

## Harbin, Danielle

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**To:** mayor@helena-westhelena.us  
**Cc:** chiefstaff@helena-westhelena.us; bcollier@hwhwater.com  
**Subject:** AR0022021 West Helena Missing DMRs and WET Lab Tests  
**Attachments:** West Helena.pdf; Change in Authorization Form.pdf

Mayor Smith,

Per our phone conversation, the Division is missing the Discharge Monitoring Reports (DMRs) below: (I have attached these to this email; you may need to contact the lab to get information)

- 3/31/2019 TX1-Q
- 4/30/2019 001-A
- 5/31/2019 001-A
- 6/30/2019 TX1-Q
- 6/30/2019 001-A

\*Keep in mind that the WET Lab Reports (TX1-Q) need to have the WET Lab Reports from the Lab attached.

I have also attached a Change in Authorization Form. Jack Ross is no longer the Cognizant Official. If Mr. Collier is the one signing up for NetDMR, it would be a good idea for him to be the Cognizant Official.

The next DMRs need to be submitted via NetDMR, so Mr. Collier needs to get access ASAP. I have sent him PowerPoint instructions as well as written. I will be more than happy to direct him through this process over the phone if need be.

**Please submit the missing DMRs by August 5, 2019.**

If you have any questions, feel free to contact me.

Thank you,

*Danielle Harbin*

**Enforcement Analyst  
Office of Water Quality  
Arkansas Division of Environmental Quality  
501-682-0056**