

Below are general instructions for completing the Industrial Waste Discharge Report – Sampling Results form. The instruction numbers correspond to the numbers on the Industrial Waste Discharge Report – Sampling Results form. This form must be completed by Permittees holding an Industrial Waste Discharge Permit or a Special Discharge Permit. **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 (Standard Industrial Discharge Permits) or discharge site address (Special Discharge Permits). Please include City and Zip Code.
3. Check the applicable Reporting Period box, and add the year in the space provided.
4. Check the box if there was zero discharge or no sampling during the reporting period. If the box is checked, proceed to item #9 and do not complete the sample results section on page 2 of the form.
5. Check the appropriate box. If “No” is checked, add an explanation on the line provided.
6. Check the appropriate box. If “No” is checked, add an explanation on the line provided.
7. Check the appropriate box. If “No” is checked, add an explanation on the line provided. 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.
8. Check the appropriate box. If “Yes” is checked add an explanation on the line provided. In addition, report a calendar date that you became aware of the exceedance(s).

General Permit Condition D.5 requires the Permittee to notify MCES within 24 hours of becoming aware of a violation of the Discharge Limits. Daily and long term limits, if applicable, are found in Section A of the Industrial Discharge Permit.

9. Add any additional comments about the reporting period as needed.
10. 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.**

Sample Results (page 2)

Submit **one** sheet of sampling results for each sampling day per monitoring point.

1. Enter the monitoring point information on the line provided. The sampling location should match one of the monitoring point listed in Section B of the Industrial Discharge Permit.

Please complete one "Sample Results" page for each monitoring point for which you have analytical data for. For example, if you have one day of monitoring for SP-01 and SP-02 you are required to complete one Sample Results page for SP-01 analytical data results and one for SP-02.

2. Enter the sample start date and time and the sample end date & time on the lines provided. For grab samples, the start date and end date would be identical. This date is not the date in which the analytical results were reported to the Permittee from the contract laboratory.
3. Enter the discharge volume through the monitoring point on the sampling day. The value should represent the volume in gallons. Please convert the number to gallons if it is any other units. This value should not be the volume of the sample collected.
4. Check the appropriate box for who collected the sample and if "Other" enter the entity name (most often the contract laboratory hired to do the sampling). In addition, check the appropriate method of collection.
5. Check the appropriate box for who composited the sample and if "Other" enter the entity name (most often the contract laboratory hired to do the sampling). In many cases, the person who collected the sample is the same person who composited the sample.

Enter a brief description of the compositing method on the line provided. Some examples of compositing methods are equal volume, total volume, flow proportional, etc.

6. Complete the table with the following information:
 - **Substance:** Each substance analyzed should be listed under the "Substance" column. If additional rows are required, please submit the additional substances on a separate sheet.

Attachment A of the Industrial Discharge Permit lists the sampling requirements.

- **Analytical Result and Result Unit:** Please provide the analytical results in the appropriate row for each substance. The analytical results should be listed in mg/L except for pH (unit is Standard Units) and Mercury (unit is micrograms/L). In addition, the analytical result should be reported to the same significant digits as found on the lab data sheets.

On the lab data sheets where "Not Detected" or (ND) are shown, enter the "less than" sign (<) and the listed method detection limit.

Compare the analytical results to the Discharge Limits listed in Section A of the Industrial Discharge Permit. If the analytical results are above the discharge limit, please contact your assigned MCES Engineer to report a violation. Per Waste Discharge Rule 408.00, MCES must be notified within 24 hours of becoming aware of a violation.

For facilities subject to EPA Categorical Standards, please compare the analytical data to both the Daily Maximum Limit and the Long-Term Average listed in the Industrial Discharge Permit.

- **Detection Limit-** Please provide the detection limits in the same units as the analytical result. The detection limits are listed along with the analytical results found on the lab data sheets.
- **Analysis Method-** Please provide the analysis method for each substance. The analysis method can be found along with the analytical results page on the lab data sheets.
- **Sample Method-** Select the sample method for each substance. The sample method choices are: composite – flow proportional, composite – total volume, composite – equal volume, grab - single, grab-composite, and other.
- **Sample Container Type-** Select the sample container used to collect the sample for analysis. The sample container choices are: Glass – 1 quart, Glass – 1 liter amber, Plastic – 1 quart, Plastic – 1 gallon, Vial – 40 ml clear, WhirlPak, Other or NA (not applicable). You may also type in a container type.
- **Laboratory Name-** Enter the name of the lab that provided the lab data sheets containing the analytical results for each substance.

NOTES

- Review the Specific Permit conditions listed in Section E of the Industrial Discharge Permit and ensure that all Specific Permit Conditions were satisfied during the reporting Period or through attachments to the report.
- Permittees subject to EPA Categorical Pretreatment Standards must submit an EPA Categorical Compliance Report Form with each Industrial Waste Discharge Report. Refer to Permit Section B.3.b for reporting requirements. The compliance form for the Electroplating and Metal Finishing Category can be found at the web site listed in item 9 above. For all other categorical compliance forms, please contact the MCES engineer assigned to your permit.
- Ensure all sampling requirements found in the Industrial Discharge Permit, Sections B and E, are conveyed to third parties, e.g., a contract laboratory conducting sampling, compositing or analysis.
- 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.