

Industrial Pretreatment Program Directions for Completing Self-Monitoring Report Forms

GENERAL RULES

A separate self-monitoring form must be used for each location or sample site.

Submitted reports must be legible.

You only need to deliver your report to us once, using U.S. mail, 4572 Memorial Drive Decatur, Georgia 30032 or scanned and sent via e-mail, IPP@dekalbcountyga.gov. For example, if sending via email, there is no need to also send via U.S. mail.

A laboratory approved and accredited by the Georgia Environmental Protection Division must perform analysis for all parameters. Check the following Web page for a list of certified laboratories and the analytes for which they are certified at: <http://www.gaepd.org>

Refer to your Permit (Self-Monitoring Requirements Section) to determine your self-monitoring requirements. Contact our office if you have questions regarding the requirements.

Report is due no later than:

<u>Annual Reporter</u>	<u>Semi-Annual Reporter</u>	<u>Quarterly Reporter</u>	<u>Monthly Reporter</u>
January 15	January 15 July 15	April 15 July 15 October 15 January 15	The 15 th of the following month of sampling

All forms must be in the format provided by the DeKalb County Watershed Management Industrial Pretreatment Program (DMW-IPP) and must be kept to one page unless otherwise approved by the Department. Self-Monitoring forms are available in Microsoft Word and Adobe PDF Files and can be downloaded at www.dekalbcountyga.gov/watershed-management/IPP. If you would like to customize a self-monitoring form for your company, please contact the Department for prior approval.

Certification language must remain on the page, and the forms must be signed and dated by a Responsible Official or Duly Authorized Delegate (with delegation of authority submitted to DWM-IPP).

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SPECIFIC INSTRUCTIONS

Company Name: Fill in name in which permit is issued.

Discharge Point: Each discharge point must be filled in and identified as listed in the permit.

Permit Number (Permit No.): Indicate permit number on each form submitted.

Month and Year: For monthly reporters, fill in appropriate sample month and year in the space provided on top of the form. All other reporters please specify the appropriate reporting period and year.

Sample Date: This must be the date sample was collected, NOT the date of laboratory analysis unless the sample was collected on the same day as the date analyzed. Fill in sample results on the lines corresponding to the dates provided to the left of **Sample Type** column. **Note:** Dates are provided on the monthly form. All other reporting periods must have sample dates filled in next to the corresponding months provided on the forms.

Sample Type: Specify if sample collected was a composite, grab or batch (record "C" for composite, "G" for grab or "BC" for batch).

Parameters: Refer to your laboratory reports and copy the sample results into the correct parameters columns for the parameters required to be reported in the permit. If values are not in mg/L, please specify the unit of measure used. Fill in the name of the parameter as required by your permit, along with the appropriate results, in the units specified in the permit.

Monthly Minimum and Maximum pH and Dates: If you are required to report this, please record the minimum and maximum pH values along with the dates in which they occurred in the spaces provided at the bottom of the page. Note: If minimum or maximum value occurred more than one time, please select only one of those dates. Do not record series of dates in which they occurred.

Total Monthly Flow: The flow must be recorded in total gallons. Refer to your logbook to determine each month's total flow and record the value in the space(s) provided on the form.

Maximum Daily Flow: If you are required to record Maximum Daily Flow for each month, determine what the highest value for any day in the month was and record it in the appropriate column or space provided on the form (as gallons per day (GPD)). Note: Remember to fill in the date it occurred in the space provided and choose only one date if there is more than one date on which the maximum result occurred.