



# Water Boards

STATE WATER RESOURCES CONTROL BOARD  
REGIONAL WATER QUALITY CONTROL BOARDS

**Guidelines on How Data Types Should Be Used In the  
Permittee Entry Template (PET) Tool  
Or  
Discharger generated CDF files**

**Questions and Answers**

*This information is provided as guidance and does not supersede any permit requirements. If you have any questions on how these guidelines work with your permit, contact your case worker.*

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**1. If my monitoring and reporting program requires monthly monitoring and my permit contains an average monthly effluent limit (AMEL), what do I report in my PET Tool?**

Assuming you are reporting the minimum number of sample results, you should report one row using the data type of “single” and one row using the data type of “average monthly (AMEL).” For the sample collection dates, use the date the sample was collected for the single value and the last day of the month for the “average monthly (AMEL) value.”

If you monitor more frequently than once per month, also add more “single” rows with the “single” data type. Average the single values and enter the average in the row that has the “average monthly (AMEL)” data type.

Monitoring Point	Parameter	Data Type
M-001	Ammonia, Total (as N)	Single
M-001	Ammonia, Total (as N)	Average Monthly (AMEL)

**2. If my monitoring and reporting program requires weekly monitoring and my permit contains an average weekly effluent limit (AWEL), what do I report in my PET Tool?**

Assuming you are reporting the minimum number of sample results, you should report one row using the data type of “single” and one row using the data type of “average weekly (AWEL).” For the sample collection dates, use the date the sample was collected for the single value and the last day of the week for the “average weekly (AWEL) value.”

If you monitor more frequently than once per week, also add more “single” rows.

Monitoring Point	Parameter	Data Type
M-001	Biochemical Oxygen Demand	Single
M-001	Biochemical Oxygen Demand	Single
M-001	Biochemical Oxygen Demand	Single
M-001	Biochemical Oxygen Demand	Single
M-001	Biochemical Oxygen Demand	Single
M-001	Biochemical Oxygen Demand	Average Weekly (AWEL)
M-001	Biochemical Oxygen Demand	Average Weekly (AWEL)
M-001	Biochemical Oxygen Demand	Average Weekly (AWEL)
M-001	Biochemical Oxygen Demand	Average Weekly (AWEL)
M-001	Biochemical Oxygen Demand	Average Weekly (AWEL)

**3. If my monitoring and reporting program requires daily monitoring and my permit contains a maximum daily effluent limit (MDEL), what do I report in my PET Tool?**

Assuming you are reporting the minimum number of sample results, you should report 30/31 (or 28/29 in February) rows of results using the data type of “single.”

For one sample collected in a calendar day:

- Unless directed otherwise, record data with the data type of “single.”

Monitoring Point	Parameter	Data Type	Analytical Method	Collection Date
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/15/2011
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/16/2011
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/17/2011
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/18/2011
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/19/2011
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/20/2011
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/21/2011

For multiple samples collected in a calendar day:

- Add a “single” row for each sample collected for the multiple samples collected in a calendar day.
- Add a row for the maximum daily value for any day where multiple samples are collected in a calendar day and record the calculated value. The maximum daily value is the average of the samples collected in a calendar day.

Monitoring Point	Parameter	Data Type	Analytical Method	Collection Date
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/15/2011
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/16/2011
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/17/2011
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/18/2011
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/19/2011
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/20/2011
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/21/2011
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/22/2011
M-001	Biochemical Oxygen Demand	Single	Standard Method (18th) 5210:	6/22/2011
M-001	Biochemical Oxygen Demand	Maximum Daily (MDEL)	Standard Method (18th) 5210:	6/22/2011

**4. If my monitoring and reporting program requires continuous monitoring and my permit contains an instantaneous maximum and/or instantaneous minimum effluent limit, what do I report in my PET Tool?**

Use the following guidelines unless your permit specifies other reporting requirements. As described above, using the copy and paste, and auto-populating features of Excel may facilitate data entry.

