CSWGP Discharge Monitoring Report Procedures

These instructions are intended to help ensure projects with an active NPDES Construction Stormwater General Permit (Permit) prepare and submit the monthly Discharge Monitoring Reports (DMRs) as required.

Effective April 2016

See also: Washington State Water Quality Permit Data Webpage
Permit and Reporting Information System (PARIS)
About WQWebDMR
Erosion Control Intranet Page

Start procedure: Region Construction Office determines that coverage under the NPDES Construction Stormwater General Permit (Permit) has been issued by the Department of Ecology (Ecology) for a WSDOT project.

End procedure: The Permit is either terminated or transferred to the Contractor (DMRs are no longer required to be submitted by WSDOT).

Actor	Action
Facility Preparer Role or Administrator Role in WebDMR (Region Construction Project Office Staff)	1. **Determine** that Permit coverage has been issued by Ecology for project. This may happen in several ways (may depend on regional procedure), most commonly: • The Ecology Permit Administrator notifies the permittee (as identified on Notice of Intent (NOI)) that Permit coverage has been issued. Or; • A Permit Coverage letter is received in the mail. Or; • WSDOT staff uses PARIS to determine for Permit status. 2. **Access** PARIS to **verify** permittee and site contact information: • **Find** project's Permit in PARIS. • **Select** "More Details" button at top of page. • **Verify** information in the "Affiliations" table to ensure Ecology has current permittee and site contact information. Permittee and site contact information may change as the project moves from design to construction. Ensuring this information is correct is a Permit requirement and it will help facilitate the DMR signature/submittal process. If the staff that will be responsible for signing/submitting DMR(s) for the Permit is not listed as the permittee or site contact, work with the Ecology Permit Administrator to update information in PARIS as needed. • **If the Permit will be transferred,** the "Affiliations" information will need to be updated after the official date of transfer. See

Actor	Action
	step 9 below for more information on transferred Permits. 3. **Determine roles and responsibilities** for region or project staff in WebDMR. • **Who does what in WebDMR will be at the discretion of each region or project office.** There are four different User Roles that can be assigned in WebDMR: Facility Preparer, Facility Signer, Facility Coordinator, and Administrator. The **Facility Preparer role** should be assigned to staff that will only need to enter data into a DMR by someone with a Facility Coordinator or Administrator Role. The **Facility Signer role** can enter data into a DMR and also sign/submit the DMR(s). This role requires the user to obtain an Electronic Signature Account. The **Facility Coordinator role** can assign staff to the different User Roles in WebDMR, enter data into a DMR, and also sign/submit the DMR(s). This role requires the user to obtain an Electronic Signature Account. The **Administrator role** can enter data into a DMR and also assign staff to the different User Roles in WebDMR. The Administrator role cannot sign/submit DMRs and therefore does not require the user to obtain an Electronic Signature Account. **NOTE:** the Permit allows "a duly authorized representative" to sign/submit DMRs. If the staff that will be responsible for signing/submitting the DMR(s) is not listed as the permittee or site contact in PARIS (see step 2 above), Ecology may require proof of authority to sign/submit a DMR (e.g. delegation letter from authorized persons). 4. **Register** for WebDMR through the Water Quality Permitting Portal (skip this step if already registered): • **Follow** the three steps outlined in Ecology's Guidance on How to Register for WQWebDMR. Once registered, users can request access to multiple Permits in WebDMR. • **Staff with the Facility Signer or Facility Coordinator User Role will need to go through an additional onetime step to get an Electronic Signature Account (ESA)** so they can electronically sign/submit DMRs. Use Ecology's Guidance on How to Register for WQWebDMR. A hard copy of the ESA form must be mailed to Ecology, but for faster approval of ESAs also scan and email a copy of the form to tonya.wolfe@ecy.wa.gov. • **Registration questions** can be directed to Ecology's WebDMR Technical Support at WebDMR@ecy.wa.gov or 360-407-7097. 5. **Request or be assigned access to the Permit(s) in WebDMR** (skip this step if access to appropriate Permit(s) has already been assigned or granted). The Facility Preparer Role can only be

