

Instructions for Completing
RRWRD Self Monitoring Report Form
For Non-Categorical Industrial Users - Composite Samples

INTRODUCTION

The General Pretreatment Regulations and the Rock River Water Reclamation District Code of Ordinances requires that all categorical and non-categorical Significant Industrial Users (SIUs) submit, at a minimum, semi-annual self-monitoring reports. The **minimum** reporting requirements are listed in your Wastewater Discharge Permit

If your facility monitors any regulated pollutant more frequently than the minimum required in the SIU's Wastewater Discharge Permit, the results of this monitoring shall be reported on the appropriate report forms and submitted to the District on a monthly basis.

The results of industrial self-monitoring, upon approval by the District, shall be included with District sampling and analysis data to determine compliance with all applicable pretreatment discharge standards. Should the self-monitoring report indicate analyses of District provided split samples, these results, if approved, will be averaged with the District's analytical results for the same sample.

In order for the self-monitoring data to be accepted, the samples need to be:

- * collected at the discharge location shown in the SIU's Wastewater Discharge Permit;
- * taken following the proper sample procedures; and
- * analyzed following the approved methods listed in 40 CFR Part 136.

Specific detailed instructions on the completion of the self-monitoring report form and the collection of samples are provided in the accompanying sections of this document. Further information can be obtained by contacting the District at (815) 387-7634 or (815) 387-7636.

I. COVER PAGE INSTRUCTIONS

A. General

Identify the company name, address and phone number.

District staff reviews industry's sampling data on a monthly basis to determine compliance with the pretreatment standards and to identify those companies that will be reported as being in Significant Non-Compliance (SNC) for the year. In order for the District to review "monthly" industrial self-monitoring data it should be submitted to the District as soon as the sample results are made available to the industrial user. "Semi-Annual" self-monitoring reports are due on or before the 20th of January or July for the preceding six months, unless otherwise specified in your Wastewater Discharge Permit. The District has the self-monitoring report forms available in both hard copy and on the District's Web site at: www.rwrwd.dst.il.us

B. Compliance Certification Statement

- 1 Indicate whether your facility is or is not in consistent compliance. Consistent compliance is typically defined as NOT being in Significant Non-Compliance (SNC).
- 2 Attach a separate statement if your facility is NOT in consistent compliance indicating what steps will be taken to bring the facility back into consistent compliance
- 3 The Compliance Certification Statement must be reviewed by an Authorized Representative and Qualified Professional. The position of Authorized Representative and Qualified Professional is defined in 40 CFR Part 403.12 (l)(1-3). www.access.gpo.gov/nara/cfr/cfrhtml_00/Title_40/40cfr403_00.html Space is provided on the self-monitoring report form for the appropriate signatures.

II. ANALYTICAL PORTION OF SELF-MONITORING REPORT FORM (BACK SIDE OF FORM)

- * RRWRD Discharge Number - This number is issued by the District and can be found in the upper right-hand corner of your Wastewater Discharge Permit under "RRWRD".
- * Sample Location - The location where the sample was collected shall be indicated. All samples must be collected from the appropriate sample point, which can be found in your Wastewater Discharge Permit.
- * Month/Year Sampling Conducted - The month and year in which the samples were collected shall be identified. Only one form shall be submitted for each month.
- * Sample Information - Indicate the hold time between when the sample was collected and analyzed, the type of sample container and the preservative used.
- * Contract Lab - If a contract lab was used for sampling/analyzing, provide the name, address and telephone number of the lab. A copy of the chain-of-custody form shall accompany the self-monitoring report form when a contract lab is used.
- * Analytical Results - Shall be entered in the row opposite the day of the sample. The numbers 1 through 31 represent the day of the month. Analytical results of each sample are recorded in the column and row appropriate to the sample date and pollutant type. Results shall be provided in units consistent with the units column (mg/L). The sample data must be placed in the row corresponding with the day of the sample. The reporting requirements can be found in your Wastewater Discharge Permit. Your permit also indicates the report frequency, as well as the required number of samples per report.
- * RRWRD Split Sample - If the sample is a District split sample, an "S" shall be entered into the "RRWRD Split Sample" column in the row corresponding with the day of the sample.

III. SUMMARY OF APPROVED SAMPLE COLLECTION AND ANALYSES PROCEDURES

Sampling and analysis shall be performed in accordance with the techniques described in 40 CFR Part 136. Where 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the USEPA determines that 40 CFR Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analysis shall be performed using validated analytical methods or any other applicable sampling and analytical procedures, including the procedure suggested by the RRWRD or other parties approved by the USEPA.

