

## Reporting Period Information - SMR

### Help Sheet for Standard Discharge Permits

Below are general instructions for completing the Industrial Waste Discharge Report – Reporting Period Information form. The instruction numbers correspond to the numbers on the Industrial Waste Discharge Report – Reporting Period Data form. **In cases where these instructions differ from conditions specified in the Permit, the Permit takes precedence.**

1. Enter the full name of the Permittee and the Permit number as it appears on the Industrial Discharge Permit.
2. Indicate the physical location address of the permitted facility. Please include City and Zip Code. Check appropriate boxes regarding changes to billing and/or mailing addresses. Submit changes of mailing/billing addresses on the appropriate line. Again, please include the City and Zip Code.
3. Check the applicable Reporting Period box, and add the year in the space provided.
4. List the number of days that **normal** facility operations are conducted during the reporting period. Each calendar day with typical or greater than typical discharge activities as allowed under this Permit shall be considered one operating day. All other days shall be calculated as a fraction of one operating day. Sum all the operating days (whole and partial) for the reporting period.
5. List the average number of **full-time** employees working at the facility during the reporting period. Include office personnel, and count two- (2) part-time employees as one- (1) full-time employee. Drivers, sales people or other personnel who spend approximately ½ their time away from the office should be considered as part-time employees. Round up to the nearest whole number.
6. List the average number of working hours in a normal operating day.
7. All volumes must be listed in gallons. To convert volume data from cubic feet to gallons, **multiply the number in cubic feet by 7.48**. Note that the difference between the "7A Total" and the "7B Total" must equal the "7C Total." However, volume determinations should follow the instructions listed in Section B.1.iii of the Industrial Discharge Permit.
  - A. Incoming Water Sources - Enter the volumes for all of the applicable water source categories that enter this facility during the reporting period. Volumes may be determined using water meter readings, city water bills, calculated estimates or other appropriate means. The most common source categories are listed, but if a category is not included, list it under "Other". Include a description of the volume determination method used for each source category (i.e., Water Bills, Meter Readings, or "Other"). Please add comments if the determination method that is listed is "Other." Calculate a total by summing all the listed source categories, and enter in the row marked "Total."
  - B. Water **not discharged** to sanitary sewer - Enter the volumes for all applicable categories of water and/or wastewater for this facility from a water source category listed in 7A, that leave the facility by methods other than the sanitary sewer during the reporting period. The most common categories are listed, but if a category is not included, list it under "Other". Include a description of the volume determination method used for each source category (i.e., Water Bills, Meter Readings, Calculation/Estimate, LWR Gate Receipts, Subtraction/Difference). Calculate a sum using all listed categories, and enter in the row marked "Total."

- C. Wastewater **discharged** to the sanitary sewer – Enter the volumes for all applicable categories of water and/or wastewater for this facility from a water source category listed in 7A that leave the facility through discharge to the sanitary sewer during the reporting period. The most common categories are listed, but if a category is not included, list it under “Other”. Include a description of the volume determination method used for each category (i.e., Meter Reading, Discharge Flow Measuring, Calculation/Estimate, and Subtraction/Difference). Calculate a total by summing all the listed categories, and enter in the row marked “Total”.

**Note:** the volume listed in “7C Total” should be equal to the “7A Total” minus the “7B Total”. Unless metered separately, the “Domestic Waste” volume may be calculated assuming a generation rate of 20 gallons per day per full-time employee per operating day (i.e., 20 x # of employees listed in #5 above x # operating days listed in #4 above). In certain situations, “Industrial Waste” may be determined by subtracting from “7A Total” minus “7B Total” minus all other categories in “7C”.

8. Check the appropriate box. If “Yes” is checked, verify that MCES has been notified. General Permit Condition D.12 requires MCES notification 60 days prior to any planned changes in processes, production, or the installation of pretreatment equipment. If MCES has not been notified, enter an explanation on the lines below. (Process changes would include any change that affects any discharge characteristic. Pretreatment changes would include modifications that could affect the discharge quality or characteristics. Volume changes would include a 5% or greater increase or decrease from past averages.)
9. Check the appropriate box. If “Yes” is checked, add an explanation on the lines below.
10. Check the appropriate box. If “No” is checked, add an explanation on the lines below.
11. Check the appropriate box. If “No” is checked, add an explanation on the lines below. A representative sample would be collected on a normal operating day according to monitoring requirements listed in Section B.1 of the Industrial Discharge Permit.
12. Add any additional comments about the reporting period as needed.
13. This form must be completed by an Authorized Representative defined as follows: 1) A principal executive officer of at least the level of Vice President, if the Permittee is a corporation; 2) A general partner or proprietor, if the Permittee is a partnership or sole proprietorship, respectively; or 3) A Designated Authorized Representative for the individual described in (1) or (2) above if such representative is responsible for the overall operation of the facility or has overall responsibility for environmental matters for this facility. If the signee is to be from category 3, the Permittee must have previously submitted a signed “Designation of Authorized Representative for Submittal of Industrial Waste Discharge Reports” form to MCES. Forms can be found at <http://metro council.org/Wastewater-Water/Services/Industrial-Waste/Standard-Industrial-Discharge-Permits/Industrial-Waste-Forms.aspx>. The Authorized Representative must sign the report and provide the requested information. **An unsigned report is considered incomplete and will not be accepted.**

#### NOTES:

- Reports must be **received** by MCES by the due date, which is 30 days following the completion of each reporting period. A report postmarked before or on the due date, but received after the due date, is considered late and will be subject to a Notice of Violation and an administrative late fee.