

## Reporting Period Information – SMR

### Help sheet for Special Discharge Permit reports

Below are general instructions for completing the Special Discharge Report – Reporting Period Information form. The instruction numbers correspond to the numbers on the Special 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 Special Discharge Permit.
2. Indicate the physical location address of the discharge site. Please include City and Zip Code. Check the appropriate boxes regarding changes to billing and/or mailing addresses. Submit changes of mailing and/or billing address 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. Check the appropriate box and answer the associated questions.

#### **No Discharge to MCES during this reporting period**

If this is selected, proceed to Item #5.

#### **On-Site Discharge**

- A. Enter the number in gallons on the line provided.
- B. Enter the number in days on the line provided.
- C. Enter the number in gallons per day on the line provided. This number can be calculated by dividing the number reported for A by the number reported for B.
- D. Enter a description on the lines provided. Some examples are Meter Readings, Discharge Flow Measuring, Calculation/Estimation, etc.

#### **Hauled Discharge**

- A. Enter the number on the line provided.
- B. Enter the number in gallons on the line provided.
- C. Enter the number in days on the line provided.
- D. Enter the number in gallons per day on the line provided. This number can be calculated by dividing the number reported for B by the number reported for C.
- E. Enter a description on the lines provided. Some examples are LWR Gate Receipts, Meter Readings, Calculation/Estimation, etc.
- F. Enter the name of the Liquid Waste Hauler (LWH) that hauled waste from this facility to the Metropolitan Disposal System. The LWH is required to have a LWH Permit with MCES. The LWH will be able to provide you with their Permit number. Enter the Permit number on the line provided.

5. Check the appropriate box. If “Yes” is checked, verify that MCES has been notified. General Permit Condition D.11 requires MCES notification with 48 hours if the discharge is temporarily or permanently discontinued. This condition also states that changes in pretreatment system design or operation or rate of discharge should also be reported. If MCES has not been notified and operational changes occurred, enter an explanation on the lines provided.
6. Check the appropriate box. If “Yes” is checked, verify that MCES has been notified. If MCES has not been notified, enter an explanation on the lines below.
7. Check the appropriate box. If “No” is checked, add an explanation on the lines below.
8. 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 Special 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.**

#### 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.