A. Sample Collection

- 1 Samples must be collected from the correct location, i.e. discharge location identified in your Wastewater Discharge Permit.

Composite samples shall be collected in proportion to flow. If the flow rate does not vary, time proportional composite samples may be acceptable. Composite samples must be collected throughout the work day.

Composite samples may be collected manually or with an automatic composite sampler.

- 2 Proper preservatives, sample containers and hold times must be observed prior to analysis.

| <u>Parameter</u> | <u>Container¹</u> | <u>Preservative</u> | <u>Hold Time</u> |
|------------------|---|--|------------------|
| Cyanide | Polyethylene or Glass | Cool, 4°C or NaOH to pH >12 0.69 ascorbic acid | 6 days |
| FOG | Glass | Cool, 4°C, HCl or H ₂ SO ₄ to pH <2 | 28 days |
| VOC | 40 mL vials Glass, Teflon lined septum | Cool, 4° | 14 days |
| Metals | Polyethylene or Glass | HNO ₃ to pH <2, or at least 24 hours prior to analysis | 6 months |

B. Sample Analysis

- 1 Samples must be analyzed in accordance with the approved methods listed in 40 CFR Part 136.3. The methods in 40 CFR Part 136 are derived from five different sources.
 - a. Methods for the Chemical Analyses of Water and Wastes
 - b. Standard Methods for the Examination of Water and Wastewater;
 - c. ASTM
 - d. Methods for Analyses of Inorganic Substances in Water and Fluvial Sediments; and
 - e. additional sources
- 2 For the determination of total metals, the sample is not filtered before processing. A digestion procedure is required to solubilize suspended material and to destroy organic-metal complexes.
- 3 Cyanide samples must undergo manual distillation followed by titration or spectrophotometric analysis.

IV. GENERAL INFORMATION

All laboratory results of properly collected and analyzed samples are required to be submitted to the District regardless of whether the samples are in compliance. Discharge sample results that exceed a pretreatment limit are required to be reported to the District within twenty-four (24) hours of the time the industry becomes aware of the violation. The discharge must be re-sampled and analyzed within thirty (30) days of the violation.

ROCK RIVER WATER RECLAMATION DISTRICT
Self Monitoring Report Form for Composite Samples
(Non-Categorical Significant Industrial Users)

A. GENERAL

| | | |
|----------|----------|--------|
| COMPANY: | Address: | Phone: |
|----------|----------|--------|

This report shall contain the results of all sampling and analysis of your facility's discharge, including flow and the concentration of those pollutants which are limited by Title 2 of the District's Code of Ordinances, Local Limits, and are listed in your Wastewater Discharge Permit.

If your facility monitors any pollutant more frequently than required by your permit, using test procedures prescribed in 40 CFR Part 136 or other Rock River Water Reclamation District approved methods, as specified in your permit, the results shall be reported in this Self Monitoring Report and submitted to the Rock River Water Reclamation District on a monthly basis. Such monitoring shall be included in any calculations of actual daily maximum pollutant discharge results.

The monitoring results obtained shall be summarized and reported on this form. Use one form for each month reported. The semi-annual self monitoring reports are due on or before the 20th of January and July for the preceding six months, unless otherwise specified in your permit.

B. COMPLIANCE CERTIFICATION STATEMENT (PLEASE ANSWER QUESTION 1 BELOW)

1. Based upon the information reported in this form and my inquiry of those individuals directly responsible for compliance with the applicable pretreatment standards, this facility IS [], IS NOT [] in consistent compliance with the pretreatment standards and requirements. **(NOTE: consistent compliance is typically defined as NOT being in Significant Non-Compliance (SNC).**

2. If the facility is not in consistent compliance with the applicable pretreatment standards, a separate statement is to be attached to this form detailing what additional operation and maintenance and/or pretreatment is necessary to bring the facility into compliance with those standards. This statement shall satisfy the requirements of the General Pretreatment Regulations (40 CFR Part 403.12(b)(7)) concerning the compliance schedules and be completed by the individuals signing this form.

