

**Guidance for the Reporting Requirements  
of the State of Florida's  
Multi-Sector Generic Permit for Stormwater Discharges  
Associated with Industrial Activity (MSGP)**

The following are step-by-step instructions for completing Discharge Monitoring Reports (DMRs), as required under the MSGP. The words and phrases in italics refer to specific locations or headings on the DMR. If more than one storm event was sampled for a given quarter, the additional monitoring data must be submitted on a separate quarterly DMR for each outfall and for each storm event sampled.

**General Instructions:**

**Name/Address**

Enter the *Permittee Name* and *Mailing Address*. Enter the *Facility Name and Location* only if different from the permittee name and mailing address.

**Permit Number**

Enter the Facility Identification number for the facility.

**Discharge Number**

Enter the facility's *Discharge Number*. If the facility is submitting monitoring results for more than one outfall, each outfall's results must be recorded on a separate DMR page and must display the outfall's *Discharge Number*. A unique discharge number (e.g., 001, 002, etc.) must be assigned to each outfall.

**No Discharge**

Check the box labeled *Check here if No Discharge* if no storm water discharge occurred from the outfall during the monitoring period.

**Recording of Sample Results**

Enter the monitoring results for each parameter in the specified units.

**Sample Type**

Enter "Grab" for the sample type, as required by the MSGP.

**Identification/Certification**

Enter *Name/Title of the Principal Executive Officer, Signature of the Principal Executive Officer or Authorized Agent, Telephone Number, and Date* at the bottom of the DMR after reading the Certification Statement.

**Comments and Explanation of Any Violations**

The facility's applicable sector, subsector, and SIC code will be preprinted on the DMR in the *Comments* section. Any corrections, comments, or references to attachments should be recorded here by the permittee.

**Additional Instructions for  
Completing the PER STORM EVENT  
DMR:**

**Monitoring Period**

Enter the quarter period covered by the DMR (e.g., for the first quarter of 2002, enter 01/01/02-03/31/02).

**Date of Storm Event**

Enter the date the sample was taken.

**Storm Event Characteristics**

Record the duration of the storm, as well as the time elapsed (in days) since the last measurable storm greater than 0.1 inch.

**Recording Estimated Rainfall**

Enter the estimated rainfall for the given storm event in inches.

**Recording Estimated Storm Discharge Volume**

Enter the estimated total volume of stormwater discharge in gallons.

**Frequency of Analysis**

Enter the sampling frequency (frequency should correspond to the preprinted permit requirement). Required sampling frequency, at a minimum, is once per quarter for a storm event greater than 0.1 inch of rainfall.

**Additional Instructions for Completing the ANNUAL DMR:****Monitoring Period**

Enter the annual period covered by the DMR (e.g., for year 2002, enter 01/01/02 - 12/31/02).

**Recording of Sample Results – Average**

Enter the annual average monitoring results for each parameter.

**Frequency of Analysis**

Enter the sampling frequency (i.e., the actual total number of sampling events per year).

**Additional Instructions for Completing the ANNUAL DMR WITH NUMERIC EFFLUENT LIMITATIONS:****Monitoring Period**

Enter the annual period covered by the DMR (e.g., for year 2002, enter 01/01/02 - 12/31/02).

**Recording of Sample Results**

Enter the monitoring results for each parameter in the *Minimum*, *Maximum*, or *Average* (30-day average) column as appropriate.

**No.Ex.**

Under the *No. Ex* column, enter the number of sample measurements during the monitoring period that exceeded the effluent limitation for that parameter. If none, enter "0".

**Frequency of Analysis**

Enter the sampling frequency (i.e., the actual total number of sampling events per year).

**\*\*\*REMEMBER\*\*\***

**Before Submitting Your DMR Please Check:**

- If there is no discharge for the monitoring period, the *Check here if No Discharge* box must be marked accordingly.
- If there is a discharge for the monitoring period, ALL blanks on the DMR must be completed.
- If the DMR is signed and dated by the Principal Executive Officer or Authorized Agent.

**Send Completed DMRs to:**

Florida Department of Environmental Protection  
NPDES Stormwater MSGP DMR  
Mail Station #2511  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400