

Region 10 Annual Report Guidance

Send one copy of the annual report to: Pretreatment Coordinator
U.S. Environmental Protection Agency
1200 Sixth Avenue, OW-130
Seattle, WA 98101

Be **COMPLETE** about items on the report; clearly indicate what a reported item refers to; the reviewer usually doesn't have this list or the NPDES permit handy.

- I. Cover page:
- A. Title: XXXX Annual Pretreatment Report (where XXXX is the year of the last month in the reporting period)
 - B. Name of city
 - C. Address of city
 - D. Coordinator's name
 - E. Phone number
 - F. E-mail address for coordinator
 - G. NPDES Permit number
 - H. Reporting period
 - I. Annual Report due date
 - J. Annual report submittal date
 - K. Total number of SIUs (including CIUs)
 - L. Total number of CIUs
 - M. Certification and signature by the principal executive officer, ranking elected official, or other duly authorized employee if such employee is responsible for overall operation of the POTW. The following certification statement should be included:

"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 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."

- II. POTW's activities, including those in outlying jurisdictions
- A. Description of activities for the reporting year
 - 1. Program development activities
 - 2. Program modifications
 - 3. Compliance activities, including inspection dates and sampling dates
 - 4. Enforcement activities
 - 5. Outreach activities
 - B. Plans for the year ahead
 - 1. Program modifications
 - 2. List of IUs to be inspected and/or monitored (along with frequencies)

- III. Updated list of industrial users and addresses, including those in outlying jurisdictions:
- A. Additions & deletions marked and explaining each deletion
 - B. Categorical users noted along with which category
 - 1. Note also which are subject to local limits more stringent than categorical standards
 - C. Indication of IU Permits issued, modified, or reissued during the year, with expiration dates
 - D. Indication of IU Compliance status during the year
 - 1. For IUs not in compliance, a summary of the violation, the enforcement response taken, and present status of the situation
 - 2. A listing of IUs considered in significant non-compliance (SNC) during the year
 - 3. A copy of the newspaper publication of the IUs in SNC
 - E. Indication and tally of IUs inspected (with dates for SIUs)
 - F. Indication of IUs monitored (with dates for SIUs)
 - G. Indication of IUs notified during the year of applicable pretreatment standards and requirements under the Clean Water Act, sludge use requirements, and requirements under RCRA
 - H. Listing of IUs notified of promulgated pretreatment standards or applicable local standards *who are on compliance schedules*. The listing should include for each facility the final date of compliance.
- IV. All results of POTW monitoring of influent, effluent, and sludge levels of toxic and non-conventional pollutants required to be monitored in the POTW's NPDES permit in support of the pretreatment program, including:
- A. Dates samples were collected
 - B. Analytical results, including units
 - 1. Analytical method used
 - 2. Minimum detection level
 - C. Removal rates for each pollutant monitored for each sample date. (If one of the numbers is below detection level, the removal rate will need to be reported as < or > as appropriate.)
 - D. A statement that all data were gathered and analyzed using methods prescribed in 40 C.F.R. §136.
 - E. Analysis and discussion about the adequacy of the local limits to continue to prevent interference or pass through of pollutants that could affect water quality or sludge contamination, including:
 - 1. Comparison between the POTW's maximum allowable headworks loading for each pollutant and the highest influent loading measured during the year. (This should be presented in a table.)
 - 2. A narrative describing any problems encountered in the application of the local limits, any additional pollutants of concern that may have been observed in either industrial effluent or POTW influent, and any plans to revise existing local limits or develop new ones.
- V. Description of all Treatment Plant Upsets caused as a direct or indirect result of a non-domestic discharge, including:
- A. Date & time of the incident
 - B. Description of the effect on the POTW's operation
 - C. Effects on the POTW's effluent and sludge quality
 - D. Identification of suspected or known sources of the discharge causing the upset
 - E. Steps taken to remedy the situation and to prevent recurrence