3. 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 gather and evaluate the information submitted. Based on my inquiry of the person(s) 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.

| <i>AUTHORIZED REPRESENTATIVE</i> | <i>QUALIFIED PROFESSIONAL</i> |
|----------------------------------|-------------------------------|
| NAME: | NAME: |
| TITLE: | TITLE: |
| TELEPHONE NUMBER: | TELEPHONE NUMBER: |
| SIGNATURE: | SIGNATURE: |
| DATE: | DATE: |

ROCK RIVER WATER RECLAMATION DISTRICT

Self Monitoring Report Form for Composite Samples - Noncategorical Significant Industrial Users

| | |
|-------------------------------------|------------------------------|
| RRWRD DISCHARGE NUMBER ¹ | SAMPLE LOCATION ² |
|-------------------------------------|------------------------------|

THIS REPORT IS FOR SAMPLES COLLECTED DURING THE MONTH OF:

| | | |
|-------------------|-----------------|--------------------|
| SAMPLE HOLD TIME: | CONTAINER TYPE: | PRESERVATIVE USED: |
|-------------------|-----------------|--------------------|

(If a contract lab was used for sampling/analyzing please provide the information below):

| | | |
|-----------|----------|----------|
| LAB NAME: | ADDRESS: | PHONE #: |
|-----------|----------|----------|

| Pollutant | Cu | Cd | Ni | Cr(T) | Cr+6 | Zn | Mo | Pb | As | Se | Hg | Ag | Other | Other | Other | Other | Other |
|---------------------------------|-----|-----|-----|-------|------|-----|-----|-----|-----|-----|-----|-----|-------|-------|-------|-------|-------|
| Local Limits, mg/l ³ | 0.8 | 1.3 | 2.6 | 15 | 8 | 4.6 | 0.8 | 2.5 | 0.6 | 0.8 | 0.4 | 1.6 | () | () | () | () | () |

| DAY OF SAMPLE | RRWRD SPLIT SAMPLE ⁴ | TOTAL FLOW ⁵ | Cu (mg/L) | Cd (mg/L) | Ni (mg/L) | Cr(T) (mg/L) | Cr+6 (mg/L) | Zn (mg/L) | Mo (mg/L) | Pb (mg/L) | As (mg/L) | Se (mg/L) | Hg (mg/L) | Ag (mg/L) | Other | Other | Other | Other | Other |
|---------------|---------------------------------|-------------------------|-----------|-----------|-----------|--------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------|-------|-------|-------|-------|
| 1-2 | | | | | | | | | | | | | | | | | | | |
| 2-3 | | | | | | | | | | | | | | | | | | | |
| 3-4 | | | | | | | | | | | | | | | | | | | |
| 4-5 | | | | | | | | | | | | | | | | | | | |
| 5-6 | | | | | | | | | | | | | | | | | | | |
| 6-7 | | | | | | | | | | | | | | | | | | | |
| 7-8 | | | | | | | | | | | | | | | | | | | |
| 8-9 | | | | | | | | | | | | | | | | | | | |
| 9-10 | | | | | | | | | | | | | | | | | | | |
| 10-11 | | | | | | | | | | | | | | | | | | | |
| 11-12 | | | | | | | | | | | | | | | | | | | |
| 12-13 | | | | | | | | | | | | | | | | | | | |
| 13-14 | | | | | | | | | | | | | | | | | | | |
| 14-15 | | | | | | | | | | | | | | | | | | | |
| 15-16 | | | | | | | | | | | | | | | | | | | |
| 16-17 | | | | | | | | | | | | | | | | | | | |
| 17-18 | | | | | | | | | | | | | | | | | | | |
| 18-19 | | | | | | | | | | | | | | | | | | | |
| 19-20 | | | | | | | | | | | | | | | | | | | |
| 20-21 | | | | | | | | | | | | | | | | | | | |
| 21-22 | | | | | | | | | | | | | | | | | | | |
| 22-23 | | | | | | | | | | | | | | | | | | | |
| 23-24 | | | | | | | | | | | | | | | | | | | |
| 24-25 | | | | | | | | | | | | | | | | | | | |
| 25-26 | | | | | | | | | | | | | | | | | | | |
| 26-27 | | | | | | | | | | | | | | | | | | | |
| 27-28 | | | | | | | | | | | | | | | | | | | |
| 28-29 | | | | | | | | | | | | | | | | | | | |
| 29-30 | | | | | | | | | | | | | | | | | | | |
| 30-31 | | | | | | | | | | | | | | | | | | | |
| 31-1 | | | | | | | | | | | | | | | | | | | |

¹ As found in Section II.B of your Wastewater Discharge Permit.
² At discharge point where the sample is collected.
³ Local limits as found in District Code of Ordinance, Title 2.

⁴ Please indicate with an "S" if the sample taken was a District split sample.
⁵ Total flow at the discharge point where the sample is collected.