



Part I:

Introduction to the MRF for CSO Reporting



Training Overview

Part I

Introduction to the MRF for CSO Reporting

- What is an MRF?
- Which MRF is used for CSO reporting?
- Endorsement Requirements
- Submission Requirements
- Electronic Submission of MRFs
- Additional Training and Resources on MRFs

What is a Monitoring Report Form (MRF)?

- A standard NJDEP form for the reporting of self-monitoring results by NJPDES permittees.
- MRFs are generated based on the monitoring requirements contained within Part III of NJPDES permits.
- 3 different types
 - Discharge Monitoring Report (DMRs)
 - Waste Characterization Reports (WCRs)
 - Residual Transfer Reports (RTRs)



Surface Water Discharge Monitoring Report

PI 12345

PERMIT NUMBER: **NJ0123456** MONITORED LOCATION: **001A CSO** MONITORING PERIOD: **1/1/2016 TO 1/31/2016** FACILITY NAME: **MUNICIPALITY "X"**

PARAMETER		QUANTITY	GRADING	UNITS	QUALITY OR CONCENTRATION			UNITS	NO. EX.	FREQ. OF ANALYSIS	SAMPLE TYPE
Solids/Floatables *SOLF 1 Effluent Gross Value	SAMPLE MEASUREMENT	*****	*****	*****	*****		*****	CU YARDS			
	PERMIT REQUIREMENT	*****	*****		*****	REPORT 01MOTO	*****			1/Month	MEASRD
	QL	*****	*****		*****	*****	*****				
Precipitation 00193 1 Effluent Gross Value	SAMPLE MEASUREMENT	*****	*****	*****	*****		*****	# INCHES			
	PERMIT REQUIREMENT	*****	*****		*****	REPORT 01MOTO	*****			1/Month	MEASRD
	QL	*****	*****		*****	*****	*****				
Duration Of Discharge 50037 1 Effluent Gross Value	SAMPLE MEASUREMENT	*****	*****	*****	*****		*****	# OF DAYS			
	PERMIT REQUIREMENT	*****	*****		*****	REPORT 01MOTO	*****			1/Month	ESTIMA
	QL	*****	*****		*****	*****	*****				
Lab Certification # 99999 99 Lab	SAMPLE MEASUREMENT										
	PERMIT REQUIREMENT	REPORT Lab #	REPORT Lab #		REPORT Lab #	REPORT Lab #	REPORT Lab #			Not Applic	NOT AP
	QL	*****	*****		*****	*****	*****				

So which MRF is used for CSO reporting?
Answer: a DMR

Comments: Should the permittee have any questions regarding this form, the permittee should contact the Bureau of Surface Water Permitting CSO Program at (609) 292-4860.

Endorsement of CSO DMRs

- Certified by the highest ranking licensed operator having day-to-day managerial and operational responsibilities for the treatment works, including the responsibility to authorize capital expenditures or hire personnel.
 - Where a local agency has contracted with another entity to operate the treatment works, the highest ranking official of the contracted entity shall certify the DMR.
- If the official certifying the DMR does not have the ability to authorize capital expenditures and hire personnel for the local agency, the person having those responsibilities shall also certify the DMR.
 - Indicates that the person has received and reviewed the DMR.
- Officials required to certify the DMR may delegate that responsibility to another high ranking official consistent with N.J.A.C.7:14A-4.9(b).



Submission of CSO DMRs

- Monthly submission frequency
 - Due 25 days after the last day of the monitoring period
- First DMR due on or before August 25, 2015
 - Based on the final permit effective date of July 1, 2015
- Two methods of submission:
 - Paper format via regular mail
 - Electronic file format via the NJDEP's Electronic MRF Submission Service
 - ***Strongly encouraged by NJDEP***



Benefits of DMR Electronic Reporting

- Cost Savings on...
 - *paper, envelopes, postage and handling to mail MRFs and*
 - *physical storage capacity needed for submitted MRFs.*
- Improves Quality of Data Flow
 - *Built-in form validations minimize erroneous violations and ensure data integrity.*
 - *Submitted information not open to interpretation*
- Improves NJDEP efficiency in data analysis, compliance assessment, and decision-making
- **BUT WAIT....THERE'S MORE!!!!**



More Benefits of DMR Electronic Reporting

- Convenience
 - *Timely access to the most up-to-date forms*
 - *Electronic forms may be printed and submitted, if necessary*
 - *Immediate feedback through portal and email communication*
 - *24/7 online availability of electronic reporting systems, facilitating timely submittals*
 - *Easily manage DMR submissions for multiple NJPDES facilities and permits*
 - *Facility administrator security gives Permittees maximum flexibility in management of their online account*
- Environmentally Friendly
 - *There is no paper to file*

