SC DEPARTMENT of ENVIRONMENTAL SERVICES

National Pollutant Discharge Elimination System Discharge Monitoring Reports

National Pollutant Discharge Elimination System (NPDES) Permits require accurate monthly reporting of parameters permitted for discharge. The South Carolina Department of Environmental Services (SCDES) provides each permitted discharger a Discharge Monitoring Report (DMR) form. The DMRs are preprinted with the permittee's name, address, facility name, location, permit number, discharge pipe number, a DMR valid date, and the parameters to monitor. This information should be reviewed carefully to be sure it is correct. Any discrepancies should be reported to the SCDES permitting section.

The accuracy of DMR data is of great importance due to the volume of DMRs we receive and enter into our computerized tracking and reporting system (ePermitting). Therefore, it is necessary for the Department to place great emphasis on the enforcement of proper DMR submittal.

Please remember that accurate and complete DMRs are important to protect the integrity of the NPDES self-monitoring system. The submission of timely and complete DMRs is tantamount. **DMRs must be submitted by the 28th day of the month following the report month**, i.e., the DMR for sampling conducted in January must be submitted by February 28th. **A DMR is required for each monitoring period, even if the facility is not operational or is under construction**. If there is no discharge for the entire reporting period, report "NO DISCHARGE" on that outfall.

The Department has developed the attached DMR form instructions. We hope that you will use these instructions to assist you in checking for accuracy and completeness of DMRs forms.

Legal Notice

This report is required by law (33 U.S.C. 1318; 40 C.F.R. 125.27). Failure to report or failure to report truthfully can result in civil penalties not to exceed $10,000 per day of violation; or in criminal penalties not to exceed $25,000 per day of violation, or by imprisonment for not more than one year, or both.

DMR General Instructions Quick Guide

1. Confirm/enter dates beginning and ending "Monitoring Period" covered by form where indicated.

2. Enter "Sample Measurement" data for each parameter under "Quantity" and "Quality" as specified in permit. "Average" "Maximum" and "Minimum" are defined by the permit.

3. Under "No Ex" enter the number of sample measurements during monitoring period that exceed the maximum, and/or minimum, or 7-day (weekly) average permit requirement for each parameter. If none, enter "0".

4. Enter "Frequency of Analysis" as actual frequency of sampling and analysis used during monitoring period (e.g. Enter "1/7" for one day per week, "1/30" for one day per month, "1/90" for one day per quarter, etc.).

5. Enter "Sample Type" as actual sample type used during monitoring period (e.g. Enter "Grab" for individual sample, “24-hour composite, "estimate” for estimated flow, etc.)

6. If "no discharge" occurs during monitoring period, click the "No Discharge" box at the top of the DMR form. (If it is a paper form, write “No Discharge” across each page for which it applies)

7. “Lab ID” is the SCDES laboratory identification number, not certificate number

8. When violations of permit requirements are reported, include a brief explanation to describe cause and corrective actions to be taken, and reference each violation by date.

9. “Save” DMR information then “Validate and Review” form. (Follow prompts in ePermitting to submit.)

10. When paper DMR forms are submitted, enter "Name/Title of Principal Executive Officer" with "Signature of Principal Executive Officer or Authorized Agent", "Telephone Number ", and "Date" at bottom of form. Mail original signed DMR to office and by date(s) specified in permit. Retain copy for your records.

