

INSTRUCTIONS FOR SUPPLEMENTAL DATA REPORT (NJ3320-1A)

The Supplement Data Report (SDR) Form is developed to gather individual sampling results from NJPDES-SIU permittees in conformance with 40 CFR 403.8(f)(2)(vii) and requirements incorporated in SIU permits. The permittee is required to submit this form every **January** (covering the six months from July 1 through December 31) and **July** (covering six months from January 1 through June 30) in conformance with 40 CFR 403.12(e)1 or (h). This SDR does not require any additional sampling.

*The form is used for reporting any individual sample result(s) that did not appear on the DMR forms. For example, a permit may specify weekly sampling and you may therefore have taken four samples during the period covered by a monthly DMR. Assuming that the DMR required only Monthly Average and Daily Maximum results, only the highest sample result would have been individually reported, and **the other three results need to be included on the SDR**. The same would be true if additional samples were taken by or at the request of a sewerage authority or for any other reason, **provided that the same sample location(s), sampling protocol(s) and analytical method(s) specified in the permit were used, and that analysis was completed by a laboratory certified by the State for the specific analysis**. Results obtained by uncertified laboratories (e.g. quality assurance laboratories not certified for wastewater analysis) or by methods not approved under 40 CFR 136, or by the Department in writing, are not reportable.*

INSTRUCTIONS:

1. In the top portion of the SDR form, enter address information and the NJPDES/SIU Permit Number.
2. Make sufficient copies of the form for your reporting needs (at least one copy per outfall, additional copies if more than nine parameters or more than nine samples for any one parameter).
3. On individual copies, complete the top portion of the SDR form including outfall number and reporting period.
4. For each parameter for which results must be reported on the SDR, fill in the parameter name and number from the DMR form.
5. Report sample results for all parameters (numerical value and units). Identify date and time that sample collection ended.
6. Submit completed forms to the Division of Water Quality, Bureau of Surface Water and Pretreatment Permitting, Mail Code 401-02B, PO Box 420, Trenton, NJ 08625-0420
Attn: SIU Unit.

For more information or assistance contact the Bureau of Surface Water and Pretreatment Permitting at (609) 292-4860.