

Attachment “4”– Reporting Requirements for CTR Monitoring

1. **Laboratory Requirements**. The laboratory analyzing the monitoring samples shall be certified by the Department of Health Services in accordance with the provisions of Water Code Section 13176 and must include quality assurance/quality control data with their reports.
2. **Criterion Quantitation Limit (CQL)**. The criterion quantitation limits will be equal to or lower than the minimum levels (MLs) in Appendix 4 of the *Policy for Implementation of Toxics Standards for Inland Surface Waters, Enclosed Bays, and Estuaries of California* (Copies of the SIP may be obtained from the State Water Resources Control Board, or downloaded from <http://www.swrcb.ca.gov/iswp/final.pdf>) or the detection limits for purposes of reporting (DLRs) published by the Department of Health Services (<http://www.dhs.ca.gov/ps/ddwem/chemicals/DLR/dlrindex.htm>) which is below the controlling water quality criterion concentrations summarized in attachment II of this letter.
3. **Method Detection Limit (MDL)**. The method detection limit for the laboratory shall be determined by the procedure found in 40 Code of Federal Regulations (CFR) Part 136, Appendix B (revised as of May 14, 1999).
4. **Reporting Limit (RL)**. The reporting limit for the laboratory. This is the lowest quantifiable concentration that the laboratory can determine. Ideally, the RL should be equal to or lower than the CQL to meet the purposes of this monitoring.
5. **Reporting Protocols**. The results of analytical determinations for the presence of chemical constituents in a sample shall use the following reporting protocols:
 - a. Sample results greater than or equal to the reported RL shall be reported as measured by the laboratory (i.e., the measured chemical concentration in the sample).
 - b. Sample results less than the report RL, but greater than or equal to the laboratory’s MDL, shall be reported as “Detected, but Not Quantified,” or DNQ. The estimated chemical concentration of the sample shall also be reported.
 - c. For the purposes of data collection, the laboratory shall write the estimated chemical concentration next to DNQ as well as the words “Estimated Concentration” (may be shortened to “Est. Conc.”). The laboratory, if such information is available, may include numerical estimates of the data quantity for the reported result. Numerical estimates of data quality may be percent accuracy (\pm a percentage of the reported value), numerical ranges (low to high), or any other means considered appropriate by the laboratory.
 - d. Sample results that are less than the laboratory’s MDL shall be reported as “Not Detected” or ND.
6. **Data Format**. The monitoring report shall contain the following information for each pollutant:
 - a. The name of the constituent.
 - b. Sampling location.
 - c. The date the sample was collected.
 - d. The time the sample was collected.

- e. The date the sample was analyzed. For organic analyses, the extraction date will also be indicated to assure that hold times are not exceeded for prepared samples.
- f. The analytical method utilized.
- g. The measured or estimated concentration.
- h. The required Criterion Quantitation Limit (CQL).
- i. The laboratory's current Method Detection Limit (MDL), as determined by the procedure found in 40 CFR Part 136, Appendix B (revised as of May 14, 1999).
- j. The laboratory's lowest reporting limit (RL).
- k. Any additional comments.

6. Example of Data Format.

Discharger: _____
 Contact Name: _____
 Phone Number: _____

Name of Laboratory: _____
 Laboratory Contact: _____
 Phone Number: _____

Name of Constituent and CTR #	Sampling Location*	Date Sample Collected	Time Sample Collected	Date Sample Analyzed	USEPA Method Used	Analytical Results (ug/L)	CQL (ug/L)	MDL (ug/L)	RL (ug/L)	Comments
(See Attachment II)										

*The effluent sampling station and the upstream receiving water station specified in the NPDES Permit Monitoring and Reporting Program should be used. Other sampling locations must be approved by Regional Board staff. Include longitude and latitude coordinates for the receiving water sampling stations.