



## Filling Out a Discharge Monitoring Report (DMR) for Individual AZPDES Permits FAQs

### What is a Discharge Monitoring Report (DMR)?

A report provided by ADEQ to facilities that have an individual Arizona Discharge Elimination System (AZPDES) permit. Based on permit requirements, the permittee is required to monitor and report results on the DMR.

### Can I create my own DMR?

No, the permittee must use ADEQ's DMR forms to ensure the DMR conforms to the permit. ADEQ provides the permittee a copy of the DMR when a new permit is issued or reissued. The DMR is specific to the facility and is made to ensure that all required reporting is completed.

### How are DMRs organized?

DMRs are organized by reporting frequencies, and the permittee receives a DMR for each of the reporting frequencies specified in the permit. The Discharge# on the upper right of the DMR designates the outfall number and reporting frequency (fourth character):

- A** — Monthly DMR
- Q** — Quarterly DMR
- S** — Semiannual DMR
- Y** — Annual DMR

### How do I submit a DMR?

The Federal e-Reporting Rule requires digital submission for all DMRs. To submit a DMR, register for a free myDEQ, ADEQ's online portal, account at [azdeq.gov/](http://azdeq.gov/)

[myDEQ/register](http://myDEQ/register). For more information, including how to register and links to user guides, visit [azdeq.gov/myDEQ](http://azdeq.gov/myDEQ).

### How do I know where to report results on the DMR?

For a parameter, if there is a numeric value or if "REPORT" is written in the gray box, a result is required. The results should be recorded in the white box located above the gray box designated for limits. If you see \*\*\*\*\* in the gray box, no values should be reported in the white box above it.

### Why did I receive multiple copies of DMRs?

When a new AZPDES permit or permit renewal is issued, a full blank DMR covering all of the monitoring requirements and reporting frequencies of the permit is sent to the permittee.

### I am still awaiting results from the laboratory, but the DMR due date is approaching. What should I do?

It is better to be on time with the DMR and submit partial results in order to avoid a non-submittal violation. Include that you are still waiting for results and which results you are waiting for on the DMR (next to the parameter) and cover letter and submit the DMR on time. Send amended DMR when results are received.

### Why does the DMR need to be signed by a principle executive officer or authorized agent?

It is a legal requirement. If the DMR is not signed by a principle executive officer or authorized agent, ADEQ cannot accept it.

### Should the person filling out the DMR provide a contact number and date the DMR before submitting to ADEQ?

Yes, by using the spaces provided on the lower right portion of the DMR that says "Signature of Principle Executive Officer and Telephone." The phone number will help ADEQ staff contact the person filling out the DMR in case there are issues with submittal.

### Do I need to provide laboratory data in addition to my DMRs?

Yes. Part II B2 of the permit states "The permittee shall submit with the DMR, copies of the original lab results for all parameters monitored during the reporting period."

### What should I do if I find a mistake on my DMR?

If you find a mistake on a DMR that has been previously submitted, make any necessary corrections, highlight the changes, and submit the amended DMR to ADEQ. Prior to submitting the amended DMR, please write "Amended" at the top of the document before mailing.

## What are NODI codes?

A NODI or No Data Code is a code that can be used on the DMR to report no discharge. The NODI code can be used at the form level to report no discharge or at the parameter level to report a specific monitoring condition. Learn more about NODI codes at [static.azdeq.gov/permits/azpdes/nodi.pdf](http://static.azdeq.gov/permits/azpdes/nodi.pdf).

Common NODI Codes	
NODI	What does it mean?
B	Below detection limit
C	No discharge
D	Lost sample
E	Analysis not conducted
F	Insufficient flow for sampling
G	Sampling Equipment Failure
Q	Not quantifiable
2	Operations shutdown
8	Other (reason must be explained in cover letter)
9	Conditional monitoring not required this period

**Please check Part IIB to see if the use of NODI(B) or NODI(Q) is allowed when reporting on the DMR.**

### My facility didn't have a discharge this month. Do I still have to submit a DMR?

Yes, you still need to submit the DMR to indicate that no discharge is present. Use one of the NODI codes and provide comments to indicate why there was no discharge. Write the NODI Code "C" in the No Discharge box on the DMR and provide comments to explain why you have no discharge in the space provided on the DMR. If you do not submit your DMR, your facility is not in compliance with your permit requirements.

### Should I leave blanks on the DMR if I don't have results?

You should never leave blanks on DMRs where results are required. You should use NODI codes provided on this FAQ, to show the reason why results are not available. Only one NODI code should be used per parameter per line.

### What are the begin and end monitoring period dates on a monthly DMR?

The begin date is the first day of the month and the end date is the last day of that same month. Monthly DMRs are submitted once per month, due to ADEQ on the 28th of each month.