Actor	Action
	assigned access to a Permit by someone with the Facility Coordinator or Administrator User Role for the Permit (someone within the region must have the Facility Coordinator or Administrator User Role so they can assign Facility Preparers for the region – follow regional procedures). All other User Roles (Facility Coordinator, Facility Signer, and Administrator) can request access: • Enter the WQWebPortal, select the "Discharge Monitoring Report" link. • Select the "Request Permit Access" link on the WebDMR Home tab. • Search for the permitted project using the Permit WAR#, select a role (Facility Signer, Coordinator, or Administrator) and then select the "Request" link. Email notification will be sent when access has been granted to the Permit in WebDMR. 6. **Understand** the Permit discharge sampling and monthly DMR reporting requirements. Internal training is available in LMS (WSDOT ENV: Construction Site Erosion and Sediment Control) and technical support can be provided by the Erosion Control program. **Some key things to remember:** • **DMR requirements begin as soon as Permit coverage is issued** (even if construction has not started or if no discharge has occurred) and continue monthly until the Permit is terminated (even if construction is complete and the soil is stabilized). • **The monthly DMR is due the 15th of the following month.** For example, the January DMR is due February 15th. If a DMR has not been generated in WebDMR for an active Permit, contact the Ecology Permit Administrator to ensure the Permit was set up properly in PARIS and/or WebDMR. • **Discharge sampling must begin as soon as soil disturbing work begins and the site discharges stormwater.** Samples must be collected at all discharge points at least once a week ("no discharge" must be reported if no discharge occurred during the week). • **Permits that will be transferred to the contractor** will need to have the DMR submitted by WSDOT until the Permit is officially transferred to the contractor. For more information on how to handle transferred Permits see step 9 below. 7. **Prepare** the monthly DMR: • **Enter data into the DMR.** It is highly recommended that first

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	time users refer to the WQWebDMR User Guide or attend a WebDMR training session before entering data. Contact WebDMR support at WebDMR@ecy.wa.gov or 360-407-7097 to inquire about available training or technical support needs. **Helpful tips for adding DMR data** (not intended to replace the WQWebDMR User Guide): • **If construction did not start in the DMR reporting month**, use the "DMR Reporting Codes" field at the top of the DMR to select the "Construction not started" option (this field covers all the monitoring points for the entire DMR). Mark the DMR as "ready to submit" at the bottom of the DMR, hit the "save and done" button. Then notify the Signer or Coordinator that the DMR is ready to be signed/submitted. • **Do NOT edit a "Submitted" DMR** unless it is incomplete or inaccurate. Editing a submitted DMR will delete the DMR and it will need to be redone and resigned, which will generate a new submission date (possibly making it late). • **Before preparing the first DMR for a Permit**, review the monitoring points in WebDMR to ensure they represent actual potential discharge points for the project. The Ecology Permit Administrator may have added a monitoring point for all permitted outfalls, which may not represent the anticipated discharge points at the start of construction (discharge point in the field = monitoring point in WebDMR). Use the "outfall" dropdown at the top of DMR to see if all of the permitted outfalls have active monitoring points. Use the "Monitoring Points" tab on the "DMRs for Permit" screen to add or deactivate unnecessary or meaningless monitoring points. At least one monitoring point per project must remain active in WebDMR at all times. • **Something needs to be reported for all active monitoring points** (e.g., sample data, no discharge, frozen conditions, etc.) or the DMR cannot be marked as "ready to submit". • **Enter data at the month, week, or day level** for each monitoring point. WebDMR will generate an error message if data is entered at conflicting levels for a monitoring point. For example, if "no discharge" is reported at the month level for a monitoring point and a discharge sample is entered at the day level for the same monitoring point. • **Validate the DMR before marking it as "ready to submit".** After all data is entered and reviewed for accuracy and

