



Industrial Waste Control Group
Self-Monitoring Report / Six Month Report (SMR)
 Permit Number

This SMR form is also available via <https://www.glwater.org/industrial-waste-control/> IWC Reporting Forms Six-Month Report Form (SIU). Please read Guidelines and Instructions before completing this form. This serves as checklist when submitting your SMR.

I.	Facility Name									
	Facility Address									
	Authorized Person		Email Address							
	Title		Telephone No.							
II.	SIU Type			SMR Reporting Period						
	☐ Significant Industrial User (SIU) - Local or Categorical			☐ January – June 20						
				☐ July – December 20						
	☐ Centralized Waste Treatment or other affected SIU			☐ December 20 – May 20						
☐ June – November 20										
III. Wastewater Information	Wastewater		Flow Rate (gallon/day)		Discharge Frequency: Continuous, Batch or Intermittent (Describe the frequency)					
	Process (Describe)	Type (Regulated / Non-Regulated)			Average	Maximum	C	B	I	Frequency
					☐	☐	☐			
					☐	☐	☐			
					☐	☐	☐			
	Contact Cooling Water				☐	☐	☐			
	Non-Contact Cooling Water	Non-Regulated			☐	☐	☐			
	Sanitary									
Total Plant Flow										
IV. SL / Sampling Type	SL#	Sampling Location Description						Sampling Type		
								Grab	Composite	
								Time	Flow	
V. COC								Yes	No	N/A
	A Included Chain of Custody Report							☐	☐	
	B Include Start and End Date(s) of Sampling							☐	☐	
	C Include Start and End Time(s) of Sampling							☐	☐	
	D Include Name(s) of Person(s) Obtaining the Samples							☐	☐	
	E Included Sample Preservation: Temperature/Chemical							☐	☐	
	F Included Type of Sample Container Used							☐	☐	
VI.	A Submitted all required Sample Analytical Data (If No. explain below.)							☐	☐	

VI. Analytical Data	A						
				Yes	No	N/A	
	B	i.	SIU under pH Monitoring Plan - submitted Continuous pH Recordings (see Permit, Sec. I,5)	☐	☐		
			SIU under pH Minimum Sampling Frequency - submitted pH Analytical Report (see Permit, Sec. B)	☐	☐		
	ii.	Total PCB	☐ Submitted during January-June / December-May Report				
			☐ Submitted during July-December / June-November Report				
			☐ N/A				
	iii.	Total Phenolic or Individual Phenolic Compounds	☐ Submitted during January-June / December-May Report				
			☐ Submitted during July-December / June-November Report				
			☐ N/A				
			Yes	No	N/A		
C	Included Date / Time of pH Sampling and Date / Time of pH Analysis			☐	☐		
D	Included Date(s) of Analysis (for non-pH parameters)			☐	☐		
E	Submission via Aquatic Informatics (Check N/A only if SMR is not submitted through Aquatic Informatics)						
i.	Entered correct Unit used for each Parameter Result			☐	☐		
	Provided the MDL and Reporting Limit for parameter with Non-Detect (ND) result only			☐	☐		
	Entered correct Analytical Method used (Optional only)			☐	☐		
F	Certified the Analytical Methods used by authorized laboratory personnel			☐	☐		
G	Included Name(s) of Analyst(s)			☐	☐		
H	Submit QA/QC Report			☐	☐		
VII. Other Requirements				Yes	No	N/A	
	A	Submitted 4-day, Monthly or 30-day Averages calculations (Categorical SIU only, see Permit Section B)			☐		☐
	B	Submitted PFAS Analysis (Affected SIU only, see Permit Section B)			☐		☐
	C	Submitted TTO Analysis (Categorical SIU only, see Permit Section B)			☐		☐
	D	Submitted TOMP Certification (SIU subjected to Metal Finishing & Electroplating only, see Permit Section B)			☐		☐
	If Yes, provide the TOMP Approval Date						
	E	Submitted Waste Manifests (Affected SIU only)			☐		☐
	F	Submitted Operating Monthly/Day Logs (CWT and Other Affected SIU only)			☐		☐
	G	Submitted Production & Process Discharge Flow Rates (SIUs subjected to Production-Based Std. only)			☐		☐
	Materials Processed On-site ^①			^②			
Amount Materials Processed during 6-Months period (Specify unit used)							
Process Water Usage during 6-Months period (Specify unit used)							
VIII.	Certified Statement: Are Pretreatment Standards being met? (If No, specify below the operations and maintenance taken to achieve compliance.)				☐ Yes	☐ No	
IX.	Certification: I certify under penalty of law that this document and all attachments were prepared under my direction, or supervision, in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.						
	Signature Name of Authorized Representative Date						

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

The General Pretreatment Regulation 40 CFR 403.12(e) and the Great Lakes Water Authority (GLWA) Rules, Section II-705, c), 2), viii provides authority to the Publicly Owned Treatment Works, in this case the GLWA, to require all Significant Industrial Users (SIU) 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.

