

INDUSTRY SELF MONITORING FORM (ISMF) INSTRUCTIONS for Facilities with Certification Requirements ONLY

Refer to either your Best Management Practice (BMP) Permit or ATTACHMENT B of your Industrial User Discharge Permit for your complete monitoring schedule and instructions. Questions concerning these requirements may be answered by contacting this office.

Because your permit contains only certification requirement(s), you are **not** required to collect and analyze any wastewater samples. However, you must complete and submit to this office, the enclosed certification form(s) by the specified due date. Although it is not necessary to fill out any information on the white Industry Self Monitoring Form (ISMF), **please attach it** to the completed certification form(s). You may fax the report to meet the due date; however you must also mail an original. Failure to use the required format with the ISMF# clearly listed, risks the loss of your data and consequently a violation for late and/or incomplete reporting.

- The **six digit industry number** (IU#) is listed beneath the mailing address of your business on the ISMF. Enter this number in the boxes below the certification statement.
- The **ISMF#** is located to the far right of the IU# on the ISMF. Even if your certification form does not include a blank for ISMF#, it is a good idea to write it near the industry number in case you forget to attach the ISMF.
- The connection (**conn**) number, if applicable, is listed on the same line of the ISMF between the IU# and the ISMF#.
- The **report due date** is shown in the asterisk box to the right of your business name and address.
- The **monitoring period**, if requested, is most often the 6 calendar months prior to the due date and, where applicable, is described in Attachment B of your permit.
- The certification form must be signed and dated by a person in your firm having the authority to do so.
- Notify the IWCP if there was a change of ownership during the reporting period, typically the last 6 months.
- Please **do not cut** the certification form on any of the lines. Return the form in its entirety.
- If you need further assistance on completing or submitting the certification forms, please contact the duty inspector at (858) 654-4100.