

Quick Guide CSO Discharge Monitoring Report (DMR) Form Submission

CSO Parameters

- After January 1, 2016 check that there are four parameters listed on the DMR with the lowest CSO outfall number: *Solids/Floatables (S/F)*, *Precipitation*, *Duration of Discharge*, and *Lab Certification #*. The remaining CSO outfalls should only list *Duration of Discharge*, and *Lab Certification #*.
- Open fields for the **Lab Certification #** parameter should ALWAYS be left blank.
- Open fields under the **Frequency of Analysis** column should **always** be reported as 1/Month.

<i>Solids/Floatables (S/F):</i>	<i>Precipitation:</i>	<i>Duration of Discharge:</i>
<ul style="list-style-type: none"> ➤ S/F represents the total volume (reported in cubic yards) of all S/F removed and disposed of from all outfalls during the month. ➤ Reporting a S/F value is only necessary when the S/F material is measured for disposal (e.g. filled dumpsters). ➤ If there is no S/F disposal during the month, the permittee shall report Code=N on the DMR. ➤ <i>Sample Type: always</i> reported as "Measured." 	<ul style="list-style-type: none"> ➤ Precipitation represents the total amount of precipitation (i.e. rainfall and snowmelt) measured during the monitoring period from a single rain gauge representative of the area. ➤ Trace amounts do not count towards total precipitation for the monitoring period. ➤ If multiple rain gauges are utilized please contact the Department. ➤ If there is no precipitation during the monitoring period, the permittee shall report zero (0) on the DMR. ➤ <i>Sample Type: always</i> reported as "Measured." 	<ul style="list-style-type: none"> ➤ Duration of Discharge represents the number of days (in whole numbers) that at least one discharge occurred from that outfall (i.e. not the number of discharge events). ➤ If there is no discharge from the first CSO outfall the permittee shall report zero on the DMR. If there is no discharge from any of the remaining CSO outfalls the permittee can check the "No Discharge this Monitoring Period" box for those outfalls on the DMR submittal form. ➤ <i>Sample Type: always</i> reported as "Estimated."

Due Dates

- DMRs must be submitted monthly and are due 25 days after the last day of the monitoring period.
- First DMR is due on or before August 25, 2015.
- There are two methods of DMR submission, paper or electronic, and electronic is strongly encouraged.

Endorsement

DMRs must be certified by the highest ranking licensed operator having day-to-day managerial and operational responsibility of the treatment works (including the authorization of capital expenditures and hiring personnel). Officials required to certify the DMR may designate another responsible official to certify the DMR on their behalf. If signee does not have authority to authorize capital expenditures or hire personnel, the person with these responsibilities must also sign the DMR. This assures proper personnel have seen the report. See N.J.A.C.7:14A-4.9(b).

Electronic Submission Tips *

1. Log in to NJDEP online at: <http://www.nj.gov/dep/online/>
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".
6. Validate, lock, and upload the MRF spreadsheet.
7. Certify the uploaded MRF spreadsheet.

* Requires access to a computer with Windows OS, internet access, Microsoft Excel, and electronic storage.

Need Help? See your CSO team leader (www.state.nj.us/dep/dwq/cso-contacts.htm).