the DMR. An original signature must be made using a pen, preferably with blue ink.
4. Please ensure that the Authorized signatory agent for your facility has filled out and submitted a signatory form to the ODEQ indicating responsibility for signing the DMRs.

5. Numeric values should be given for required parameters. In the event that numeric values can not be provided, a representative from the permitted facility should contact the ODEQ EC who receives the DMRs before the DMR is submitted. The EC will provide the appropriate code for each nonnumeric entry.
6. Parameter measurements which fall below the approved detection limit should be reported with a less than symbol followed by the detection limit value.  
For example the lower limit for Total Suspended Solids is 4 mg/L. If the measured value falls below this detection limit, the reported value should be <4 mg/L.
7. Violations of permit limits should be reported in a cover letter submitted with the DMR's. The letter should explain the cause of the violation and steps taken to eliminate the occurrence of future violations.
8. DMRs containing the previous monitoring periods' data should be submitted by **the 15<sup>th</sup> of the month** following the monitoring period.
9. The original DMR and first copy are to be sent to the ODEQ. The second copy is to be sent to your local DEQ representative and the third copy is to be kept on file and available at your facility.

### Reporting Industrial Bypasses

10. Industrial bypasses are to be reported within 24 hours by calling **1-800-256-2365**. Please **press "2" for reporting an Industrial Bypass**. If an enforcement coordinator is not available to take the call, please leave a message with the details of the bypass (include amount of bypass, duration of bypass, cause of the bypass and steps to correct the situation). Failure to report the bypass and follow up with a written report (within 5 business days) is seen as a violation of the facilities permit.

Acceptable written reporting documents are either a letter detailing the bypass or the submission of the SELF REPORTING FOR WASTEWATER BYPASSES FORM available online at:

<http://www.deq.state.ok.us/WQDnew/forms/bypassReportForm.pdf>

Mail DMRs and Bypass Reporting Documents to the following address:

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY  
Water Quality Division  
Attn: Industrial Wastewater Compliance- DMR  
P.O. Box 1677  
Oklahoma City, OK 73101-1677

PERMITTEE NAME/ADDRESS (Include Facility Name/Location if Different)  
NAME

ADDRESS

FACILITY  
LOCATION

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)  
DISCHARGE MONITORING REPORT (DMR)  
(2-16) (17-19)

Form Approved.  
OMB No. 2040-0004  
Approval expires 05-31-98

PERMIT NUMBER	DISCHARGE NUMBER

MONITORING PERIOD					
FROM			TO		
YEAR	MO	DAY	YEAR	MO	DAY
(20-21)	(22-23)	(24-25)	(26-27)	(28-29)	(30-31)

Check here if No Discharge

NOTE: Read Instructions before completing this form

PARAMETER (32-37)		(3 Card Only) QUANTITY OR LOADING (46-53)			(4 Card Only) QUALITY OR CONCENTRATION (38-45)				NO. EX (62-63)	FREQUENCY OF ANALYSIS (64-68)	SAMPLE TYPE (69-70)
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	UNITS			
	SAMPLE MEASUREMENT										
	PERMIT REQUIREMENT										
	SAMPLE MEASUREMENT										
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NAME/TITLE PRINCIPAL EXECUTIVE OFFICER	<small>I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE 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 PERSONS 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. SEE 18 U.S.C. § 1001 AND 33 U.S.C. § 1319. (Penalties under these statutes may include fines up to \$10,000 and or maximum imprisonment of between 6 months and 5 years.)</small>							TELEPHONE		DATE	
TYPED OR PRINTED								SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT	AREA CODE	NUMBER	YEAR

COMMENTS AND EXPLANATION OF ANY VIOLATIONS (Reference all attachments here)