

PROCEDURES FOR REVIEW AND SUBMITTAL OF DISCHARGE MONITORING REPORTS

During the course of a given month, the analytical lab will generate all data applicable to the Louisiana Division for submittal to the USEPA via the Discharge Monitoring Report - DMR. It is the responsibility of the Water Regulatory group to oversee the collection, review and ultimate fate of the discharge data that is generated. Therefore, it is of prime concern to stay informed of the daily activities of the relevant plants through the lab. Direct contact with the plants may also be necessary at any given time.

A daily routine for reviewing analytical data should be established in order to stay well informed of plant problems and the potential for a non-compliance. Please refer to the following procedures for collecting and reviewing data on a daily, weekly and monthly basis.

DAILY DATA REVIEW

Daily data should be initially encountered the day it is generated. The analytical lab will usually have most of the results completed by 3:00 p.m. the same day that an NPDES sample is received. Exceptions to this will be those types of samples that require some sort of extraction procedure done prior to analysis (ie. oil & grease, TPNA, metals etc.). Tracking the results during this time period may help to avert a N/C.

Data entry into the computer may or may not be completed on the same day that analysis results are generated. However, even if all data is entered into the LIMS, the system may not relinquish that data due to system back-up and reintegration procedures which are performed on a weekly basis.

In order to review daily data at your terminal, log in and call up the LIMS by entering "LAB" or "LB" <CR>. Select the NPDES DATABASE FUNCTIONS on the menu. From the next level menu select the ENVIRONMENTAL REPORT GENERATO

option. The next screen will ask for the month and year to access. It is at this point an ERROR message may be displayed, depending on whether or not the last day(s) information has been integrated into the report generator file. If the error message "ERROR:DATABASE FOR MONTH" appears, you will need to exit this level and return to the beginning menu. You may now make use of the FAILED report or seek additional information from the lab personnel. However, if the database has been updated, another screen will appear and prompt you for a selection. You may be able to make use of one or all of the menu items:

- #2 - Monthly Summary Report : a summary of analytical activity for one or all outfalls selected.
- #3 - Monthly Tabular Summary Report By Test: a spread sheet format with daily results.
- #6 - Discharge Monitoring Report: will generate one or all outfalls in the DMR format.

Selection of #2 or #3 will be the best way to determine trends, trouble spots and any other areas that may need further investigation.

After completing a review of the Monthly Summary Report, make a note of any inconsistency in the data from these files. Contact either Thesia Krajewski or Terry Wilks in order to facilitate any corrections that may be necessary. This procedure will remain the same for either daily, weekly or monthly checks. At the end of the month, when all corrections have been completed, use the "DMR" option to call up a copy of the DMR to check for proper data transference from the monthly files to the DMR print file. This should be done on regular computer paper at this time. If all information appears to be correct on the "practice run", you are now ready to print this information on the Federal DMR forms; these forms should already be loaded in the small C.I.TOH CI3500 printer. Be sure to check for proper alignment: the silver tension plate that rests against the platen (roller bar) should be completely covering the

word "Address" on the DMR form - see the attached example . The left hand edge of the form should be even with a straight edge line drawn on the label that says "3 inches from print line". Also, be sure that the paper adjustment lever is set on two (2).

To make a final check for proper alignment, call up the DMR option and select one outfall (2001 is a good one) for the appropriate month and year. When prompted to enter the print device, enter "DMR" < CR >. Within a couple of minutes the form should print out. If problems should occur, contact Dean Smith or Skeet Williams.

At this time if all systems check out, you may use the following command to print the entire (only) DMR file to the forms. You will need at least 95 blank forms to complete the job. Enter "PRINT/FORM=DMR/QUE=DMR (FILE NAME)". The file name can be obtained from Thesia Krajewski or Terry Wilks: example - TMKOCT88.DAT. It is advisable to remain near the printer while the job is being completed in order to prevent any paper misfeed problems. When the job is complete, carefully detach the forms from the printer and again review those outfalls which had adjustments made to their data files. It is also advisable to have someone else review this data for accuracy. When you have completed the reviewing process and are confident that all data has been correctly transferred to the DMR form, take the forms to the Environmental Services Manager for his review and signature. Remember to keep track of the managers time schedule so that the forms will make it to the post office by the 15th of the month. Now you may proceed to separate the forms for mailing.

MAILING PROCEDURES

Separate the four part DMR form in the following manner: the top copy should go to the EPA, the second, third and fourth copy will be divided among the LDEQ main office, the LDEQ regional office, and the Environmental

Services dept. Be sure to inform the secretary at least a day ahead of time that these forms will need mailing. Sue or Connie can prepare the Certified receipts, the Certified mail registry and the cover letter for the forms. If additional comments are necessary, make sure that the secretary is aware of the information to be added. If all has gone well, you should be able to have the reports in the mail on or before the 10th of the month.

PLAN "B" - RUSH JOB

In the event that you are faced with getting the reports mailed out at the very last moment, remember that while you are scurrying about, have someone go to the mail room and have the envelopes pre-stamped; this will require knowing the correct mailing weight. Use an approximate stack of paper to estimate the mailing weight. REMEMBER, the mail services dept. closes at 4:00 p.m. each week day. Security personnel are able to work the stamp machine if you should run past four o'clock. Additionally, if you have missed the mail run to the Plaquemine post office, you may bring the stamped envelopes and registry book to the post office which is located at 815 Court Street off of Railroad Avenue. Take the envelopes to the window and have the mail cancelled and the registry book stamped and returned to you. If the windows are closed, secure the registry book and mail together (a rubber band will do) and drop these in the mail slot. The registry book (hopefully) will be returned to the department the next day. This procedure may be accomplished at any U.S. Post Office. Within the next couple of days, check to make sure that the registry book was returned; if not, have the mail services department put a tracer on it.

CONGRATULATIONS - YOU'VE MADE IT THROUGH ANOTHER MONTH !