For **pH** continuously recorded:

- If your permit specifies recording the minimum and maximum values for the day, record two numbers for each day, one using the data type of “instantaneous minimum” and one using the data type of “instantaneous maximum.” Unless directed otherwise, you are not required to record data with the data type of “single.”
- If your permit specifies recording the minimum, maximum, and average, record three numbers for each day, one using the data type of “instantaneous minimum”, one using the data type of “instantaneous maximum”, and one using the data type of “daily average.” Unless directed otherwise, you are not required to record data with the data type of “single.”

If any result is over or under a limit that has a time component, enter the number of minutes the limit was exceeded in the comment field of that row.

Monitoring Point	Parameter	Data Type	Analytical Method	Collection Date
M-001	pH	Instantaneous Maximum	pH Electrometric Measurement	6/26/2011
M-001	pH	Instantaneous Maximum	pH Electrometric Measurement	6/27/2011
M-001	pH	Instantaneous Maximum	pH Electrometric Measurement	6/28/2011
M-001	pH	Instantaneous Maximum	pH Electrometric Measurement	6/29/2011
M-001	pH	Instantaneous Maximum	pH Electrometric Measurement	6/30/2011
M-001	pH	Instantaneous Minimum	pH Electrometric Measurement	6/1/2011
M-001	pH	Instantaneous Minimum	pH Electrometric Measurement	6/2/2011
M-001	pH	Instantaneous Minimum	pH Electrometric Measurement	6/3/2011
M-001	pH	Instantaneous Minimum	pH Electrometric Measurement	6/4/2011
M-001	pH	Instantaneous Minimum	pH Electrometric Measurement	6/5/2011

For **chlorine** that is continuously recorded:

- You may be asked to report “instantaneous maximum,” “instantaneous min,” and/or “daily average” for each day. Record one row of data daily for each of these required data types. Unless directed otherwise, you are not required to record data with the data type of “single.”

Because chlorine limits vary among regions, compliance determination also varies. Please contact your Regional Board case worker for more specific guidance on how to demonstrate compliance with your chlorine limits.

For **turbidity** that is continuously recorded:

- You may be asked to report “instantaneous maximum,” “instantaneous min,” and/or “daily average” for each day. Record one row of data daily for each of these required data types. Unless directed otherwise, you are not required to record data with the data type of “single.”

Because turbidity limits vary among regions, compliance determination also varies. Please contact your Regional Board case worker for more specific guidance on how to demonstrate compliance with your turbidity limits.

For **temperature** that is continuously recorded:

- You may be asked to record “instantaneous maximum,” “instantaneous min,” and/or “daily average” for each day. Record one row of data daily for each of these required data types. Unless directed otherwise, you are not required to record data with the data type of “single.”

Monitoring Point	Parameter	Data Type	Analytical Method	Collection Date
M-001	Turbidity	Instantaneous Maximum	Standard Method (19th) 2130 E	6/1/2011
M-001	Turbidity	Instantaneous Maximum	Standard Method (19th) 2130 E	6/27/2011
M-001	Turbidity	Instantaneous Maximum	Standard Method (19th) 2130 E	6/28/2011
M-001	Turbidity	Instantaneous Maximum	Standard Method (19th) 2130 E	6/29/2011
M-001	Turbidity	Instantaneous Maximum	Standard Method (19th) 2130 E	6/30/2011
M-001	Turbidity	Instantaneous Minimum	Standard Method (19th) 2130 E	6/1/2011
M-001	Turbidity	Instantaneous Minimum	Standard Method (19th) 2130 E	6/2/2011
M-001	Turbidity	Instantaneous Minimum	Standard Method (19th) 2130 E	6/3/2011
M-001	Turbidity	Instantaneous Minimum	Standard Method (19th) 2130 E	6/4/2011
M-001	Turbidity	Instantaneous Minimum	Standard Method (19th) 2130 E	6/30/2011
M-001	Turbidity	Daily Average (Mean)	Standard Method (19th) 2130 E	6/1/2011
M-001	Turbidity	Daily Average (Mean)	Standard Method (19th) 2130 E	6/2/2011
M-001	Turbidity	Daily Average (Mean)	Standard Method (19th) 2130 E	6/3/2011
M-001	Turbidity	Daily Average (Mean)	Standard Method (19th) 2130 E	6/4/2011
M-001	Turbidity	Daily Average (Mean)	Standard Method (19th) 2130 E	6/30/2011

