

Instructions for Completing the Monthly Monitoring Report Form (State MMR Form 30530 for Industrial Type Discharges)

This state form is to be used as a master copy from which the facility should make photocopies as needed. A completed copy of this form with the appropriate data filled in should be sent in every month of the time in which the NPDES permit remains valid. These should be mailed with the federal preprinted forms and the data should match. Expired permits remain active until legally renewed, modified, or revoked. Be sure to notify this office of any changes in company names, personnel, addresses, procedures, or treatment processes that may directly influence the discharge or sampling process.

Please Note: the numbers of the following paragraphs, correspond to those on the sample form.

1. Within this outlined box should be the company name and address where the actual facility is located. On the Discharge Monitoring Report (DMR) federal preprinted form should be the address where the forms are to be mailed. If the address or name is wrong on the federal preprinted form please correct it on the form. Also, send a letter to the Data Management Section with the address or name corrections.
2. This space should have the current NPDES permit number entered into the 9 boxes provided. Remember all correspondence with this office should include this number. The first two boxes have IN to indicate that it is a permit issued by the state of Indiana. The next box may have a 0 for standard permits, a G for new general permits, a P for industrial pretreatment permits or some other letter for specialized permits.

Note: Early pretreatment permits were written as IWP, these are now considered INP.

3. The outfall/facility number (Outfall #) is the unique four character identifier assigned to each separate outfall associated with one permit. When the permit has more than one outfall, each outfall must be reported on separate forms (example: 001A, 002S, 101A, 201B, CSBA, or SW1S). Normally the outfall numbers are listed in the permit with specific parameters and instructions. They are also indicated on the preprinted federal monthly Discharge Monitoring Report (DMR) forms, which are mailed to the facility semi-annually.
4. Near the center of the paper next to the outfall box is the blank Month/Year box. You must fill in this data in for each month that the report is covering. There must be a separate copy for every month of permit activity. (Example: June 2001 would appear as "0 6 0 1" in the boxes).
5. The first two columns, flow and pH, in the row 'Effluent Characteristics' have been filled in based upon the standard permit requirement. The other columns have been left blank so that other effluent monitoring requirements that are not already printed

on the form can be reported. Enter the effluent characteristic name at the top of the column to indicate what the data test results in that column represents. (Examples; TSS, UV Light, Iron Fe, Silver Total, Zinc Total Recoverable, etc.) Also any extra testing of parameters other than those required should be reported.

6. Below the 'Effluent Characteristics' row is the 'Effluent Parameter Number' row. The parameter number can be gotten from the preprinted federal DMR form. This number should be filled in to the right of the 'C' or 'Q'. The 'C' references Concentration while 'Q' represents loading Quantity.
7. 'Sample Type' means the sampling procedure method used to collect the effluent to be tested. Refer to the permit, the NPDES User Guide, or EPA sources for acceptable methods. (Examples; Continuous, Total Instantaneous, Grab, Grab-4, Composite 24hr.) Sampling, to assure accuracy, should be done by trained personnel. Be sure to take samples in the proper locations, check the permit or call our permit section staff.
8. The 'Frequency of Analysis' should represent the number of days monitored (or tested) per number of days of discharge. If samples were taken for two days in a thirty-one day month of continuous discharge then the sample frequency should be "2/31". If samples were taken once or twice a week or for three days in fifteen days of discharge, the sample frequency would be "1/7", "2/7", or "3/15" respectively. Continuous sampling should be reported as "1/1" or "31/31".

Note: for both Sample Type and Frequency: The 'Permit Condition' row should reflect what the permit requires. The 'Monitored' row should reflect the sampling or frequency that occurs.

9. The 'Effluent Limitations' row represents the minimum, and/or average, and/or maximum limit assigned to each parameter. These fields should be filled in based upon the permit specifications. If the parameter is to be reported or monitored only, you may leave these fields blank or enter "Report".
10. Below the 'Effluent Limitations' row is the 'Units' row that relates to the Concentration/Quantity. Some permits require a measure of both of these for each parameter while other permits only require one or the other. Each can be determined from the other using a mathematical formula. The 'Units' row indicates in which form the concentration or quantity is measured in the data results. (Examples: Concentration units = mg/l, s.u., deg. C, deg. F, or ug/l and Quantity units = mgd, cfs, lbs/day, gpm, or gal).
11. Daily test results are to be recorded on the form in the row corresponding to the day of the month on which the test sample was taken not when the results were returned. 'Date' represents the possible days of discharge for the month and many operators fill in the day of the week in front of the date. Facilities which test only once a month or less should test in the first part of the month so that if some problem arises with the samples then additional samples may be taken before the data becomes late. All

samples should be reported even if not required by the permit or when extra samples are taken.

