Florida Department of Environmental Protection
Pretreatment Program
Chapter 62-625, F.A.C.

Program Implementation Procedures

Program Name: _____
Submission Date: _____
Permit Number: _____

Submission Requirements	**Y or comment number**	**Document reference and page #**
A. Prepare and update the Industrial Waste Survey *[62-625.500(2)(b)1, 62-625.500(2)(b)2, and 62-625.500(2)(e), F.A.C.]*		
1. Are procedures identified for preparing and updating the waste survey information for existing industrial users? *[62-625.600(8)(a), F.A.C.]*		
2. Do procedures require new industries to supply discharge information (identify character and volume of pollutants) or otherwise ensure that it will be collected?		
3. Do procedures provide for the preparation, maintenance, and submittal of any changes in the SIU list by the CA? *[62-625.500(4), F.A.C.]*		
B. Notify Industrial Users of Appropriate Federal, State, and/or Local Standards or Limitations. [62-625.500(2)(b)3, F.A.C.]		
1. Is there a mechanism to identify and notify industrial users of pretreatment standards, sludge disposal requirements, or other requirements?		
2. Is there a procedure to notify new SIUs of status/requirements?		
C. Receive and Analyze Self-Monitoring Reports and Other Notices. [62-625.500(2)(b)4 and 62-625.600, F.A.C.]		
1. Are there procedures for determining what self-monitoring and other reports should be received and reviewed?		
2. Procedures to compare information with discharge standards or otherwise review to identify noncompliance?		
3. Procedures for evaluating completeness and accuracy of reports?		
4. Are positions/individuals identified to review and approve Industrial User reports?		
D. Conduct Inspections and Surveillance Activities To Evaluate Compliance or Noncompliance. [62-625.500(2)(a)4, and 62-625.500(2)(b)5, F.A.C.]		
1. Criteria for determining inspection frequency (⌘1/year)		
2. Pre-inspection preparation		
3. Entry procedures, including response to refusal		

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4. Procedures for acquiring a search warrant		
5. Elements of a facility inspection (sample inspection checklist)		
6. Does the inspection incorporate the evaluation of the need for/reevaluation of a slug control plan at least once every two years? [62-625.500(2)(b)6, F.A.C.]		
7. Data collection and documentation		
8. Identification of noncompliance from inspections		
E. Conduct Industrial User Compliance Sampling and Analysis. [62-625.500(2)(b)5, F.A.C.]		
1. Does the description of the monitoring program include procedures for periodic random sampling of significant industrial dischargers at least once every 12 months? *[62-625.500(2)(b)5, F.A.C.]*		
2. Are sampling and monitoring parameters to be specified for each Industrial User? *[62-625.500(2)(a)2d, F.A.C.]*		
3. Is the WWF sampling for the required pollutants identified by the Industrial Waste Survey or by the priority pollutant/industrial matrix? *[62-625.500(2)(b)2, F.A.C.]*		
4. Do the sampling and monitoring procedures conform to Chapter 62-160, F.A.C.?		
5. Sampling Procedures		
a. Criteria for establishing sampling frequency (⌘1/year)		
b. Description of sample collection techniques		
c. Description of chain-of-custody techniques		
d. Identification of noncompliance from control authority monitoring		
F. Investigate Noncompliance. [62-625.500(2)(b)7, F.A.C.]		
1. Procedures to investigate noncompliance should be incorporated into the enforcement response plan in accordance with the requirements of Paragraph 62-625.500(2)(d), F.A.C.		
2. Are chain-of-custody and other quality control provisions specified to assure collection of enforceable data and other information? *[62-625.500(2)(b)7 and 62-160, F.A.C.]*		
G. Comply with Public Participation Requirements.		
1. Are there procedures for calculating and tracking significant noncompliance? *[62-625.500(2)(b)8, F.A.C.]*		
2. Do procedures include at least annual notice for those IUs that were in SNC during the past year to be published in local newspapers? *[62-625.500(2)(b)8, F.A.C.]*		
3. Is notice/opportunity to respond provided to both IUs and the general public, on the process of developing local IU effluent limitations? *[62-625.400(3)(c), F.A.C.]*		
4. Are program records available to the public? *[62-625.800, F.A.C.]*		

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H. Provide the Necessary Organization, Funding, and Personnel [62-625.500(3), F.A.C.]		
1. Is the description of the program organization clear and appropriate? *[62-625.500(4)(a)3, F.A.C.]*		
2. Have adequate staffing levels been provided based on the program description?		
3. Does the program have adequate sampling equipment or other provisions to conduct necessary sampling?		
4. Does the program have adequate analytical capabilities or has it made other arrangements for services (e.g., contract laboratory)		
5. Does the program present an itemized estimate of pretreatment implementation costs? *[62-625.500(4)(a)4, F.A.C.]*		
6. Are there sufficient revenue sources to cover the annual costs of the pretreatment program? *[62-625.500(4)(a)4, F.A.C.]*		
7. Are there procedures to coordinate monitoring, enforcement, and implementation activities between the jurisdictions involved? *[62-625.500(4)(a)3, F.A.C.]*		
8. Has the permit holder assumed lead responsibility in program implementation?		

Notes:

Based upon this review, I have found the program submission to be:

☐Adequate ☐inadequate ☐Adequate, contingent on addressing comments

Date: _____ Reviewed by: _____

Note: This review is a preliminary determination and is not necessarily the final determination by the Department.