

Guidelines for Completing the Self-Monitoring Report or Six Month Report

The General Pretreatment Regulation 40 CFR 403.12(e) and the City of Detroit Ordinance 08-05, Section 56-3-61.1 (e)(8) provides authority to the Publicly Owned Treatment Works, in this case the Great Lakes Water Authority (GLWA) requires all Significant Industrial Users (SIUs) to submit a Self-Monitoring Report or Six Month Report (SMR).

The SMR is to be submitted on or before June 30th and December 31st of each year or as defined in the user's permit, and be representative of the facility's activity during the reporting period. Incomplete reports and/or reports submitted after these dates are considered delinquent.

Complete the attached SMR form and original analytical data pertaining to the said reporting period and submit to the:

**Great Lakes Water Authority
Industrial Waste Control Division
9300 West Jefferson
Detroit, Michigan 48209**

Additional Information:

1. SIUs shall maintain records of all information included in this report for at least three (3) years and make it readily accessible to the Department at all times. The period of record retention shall be extended during the course of any unresolved issues.
2. If sampling performed by an Industrial User indicates a violation of the permit limitations (daily maximum and/or other average limitation), then notification must be made to the Authority within 24-hours of becoming aware of the violation. Repeat the sampling and analysis for two (2) days and submit the results of the repeat analyses to GLWA within thirty (30) days of becoming aware of the violation.

For more information/inquiry, please call your respective field engineer.

Instructions to Complete the SMR Form

Item I

- A. Give the complete name and address of the facility.
- B. Give the name, title and telephone number of the contact person at the facility.
- C. Denote the permit number.
- D. Mark the respective period of the report.

Item II

- A. SIUs subjected to production based standards under the Federal Categorical Pretreatment Regulation must specify the materials processed on-site and actual average production rates (e.g. pound/unit time, sq. ft./unit time, sq. meter/unit time, kg/unit time, etc.).
- B. Provide the total daily plant flow (average and maximum in gallons per day) discharged to the sewer (if accurate flow is not available, provide a verified estimated value). The total plant flow should include regulated and non-regulated wastewater, cooling water, sanitary water and any other wastewater involved in operations. Indicate whether Continuous, Batch, or Intermittent batch and specify the discharge type frequency (see explanation below):
 - Batch discharge is defined when wastewater discharge frequency occurs at least once a month (e.g. twice a month, once a week, once every 2 days, etc.).
 - Intermittent batch discharge is defined when wastewater discharge frequency occurs at a period of more than thirty (30) days between batch discharges (e.g. once every 2 months, once every quarter, once every 6 weeks, etc.).

Item III

Give complete details of the sampling procedure. This includes, but not limited to, the sampling location(s) as described in the Wastewater Discharge Permit, date and time of sampling, method of sampling (grab or composite), composite sampling method (time-proportional or flow-proportional) and name(s) of person(s) obtaining the samples.

Item IV

All Industrial Users subject to self-monitoring requirements shall include:

- A. Only original analytical reports/laboratory reports are accepted by the Authority. Reports should indicate a representative discharge sample taken during that reporting period (refer to the issued Wastewater Discharge Permit to check the required number of samples and respective parameters to be analyzed). The analytical report should include also the name and address of the laboratory, the date of sample received (Chain of Custody),
- B. Date(s) of analysis,
- C. Name(s) of person(s) performing the analysis and
- D. Analytical techniques or methods used. The report should be signed by an authorized representative of the laboratory.
- E. Denote the status of PCB analyses whether submitted, to be submitted, has been submitted or exempted from the self-monitoring requirement.
- F. Denote the status of Total Phenols or Individual Phenolic Compounds analysis whether submitted, to be submitted, has been submitted or exempted from the self-monitoring requirement.
- G. When applicable, Industrial Users subject to 4-day average limits must calculate and submit the average value for each parameter for the four (4) consecutive sampling events. These sampling events need not occur on consecutive calendar days.
All Industrial Users subject to 30-day or monthly average limits must calculate and submit the average value for each parameter per month separately.
- H. Significant Industrial Users (SIU) subject to Metal Finishing and Electroplating categories are required to submit Total Toxic Organics (TTO) analysis per year for those individual compounds which would reasonably be expected to be present in their wastestream.
- I. As an alternative to the TTO analysis, the SIU, as described in H above, may submit a Toxic Organic Management Plan (TOMP) to the Authority for its approval. Should the TOMP be approved, the SIU shall include the following certification with each SMR submitted to the Authority.

*"Based on my inquiry of the persons directly responsible for managing compliance with the pretreatment standard for toxic organics (TTO), I certify that to the best of my knowledge and belief, no dumping of concentrated toxic organics into the wastewater has occurred since filing of the last semi-annual compliance report. I further certify that this facility is implementing the solvent management plan submitted on **specify date.**"*

(Signed and dated by the Authorized Company Representative.)

- J. if required, submit copies of waste manifests and
- K. if required, submit Operating Day Logs.

Item V

Indicate if pretreatment standards are being met. If not, then indicate what additional operation or maintenance will be taken to achieve compliance.

Item VI

The SMR is to be certified and signed by an authorized representative of the company.

Additional SMR forms can be availed through your respective GLWA-IWC field engineer.