Note: For pH situations where the permit requires multiple grabs, or if continuous sampling is being done then it may be necessary to use another column to be able to record both the high and the low test values for each day.

When reporting temperature, only the maximum value of the day should be recorded daily.

When reporting dissolved oxygen (DO), only the minimum value of the day should be recorded.

12. The 'Signature of the Certified Operator' and 'Certification Number' is required at the bottom of the form unless not required by the individual permit. By signing the form this person is asserting that he or she personally oversees the sampling and verifies its accuracy to the best of his or her knowledge and training. Also this person is certifying that he or she completed the filling-out of the form(s).

13. Record the day telephone number for the person who fills out this form that we may call if there is any question about the data reported. Include the date when the form was completed in the space provided.

Note: There should be plenty of space to add in the printed name and title of the operator so that their name may be easily read and less confusion arise in any contact situations

14. Whether or not a certified operator is required, the 'Signature of the Principal Executive Officer or Authorized Agent' at the site must be always present. This person is asserting that he or she is responsible for the overall operation of the regulated facility, all reports required by the permit, and other information requested by the Commissioner.

Note: If no certified operator signature is required (see Permit), then the Principal Executive Officer or delegated Authorized Agent is responsible for completing the form(s).

15. Also, include the date when the form was submitted at the bottom in the space provided.

16. A certification statement has been added to the bottom right of each form.

Note: If more than one page is needed, make sure all necessary signatures are included on each additional page. Multiple pages of blank forms have been provided for your use.

Special Cases

Outfalls with no discharge of effluent in a month must still be reported by the submittal of a monthly monitoring report. However, all that is required is that the month/year be filled out, 'No Discharge' be written in large letters across the center columns of the form, and that the bottom sections with the date and signature be filled out. This completed form can then be submitted as usual.

Do not use 'BDL', 'ND', or 'None Detected' on this form. Write in a less than symbol '<' and the minimum detection limit. (Example; <0.001 for a parameter with nothing detected using a sampling technique having a minimum detection limit of 0.001)

Dischargers who are required to test only once per month must report the results on the day that the test sample was taken. Also all dischargers should report any extra sampling done above and beyond the permit requirements.

--

If flow is monitored only once per month, the measurement should be made at the time of the sample when other parameter samples are taken. If there is flow during the month then sampling and reporting must occur at that time. This is your responsibility.

--

When a parameter is required to be monitored at a frequency that is less than once each month, such as quarterly, semi-annually or annually, the results of all monitoring should be reported on the pre-printed federal discharge monitoring report (DMR) form for the last month in that monitoring period. If a sample is taken on a non-required month, include a separate page and indicate it as such. For example:

- Quarterly monitoring results should be reported on the March, June, September and December forms.
- Semi-Annual monitoring results should be reported on the June and December forms.
- Annual monitoring results should be reported on the December form.

IDEM recommends that samples be taken with the first discharge within each monitoring period. This allows the permittee to have the time to take additional samples if the first sample exceeds the monthly average effluent limit.

The permittee is required to submit completed state monthly monitoring report forms for each month of the monitoring period along with the federal DMR form at the end of each monitoring period. If no samples are collected during a specific month, then the state form for that month should be marked "No sample taken" or "No discharge" whichever is applicable.

--

If a specific parameter is required by the permit but it is not discharged for a particular month due to special reasons, (refer to your permit) then write 'No Discharge' in the appropriate column filling out the remaining columns as usual.

--

Any circumstances, which you feel, should be considered in evaluating violations should be put in a note or letter and mailed to this office within five days of your knowledge of the violation occurrence. Also, include a copy of this correspondence with the monthly forms. We will interpret these for entry into the computer.

--

Please type the report whenever possible and include all decimal points. Be sure to use the correct units. Forms that are difficult to read or incomplete may be considered to be in violation of the permit.

--

Make a copy of every report form for your records. Send the originals to us. A complete set of past records including a copy of the permit should be on site as well as in the files of the central office of the company. The IDEM inspectors will ask to see these at the time of inspection. These records need to be available for a minimum of three (3) years.

Please submit all completed forms to:

Indiana Department of Environmental Management
Office of Water Quality, Data Management Section
P.O. Box 6015
Indianapolis, Indiana 46206-6015

or

Indiana Department of Environmental Management
Office of Water Quality, Data Management Section
100 North Senate Avenue, Room 1255
Indianapolis, Indiana 46204

Remember only Principal Executive Officers, delegated Authorized Agents, and Certified Operators are responsible for to completing these forms.