As required, submit electronically the completed SMR form, analytical data, Chain of Custody and others pertaining to the said reporting period through Aquatic Informatics. For those unable to submit through Aquatic Informatics, mail the original documentations to:

**Great Lakes Water Authority
Industrial Waste Control Group
9300 W. Jefferson, Ste. 210
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 GLWA 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 limitations), then notification must be made to the GLWA within 24-hours of becoming aware of the violation. Repeat the sampling and analysis for two (2) days and submit the results of the repeated analyses to GLWA within thirty (30) days of becoming aware of the violation.

For more information/inquiry, please call your respective field inspector / Pretreatment Specialist.

Instructions on Completing the SMR Form

Item I

Provide the complete a) name and address of the facility and b) name, title, e-mail address and telephone number of the facility's authorized representative.

Item II

Check the appropriate SIU type and denote the intended reporting period.

Item III

This pertains to the wastewater information. 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 verifiable 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 IV

This pertains to the sampling location(s) (SL). Give complete details of sampling location(s) description as described in the Wastewater Discharge Permit and indicate the method used during sampling. Refer to the Wastewater Discharge Permit regarding authorized sampling method require.

Item V

- A. Submit the Chain of Custody
- B. Provide the start and end dates of sampling (Sampler installation and retrieval)
- C. Provide the start and end times of sampling (Sampler installation and retrieval)
- D. Provide the name(s) of person(s) obtaining the samples.
- E. Denote the preservation done on the sample: temperature control and/or applicable chemical added to preserve the sample.
- F. Denote the prescribed sample container used.

Item VI

All Industrial Users subject to self-monitoring requirements shall include the following documentation when submitting SMR either electronically through Aquatic Informatics/Linko or via mail:

- A. Submit the required number of samples and respective parameters to be analyzed for the reporting period (see Permit, Section B and I).

- B. i. SIUs subject to pH Monitoring Plan need to submit their Continuous pH Monitoring Records (see Permit Section I,5) or SIUs subject to Minimum Sampling Frequency need to submit the required pH report(s) (see Permit Section B).

Industrial Users under Continuous pH Monitoring requirement need to submit:

Classification	SMR Period	pH monitoring records for
SIU - Local or Categorical	January – June	December - May
	July – December	June - November
Centralized Waste Treatment or other affected SIU	December– May	December - May
	June – November	June - November

- ii. Denote the status of PCB analysis whether submitted, has been submitted or N/A in relation to the reporting period (see Permit Section B).
- iii. Denote the status of Total Phenolic or Individual Phenolic Compounds analysis whether submitted, has been submitted or N/A in relation to the reporting period (see Permit Section B).
- C. Denote the Date & Time of pH sampling and Date & Time of pH analysis.
- D. For other parameters (non-pH), denote the Date of analysis.
- E. For SMR submission via Aquatic Informatics only:
- Enter the correct units used as per the analytical data
 - Provide the a) MDL and b) Reporting Limit when parameter result is Non-detect (ND)
 - Entering the analytical method is optional, ensure entry is correct and same as in the laboratory analysis
- F. Ensure that analytical methods used are signed/certified by the laboratory authorized representative.
- G. Ensure that Name(s) of person(s) performing the analysis are reflected in the laboratory document
- H. Include QA/QC Report

Item VII

- A. When applicable, Industrial Users subject to 4-day average limits (Electroplating Category only) must calculate and submit the average value for each parameter for four (4) consecutive sampling events. These sampling events need not occur on consecutive calendar days.

All other Industrial Users subject to Monthly or 30-Day Average limits must calculate and submit the average value for each parameter per month separately.

- B. When applicable, Industrial Users determined to be a significant source of PFAS, are required to submit PFAS analysis.
- C. Categorical SIUs subject to TTO/Organics analysis requirement must submit the said analysis.

Without an approved Toxic Organic Management Plan (TOMP), SIU subject to Metal Finishing and Electroplating Categories are required to submit the said analysis.

- D. As an alternative to the TTO analysis submission, the SIU with an approved TOMP may submit a TOMP Certification. Provide the recent TOMP acceptance date. Note that the certification must be written as follow:

Based on my inquiry of the person or persons directly responsible for managing compliance with the pretreatment standard for total toxic organics (TTO), I certify that, to the best of my knowledge and belief, no dumping of concentrated toxic organics into the wastewaters has occurred since filing the last discharge monitoring report. I further certify that this facility is implementing the toxic organic management plan submitted to the control authority.

Signed and dated by the Company's Authorized Representative.

- E. If required, submit copies of waste manifests
- F. If required, submit copies of waste Operating Monthly/Daily Logs (applies to Centralized Waste Treatment facility, etc.)
- G. SIUs subject to Production-Based Standards must specify the materials processed on-site, actual production rate (e.g. pound/unit time, sq. ft./unit time, sq. meter/unit time, kg/unit time, etc.) and actual process water usage during the 6-months operating period. Note: Do not fill the "Flow" section in the Aquatic Informatics.

Item VI

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

Even when a SIU has self-monitoring violation(s), it can still meet the pretreatment standards by complying with the 24-hour notification and 30-day compliance reporting requirements (see item 2 in Additional Information on page 3 and Permit, Section G,1).

Item VII

The SMR is to be certified and signed by the company's Authorized Representative only.