

Data submittal instructions for Priority Pollutant Monitoring

Permittees must submit data for Priority Pollutants as required by the National Pollutant Discharge Elimination System (NPDES)/ State Disposal System (SDS) permit. These reports have historically been submitted as PDF lab reports that included batch quality control data. The Minnesota Pollution Control Agency (MPCA) is now requiring that this data also be submitted in an electronic data deliverable (EDD) using EQUIS Lab_MN format. Use the following instructions to obtain the EDD in the LAB_MN format from your laboratory for submittal.

Instructions for NPDES/SDS Permittee

Submit the PDF laboratory report **and** the LAB_MN EDD to the MPCA water quality submittal center at wq.submittals.mPCA@state.mn.us following the instructions on the [Water quality submittals form](#). Use the instructions below to ensure the LAB_MN EDD is received in the proper format.

- Download a copy of the MPCA Chain of Custody (COC) for Priority Pollutants from the [EQUIS developer \(EarthSoft\)](#) website and follow the included instructions to fill out details for the priority pollutant sampling event prior to printing. Note that some information can be handwritten after printing such as sampling dates and times. Signatures and their associated dates and times must be handwritten.
- Print the COC_Priority Pollutants and ensure it is signed with the date and time for lab submission with the samples.
- Include a copy of the Instructions for Laboratory below with the chain of custody to the laboratory.
- Do not alter the LAB_MN EDD file provided from the laboratory when submitting to the MPCA water quality submittal center along with the PDF lab report.

Send questions regarding priority pollutant document submittal to your assigned data manager or compliance staff.

Instructions for Laboratory (LAB_MN EDD)

Download the files and supporting documentation to create the LAB_MN EDD from the [EQUIS developer \(EarthSoft\)](#) website. **Provide the completed LAB_MN EDD and the PDF lab report to the permittee** with the file name "PRJ08497_Facility name_YYYY-MM.MNPCHA_NPDES.Lab_MN", for example PRJ08497_St. Cloud_2023-03.MNPCHA_NPDES.Lab_MN. The lab may include other identifiers in the open text field with the project code and facility name.

Materials necessary for submitting data using LAB_MN:

- EQUIS data deliverable
 - Reference values file
 - Lab_MN supporting materials file

Send questions regarding the Lab_MN EDD process to the MPCA's EQUIS team wqdata.mPCA@state.mn.us.