11. More detailed instructions for use of the Discharge Monitoring Report (DMR) form are included below.

1. The dates in the "**monitoring period**" section of the DMR form must be filled in for the monitoring period being reported. Monitoring periods typically cover a one month period, but may be for a quarter, year, etc. The "**FROM**" date is the first day of the monitoring period and the "**TO**" date is the last day of the monitoring period. To restate that another way, the monitoring period covers the first day of the period through (including) the last day of the monitoring period.
   For example: A DMR for the month of June 2024, would list a "**FROM**" date as 24/06/01 and a "**TO**" date as 24/06/30. Even if the facility did not discharge for the entire month, the monitoring period is still the first day of the month to the last.
   If a permit requires quarterly reporting with an effective date of say, February 1, 2024, the "**FROM**" date would be 24/02/01 and the "**TO**" date would be 24/04/30. Monitoring periods for those permits with quarterly, annual, or other requirements begin on the effective date of the permit (unless otherwise specified). If the discharge is shorter than the reporting period, explain the duration of the short discharge in the comment section of the DMR. Permits now specify a monitoring period in part **V.G** of the permit. If a facility is not discharging on that specified day, but discharges at some other time during the month, they are still required to monitor the discharge.

2. Fill in all open boxes of the sample measurement section under average, maximum, and minimum columns. The permit limits are listed under the sample measurement boxes. The open boxes must be filled in with the results. **ALL VALUES MUST BE ENTERED AS A NUMBER**; for example, "below detection" is not allowed. If a parameter is not monitored, ***E** should be entered on that line of the DMR. For each parameter, the "LAB ID" (laboratory identification number) for the laboratory conducting that analysis must be reported. The only exception being flow estimates.

3. Fill in the "**NO EX**" (number of exceptions) block with the number of sample measurements during the monitoring period that exceed the: maximum, minimum, and/or seven day (weekly) average permit requirement for each parameter. The number should be the total of all exceptions during the reporting period; this includes loading and quality or concentration limits. If no violations have occurred during the reporting period, enter "0".
   For example: If your facility has permit limits for BOD of 30mg/l monthly average, 45 mg/l weekly average, you are required to monitor BOD once per week and the following results are obtained: your BOD for the first week is 48mg/l and the BOD results for the remaining weeks of the month are 20mg/l, then you would report "1" in the "**NO EX**" column. The one exception being the

weekly average of 48mg/l which occurred during the first week. This example assumes that there are no mass/quantity (pounds) violations for the parameter. If there were BOD mass violations, they too would be included in the total reported in the "**NO EX**" column.

4. Enter the "**frequency of analysis**" used during the monitoring period. This is the actual number of times samples were collected and analyzed.
   For example: If a facility is required to monitor a parameter once per week, they may have sampled more frequently, say five times per week, the reported "**frequency of analysis**" would be "05/07", while the permit frequency is listed as "01/07". Likewise, if the required frequency is daily (listed as "01/01"), but due to unforeseen circumstances samples were only collected for 23 days out of a possible 30, then the correct "**frequency of analysis**" would be "23/30". In this example an explanation for the reduced frequency must be included in the comment section or uploaded on an attached sheet.

5. Enter the "**Sample Type**". This is the actual sample type used during the monitoring period. It should be the same as the listed permit requirement.
   For example: If the required sample type is "grab" and a grab sample is collected, then "grab" should be entered in the "sample type" block. However, if the required sample type calls for "24-hour composite" but a grab sample is collected, then "grab" would be entered in the "sample type" block and an explanation as to why the sample type was different from that required included on the DMR.

6. **The DMR must be submitted by a certified authorized user**. For paper DMRs, the principal executive officer's name and title must be printed or typed in the space provided. This is the responsible official for the facility, NOT the operator or lab personnel. A signature stamp is not acceptable. Additionally, the telephone number and the date the DMR is prepared must be entered in the appropriate blocks on the form.
   Should a paper DMR be prepared, the completed DMR form can be mailed to:

   SC Department of Environmental Services
   Bureau of Water Pollution Compliance and Enforcement
   2600 Bull St.
   Columbia, SC 29201

   A copy should be retained by the permittee for their records. Federal regulations require that these records be retained for a minimum of 3 years.

IMPORTANT POINTS TO REMEMBER:

The units reported must be the same as those listed in the NPDES permit. A common error by permittees is to report flow in units other than Million Gallons per Day (MGD). If the permit specifies MGD, then the flow must be reported in MGD.
For example: 2000 gallons per day should be reported as 0.002 MGD.

All paper copies must be legible and filled out completely.