**For flow:**

- Use “single” for total daily flow. The collection time should be when the data is totalized for the day.
- For average monthly, use the data type of “average monthly.”
- For peak flow, use the data type of “daily maximum.”

Monitoring Point	Parameter	Data Type	Analytical Method	Collection Date
M-001	Flow	Single	Data Unavailable [DU]	6/1/2011
M-001	Flow	Single	Data Unavailable [DU]	6/2/2011
M-001	Flow	Single	Data Unavailable [DU]	6/3/2011
M-001	Flow	Single	Data Unavailable [DU]	6/4/2011
M-001	Flow	Single	Data Unavailable [DU]	6/5/2011
M-001	Flow	Single	Data Unavailable [DU]	6/6/2011
M-001	Flow	Single	Data Unavailable [DU]	6/7/2011
M-001	Flow	Single	Data Unavailable [DU]	6/8/2011
M-001	Flow	Single	Data Unavailable [DU]	6/9/2011
M-001	Flow	Single	Data Unavailable [DU]	6/10/2011
M-001	Flow	Single	Data Unavailable [DU]	6/11/2011
M-001	Flow	Single	Data Unavailable [DU]	6/12/2011
M-001	Flow	Single	Data Unavailable [DU]	6/13/2011
M-001	Flow	Single	Data Unavailable [DU]	6/30/2011
M-001	Flow	Average Monthly (AMEL)	Data Unavailable [DU]	6/30/2011

**5. How do I report the time component of my Chlorine, pH or Turbidity measurement?**

Enter the number of minutes and concentration in the comment field of that row.

Comment
72 minutes over 5 NTU

**6. If my monitoring and reporting plan requires monthly sampling for a parameter that has a maximum daily effluent limit (MDEL) and an average monthly effluent limit (AMEL), what do I report in the PET Tool?**

Assuming that you reported the minimum number of samples required, you should report the same value twice: once using the data type of “single” and once for the data type of “average monthly (AMEL).”

Monitoring Point	Parameter	Data Type	Analytical Method	Collection Date
M-001	Ammonia, Total (as N)	Single	Data Unavailable [DU]	6/7/2011
M-001	Ammonia, Total (as N)	Average Monthly (AMEL)	Data Unavailable [DU]	6/30/2011

Other limitation periods, such as geometric mean, should be entered similarly with a row for single and a row for monthly geometric mean.

For multiple samples collected in a calendar day:

- Add a “single” row for each sample collected.
- Add a “maximum daily” row and record the calculated value. The maximum daily value is the average of the samples collected in a calendar day.

Monitoring Point	Parameter	Data Type	Analytical Method	Collection Date
M-001	Ammonia, Total (as N)	Single	Data Unavailable [DU]	6/7/2011
M-001	Ammonia, Total (as N)	Single	Data Unavailable [DU]	6/7/2011
M-001	Ammonia, Total (as N)	Maximum Daily (MDEL)	Data Unavailable [DU]	6/7/2011
M-001	Ammonia, Total (as N)	Average Monthly (AMEL)	Data Unavailable [DU]	6/30/2011



**7. When reporting loading (such as lb/day), I have to do a calculation, what data type should I use?**

Daily loading should be reported using the data type of “daily discharge” and units “lb/day.”

