



Industrial Waste and Pollution Prevention

Reporting and Self-Monitoring Requirements

Industry Reporting and Self-Monitoring Requirements

All industrial users must demonstrate compliance with federal, state, and local pretreatment standards and requirements.

To demonstrate compliance, industrial users holding a Standard Industrial Discharge Permit are required to:

- Perform self-monitoring,
- Submit reports, and
- Maintain records of its activities.

These requirements are outlined in the Industrial Discharge Permit issued to the industrial user.

Perform self-monitoring

Self-monitoring means that representative wastewater samples must be collected by the Permittee or commercial sampling company. The sampling must be conducted at each monitoring point in accordance with the requirements outlined in the Industrial Discharge Permit and collected during a normal operating day based on the frequency listed in the Permit.

Samples must be analyzed by a certified laboratory using EPA approved methods.

Submit reports

Industrial users must submit reports quarterly, semi-annually or annually as listed in the Permit under Reporting Requirements.

Reports must be submitted electronically through the Metropolitan Council's Industrial Online Reporting System (IORS) by a certified Signatory Authority.

Sampling Results Self-Monitoring Report (SMR)

The analytical results for all wastewater monitoring conducted during each reporting period, at the monitoring point(s) specified in the Permit or at points representing the industrial discharge through the monitoring point(s), including in-house sampling and analysis, should be submitted in the Sampling Results SMR.

The Permit indicates if any additional information needs to be submitted in the Sampling Results SMR.

Reporting Period Information Self-Monitoring Report (SMR)

Industrial users (IU) are required to report volume and operational information for the entire reporting period (annual, semi-annual or quarterly). IU's report how much volume of water came into the facility and how much was discharged to the sanitary sewer. The total incoming volume, less the total volume not discharged to the sanitary sewer (water lost to evaporation, irrigation or used in product), should equal the total volume discharged to the sanitary sewer. The Permit has a Volume Determination subsection that specifies how this information should be calculated and reported.

The Permit also indicates if additional information needs to be submitted in the Reporting Period Information SMR. Some examples of information to be included are water bills, summary of all off-site liquid waste shipment activities, ion exchange canister shipments, batch discharge logs, etc.

Signatory Authority to Submit Reports

Reports must be submitted by a Signatory Authority or Designated Signatory Authority with an electronic signature agreement on file with the Metropolitan Council.

Signatories must be one of the following:

1. For a corporation:
 - a. A president, secretary, treasurer, or vice-president of the corporation in charge of a principle business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
 - b. The manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
2. For a partnership or sole partnership; a general partner or proprietor, respectively.
3. For a public agency: a general manager, department manager, or supervisor of a public agency who performs policy or decision-making functions for the public agency.

The Signatory Authority must re-sign the Certification of Signatory Authority Form with every permit renewal and when the Signatory Authority changes.

Maintain records

The industrial user must retain monitoring records and reports for at least 3 years or longer (six years if a five-year permit) and provide access to these records if requested by Industrial Waste and Pollution Prevention (IWPP) permit staff.

Some examples of records to maintain are water supply and wastewater volume records, laboratory data sheets, records of batch discharges, spill reports, hazardous waste manifests and disclosure forms, pretreatment maintenance records or solids disposal records, charts/records resulting from flow or pH measuring, etc.