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	completeness, select the "validate" button at the bottom of the DMR. DMRs cannot be marked as "ready to submit" if the validation process generates any red flag "Errors", these red flag errors must be fixed. Validation that generates green flag "Informational" and/or orange flag "Violation" error messages can be marked as "ready to submit", however the Informational and Violation messages should be reviewed as a quality control procedure to ensure the messages do not indicate an actual problem with the data. 8. **Coordinate DMR signature/submittal process** (based on regional procedure)**:** • **Ensure** the DMR is prepared and marked as "ready to submit" in a timely manner. • **Notify** staff responsible for signing/submitting the DMR as soon as a DMR is marked as "ready to submit". • **Have a backup plan** for months in which staff responsible for signing/submitting DMR(s) are sick, on vacation, or otherwise not available. • **Be prepared for the DMR due date to fall on a weekend or holiday.** For example, if the 15th falls on a weekend or holiday, coordinate with the DMR signer to get the DMR signed/submitted early. 9. **Permits that will be transferred to the contractor:** • **WSDOT will need to prepare and sign/submit the first few months of DMRs** (after coverage is issued and before Permit is officially transferred). • **If the Permit will be transferred**, notify the contractor about the need to register for WebDMR and get an Electronic Signature Account. The contractor is fully responsible for all DMR requirements as soon as the Permit is officially transferred (specific date of transfer on the Transfer of Coverage (TOC) form). Contractors may need help locating Ecology's webpage with the WebDMR registration and Electronic Signature Account instructions. • **If the Permit is transferred mid-month**, the contractor should prepare and sign/submit the transfer month DMR. • **Ask the contractor to use the "Notifications" action in WebDMR** to set up alerts so WSDOT staff will receive email notification when DMRs are submitted by the contractor. • **Verify the contractor submits DMRs** as required by the Permit. While WSDOT is not responsible for preparing or signing/submitting DMRs after the Permit has been

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	transferred, WSDOT staff should use due diligence to ensure the contractor is complying with the reporting requirements of the Permit. DMR data is viewable in WebDMR, PARIS, and should also be kept in the Site Log Book. • **If the Permit is transferred back to WSDOT,** WSDOT becomes responsible for submitting DMR(s) until the Permit is terminated.
Facility Signer or Facility Coordinator Role in WebDMR (must be the permittee or site contact in PARIS, or a duly authorized representative) usually the Project Engineer, Regional Environmental Manager, or the Region DMR Coordinator	**All new WebDMRs users must first register to become a user. Users with the Facility Coordinator or Facility Signer roles will also need to get an Electronic Signature Account** (follow step 4 above)**. Refer to step 3 above for more information about the different roles in WebDMR.** If staff performing these steps are not identified as the permittee or site contact in Ecology's PARIS system (see step 2 above), Ecology may require proof (e.g., signature delegation letter) that the person is a duly authorized to sign the DMR. 10. **Request access (or be assigned access) to the Permit in WebDMR** (follow step 5 above). 11. **Review prepared "ready to submit" DMR(s).** • **Coordinate** with the DMR preparer to ensure DMRs are prepared in a timely manner so the DMR(s) can be signed/submitted on time. DMR(s) for a reporting month are due the 15th of the following month. For example, the DMR(s) for January are due by February 15th. • **Failure to submit DMRs on time is a Permit violation.** 12. **Sign/Submit DMR.** • **Log in** to Ecology's WebDMR system. • **Click** on the link for submitting data for DMR(s). • **Click** on the link for "Sign my ready DMRs now". • **Select** the "continue" button at the bottom right of the screen when DMR review is complete. • **Log in** to the Electronic Signature Account system. • **Review and acknowledge** the Signature Attestation information to sign the DMR(s). Confirmation emails will be received as the DMR(s) are electronically signed by the system. Once all DMR(s) have been signed/submitted, a DMR summary receipt will come up on screen. • **Log out** of the system.