ANNUAL REPORT INSTRUCTIONS AND GUIDELINES

These instructions and guidelines are intended to assist you in completing each section of the attached pretreatment program annual report form. It is organized following the format of the report. If the signer of the annual report is required to be authorized, per subsection 62-625.600(12), F.A.C., a letter of authorization must be on file with the Department or included with the annual report. Pretreatment discharge monitoring reports, compliance schedules, and proof of SNC publications must also be attached to the annual report.

Please send all pretreatment annual reports to the address in your facility permit:

Florida Department of Environmental Protection
Domestic Wastewater Section, Mail Station 3540
Bob Martinez Center
2600 Blair Stone Road
Tallahassee, Florida 32399-2400

Cover sheet

Pretreatment program name

- Please enter the public utility name.

Report date

- Please enter the report due date, as specified in the controlling wastewater facility permit.

Current reporting period

- Enter the current reporting period. This should end one month prior to the report date.

Previous reporting period

- Enter the reporting period from last year's annual report.

Names of treatment plants and permit numbers

- Please enter all facilities covered by the pretreatment program and note the control permit.

Report contact person

- Please provide the contact information for question regarding the annual report.

Signature of authorized employee or ranking official

Reports submitted to the Department by the control authority must be signed by a principal executive officer, ranking elected official, or other duly authorized employee. The duly authorized employee must be an individual or position having responsibility for the overall operation of the WWF or the pretreatment program. This authorization must be made in writing by the principal executive officer or ranking elected official, and submitted to the Department prior to or together with the report being submitted.

Pretreatment Annual Report Summary *(For NPDES facilities only)*

Please complete the annual report summary by providing the information requested. Please summarize the count of SIUs, CIUs, enforcement actions, and penalties. Answer yes or no for incidents and acceptance of wastes. For annual frequency, enter the total of the influent and effluent priority pollutant scans and biosolids metals scans from all the wastewater facilities that make up the pretreatment program.

Section 1: Wastewater Facility (WWF) Operations

A. WWF Monitoring Data.

1. Provide a summary of analytical results of the influent and effluent for each WWF covered by the pretreatment program for those:
   - conventional pollutants that are identified under 40 CFR Part 401.16 (BOD, TSS, pH, and oil & grease) and any additional parameters that are routinely reported according to each WWF permit, with the exception of fecal coliform. The analytical summary should provide the influent/effluent monthly averages for each of the conventional pollutants and the percent removals. These results shall be reported in a table within or attached to the annual report. If oil and grease is not routinely collected, then it should only be reported on the discharge monitoring report.
   - toxic pollutants that have been identified under 40 CFR Part 122, Appendix D, Tables II and III (Attachment A) with the exception of acrolein and acrylonitrile. These results shall be reported on the industrial pretreatment discharge monitoring reports (Monitoring Group Number PRT-I and PRT-E) issued with the WWF permit.
   - any other pollutants which the permittee believes may be causing or contributing to interference, pass through or adversely impacting residuals quality.

2. Provide a summary of all analytical results of biosolids for each WWF covered by the pretreatment program for the nine pollutants identified under 40 CFR Part 503.13. These results shall be reported on the industrial pretreatment discharge monitoring reports (Monitoring Group Number PRT-R) issued with the WWF permit.

3. All monitoring data should reflect the results of sampling activities performed during the reporting year.

B. Disposal Methods.

Please provide the information requested on the form indicating the methods of disposal for both the effluent and biosolids.

- for effluent - surface water, groundwater, UIC, or reuse. If the WWF is reporting multiple disposal methods (i.e., surface water and reuse), please indicate the period (dates) each disposal method was used during the reporting year. If the WWF discharges to surface waters, please include the water body classification that the WWF discharges to (i.e., Class II Marine, Class III Fresh, etc.).
- for biosolids - land application, distribution and marketing, landfill, or incineration, whichever is appropriate.

C. WWF Incidents.

1. This section can be submitted in any format as long as all of the information listed below is included. The types of incidents to be reported here include WWF upsets, interference, pass through, exceedance of applicable water quality standards, permit violations, and reductions in residuals quality. Unsafe conditions within the treatment plant or prohibited discharges to the collection system should also be identified. If the incident can be attributed to one or more

industrial users, please indicate the name of each industry. Information required for this section includes:

- Type of incident
- Date of occurrence
- Reason for incident (known or suspected)
- Corrective action taken or to be taken
- IU involved in incident (if applicable)

2. Compare the effluent data to the appropriate discharge limits included in the WWF's wastewater permit to determine any events of interference or pass through. Residuals data should be compared in a similar manner using limits for the type of disposal used at the time of sampling.

3. Grouping identical incidents that repeat at some frequency may be acceptable, especially if they are believed to be coming from the same source. Additional information may be requested upon review of the annual report.

Section 2: Program Modifications

At a minimum, changes listed here should reflect actions being taken, or planned to be taken, to correct incidents that have been listed in Section 1 of this report, if changes are known to be necessary.