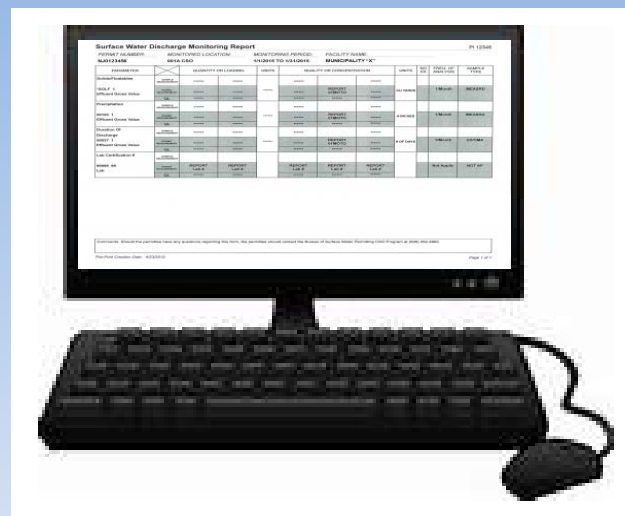


...saving a few trees along the way!



Simple DMR Electronic Submission Process

1. Access the “NJPDES Monitoring Reports (DMRs, WCRs, RTRs)” service through NJDEP Online portal.
2. Search for and select your facility
3. Download the desired monitoring report form (as a Microsoft Excel spreadsheet) to your hard drive.
4. Open the file from your hard drive.
5. Complete the MRF submittal form and the MRF electronic “shell”.
7. Validate, lock, and upload the MRF spreadsheet.
8. Certify the uploaded MRF spreadsheet.



CSO DMR: Paper copy vs. Electronic "shell"



State of New Jersey
Department of Environmental Protection
Surface Water Discharge Monitoring Report

PI: 47000

Shell Generation Date: 1/16/2019

TRENTON SEWER UTILITY - NJ0020923 - 002A CSO - 07/01/2015 - 07/31/2015

Discharge Monitoring Data:

Parameter		Quantity or Loading		Units	Quality or Concentration			Units	No Ex.	Frequency of Analysis	Sample Type
Solids/Floatables	Sample Measurement	*****	*****	*****	*****	60	*****	CU YARDS		1 Month	MEASRD
*SOLF 1	Permit Requirement	*****	*****		*****	REPORT 01MOTO	*****			1/Month	MEASRD
Effluent Gross Value	QL	*****	*****		*****	*****	*****				
Precipitation	Sample Measurement	*****	*****	*****	*****	2	*****	# INCHES		1 Month	MEASRD
00193 1	Permit Requirement	*****	*****		*****	REPORT 01MOTO	*****			1/Month	MEASRD
Effluent Gross Value	QL	*****	*****		*****	*****	*****				
Duration Of Discharge	Sample Measurement	*****	*****	*****	*****	1	*****	# OF DAYS		1 Month	MEASRD
50037 1	Permit Requirement	*****	*****		*****	REPORT 01MOTO	*****			1/Month	MEASRD
Effluent Gross Value	QL	*****	*****		*****	*****	*****				
Lab Certification #	Sample Measurement										
99999 99	Permit Requirement	REPORT Lab #	REPORT Lab #		REPORT Lab #	REPORT Lab #	REPORT Lab #			Not Applic	NOT AP
Lab	QL	*****	*****		*****	*****	*****				

EPA's Proposed E-Reporting Rule

- Requires that NPDES regulated entities submit various permit and compliance monitoring information, including DMRs, electronically.
- Electronic submission of DMRs to occur 1 year after the effective date of the rule.
- Rule Timeline:
 - July 30, 2013: Proposal published in Federal Register (FR)
 - December 1, 2014: Supplemental notice published in FR
 - October, 2015: Anticipated Publication of Final Rule in FR
 - December, 2015: Anticipated Final Rule Effective Date



**I am interested in submitting CSO
DMRs electronically! What are
the next steps?**



DMR Electronic Reporting Essentials

- Personal Computer with Windows OS
- Internet Access
 - NJDEP Online optimized for IE9 or later and Firefox v26 or later
- Email address
- Microsoft Excel
- Electronic Storage
- An executed agreement between NJDEP and the Responsible Official participating in the electronic MRF submission service
 - Available at <http://www.nj.gov/dep/dwq/mrf.htm>.



