

THE MOST COMMON DMR REPORTING ERRORS

Not paying attention - Most DMR errors (on paper or via electronic reporting) stem from complacency, rushing/lack of time or disinterest. *(Tip – AVOID INTERRUPTIONS while completing the DMR. Upon completion, put the DMR aside for a day and then review it. Also train someone else to do DMRs and have them review the DMR before submittal. And if possible, start working on the DMR earlier in the month to avoid rushing to meet the reporting deadline).*

Incorrect Weekly Average - Partial weeks at the end of the month carry over to the next month for WEEKLY AVERAGE reporting purposes ONLY. Remember - for DMR reporting purposes, a calendar week runs from Sunday through Saturday. *(See Chapter 3 Page 1 of the 2012 DMR Guidelines. Tip – At the beginning of each year make note of which weeks are carried over on your calendar).*

Incorrect reporting of violations (a.k.a. exceedances) - Report all violations in the No. of Exceedances box. Some people report just one violation when they have multiple violations. *(See Chapter 1, Page 5 and Chapter 3 Page 2 of the 2012 DMR Guidelines. Tip – Make a list of all violations [daily, weekly and monthly] on a separate piece of paper and use to correctly complete the No. of Ex boxes).*

Not correcting DMR errors properly - To correct an error on your paper DMR, cross out the error (with a single line) and enter the correct number in the field or box and initial. If you are submitting a revised DMR due to errors found by you or an inspector after submittal, correct as noted above, re-sign and re-date the DMR and forward to DES and EPA. Note: Using white out or correction tape is unacceptable. *(See Chapter 2 Page 1 of the 2012 DMR Guidelines).*

Average weekly loading calculated incorrectly. Each day's loading must be calculated separately - then averaged. Do not use the average flow and concentration for calculating the weekly average. *(See Chapter 3 Page 1 of the 2012 DMR Guidelines for guidance).*

Average monthly loading calculated incorrectly. Each day's loading must be calculated separately – then averaged. Do not use the average flow and concentration for calculating the monthly average. *(See Chapter 3 Page 2 of the 2012 DMR Guidelines for guidance).*

Not completing all reporting boxes - All reporting boxes on paper and electronic DMRs must be completed. Failure to complete all sample measurement boxes, without providing an explanation on the DMR or on a cover letter attached to the DMR, will result in EPA considering the omission a non-reporting violation. *(See Chapter 1 Page 4 of the 2012 DMR Guidelines for guidance. Tip - Take last month's DMR and compare with DMR you just completed to see if you missed anything; also have someone else review the DMR for omissions).*

Missing codes – Make sure appropriate Units, NoEx, Frequency of Analysis and Sample Type boxes are completed. (*Tip – Have someone else review your completed DMR before mailing*).

Incorrect daily flow averages - If you did not discharge every day of the month, divide total monthly flow by the number of days you discharged, not the number of days in the month. (*See Chapter 3 Page 3 of the 2012 DMR Guidelines for guidance*).

No explanation for violation in cover letter to the DMR - An explanation must be provided for all violations (*Provide an explanation for the violation with the violation list you made for reporting the number of violations. See Chapter 2 Page 2 of the 2012 DMR Guidelines*).

No explanation for reported sample measurement values less than/below the minimum level in your permit – The analytical method used and the laboratory detection limit of the analytical method used for **each** parameter in which a value below the permitted minimum value is measured during the monitoring period shall be included in the cover letter. (*See Chapter 2 Page 3 and Chapter 1 Page 4 of the 2012 DMR Guidelines*).

Permittee WET test certification statement not provided – The WET test certification statement must be included with each WET report – REMEMBER TO SIGN AND DATE THE CERTIFICATION STATEMENT (*Tip – Provide your contract laboratory with blank copies of the certification statement and have them incorporate it in the front of each WET test report – after review, remember to sign and date the certification statement. See Attachment G of the 2012 DMR Guidelines for guidance*).

Incorrect Geometric Mean – All bacterial samples that are zeros are converted to “1” and all “<” and “>” symbols are dropped for geometric mean calculations. (*See Chapter 3 Pages 5&6 of the 2012 DMR Guidelines*).

Late DMRs – DMRs typically must be postmarked no later than the 15th of the month. The only exception is when the 15th falls on a Sunday or federal holiday. (*See Chapter 1 Page 1 of the 2012 DMR Guidelines. Tip - Put a reminder on your calendar, appointment book or computer for each month so you start working on DMR earlier in reporting month. If possible, perform required testing earlier so the data is available for review and report generation sooner*).

Missing Permit Number on Correspondence – All correspondence including DMRs and report submissions must prominently display the permit number (*See Chapter 1 Page 3 of the 2012 DMR Guidelines*).

Spreadsheet formula errors – If you are having spreadsheet formula errors, manually check the areas where you anticipate problems to ensure your data are accurate.