

HRSD Environmental Reporting System SMR Help Sheet

SMR (Self-Monitoring Report) Submittal Obligations are organized on the HERS (HRSD Environmental Reporting System) dashboard by Facility (or Permit), Monitoring Point and Monitoring Period. When drilling into an obligation, a user will have the option to enter results manually or through a Copy & Paste upload method. The guidelines below detail the standards for data entry whether using manual steps or an upload method. If there is no discharge to HRSD during the monitoring period use the “No Discharge” indicator.

1 Data Entry To fill in all Data Entry Forms

Sampling Result Detail

Complete the sample result detail. Hover over the blue question mark for more information on how to complete those fields. Click the update button to save changes to the database.

1* Sampling End Date: 2* Sampling End Time (HH:MM): :

3 Batch Discharge Date: 4 Time (HH:MM): :

5* Substance:

6* Analytical Result:

7* Measure Unit:

8 Data Qualifier:

9* Sample Collection Method:

1. **Sampling End Date** – For Grab samples, enter the date the sample was collected. For Composite samples, enter the date the composite ended.
2. **Sampling End Time** – Time should be recorded in 24-hr format. For Grab samples, enter the time the sample was collected. For Composite samples, enter the time the composite ended.
3. **Batch Discharge Date** – Only required if discharging from a holding tank or containment area. Enter date discharge commenced.
4. **Batch Discharge Time** – Only required if discharging from a holding tank or containment area. Record in 24-hour format. Enter time discharge commenced.
5. **Substance** – Field will be populated based on permit monitoring requirements.
6. **Analytical Result** – Use the dropdown on the left to indicate data quantifiers (>,<). Enter raw analytical result in the field on the right, include any zeros before the decimal point.
7. **Measure Unit** – The field will be pre-populated based on permit limits; review the field and edit if raw data is reported differently.
8. **Data Qualifier** – The purpose of this field is two-fold (1) Used for indicating any flag on an analytical report from Laboratory – or (2) Used for indicating an alternative means for meeting requirements for O&G analysis or TTO monitoring. If neither apply, leave blank.
9. **Sample Collection Method** - The field will be populated based on monitoring requirements; review the field and edit if raw data is reported differently. For monitoring frequencies of Continuous, choose Grab as Sample Collection Method.

Training videos for both methods of data entry can be found at www.hrsd.com/hers-training-videos.



HRSD Environment Reporting System (HERS) SMR Help Sheet (cont.)

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Attachment

To upload or mail in all required documentations

There will be many documents that are attached, certified, and submitted through HERS. An attachment should not be related to multiple permits or monitoring locations; it should be separated and named accordingly before submitting. We recommend the naming conventions below so documents can be processed efficiently and effectively.

REQUIRED

Lab Analytical Report (pdf) – Required for all submissions with analytical results.

Permit Number + Monitoring Location + Monitoring Period + ‘SMR’

Example: 0681 #1 Q2 2023 SMR

REQUIRED FOR CERTAIN CONDITIONS

Data Qualifier Narrative (pdf) – Required if any result is flagged – Narrative for all flags can be combined.

Permit Number + Monitoring Location + Monitoring Period + Contract Lab Name + ‘DQ Narrative’

Example: 0681 #1 BM3 2023 Eurofins DQ Narrative

Daily Calculated Flow Volume Summary (xlsx) – Required if outlined in Section IV of the permit.

Permit Number + Monitoring Location + Monitoring Period + ‘Daily Flow Volumes’

Example: 0681 #1 October 2023 Daily Flow Volumes

OPTIONAL

Summary Analytical Report (pdf or xlsx) – Consolidated version of raw data

Permit Number + Monitoring Location + Monitoring Period + ‘Summary’

Example: 0681 TOT SA1 2023 Summary

Cover Letter (pdf) – General correspondence associated with selected submission.

Permit Number + Monitoring Location + Date of Correspondence + ‘Correspondence’

Example: 0681 TOT 100123 Correspondence

DO NOT submit paper copies or attachments to p3data@hrsd.com for anything submitted electronically through HERS.



HRSD Environment Reporting System (HERS) SMR Help Sheet (cont.)

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Validation

To validate all required data and documentations

Before submitting SMR through HERS, please review all work. This will minimize the need for revisions and help ensure that required deadlines are met. HRSD will not accept partial SMRs. If a partial SMR is submitted, it will be returned for revision. SMRs should be submitted after all requirements are met.

System Validation may seem misleading for parameters that have alternative options for meeting requirements.

Example:

Step 1:

	Sampling Date	Sample Time	Substance	Analytical Result	Measure Unit	Data Qualifier	Sample Collection Method
	07/07/2023	2:00 AM	Biochemical Oxygen Demand	8	mg/L		Grab
	07/07/2023	2:00 AM	pH	6	SU		Grab
	07/07/2023	2:00 AM	Chemical Oxygen Demand	4	mg/L		Grab
	07/07/2023	2:00 AM	Zinc, total	3	mg/L		Grab
	07/07/2023	2:00 AM	HEM (O&G)	100	mg/L		Grab
	07/07/2023	2:00 AM	SGT-HEM (O&G)		mg/L	Alternate O&G parameter was analyzed	Grab

Step 3:

In form Self-Monitoring Report
Sample record for Substance: SGT-HEM (O&G) () is incomplete.

Application Form(s) Summary
Click on the hyperlinks below to return to a specific section of the online form

- Online Self-Monitoring Report

Attachment(s) Summary

- Lab Analytical Report
- Data Qualifier Narrative
- Daily Calculated Flow Volume Summary
- Summary Analytical Report
- Cover Letter

The system standard is to check that all analytical results are complete. A validation warning may display for requirements that have alternative options. If an alternative option is outlined in the permit and indicated in submission, HRSD considers the requirement complete. In this case, proceed to Step 4.

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Submission

To submit

During the final step, if you have forgotten your PIN, you can reset it using the instructions at www.hrsd.com/online-reporting.

Anything submitted electronically through HERS is certified, **no paper certification statement is required**.

After submission, a confirmation receipt will display. This can be saved for your records and can also be accessed through Historical Submissions. All associated Responsible Officials (RO) will also receive a system generated email with an attached report summarizing the submission.

All submissions will be reviewed within two (2) business days of submittal date.