

INDUSTRY SELF MONITORING FORM (ISMF) INSTRUCTIONS for the IWCP Online Portal

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 assigned inspector.

- The Self Monitoring Report must be e-signed in the IWCP Online Portal by a person in your firm having the authority as set forth in the permit under Standard Conditions, Signatory Requirements.
- Self monitoring early in the period and more frequently than required in the permit is highly recommended. Note however, that you must submit all "representative" self monitoring results to this office. Please attach all lab reports, chain of custody, and associated documents for extra sampling results, and check the box marked "Check if submitting extra sampling results" on your submittal. 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 IWCP within 24 hours of becoming aware of the violation and 2) unless your permit requires monthly or more frequent self monitoring for the pollutant(s) in violation, resample for all the regulated parameters at the designated sample point **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.
- IU self monitoring analyses must be conducted by a [California Environmental Laboratory Accreditation Program](#) (ELAP) certified laboratory that has provided evidence of its current certifications to this office and has maintained ELAP certification **or the analytical results will be considered invalid.**
- For SCS Portal data entry, begin by first typing in the Laboratory Name and selecting the appropriate ELAP certified laboratory.
 - If your laboratory is not found, use the drop-down option 'Other' and type the laboratory name in the sample description field.
- For samples which are "**Evaluation only (no sample)**", enter the name of the individual completing the evaluation in the "Collected By" field and enter the last day of the monitoring period in the "Collected Date" field. Leave the "Sample Description" field blank.
 - If a **Flow** parameter is required, enter your best estimate if a metered value is not available.
- For samples which are **24 hour composite or Grab**, enter the name of the individual who collected the sample in the "Collected By" field, enter the date the sample was collected in the "Collected Date" field, and enter the time the sample was collected in the "Collected Time" field. The "Sample Description" field should include the appearance of the sample. Indicate the color, clarity, layering if present, etcetera. Examples: clear, colorless and cloudy, tan.
 - If the sample is a **24 composite**, also include the "Setup By", "Setup Date", and "Setup Time".
- Enter the analysis results (if a result is Not-Detectable (ND), enter the parameter's reporting limit value preceded by "<", except flash point which is preceded by ">"), upload a copy of the laboratory analysis report including the chain of custody, and submit the report by the due date specified in your permit.
- Sample collection for IU self monitoring can be conducted whenever the IWCP Sampling Group is not already monitoring at your facility. If the IWCP 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** in the sample description section and mark all sample results as "Not Required/Waived". This will 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.**
- 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, oil/grease, 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 in the sample description.** For autosamplers enter 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 flows and continuous pH recording use the sampling information fields to indicate the applicable time period.