A. Answer each question (y/n).

B. Check all appropriate program elements affected by any program modifications (planned or initiated).

C. Briefly describe any changes indicated in B above.

Section 3: Pollution Prevention Activities

Provide a brief description of any pollution prevention activities planned or initiated by the CA or any industrial users.

Section 4: Industrial User (IU) Information

A. General Information.

The table in this section should indicate changes from the last annual report. Only categorical industrial users (CIUs), non-categorical significant industrial users (NSCIUs), and Significant Industrial Users (SIUs) should be included here. The fields in this table should be completed as described below.

1. <u>Facility Status</u> – Use the following codes to designate IU status:

A - facility added
D - facility deleted (inactive for any reason)

E - facility existing as of last annual report submittal
N - facility has been issued a "No Discharge" permit
S - facility information significantly modified (changes in flow, name, etc.)

2. Facility name - provide the official name of the facility.

3. Facility address - provide the mailing address.

4. Facility type - provide a type designator.

   SIU - significant industrial user
   CIU - categorical industrial user
   NSCIU- non-significant categorical industrial user

5. Contact person - provide the name of the most appropriate contact for the facility.

6. Contact phone number - provide the phone number of the official named above.

Category and section - if the facility is a CIU or NSCIU, the part and section within the 40 CFR that pertains to each IU must be indicated. For example, 417.14 indicates that the facility is regulated as an existing source under 40 CFR Part 417, Subpart A. Please note that this designation needs to be specific to determine which limits apply to the effluent discharge. If the facility is not subject to categorical standards, then indicate that category and section classification is not applicable (NA) to this facility.

B. IU Permit Information.

The following fields should be completed.

1. Facility name - same name as in A. above.

2. Average flow - provide the facility's average flow, in gallons per day, used for your permitting purposes.

3. Permit issue date - provide the issuance date of the current permit.

4. Permit expire date - provide the expiration date of the current permit.

5. F/L limits - indicate if federal and/or local limits apply. F = federal, L = local, F/L = both.

6. Monitoring Waiver? (y/n) - does the facility have a waiver to exclude monitoring of pollutants not present? If so, list the pollutants in the next column.

7. IU on C/S? (y/n) - is the facility currently on a compliance schedule (C/S)? Include a copy of each compliance schedule with the annual report. Please ensure the compliance schedule has the facility's name on it.

Section 5: Sampling and Inspection Schedule

1. Facility name - same name as in A. and B. above.

2. If NSCIU, evaluated to meet criteria? (Y/N/NA) – for IUs identified as NSCIUs in Section 4A above, indicate if the facility has been evaluated to meet the NSCIU criteria.

3. IU on reduced monitoring? (Y/N) – indicate if facility has reduced monitoring requirement.

4. Enter the number of events (inspections, CA sampling, and IU self-monitoring) that took place during the current reporting year for each IU. Note: for IUs under reduced monitoring, there may not be any inspections or sampling done for the current reporting period.

Section 6: Industrial User Violations

1. List all violations and the dates of occurrence during the reporting year. If there is more than one violation of the same type for an IU, list each violation separately. If a violation resulted in publication for significant noncompliance (PSNC) then include the quarter of the CA's pretreatment year in which the violation was published.

2. List all actions taken for each violation in order of their occurrence. If more than one violation is addressed with one action taken, then use a footnote or other means to indicate this.

IU Name	Violation Code	Violation Date	Action Taken Code	Action Taken Date	Violation Resolved?	Penalty Amount (if any)	Comments
ABC	FRP	09/30/94	NOV	10/15/94	Yes	250	
Mac's	VPS-Cu	10/09/94	RSV[2]	11/03/94	No		
Mac's	VPS-Cu	11/03/94	NOV[1]	12/30/94	Yes	1000	
Mac's	VPS-Ni	10/09/94	RSV[2]	11/03/94	No		
Mac's	VPS-Ni	11/03/94	NOV[1]	12/30/94	Yes		
Mac's	VPS-Ni	2nd Qtr	PSNC	12/30/94	Yes		

[1] NOV was issued for both violations.
[2] RSV was issued for both violations.

3. Appendix 10-C contains the list of codes for violations and actions taken. Only the codes from this list should be used. If there is no code that fits your specific need, then submit a new code, along with the intended definition, to the Department for addition to the appropriate list. The list will be maintained by the Department and changed as needed.

4. Be sure to include the parameter symbol for each pretreatment standard violation. If a 2 or 3 character symbol is not available (commonly used) make a footnote reference to indicate the parameter.

Section 7: Industrial User Significant Non-Compliance (SNC) Information

1. Put an X in each cell to indicate if the IU is in SNC in any applicable area for the current reporting year.

2. Briefly explain any SNC that is indicated in the column heading "Other Reasons".

3. Attach copies of SNC publications to this report