Monitoring Point	Parameter	Data Type	Analytical Method	Collection Date	Collection Time	Analysis Date	Qualifier	Result	Units
M-001	Biochemical Oxygen Demand	Daily Discharge	Data Unavailable [DU]	6/1/2012	0:00	6/1/2012	=	1	lb/day
M-001	Biochemical Oxygen Demand	Daily Discharge	Data Unavailable [DU]	6/2/2012	0:00	6/2/2012	=	1	lb/day
M-001	Biochemical Oxygen Demand	Daily Discharge	Data Unavailable [DU]	6/3/2012	0:00	6/3/2012	=	1	lb/day
M-001	Biochemical Oxygen Demand	Daily Discharge	Data Unavailable [DU]	6/4/2012	0:00	6/4/2012	=	1	lb/day

**8. What do I report if I have a limit on a mass loading rate?**

For limits on mass loading rates, follow the same patterns discussed above.

**Example 1:**

*If I have an average monthly effluent limit (AMEL) and one sampling event requirement, what do I report in the PET tool?*

Assuming you are reporting the minimum number of sample results, you should report one row using the data type of “daily discharge” and one row using the data type of “average monthly (AMEL).” For the sample collection dates, use the date the sample was collected for the daily discharge value and the last day of the month for the “average monthly (AMEL) value.”

If you monitor more frequently than once per month, also add more rows with the “daily discharge” data type. Average the daily discharge values and enter the average in the row that has the “average monthly (AMEL)” data type.

Monitoring Point	Parameter	Data Type	Analytical Method	Collection Date	Collection Time	Analysis Date	Qualifier	Result	Units
M-001	Biochemical Oxygen Demand	Daily Discharge	Data Unavailable [DU]	6/1/2012	0:00	6/1/2012	=	1	lb/day
M-001	Biochemical Oxygen Demand	Average Monthly (AMEL)	Data Unavailable [DU]	6/30/2012	0:00	6/30/2012	=	1	lb/day

**Example 2:**

*If I have a maximum daily effluent limit (MDEL) and daily sampling requirement, what do I report in the PET tool?*

Assuming you are reporting the minimum number of sample results, you should report 30/31 (or 28/29 in February) rows of results using the data type of “daily discharge.”

For one sample collected in a calendar day:

- Unless directed otherwise, record data with the data type of “daily discharge.”

Monitoring Point	Parameter	Data Type	Analytical Method	Collection Date	Collection Time	Analysis Date	Qualifier	Result	Units
M-001	Biochemical Oxygen Demand	Daily Discharge	Data Unavailable [DU]	6/1/2012	0:00	6/1/2012	=	1	lb/day
M-001	Biochemical Oxygen Demand	Daily Discharge	Data Unavailable [DU]	6/2/2012	0:00	6/2/2012	=	1	lb/day
M-001	Biochemical Oxygen Demand	Daily Discharge	Data Unavailable [DU]	6/3/2012	0:00	6/3/2012	=	1	lb/day
M-001	Biochemical Oxygen Demand	Daily Discharge	Data Unavailable [DU]	6/4/2012	0:00	6/4/2012	=	1	lb/day

For multiple samples collected in a calendar day:

- Add a “daily discharge” row for each sample collected.
- Add a “maximum daily” row and record the calculated value. The maximum daily value is the average of the samples collected in a calendar day.

Monitoring Point	Parameter	Data Type	Analytical Method	Collection Date	Collection Time	Analysis Date	Qualifier	Result	Units
M-001	Biochemical Oxygen Demand	Daily Discharge	Data Unavailable [DU]	6/1/2012	0:00	6/1/2012	=	1	lb/day
M-001	Biochemical Oxygen Demand	Daily Discharge	Data Unavailable [DU]	6/1/2012	0:00	6/1/2012	=	1	lb/day
M-001	Biochemical Oxygen Demand	Maximum Daily (MDEL)	Data Unavailable [DU]	6/1/2012	0:00	6/1/2012	=	1	lb/day

### 9. When do I use the data type “Single”?

Use “single” to report your analytical data. Single represents data that is not calculated.

### 10. What if my current PET Tool or CDF does not follow these guidelines?

If your PET Tool does not follow these guidelines, please follow feedback from your Case Manager.