



## Self Monitoring Reporting Forms (SMRF) Frequently Asked Questions

**ADEQ has created this Frequently Asked Questions (FAQ) document to assist in answering frequently asked questions on how to complete the Self Monitoring Reporting Forms (SMRF).**

### **What is a SMRF?**

The Self Monitoring Reporting Form (SMRF) is a template created by ADEQ for facilities that have a Aquifer Protection Permit. The SMRF is developed based on requirements in the permit to ensure that monitoring is conducted properly. The permittee is required to monitor and report results on the provided SMRF.

### **Why do I receive a new copy of my SMRF?**

ADEQ provides the permittee a complete copy of the SMRF when a new permit is issued, modified, or amended. The blank set of SMRF covers all the monitoring requirements and reporting frequencies of the permit.

### **Can I create my own SMRF?**

No, ADEQ does not allow you to create your own forms. Forms that have been altered will not be accepted by ADEQ database.

### **Can I change the order of my SMRF?**

No, the organization of the parameters must remain in the orders that exist on your SMRF.

### **How are SMRFs organized?**

The SMRF is organized by Sampling frequency, Reporting frequency, then monitoring point.

### **Why do I need to provide my contact telephone number before submitting the SMRF to ADEQ?**

Providing a contact name and telephone number will expedite clearing up any issues found during data entry. The contact name and telephone number should be provided on the SMRF in the upper left field.

### **If I forgot to sample a quarter, can I sample in the next quarter?**

No, the quarter is defined in your permit and must be sampled within that period. We suggest sampling be done in the beginning of each quarter.

### **Why does the SMRF need to be signed by a Principal Executive officer or Authorized agent to be accepted by ADEQ?**

It is a legal requirement that the SMRF be signed by Principal Executive officer or Authorized agent. If the SMRF is not signed by the principle executive officer or authorized agent then ADEQ cannot accept the submittal.

### **How do I report my results when the lab sends me the results in micrograms per liter (ug/l), but my SMRF results need to be in milligrams per liter (mg/l)?**

Your results must be converted to the correct unit of measurement required in your permit and reported on your SMRF.

### **Should I leave blanks on the SMRFs if I do not have results?**

You should never leave blanks on the SMRFs where results are required. You should explain why a result is not provided for each parameter.

### **How do I know when I should report YES or NO on my SMRF?**

The only results that should be reported as Yes or No are results being reported for the 4 of 7 Fecal or 4 of 7 E. Coli parameter calculations. Yes should be reported when you have met the standard and No should be reported when you have not met the standard.

### **How should I report my freeboard results on my SMRF?**

Reporting freeboard now requires a T or F in the result field. The T in the result field represents a (True violation) of your permit limit. The F in the result field represents everything is "Fine" (Freeboard is within your limit) of your permit.

### **How should I report results pending from my laboratory?**

You should turn in your SMRF on time to avoid a non-submittal violation. Write a comment on the SMRF next to the parameter to notify data entry why the result is not being submitted.

### **How should I correct an error on a previous SMRF submission?**

When resubmitting a modified SMRF, the amended pages should have AMENDED written on the upper portion of the page. Any necessary changes should be highlighted and must include a re-certification signature page or cover letter.

**If I cannot use NODI codes on my SMRF, how do I report no data issues?**

NODI codes are used by AZPDES permitted facilities (Federal Program) for reporting on a Discharge Monitoring Report (DMR). SMRF reporting (State Program) requires a reason a sample is not being provided in the result field.

Examples of commonly reported reasons:

- No Discharge
- Dry Well
- Phase Monitoring
- Facility Not Constructed
- Holiday Conditional Monitoring
- Weekend
- No Sample
- No Flow

**My facility has not been constructed. Do I still have to submit a SMRF?**

Yes, you need to submit your SMRF to demonstrate that you are meeting the reporting requirements of your permit for each applicable reporting period. Write across the result portion of your SMRF "Facility Not Constructed".

**What are the beginning and end monitoring period dates on a Quarterly SMRF?**

The begin date is first day of that monitoring quarter and end date is last day of that same quarter.

**SMRF Quarterly Monitoring Period**

	<b>Begin Date</b>	<b>End Date</b>	<b>Report Due</b>
1ST QTR 2014	1/1/15	3/31/15	4/30/15
2ND QTR 2014	4/1/15	6/30/15	7/30/15
3RD QTR 2014	7/1/15	9/30/15	10/30/15
4TH QTR 2014	10/1/15	12/31/15	1/30/16

**Submit your Quarterly SMRF once per quarter.**

**What are the beginning and end monitoring period dates on a Semiannual SMRF?**

The begin date is first day of that monitoring semiannual period and end date is last day of that same semiannual period. There are two semiannual periods in a year.

**When is a semiannual SMRF due to ADEQ?**

The semiannual SMRF is due to ADEQ 30 days after the end of the semiannual monitoring period. The 1st semiannual 2015 SMRF is due by July 31, 2015. The 2nd semiannual 2015 SMRF is due by 1/30/2016.

**SMRF Semiannual Monitoring Period**

	<b>Begin Date</b>	<b>End Date</b>	<b>Report Due</b>
1ST SEMI ANNUAL 2014	1/1/15	6/30/15	7/30/15
2ND SEMI ANNUAL 2014	7/1/15	12/31/15	1/30/16

**Submit your Semiannual SMRF once per semiannual period.**

**What are the beginning and end monitoring period dates on an Annual SMRF?**

The begin date is first day of that monitoring Annual period and end date is last day of that same Annual period. There is one annual period in a year.