### What are the begin and end monitoring period dates on a quarterly DMR?

The begin date is the first day of that monitoring quarter and end date is the last day of that same quarter. Quarterly DMRs are submitted once per quarter period, due to ADEQ 28 days after the end of the quarterly monitoring period.

## Quarterly Monitoring

Period	Begin Date	End Date	Report Due
First	1/1	3/31	4/28
Second	4/1	6/30	7/28
Third	7/1	9/30	10/28
Fourth	10/1	12/31	1/28

### What are the begin and end monitoring period dates on a semiannual DMR?

The begin date is the first day of that monitoring semiannual period and end date is the last day of that same semiannual period. Semiannual DMRs are submitted once per semiannual period (twice per year), due 28 days after the end of the semiannual monitoring period.

## Semiannual Monitoring

Period	Begin Date	End Date	Report Due
First	1/1	6/30	7/28
Second	7/1	12/31	1/28 (following year)

### What are the beginning and end monitoring period dates on an annual DMR?

The begin date is the first day of that monitoring annual period (January 1) and end date is the last day of that same Annual period (December 31). Annual DMRs are submitted once per year, due January 28.

## How do I calculate Loading?

$$\text{In kg/d} = \text{Flow (MGD)} \times \text{Concentration (mg/l)} \times 3.786$$

$$\text{In g/d} = \text{Flow (MGD)} \times \text{Concentration (\u00b5g/l)} \times 3.786$$

## How do I calculate Percent Removal?

$$\frac{(\text{Influent Concentration} - \text{Effluent Concentration}) \times 100}{\text{Influent Concentration}}$$

## How do I calculate the Ammonia Impact Ratio?

First you will need Ammonia, PH and Temperature results for the Ammonia Log.

### Ammonia Data Log

A	B	C	D
Sample date	Ammonia Concentration (effluent) (mg/l N)	pH (effluent receiving water)	Temperature (effluent receiving water) (celsius)
5/1/17	1.31	7.0	22

Then you will need to use the Ammonia Standards Chart to find the Ammonia Standard based on the PH and Temperature from the Ammonia Data Log.

### Ammonia Standards Chart

pH	0	14	16	18	20	22
6.5	6.67	6.67	6.06	5.33	4.68	4.12
6.6	6.57	6.57	5.97	5.25	4.61	4.05
6.7	6.44	6.44	5.86	5.15	4.52	3.98
6.8	6.29	6.29	5.72	5.03	4.42	3.89
6.9	6.12	6.12	5.56	4.89	4.3	3.78
7	5.91	5.91	5.37	4.72	4.15	3.65

Once you have the Ammonia Standard from the Ammonia Standard Chart you will need to calculate the Ammonia Impact Ratio:

$$\text{Ammonia Concentration (Effluent)} / \text{Ammonia Standard}$$

Enter result on the Ammonia Data Log in column F.

### Ammonia Data Log

A	B	C	D	E	F
Sample date	Ammonia Concentration (effluent) (mg/l N)	pH (effluent receiving water)	Temperature (effluent receiving water) (celsius)	Ammonia standard	Ammonia impact ratio (column B/ column E)
5/1/17	1.31	7.0	22	3.65	0.4

## My results are below the detection level. How should I report this on the DMR?

If you do not know what the detection level is, please consult your lab documents. Consult Part IIB of your permit for instructions on reporting below-detection-level situations on the DMR.

## How do I determine the detection limits of my instrument?

A Method Detection Limit (MDL) study must be completed. Please consult with the Arizona Department of Health Services on the method and how often to conduct the MDL study. Visit [azdhs.gov/preparedness/state-laboratory/lab-licensure-certification/index.php](http://azdhs.gov/preparedness/state-laboratory/lab-licensure-certification/index.php) to find contact information.

## For more information, contact the Water Quality AZPDES permits Unit:

602-771-4623  
Toll Free: 800-234-5677  
Ext 602-771-4623

ADEQ will take reasonable measures to provide access to department services to individuals with limited ability to speak, write, or understand English and/or to those with disabilities. Requests for language interpretation services or for disability accommodations must be made at least 48 hours in advance by contacting: 7-1-1 for TDD; 602-771-2215 for Disability Accessibility; or Ian Bingham, Title VI Nondiscrimination Coordinator at 602-771-4322 or [idb@azdeq.gov](mailto:idb@azdeq.gov).

ADEQ tomar\u00e1 medidas razonables para proveer acceso a los servicios del departamento para personas con capacidad limitada para hablar, escribir o entender Ingl\u00e9s y / o para las personas con discapacidad. Las solicitudes de servicios de interpretaci\u00f3n del lenguaje o de alojamiento de discapacidad deben hacerse por lo menos 48 horas de antelaci\u00f3n poni\u00e9ndose en contacto con Ian Bingham, Title VI Nondiscrimination Coordinator al 602-771-4322 o [idb@azdeq.gov](mailto:idb@azdeq.gov).