

How to complete the new Paper DMRs for Wyoming DEQ/WQD WYPDES Permits

1. If the outfall is discharging, you need to fill out all of the boxes next to the parameters.
2. If the outfall did not discharge during the entire reporting period, check the **No Discharge for Period** box. If the outfall has not been constructed yet, check the **Outfall not Constructed** box. Both of these boxes can be found on the top of the DMR.
3. **If the outfall discharged during a portion of the monitoring period**, write **NO DISCHARGE** on the parameter lines that were not able to be sampled because the outfall was not discharging. After filling out all of the **NO DISCHARGE** lines, fill out the remaining boxes for the parameters as described below.
4. **For Discharging Outfalls:** You are required to fill out the Sample Frequency (**SmpFreq**), **Value**, and the Number of Excursions (**#Exc's**).
5. For **SmpFreq** report how many samples were collected, and how many days the outfall discharged or how many days were in the monitoring period if number of days discharged is unknown. For example, if 5 samples were collected in a 60 day monitoring period (**BeginDate-EndDate**) the sample frequency would be **5/60**. If the outfall only discharged 10 days during the 60 day monitoring period, the sample frequency should be reported as **5/10** – for 5 samples taken during a 10 day period. If one sample was collected in a year, the sample frequency should be reported as **1/365** – 1 sample taken in 365 days of discharge. If the outfall was only discharging 200 days during the year, the sample frequency should be reported as **1/200** – 1 sample taken during 200 days of discharge. Keep in mind, the number of samples collected for each parameter during the monitoring period must be reported in the sample frequency box.
6. The value (**Value**) to be reported is the greatest value received from samples tested during the monitoring period. If only one sample was taken during the monitoring period, report the one sample value on the DMR. If more than one sample was taken, report the greatest value. The only exception to this rule is for the minimum pH reporting requirement, report the smallest value taken during the monitoring period (the maximum pH reporting requirement should be the greatest value tested). If there is an average sample, please refer to your permit to figure out how to report your average.
7. The Number of Excursions (**#Exc's**) is defined as the total number of sample measurements that exceed the daily maximum, daily minimum, 7-day (weekly) average permit limit. **DO NOT** include monthly average or daily average violations in this field. If none, enter "0". Permittees with continuous pH, or temperature monitoring requirements should consult the permit for what constitutes an exceedance and report accordingly.
8. For noncompliance issues such as missing a sample, effluent exceedance, etc., address the issue(s) in a cover letter. Explain the deficiency, and any corrective actions taken to address the issue. Include a time frame in which the non-compliant issue will be corrected.
9. When the DMR is properly and completely filled, **legibly** print your name (must be an authorized signatory or be authorized to sign DMRs), sign your name and **legibly** fill out your phone number, and date the form.

If you need any additional help the following link may be able to address your problems: <http://deq.wyoming.gov/wqd/dmrs/resources/paper-dmr/>.

Any other questions or concerns regarding DMR completion and submittal please contact Kevin Campbell at 307-777-2431 or at kevin.campbell@wyo.gov.

Please mail the DMRs to: Department of Environmental Quality
Water Quality Division
200 W 17th Street, 4th Floor
Cheyenne, WY 82002

Fax: 307-777-7588