**SMRF Annual Monitoring Period**

	<b>Begin Date</b>	<b>End Date</b>	<b>Report Due</b>
ANNUAL 2014	1/1/15	12/31/15	1/30/16

**Submit your Semiannual SMRF once per semiannual period.**

**How do I calculate Geometric Mean?**

The 5-month rolling geometric mean (GM5) is determined by multiplying the five (5) most recent monthly sample values (m1, m2, etc.) together then taking the fifth root of the product.

$$GM_5 = \sqrt[5]{(m_1)(m_2)(m_3)(m_4)(m_5)}$$

Example:

The required month is December:

- August = 12.0 mg/l
- September = 8.0 mg/l
- October = 5.0 mg/l,
- November = 10.0 mg/l
- December = 8.0 mg/l

$$\sqrt[5]{(12)(8)(5)(10)(8)} = \sqrt[5]{38400} = 8.2 \text{ mg/l is the geometric mean for December.}$$

When one of the 5 monthly sample value is less than the reporting limit use a value 1 significant digit less than the reporting limit in the calculation.

For Example:

less than 2 becomes "1.9". It is never appropriate to use zero as one of the monthly sample values.

**How do I calculate the Seven Sample Median?**

The seven sample median is determined by collecting the 7 most recent weekly or monthly samples and then arranging them in ascending or descending order and selecting the middle or "median" as the result.

Example:

- week/month 1 = 5
  - week/month 2 = 8
  - week/month 3 = 10
  - week/month 4 = 9
  - week/month 5 = 1
  - week/month 6 = 0
  - week/month 7 = 4
- (0, 1, 4, 5, 8, 9, 10 The result is 5 for seven sample median).

**How do I determine my daily sampling for fecal coliform or E. Coli?**

When daily sampling is required for fecal coliform or E. coli in the permit “daily” is defined as every day in which a sample can practicably be obtained and delivered in sufficient time for proper analysis, provided that no less than four (4) samples in each seven-day period are obtained and analyzed.

**How do I calculate the 4 out of 7 sampling for discharge monitoring (BADCT)?**

When daily sampling is required for fecal coliform or E.Coli, if at least four (4) out of the last seven (7) daily samples in a week are below the discharge limit in the permit, report “YES” in the appropriate spaces that correspond to that week on the SMRF (indicating that the standard has been met.) A week is defined as Sunday thru Saturday. However, if there are not four (4) out of the last seven (7) samples in a week that are below the discharge limit in the permit, report “NO” in the appropriate spaces that correspond to that week on the SMRF (indicating that the standard has not been met). (Note: The YES/NO calculation must start on the last day of the quarter and move backwards.)

**How do I calculate the 4 of 7 sampling for Reclaimed Water monitoring?**

The four (4) out of seven (7) rule is applied daily. In order to comply with the Rule four (4) out of every seven (7) daily samples must meet the discharge limit in the permit. For example, in order to report for Sunday, you would start at Sunday and count 6 days back to determine are four (4) out of the last seven (7) daily samples below the discharge limit in the permit. If this is the case, then you report “YES” in the corresponding space for that Sunday. Then you would move to Monday and count back 6 days to see if four (4) out of the seven (7) days are below the discharge limit and write down a “YES” for Monday if the standard was met. You continue on and do this for each day in that month

for the four (4) out of seven (7) sampling requirement. If any time during the month 4 out of the last 7 samples for a day are not below the discharge limit, report “NO” for that day.

**How do I calculate my monthly average flow?**

To calculate monthly average flow add up each day for Total Flow and then divide total flow by number of days in that month.

Example: May total is 1,465,000 gallons. 1,465,000 gpd/31 days = 47,258 gpd for monthly average.

**How do I convert my results from gallons per day to million gallons per day?**

Converting gallons per day to million gallons per day is done by taking the result of 47,258 gpd ÷ 1,000,000 = .047 mgd (rounded up).

**How do I stay within my reporting frequency when I have weekly sampling for freeboard?**

Weekly sampling / visual inspection refers to results that must be sampled on a weekly basis in a quarter. This means that 13 results are required each quarter for the weekly sampling to be completed correctly. In order to accomplish this you must start on the first day of the reporting quarter and count out 7 days to get 13 separate results.

For example this is how the 1st quarter should be counted out and reported:

**January through March (1st Quarter)**

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
1/1 - 1/7	1/8 - 1/14	1/15 - 1/21	1/22 - 1/28	1/29 - 2/4	2/5 - 2/11	2/12 - 2/18

Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
2/19 - 2/25	2/26 - 3/4	3/5 - 3/11	3/12 - 3/18	3/19 - 3/25	3/26 - 3/31

**My results are below the detection limit, why can't I report ND or 0?**

Results cannot be reported as ND or 0 because your permit requires a statistical value, you may enter the result as less than (<) the method detection limit.

**For more information**

**SMRF Hotline:**

(602) 771-4681

*Sampling/visual inspections can be taken anytime during the 7 day period. The last week may or may not have 7 days in it but a weekly result is still required. April 1 starts the 2nd quarter and the new weekly reporting. It is recommended to begin sampling/inspections on the first day of the reporting period in order to achieve 13 results for each quarter.*