

Appendix VIII: Summary Data Form Instructions

In addition to the recordkeeping requirements found in Part II.C of this permit, the results of the sampling, monitoring, testing, and analysis of influent and effluent during the reporting period, (either as a requirement of the permit or for your own information) shall be summarized monthly on this form and kept on-site or with the permittee and available for inspection by EPA or the State.

A. For each discharge location, complete the top of the form by indicating:

1. The facility name,
2. Facility address and telephone number,
3. Discharge and sampling locations, and
4. The reporting period covered by the summary report,

B. For each parameter monitored complete the form as follows:

1. Parameter column - list parameter name.
2. Enter minimum, average, and maximum values for quantity and/or concentration under appropriate column headings.
 - a. If frequency is once per month or less, enter the one value under the average and leave minimum and maximum blank.
 - b. lb/day (pounds per day) equals flow (in million gallons per day, MGD) times concentration in milligrams per liter (mg/l) times 8.34.
Example: $2.5 \text{ MGD} \times 30 \text{ mg/l TSS} \times 8.34 = 625.5 \text{ lb TSS/day}$
 - c. $\text{MGD} = \text{gallons per minute} \times 0.00144$.
3. Enter units as appropriate.

MGD = million gallons per day
lb/day = pounds per day
mg/l = milligrams per liter
SU = standard units (for pH)
°F = degrees Fahrenheit
kg/day = kilograms per day = (lb/day)/2.2 kg per lb)
Other units may be used as necessary
4. Specify the number of samples that exceeded the maximum (and/or minimum, as applicable) in the columns labeled "NO. EX". If none, enter "0". If there are any violations, send a letter of explanation to the applicable addresses listed below.
5. Specify the frequency of analysis as the number of analyses per number of days. (For example: 3/7 is three analyses per seven days, 30/30 is daily, 1/7 is weekly, 1/30 is once per month, 1/90 is quarterly, 1/180 is semiannually, etc.) If continuous, enter "CONT".
6. Specify sample type (e.g., "grab" or "hourly composite"). If frequency was continuous, enter "NA".
7. Under the "Remarks" section of the form, indicate the person or laboratory that performed the analytical work.
8. Print the name and title of the person responsible for monitoring and reporting. Sign and date the form.

Reporting:

The permittee shall submit a summary of the results from sampling, monitoring, testing, and analysis to EPA-NE and the appropriate State only if:

- 1) the results indicate that a violation of the effluent limitations of this permit has occurred, or
- 2) EPA-NE or the State request such a report.

If required by EPA or the State, the summary report shall be submitted to the following addresses, as appropriate:

- 1) EPA (for reports required by either MA or NH):

U.S. Environmental Protection Agency, Region I
Water Technical Unit (SEW)
One Congress St., Suite 1100
Boston, Massachusetts 02114-8127

- 2) Massachusetts Department of Environmental Protection (for reports required by MA):

- i. The Regional Offices wherein the discharge occurs, shall receive a copy of the DMRs required herein:

Massachusetts Department of Environmental Protection
Western Regional Office
436 Dwight Street, Suite 402
Springfield, MA 01103

Massachusetts Department of Environmental Protection
Southeast Regional Office
20 Riverside Drive
Lakeville, MA 02347

Massachusetts Department of Environmental Protection
Northeast Regional Office
One Winter Street
Boston, MA 02108

Massachusetts Department of Environmental Protection
Central Regional Office (CERU)
627 Main St.
Worcester, MA 01608

Massachusetts Department of Environmental Protection
Division of Watershed Management
627 Main Street, 2nd floor
Worcester, MA 01608

- 3) New Hampshire Department of Environmental Services (for all reports required by NH): Signed copies of all reports, information, and certifications required herein shall be submitted to:

New Hampshire Department of Environmental Services
Water Division
Wastewater Engineering Bureau
P.O. Box 95
Concord, New Hampshire 03302-0095.