

SELF MONITORING REPORT CERTIFICATION

City of San Diego Public Utilities Dept
Industrial Wastewater Control Program
9192 Topaz Way, San Diego, CA 92123
(858) 654-4100

Applicability: These instructions apply to any industry whose Industrial User Discharge Permit includes an Attachment B, "SELF-MONITORING AND REPORTING REQUIREMENTS".

All self monitoring reports submitted to the IWCP must include the following certification statement and be signed as required in the permit under STANDARD CONDITIONS, **Signatory Requirements**.

CERTIFICATION STATEMENT

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person(s) who manage the system, or those persons directly responsible for gathering the information, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I certify that all wastewater samples analyzed and reported herein are representative of the ordinary process wastewater flow from this facility. I am aware of the potential for significant penalties for submission of false information, including the possibility of fines and imprisonment for knowing violations.

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facility number

report due date

monitoring period

print name

title

signature
(attach to Industry Self-Monitoring Form)

date

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: <https://www.sandiego.gov/public-utilities/permits-construction/industrial-user-permits> .
- 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.