NJPDES EDI AGREEMENT

Prior to submission of this form you must create a User Profile for the NJDEP-Online Portal at www.njdepsonline.com. Please specify the User ID below. All information on this form must be completed. Incomplete forms will not be processed.

Section A: Conditions of Participation

The Applicant, referred to as the Permittee from this point on, understands that participation in the electronic submission of NJPDES Monitoring Report Forms (MRFs) is equivalent to the existing manual operation. The Permittee understands that current NJPDES rules and regulations remain in full force. MRFs include the Discharge Monitoring Report form (DMR), the Waste Characterization Report form (WCR) and the Residuals Transfer Report form (RTR). The NJDEP does not make any claims or warrants as to the reliability of the EDI application. The Permittee understands that aside from routine server maintenance there could be periods when the application, through no fault of the NJDEP or the Permittee, is not available. If applicable, the NJDEP will respond to late and non-submittal situations in accordance with the statute and regulations and in the same manner as they are presently handled, including the evaluation of claims of extenuating circumstances or inadvertent omissions.

Upon approval, the Permittee shall be given Facility Administration access rights to the NJPDES EDI application. Facility Administration will allow the Permittee to manage NJPDES EDI user access to their permit or permits, thus allowing them to adjust for personnel changes without the involvement of the NJDEP. Finally, the Permittee is fully aware that all submittals that have been certified through the NJPDES EDI application constitute a legally binding document.

Section B: Facility Information

Please list the NJPDES Permits for which you would like to submit MRFs electronically:

* NJPDES Permit(s) (enter one or more): NJ _____ Facility Name: _____
Street Address: _____
City: _____ State: NJ Zip: _____

NJ _____ Facility Name: _____
Street Address: _____
City: _____ State: NJ Zip: _____

* If applying for more than 2 please enter information on back of this form.

Section C: Facility Administrator Information (Note: This must be an employee of the above organization)

The following information is needed in order to give an individual the security rights to manage NJPDES EDI user access to their permit or permits. We strongly discourage multiple Facility Administrators. However, if you decide that you would like a backup, please check this field ☐ and list that information on the back of this form.

Name of Person Requesting access: _____ @ _____
Print Name Title E-mail address
Phone User ID (previously specified at the NJDEP On-Line Login Screen in User Profile)

Section D: Responsible Official Certification

A Responsible Official is defined in N.J.A.C. 7:14A-4.9 as follows:

- **For a corporation:** A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1990 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures, or a duly authorized representative.
- **For a partnership:** A general partner or a duly authorized representative.
- **For a sole proprietorship:** The proprietor or a duly authorized representative.
- **For a government agency:** A ranking elected official; or the chief executive officer of the agency; or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator); or a duly authorized representative.

"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 purposely, knowingly, recklessly, or negligently submitting false information."

Your signature indicates your desire to participate in the NJPDES EDI program and your acceptance of all the terms and conditions in this document.

Responsible Official Name Title Responsible Official Signature Date Phone

Return to: Mail Code 401-02B
NJDEP – Permit Administration Section
401 E. State St., PO Box 420
Trenton, NJ 08625-0420
Attn: Deborah Esposti

Do Not Write Below This Line - For NJDEP Use Only

Processed By: _____ Signature _____ Date _____

NJPDES Electronic MRF Submission Service Agreement (i.e. NJPDES EDI Agreement)



Additional Training and Resources on MRFs

- Additional information regarding MRFs can be found at <http://www.nj.gov/dep/dwq/mrf.htm> including:
 - Do's and Don'ts of MRFs
 - NJPDES Monitoring Report Form Manual
 - Presentations on the Electronic Submission of MRFs
 - NJPDES Electronic MRF Submission Service Agreement Form (i.e. NJPDES EDI Agreement)
 - NJPDES EDI Reference Manual
- DMR training offered by Rutgers as part of continuing professional education
 - Training Contact Hours (TCHs) and Continuing Education Units (CEUs) awarded for NJ wastewater licensed operators
 - For more information, visit:
www.cpe.rutgers.edu/courses/current/eo0303cb.html



Training Recap

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Part II

Completing a CSO DMR

- DMR Submittal Form
- DMR Form
 - Solids/Floatables (S/F)
 - Duration of Discharge
 - Precipitation
 - Laboratory Certification #



Questions regarding submission of DMRs can be directed to Debbie Esposti via...

<u>Mail:</u>	Mail Code 401-02B NJDEP Division of Water Quality Permit Administration Section P.O. Box 420 401 E. State Street Trenton, NJ 08625-0420
<u>Telephone:</u>	(609) 984-4428
<u>Email:</u>	Debbie.Esposti@dep.nj.gov

