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 required certification form(s) by the specified due date.

- If the SMR is not submitted through the IWCP Online Portal, you must download and print all applicable certifications from the IWCP's website and mail all forms with original, "wet" ink signatures to be received by the IWCP office prior to the self monitoring due date.
  - Although it is not necessary to fill out any information on the Industry Self Monitoring Form (ISMF), **please attach it** to the completed certification form(s).

- 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 **Permit Number** (PMT#) is listed beneath the mailing address of your business on the ISMF. Write this number in the Permit Number field below the certification statement.

- The **ISMF Number** (ISMF#) is located to the far right on the ISMF. Write this number in the ISMF Number field below the certification statement.

- 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 with completing or submitting the certification forms, please contact the duty inspector at (858) 654-4100.

SHARED CROMERR SERVICES (SCS) PORTAL AND DATA ENTRY

- For **IWCP Online Portal data entry**, begin by first typing "Not Applicable" in the Laboratory Name field and selecting the "Not Applicable" option from the drop-down menu.

- 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. (Refer to Attachment B of your IU Discharge Permit for your monitoring periods. For example: If the monitoring period is Mar-Aug, the last day of the monitoring period will be August 31st.)

- Use the drop-down menu in the "Qualifier" column to certify compliance with each certification statement.

- There is no requirement to attach any additional forms when submissions are performed through the IWCP Online Portal.