

# STATE OF COLORADO

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Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department  
of Public Health  
and Environment

## Important Compliance Assistance Memorandum

To: Permittees that must submit DMR forms for CDPS General Permit COR900000

From: Nathan Moore, Unit Manager, Permits Section, Water Quality Control Division (Division)

Date: March 8, 2013

RE: Discharge Monitoring Report (DMR) assistance

The Division is distributing this memorandum (memo) to permittees with facilities covered under the CDPS General Permit COR900000 (the permit), and whose permit certifications require them to sample stormwater discharges from their facility, analyze the sample for specific parameters, and report the analytical results to the Division.

Such permittees must submit analytical results to the Division **quarterly** (or **annually** in some cases, as identified in the permit certification), and use a DMR form to report the results. Other information must be submitted with the DMR form if a sample was not analyzed for a particular sampling period. This memo provides assistance and direction to help permittees understand the requirement to submit DMR forms in accordance with the permit terms and conditions (**even for sampling periods when a sample is not collected**), and how to submit sampling data correctly.

The permit and other information are posted on the Division permitting website (refer to the Commerce & Industry section for the COR900000 permit), at [www.coloradowaterpermits.com](http://www.coloradowaterpermits.com)

1. **What is a DMR form:** The permit requires that permittees report stormwater analytical results to the Division using a specific form called a **Discharge Monitoring Report, or DMR form**. Permittees must use this form as it allows the Division to enter sampling results into ICIS, EPA's database of record.
2. **Is my facility required to submit a DMR form:** Permittees must report all stormwater monitoring results on a DMR form, except for Visual Monitoring. All permittees must conduct Visual Monitoring, but rather than submit the results to the Division, permittees maintain results from this monitoring at their facility. Permittees with a permit certification that requires any monitoring in addition to Visual Monitoring must submit **quarterly or annual** DMR forms as follows, and consistent with the permit certification for the facility:
  - Benchmark and Site-specific monitoring results - report **quarterly**;
  - ELG monitoring results - report **annually**.

**When DMR forms are required, permittees must submit the forms with the specified frequency regardless of whether sample collection was possible in that sampling period.**

3. **What information is required on the DMR form:** The Division has provided permittees with pre-printed DMRs forms. **If you have not received an electronic copy of a DMR form, please contact the Division at 303-692-3230.** Permittees must use the DMR form to report analytical results and other information regarding the required monitoring to the Division. The Division's DMR Guidance Document provides instruction and assistance to permittees on how to properly prepare, complete, and submit DMRs. This document is located on the Division's website at [www.coloradowaterpermits.com](http://www.coloradowaterpermits.com), under Commerce & Industry, Compliance Assistance and Guidance.
4. **What if no samples were collected and analyzed for a sampling period:** Under certain circumstances, stormwater monitoring may not be required in a sampling period; however, permittees must still submit the DMR form to the Division with information explaining why a sample was not collected and analyzed, as addressed in Part I.K.1 of the permit. The following are the most common examples:
  - a. If no discharge occurs during the reporting period, "**No Discharge**" must be reported on the DMR.
  - b. If the permittee's benchmark sampling frequency is reduced for a specific parameter consistent with Part I.I.2.d of this permit (i.e., a sampling frequency reduction when the average of 4 samples does not exceed the benchmark), the permittee must indicate "**Benchmark Met**" in the result field on the DMR.
  - c. If the permittee's monitoring is excepted consistent with Part I.H.13 of this permit (inactive or unstaffed sites with no exposure), the permittee must indicate "**No Exposure**" in the result field on the DMR.

If the facility failed to collect a sample during a sampling period and the permit does not provide for an exclusion, the DMR form must still be submitted to the Division, along with a cover letter that explains the cause(s) of the violation and the actions that the facility has taken, and/or plan to take, to remedy the violations (see Part II.A.4 of the permit).

5. **How to submit DMRs:** Permittees must return the completed DMR form to the Division by mail. Alternately, permittees may use the Division's Net-DMR service instead of submitting a hard copy of the form by mail – please call **303-691-4046** for more information on the Net-DMR process.
6. **When are DMRs due to the Division:** Permittees must submit DMRs to the Division on a **quarterly or annual basis, as discussed above and consistent with the permit certification.** The Division must receive the DMR no later than the **28th day of the month following the sampling period.** For example, DMR forms for the January – March sampling period are due no later than April 28th.
7. **Be aware of units.** Some analytical laboratories report sample results in **ug/L** (micrograms per liter). The DMR form requires that results are reported in **mg/L** (milligram per liter). To convert from **ug/L** to **mg/L**, divide the number by 1000 (for example,  $1000 \text{ ug/L} \div 1000 = 1 \text{ mg/L}$ ).

**Questions: 303-692-3517 or [cdphe.wqstorm@state.co.us](mailto:cdphe.wqstorm@state.co.us)**