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## DMRQA 28 Instructions for Permittees who **DO NOT** use Contract Labs

1. Analyze your DMRQA 28 samples and then go on line to [www.wibby.com](http://www.wibby.com) to enter your data. For complete instructions on how to set up your online data entry account if you don't currently have one and enter data go to [www.wibby.com](http://www.wibby.com), click on the "Read More" link in the DMRQA 28 box on our home page then on the "Entering DMRQA Data" link.
2. After you have entered your data online, generate a DMRQA report. For complete instructions on generating DMRQA reports go to PT Manage link and download the "Creating A DMRQA Report for Permittees". NOTE: If you are unable to enter your results online, fill in the Data Reporting Sheets enclosed with your standards and proceed to step 3.
3. Complete the information entitled "NPDES Permittee Data Report Form" (pages 14-16) of the DMRQA 28 study package received from the EPA. If you are unable to locate this form, you can download the form from [www.wibby.com](http://www.wibby.com). Click on "Read More" link in the DMRQA 28 box on our home page then on the "NPDES Permittee Data Report Form DMRQA 28" link.
4. Attach the DMRQA Report from step 2 to the "NPDES Permittee Data Report Form" from step 3. This creates your **Permittee Data Package**.
5. Mail the signed original Permittee Data Package from step 4, for each of your permits, to your state DMR-QA coordinator. Fax or mail a copy of the Permittee Data Package to Wibby Environmental (FAX 1-866-283-0269; mailing address 6390 Joyce Drive #100, Golden, CO 80403). All reports must be received by your state DMR-QA coordinator and Wibby Environmental on or before August 29, 2008. Maintain a copy of each complete Permittee Data Package for your records.

**If you have any questions or need additional information, contact  
Wibby Environmental at 1-866-WibbyPT (866-942-2978).**

**Thank you for choosing Wibby Environmental for this year's study.**