Annual Report Review Checklist

Program Name: _____ Reviewed by: _____
Date Reviewed: _____ Date Report Received: _____

COVER SHEET:

Cover sheet signed by authorized employee? ☐ Yes ☐ No

SECTION 1: WWF Operations

WWF Name: _____			WWF Name: _____		
FL Number: _____			FL Number: _____		
A. WWF Monitoring Data					
Conventional					
BOD:	☐ Inf.	☐ Eff.	☐ Inf.	☐ Eff.	
TSS:	☐ Inf.	☐ Eff.	☐ Inf.	☐ Eff.	
pH:	☐ Inf.	☐ Eff.	☐ Inf.	☐ Eff.	
O&G:	☐ Inf.	☐ Eff.	☐ Inf.	☐ Eff.	
% Removal:	☐ BOD	☐TSS	☐O&G	☐ BOD	☐ TSS ☐O&G
DMRs Used:	☐Yes	☐No		☐Yes	☐No
Toxics					
Influent:	☐ Metals	☐ Organics		☐ Metals	☐ Organics
Effluent:	☐ Metals	☐ Organics		☐ Metals	☐ Organics
Residuals:	☐ Metals			☐ Metals	
☐ Pretreatment DMRs signed					
B. Disposal Methods					
☐ Effluent and residual disposal methods, including period of discharge.					
Receiving Water Classification: _____			Receiving Water Classification: _____		
Biosolids Disposal Method: _____			Biosolids Disposal Method: _____		

C. Incidents

☐ None noted.

☐ Comparison of effluent data to appropriate discharge limits.

☐ Type of incident.

☐ Date of occurrence.

☐ Reason for incident (known or suspected).

☐ Corrective actions taken.

SECTION 2: Program Modifications

A. ☐ Answers to the two questions from the annual report guidelines.

B. ☐ Identification of program elements affected by any program modifications.

C. ☐ Description of any changes indicated in B above.

Changes noted in report:

_____

_____

_____

☐ **SECTION 3: Pollution Prevention Activities**

SECTION 4: IU Information

A. <u>General Information</u>

☐ Information is complete for all listed IUs.

☐ All NSCIUs identified.

B. <u>IU Permit Information</u>

☐ Information is complete for all listed IUs.
☐ Pollutants listed for CIUs with monitoring waiver.
☐ Compliance schedules are attached (if required).

SECTION 5: Sampling and Inspection Schedule

☐ Control Authority sampled each SIU at least once. (If reduced monitoring, once every two years.)

☐ Control Authority inspected each SIU at least once. (If reduced monitoring, once every two years.)

☐ Each SIU conducted at least two self-monitoring events. (If reduced monitoring, once per year.)

SECTION 6: IU Violations

☐ None noted.

☐ Violations are being adequately addressed and resolved.

SECTION 7: IU SNC Information

☐ Not applicable.

☐ Proof of public notice of facilities in SNC is attached (if required).

Comments:

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