

INDUSTRY SELF MONITORING FORM (ISMF) INSTRUCTIONS

Refer to the Attachment B and Appendix B of your IU Discharge Permit for the complete monitoring schedule and instructions. Questions concerning these requirements may be answered by contacting your area inspector.

- Sample collection for IU self monitoring can be conducted whenever the IWLab is not already monitoring at your facility. If the IWLab samples all the wastewater discharges in a monitoring period (this is unlikely but can occur for infrequently batch discharged wastestreams), indicate this on your ISMF to prompt the reviewer to waive your sampling, but not the reporting, requirements for the period. Otherwise representative samples must be collected at the **sampling location and for all** the required self monitoring parameters specified in the permit for at least (1) 24 hour period **in the monitoring period**; advise the Compliance Supervisor if you believe the location is inappropriate.
- IU self monitoring analyses must be conducted by an ELAP certified laboratory that has provided evidence of its current certifications to this office **or the analytical results will be considered invalid.**
- IU self monitoring analyses must be submitted on the ISMF provided or a similarly formatted data entry form **AND must include signed originals for all certifications.** Transfer the analysis results to the ISMF (if a result is ND, enter the parameter's reporting limit preceded by "<", except flash point which is preceded by ">"), attach a copy of the laboratory analysis report including the chain of custody, and return the report to this office by the due date specified in your permit. 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.
- A **Sample Type** is specified for each parameter and is generally either a 24 hour composite or Grab (includes Grab/Field Measurement, Grab/separate analysis, TTO result (sum), VOC grab, etc.). A **Grab** is a single sample collected over a period of time not exceeding 15 minutes and is often accomplished by simply dipping a sample out of the wastestream with a bailer or the sample container. **Note: pH, temperature, flash point, and many TTO compounds require discrete grab samples and analyses.** A **24 hour composite** requires a series of samples be collected during a **24 hour period representative of normal process operations** and combined into a single container for analysis. Composites must be flow or time proportioned and may be collected with automatic sampling equipment or by manually combining a **minimum of (4)** grab samples. For all manually collected samples **each individual sample time must be listed on the ISMF.** For autosamplers list the time sampling began and the time it ended. Example: for a 16 hour workday and flow of 8,000 gpd, samples are collected at least every 4 hours or 2,000 gals. In contrast, the **Evaluation only** and **Fixed probe with chart** sample types do not require the actual collection of samples; for flow measurements and continuous pH recording use the sampling information fields to indicate the applicable time period.
- The sample **Description** should include the appearance of the sample. Indicate the color, clarity, layering if present, etceteras. Examples: clear, colorless and cloudy, tan.
- If a **Flow** parameter is required, enter your best estimate if a metered value is not available.
- The attached Self Monitoring Report Certification must be signed and dated by a person in your firm having the authority as set forth in the permit under Standard Conditions, Signatory Requirements. This (SMR Certification) and other Supporting Documents are available at: <http://www.sandiego.gov/mwwd/environment/iwcp/index.shtml> .
- Self monitoring early in the period and more frequently than required in the permit is highly recommended. Simply make additional copies of the ISMF and replace the ISMF# with "extra". Note however, that you must submit all "representative" self monitoring results to this office. This does **not** include in-house testing at locations other than the permitted sample point or when non-EPA approved analytical methods (see 40 CFR Part 136) are utilized.
- If self monitoring **INDICATES A VIOLATION** of a daily maximum or instantaneous limit, you must 1) notify the Compliance Supervisor within 24 hours of becoming aware of the violation and 2) unless your permit requires monthly self monitoring for the pollutant(s) in violation, resample at the sample point for the parameters in violation and submit the results to this office within 30 days of becoming aware of the violation, **including a properly signed Self Monitoring Report Certification.** The resample requirement is in addition to your routine self monitoring and therefore the results cannot be used for your next report.

CRITERIA FOR SIGNIFICANT NONCOMPLIANCE (SNC)

A Significant Industrial User (or any Industrial User which violates paragraphs (C), (D), or (H) below) is in significant noncompliance if its violation meets one or more of the following criteria:

- A) Sixty-six percent (66%) or more of all measurements taken for the same pollutant parameter during two (2) consecutive calendar quarters at a given sample point exceed (by any magnitude) a numeric Pretreatment Standard or Requirement, including instantaneous limits, as defined by 40 CFR 403.3(l);
- B) Thirty-three percent (33%) or more of all measurements taken for the same pollutant parameter during two (2) consecutive calendar quarters at a given sample point equal or exceed the product of the numeric Pretreatment Standard or Requirement, including instantaneous limits multiplied by the applicable Technical Review Criteria (TRC) factor (TRC = 1.4 for oil & grease, and 1.2 for all other pollutants except pH);
- C) Any other violation of a pretreatment standard or requirement as defined by 40 CFR 403.3(l) (daily maximum, long-term average, instantaneous limit, or narrative standard) that IWCP determines has caused, alone or in combination with other discharges, **interference** or **pass through** (including endangering the health of sewage treatment personnel or the general public);
- D) Any discharge of a pollutant that has caused imminent endangerment to human health, welfare or to the environment or has resulted in the **POTW's** exercise of emergency authority, under 40 CFR 403.8(f)(1)(vi)(B), to halt or prevent such a discharge;
- E) Failure to meet, within ninety (90) days after the schedule date, a compliance schedule milestone in a permit or enforcement order for starting construction, completing construction, or attaining final compliance;
- F) Failure to provide, **within forty-five (45) days after the due date, required reports such as** baseline monitoring reports, 90-day compliance reports, **periodic self-monitoring reports**, and reports on compliance with compliance schedules;
- G) **Failure to accurately report noncompliance;**
- H) Any other violation or group of violations, which may include a violation of Best Management Practices, which IWCP determines will adversely affect the operation or implementation of the Pretreatment Program.

Pursuant to 40 CFR 403.8(f)(2)(viii), the **Industrial Wastewater Control Program will publish in the San Diego Union Tribune** the names of all IUs who, at any time during the previous calendar year, were in SNC with applicable pretreatment requirements.